

Village of Mukwonago
Notice of Meeting and Agenda

REGULAR VILLAGE BOARD MEETING
Wednesday, March 15, 2023

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 2022 MS4 Stormwater Annual Report Presentation by Public Works Director, Ron Bittner

[Stormwater 2022 Presentation.pptx](#)

[Draft Annual Report MS4 2022](#)

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 Accounts Payable Vouchers in the amount of \$4,343,964.56.

[30123 AP COW PACKET - CORRECTED.pdf](#)

6.2 Approve a Purchase Requisition for Core & Main in the amount of \$77,500 for Water Meter Replacements.

[AIRF-Purchase Req. for Meters 2023.docx](#)

[Purchase Requisition - 2023 Water Meters.pdf](#)

- 6.3 Approve **Resolution 2023-07** Amending the 2022 Adopted Budgets for Fire Department, Community Development, Wisconsin Development, TID #5, Village Designated, Capital Equipment, Library, Capital Improvement, Water Utility, and Sewer Utility Funds.
[RESOLUTION 2023-07 \(Amend 2022 Budget - Various Funds\)v2.docx](#)
- 6.4 Approve Phantom Lakes Management District for fireworks at Phantom Glen Park on July 3, 2023 from 3pm - 11 pm.
[07-03-2023 - Phantom Glen - Fireworks - 3-11 pm_Redacted.pdf](#)
- 6.5 Approve a special event permit for YMCA Mud Run at Mukwonago High School on June 24, 2023 from 11am-1pm.
[06-24-2023 - MHS - YMCA Mud Run - 11-1pm.pdf](#)
- 6.6 Approve a park application from Amorphic Beer to host a beer garden in Field Park Pavilion B on May 20, June 24, July 8, August 26, and September 30, 2023.
[05-20-2023 - Field Pav B - Beer Garden - 2-8 pm_Redacted.pdf](#)
[06-24-2023 - Field Pav B - Beer Garden 2-8 pm_Redacted.pdf](#)
[07-08-2023 - Field Pav B - Beer Garden - 2-8 pm_Redacted.pdf](#)
[08-26-2023 - Field Pav B - Beer Garden - 2-8 pm_Redacted.pdf](#)
[09-30-2023 - Field Pav B - Beer Garden - 2-8 pm_Redacted.pdf](#)
- 6.7 Approve a park and special event application from the Village of Mukwonago Police Department National Night Out at Field Park on August 1, 2023 from 6 pm - 8:30 pm.
[08-01-2023 - Field Park - National Night Out.pdf](#)
- 6.8 Approve a park and special event permit application from Jack-O-Lantern Jaunt sponsored by the Mukwonago Rotary Club at Field Park on October 13/14, 2023 from 6 pm - 9:30 pm.
[10-13 - 14-2023 Field Park - Jack-O-Lantern Jaunt.pdf](#)
[10-13 - 14-2023 Field Park - Jack-O-Lantern Jaunt - Location Maps.pdf](#)
- 6.9 Approve a park and special event application from Mukwonago Lions Foundation Easter Egg Hunt at Field Park on April 1, 2023 from 10 am - Noon.
[04-01-2023 - Field - Easter Egg Hunt 10a - Noon_Redacted.pdf](#)
- 6.10 Approve a park and special event application for Mukwonago Lions Foundation Summerfeste at Field Park on June 15, 16, 17, and 18,2023. This event will include the Father's Day Parade.
[06-15 - 06-18-2023 - Field - Summerfeste_Redacted.pdf](#)

7. Village Administrator

- 7.1 Discussion and possible action on a letter of support to the Wisconsin Department of Health Services for developing inclusive, affordable and replicable community housing as requested by Jemz
[Agenda Cover Report Letter of Support for ARPA HCBS Planning Grant.pdf](#)

[ARPA HCBS Grant.pdf](#)

[ARPA - Mukwonago Inclusive Housing .docx](#)

[Sample Letter of Support - Low Income.docx](#)

8. Planning Commission Recommendations

Discussion and possible action on the following Plan Commission Recommendations

- 8.1 Discussion and possible action on **RESOLUTION 2023-09** for Conditional Use for Pottery by Jessie LLC, a Pottery Studio - Home Occupation to be located at 131 Oakland Ave; Jessica Schroeder (owner), applicant; Parcel MUKV 1973-133.
[\(CU\) Staff Report Pottery By Jess - Home Occupation.pdf](#)
[Cond_use application.pdf](#)
[RESOLUTION 2023-09 CU 131 Oakland Ave.pdf](#)
- 8.2 Discussion and possible action on **RESOLUTION 2023-08** for a proposed 4-Lot CSM Extraterritorial Review in the Town of Mukwonago, located at HWY NN and Beulah Rd as submitted by Tom McAdams, TM Highview LLC.
[\(ETZ\) Staff Report Beulah Rd ETZ.pdf](#)
[RA SMITH REVISED FINAL CSM 2-17-23.pdf](#)
[Shared Easement Agreement.pdf](#)
[Town PC Minutes_1-4-23.pdf](#)
[RESOLUTION 2023-08 - ETZ Beulah Rd.pdf](#)
- 8.3 Acknowledgement of approved signs:
 1. Plan Commission on March 14, 2023 approved **PC-RESOLUTION 2023-02** for an entryway sign proposed for Honey Meadow Condominiums located at 331 Westside Ave; Maurice Nielsen (President)(applicant); Parcel MUKV 1974-923-002.
 2. Plan Commission on March 14, 2023 approved **PC-RESOLUTION 2023-03** for a freestanding monument sign exception proposed for the 720 Professional Building, located at 720 N Rochester St; Signamic, Inc., applicant; Parcel MUKV 1973-107.[PC-RESOLUTION 2023-02 Honey Meadow monument sign.pdf](#)
[PC-RESOLUTION 2023-03 720 N Rochester Monument sign.pdf](#)

9. Finance Committee, Trustee Darlene Johnson

Discussion and possible action on the following items

- 9.1 Discussion and possible action to approve Accounts Payable Vouchers in the amount of \$249,553.84.
[VB AP Packet 03152023.pdf](#)

10. Health and Recreation Committee, Trustee John Meiners

Discussion and possible action on the following items

- 10.1 Discussion and possible approval for Brooklife Church Eggapalooza Egg Drop/Carnival on April 2, 2023 at Mukwonago High School from 1 pm - 4 pm.
[04-02-2023 - Brooklife Church Eggapalooza - MHS 1-4pm.pdf](#)

11. Judicial Committee, Trustee Scott Reeves

Discussion and possible action on the following items

- 11.1 Discussion and possible action to approve a Temporary Class "B"/"Class B" Retailers License for Mukwonago Summerfeste on June 15, 2023 at Field Park.
[Temp Class B - Summerfeste 2023_Redacted.pdf](#)

12. Protective Services, Trustee Decker

Discussion and possible action on the following items

- 12.1 Police Report for the Month of February *(for information only, no action required)*
[Monthly Report February 2023.pdf](#)

13. Joint Village & Town Protective Services Committee Recommendations, Trustee Decker

- 13.1 Fire Department Monthly Report *(For Information Only, No Action Required)*
[SKM_C25823030610390.pdf](#)
[Incident-Type-Report-\(Summary\)_01-01-2023 to 02-28-2023.pdf](#)
[Financials 01-01-2023 to 02-28-2023.pdf](#)

14. Downtown Development Committee, Trustee Reeves

- 14.1 DDC update of Activities

15. Closed Session

Closed Session pursuant to **Wis. Stats § 19.85 (1) (g)** (Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation) concerning GFLP v Village of Mukwonago

16. 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

17. 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.

The background of the slide is a photograph of a stormy ocean. The top half shows a dark, overcast sky with a bright light source, possibly the sun, breaking through the clouds. The bottom half shows the churning, dark green water of the ocean with white foam from the waves. The text is centered over this image.

Stormwater
2022
in Review

GO WITH THE FLOW:
STOP WATER POLLUTION

Illicit Discharge

141 Stormwater outfalls

Annual Inspections for
8 Major Priority Outfalls
6 Minor Priority Outfalls
2 Priority Grass Swales

23 Major outfalls are inspected
once in the five-year permit
cycle (7 inspections in 2022).

No illicit discharge complaints
were received in 2022 and no
illicit discharges were
discovered during the dry
weather screening.



Photo by Ron
Bittner

Public Education & Outreach

Contract with
Waukesha County.

Staff met with three
H.O.A.s on pond
maintenance.

The village joined
Waukesha County's
Adopt a Drain
program.

Two local
organizations
conducted litter
pickup on local
streets.

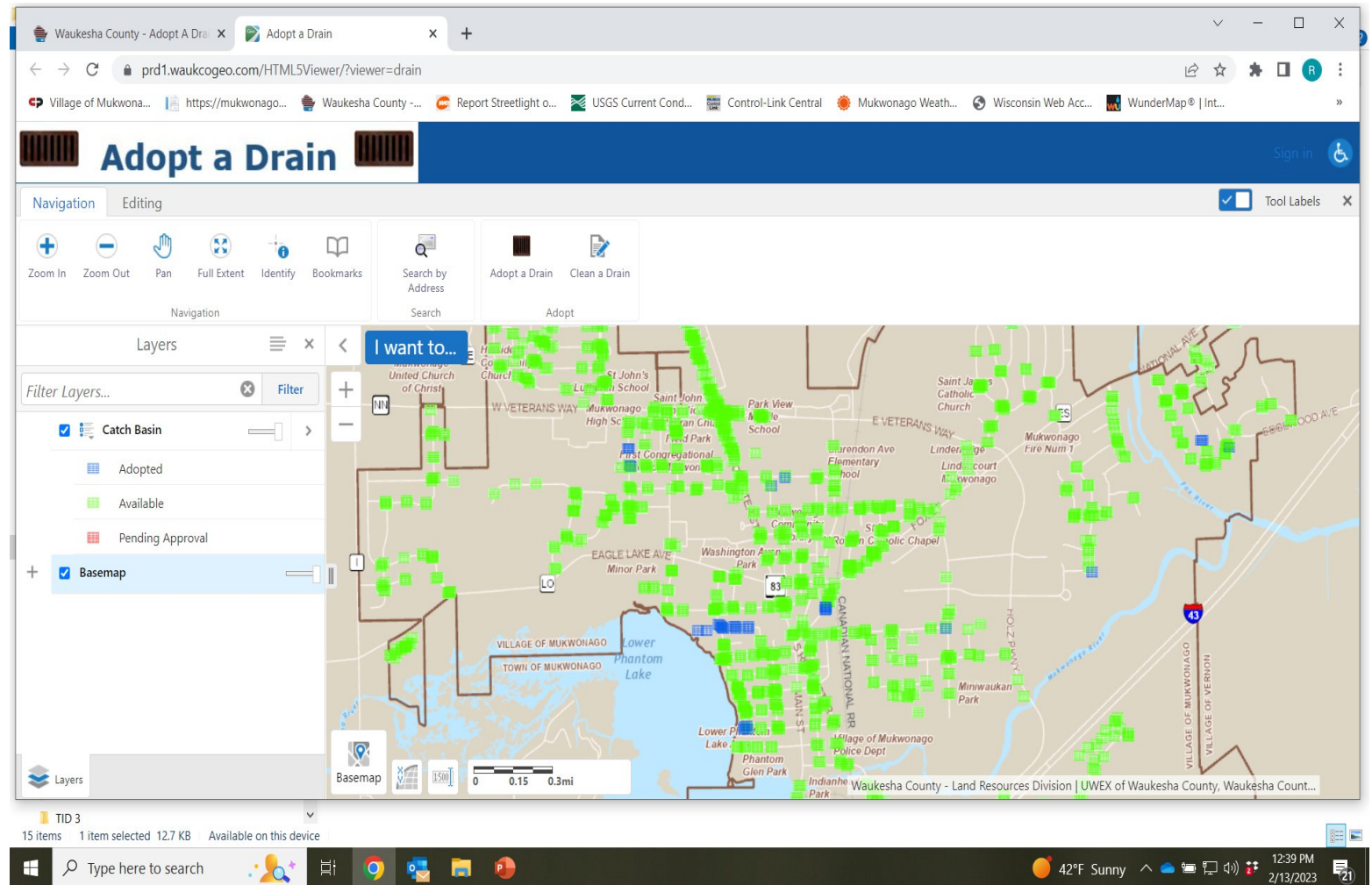


Photo courtesy of Waukesha County



Construction Site Pollution

16 sites of one acre or more with
open erosion control permits in 2022

Four new permits issued in 2022

196 inspections completed by R&M

Three permits closed in 2022

Post Construction

112 storm structures
utilized by the village for
pollutant reduction
analysis (14 village owned
and 98 private).

14 village owned
structures inspected.

27 private structure
inspected.

One new structures
approved.

Two private ponds
repaired.

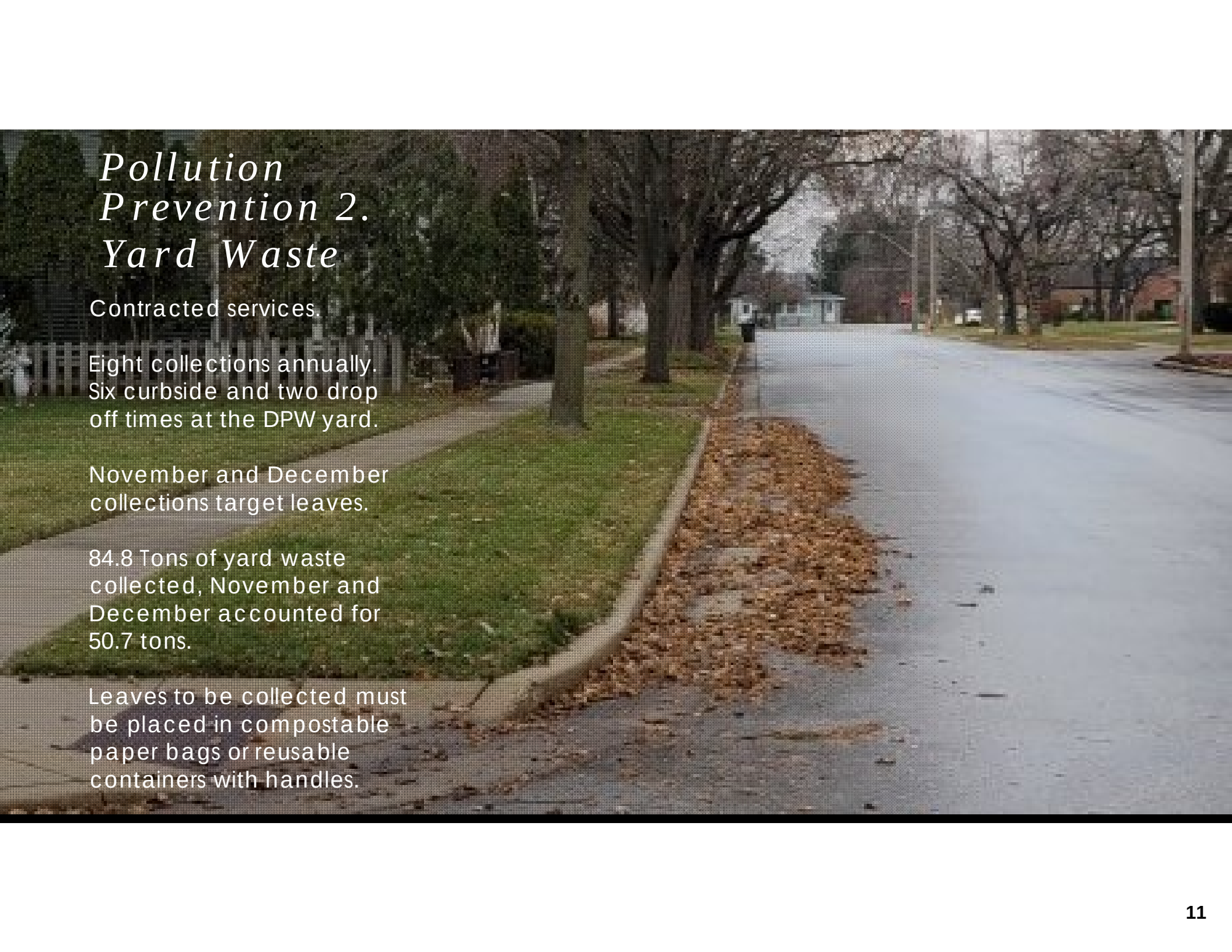
One modified for
capacity.

Pollution Prevention 1. Street Sweeping, Catch Basin and Stormceptors Cleaning

249 catch basin sumps cleaned.
Three storm Vectors cleaned.
43 Tons of material collected.

360 lane miles of urban street
Sections were swept.
Sections are swept four times
a year. 43 Tons of debris collected
during street sweeping operations.





Pollution Prevention 2. Yard Waste

Contracted services.

Eight collections annually.
Six curbside and two drop
off times at the DPW yard.

November and December
collections target leaves.

84.8 Tons of yard waste
collected, November and
December accounted for
50.7 tons.

Leaves to be collected must
be placed in compostable
paper bags or reusable
containers with handles.

Pollution Prevention 3.

Winter Road Maintenance

Staff education.

Saltwise webinars and hands on calibration training.

2 Anti-icing events.

4140 Gallons of brine (4.75

TONS of salt) applies to 124

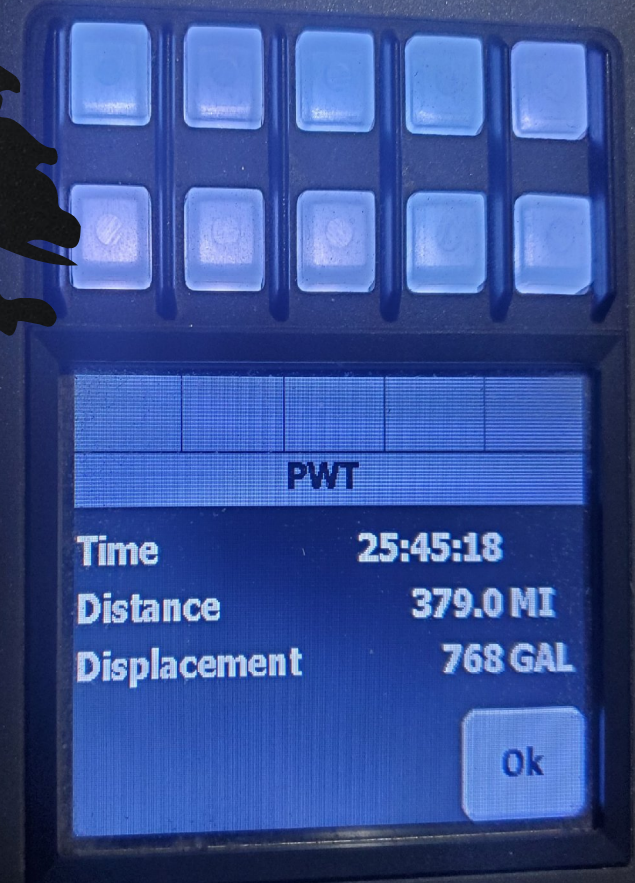
lane miles of road.

20 Snow events.

353 TONS of salt.

3954 Gallons of brine (4.6

TONS of salt).





System Map

- Legend**
- Public Works
 - Major Outfall
 - Minor Outfall
 - Storm Pipe
 - Grass Swale
 - Exceptional Resource Water
 - Impaired Rivers and Streams
 - Wet Pond
 - Dry Pond
 - Bioretention Basin
 - Biofiltration Device
 - Rain Garden
 - Infiltration Basin
 - Underground Storage
 - Other
 - Drainage Basin
 - Wetlands
 - Open Water
 - WPDES Permit Holders
 - Parks
 - Village Limits
 - County Boundary

Updated annually and submitted with the annual report.

The Village of **Mukwonago**
Where life, leisure and business thrive.
Ruekert • Mielke

WPDES Permit Holders					
ID#	SITE NAME	FIN	PERMIT	FID	SITE
ID-1	Sequist Closures	3623	5067857	268180660	711 Fox Street
ID-2	Bonstone Materials	14028	5067857	368008410	707 Swan Drive PO Box 206
ID-3	Waste Water Treatment Plant	5820	20265	268003670	440 River Crest Court

*The Fox River within the Village limits is listed as an Impaired Waterway.

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2022 Annual Report

County: Waukesha

Municipality: Mukwonago, Village

Permit Number: S050075

Facility Number: 35717

Reporting Year: 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box: ☐

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary

- Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents *(*If applicable, see permit for due dates.)*
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map *(S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)*
 - Fecal Coliform Source Elimination Plan *(S050075-03 general permittees Appendix B - document due to the department by October 31, 2023)*
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Mukwonago, Village

Facility ID # or (FIN): 35717

Updated Information: ☐ Check to update mailing address information

Mailing Address: 440 River Crest Court

Mailing Address 2:

City: Mukwonago, Village

State: WI

Zip Code: 53149 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Ron

Last Name: Bittner

☐ Select to **update** current contact information

Title: PW Director

Mailing Address: 440 River Crest Court

Mailing Address 2:

City: Mukwonago

State: WI

Zip Code: 53149 xxxxx or xxxxx-xxxx

Phone Number: 262-363-6447 **Ext:** xxx-xxx-xxxx

Email: rbittner@villageofmukwonago.com

Additional Contacts Information (Optional)

Individual with responsibility for:
(Check all that apply)

- ☐ I&E Program
- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

XXXXX or XXXXX-XXXX

Phone Number:

Ext:

XXX-XXX-XXXX

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name: Ron

Last Name: Bittner

☒ Select to **update** current contact information

Title: Director of Public Works

Mailing Address: 440 River Crest Court

Mailing Address 2:

City: Mukwonago

State: WI

Zip Code: 53149

XXXXX or XXXXX-XXXX

Phone Number: 262-363-6447

Ext:

XXX-XXX-XXXX

Email: rbittner@villageofmukwonago.com

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach Waukesha County

☒ Public Involvement and Participation Waukesha County

- ☐ Illicit Discharge Detection and Elimination
- ☒ Construction Site Pollutant Control Ruekert & Mielke, Inc.
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes
☐ No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

Topics Covered	Target Audience
☐ Illicit discharge detection and elimination ☐ Household hazardous waste disposal/pet waste management/vehicle washing ☐ Yard waste management/pesticide and fertilizer application ☐ Stream and shoreline management ☒ Residential infiltration ☐ Construction sites and post-construction storm water management ☒ Pollution prevention ☐ Green infrastructure/low impact development ☐ Other:	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other

Topics Covered	Target Audience
☐ Illicit discharge detection and elimination ☐ Household hazardous waste disposal/pet waste management/vehicle washing ☐ Yard waste management/pesticide and fertilizer application ☐ Stream and shoreline management ☒ Residential infiltration ☐ Construction sites and post-construction storm water management ☒ Pollution prevention ☐ Green infrastructure/low impact development ☐ Other:	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other

Topics Covered	Target Audience
☐ Illicit discharge detection and elimination ☐ Household hazardous waste disposal/pet waste management/vehicle washing ☐ Yard waste management/pesticide and fertilizer application ☐ Stream and shoreline management ☐ Residential infiltration	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors

☐ Construction sites and post-construction storm water management ☒ Pollution prevention ☐ Green infrastructure/low impact development ☐ Other:	☐ Developers ☐ Industries ☐ Public Officials ☐ Other
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Topics Covered	Target Audience
☐ Illicit discharge detection and elimination ☐ Household hazardous waste disposal/pet waste management/vehicle washing ☐ Yard waste management/pesticide and fertilizer application ☐ Stream and shoreline management ☒ Residential infiltration ☐ Construction sites and post-construction storm water management ☒ Pollution prevention ☐ Green infrastructure/low impact development ☐ Other:	☐ General Public ☐ Public Employees ☐ Residents ☐ Businesses ☐ Contractors ☒ Developers ☐ Industries ☐ Public Officials ☐ Other

Topics Covered	Target Audience
☒ Illicit discharge detection and elimination ☒ Household hazardous waste disposal/pet waste management/vehicle washing ☒ Yard waste management/pesticide and fertilizer application ☒ Stream and shoreline management ☒ Residential infiltration ☐ Construction sites and post-construction storm water management ☒ Pollution prevention ☒ Green infrastructure/low impact development ☐ Other:	☐ General Public ☒ Public Employees ☐ Residents ☐ Businesses ☒ Contractors ☒ Developers ☐ Industries ☒ Public Officials ☐ Other

d. Will additional information/summary of education events be attached to the annual report? ☒ Yes
☐ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Staff met with three HOAs and a developer to walk their ponds and discuss inspections and the process involved. Orchards II HOA 4/18, Belinsky Homes 4/19, Fox River View HOA & residents 4/19, & Phantom Preserve Condo Association 9/1.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	3/16/2022		
Project/Event Name	Village Board Meeting		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☐ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other:	☒ General Public ☒ Public Employees ☒ Residents ☒ Businesses ☐ Contractors ☐ Developers ☐ Industries ☒ Public Officials ☐ Other	51-100	☐ Yes ☒ No

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	4/22/2022 ☐ NA (Individual Permittee).		
Project/Event Name	Earth Day Litter Collection		
Delivery Mechanism	Other hands-on event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	Select...	☐ Yes ☒ No

Event Start Date	4/22/2022 ☐ NA (Individual Permittee).		
Project/Event Name	Earth Day Litter Collection		
Delivery Mechanism	Other hands-on event		

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☐ Public Employees ☒ Residents ☒ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	Select...	☐ Yes ☒ No

Event Start Date	5/1/2022 ☐ NA (Individual Permittee).
Project/Event Name	Citizen Stream Monitoring
Delivery Mechanism	Stream monitoring

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	11-50	☒ Yes ☐ No

Event Start Date	1/1/2022 ☐ NA (Individual Permittee).
Project/Event Name	Adopt A Drain
Delivery Mechanism	Other hands-on event

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials	101 +	☒ Yes ☐ No

	☐ Other		
Event Start Date	2/3/2022	☐ NA (Individual Permittee).	
Project/Event Name	Workshop		
Delivery Mechanism	Other hands-on event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☒ Public Employees ☒ Residents ☐ Businesses ☒ Contractors ☒ Developers ☐ Industries ☒ Public Officials ☒ Other	101 +	☒ Yes ☐ No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Village organizations and businesses conduct litter cleanup on Earth Day. Presentation on the annual report allowing comments and questions from the VB and residents. See attached Public Education & Outreach Report from Waukesha County

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- How many total outfalls does the municipality have? ☐ Unsure
- How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? ☐ Unsure
- From the municipality's routine screening, how many were confirmed illicit discharges? ☐ Unsure
- How many illicit discharge complaints did the municipality receive? ☐ Unsure
- From the complaints received, how many were confirmed illicit discharges? ☐ Unsure
- How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both

routine screening and complaints)?

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality ☐ Unsure use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.

☒ Verbal Warning	0
☒ Written Warning (including email)	0
☒ Notice of Violation	0
☒ Civil Penalty/ Citation	0

Additional Information:

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The village evaluates all priority outfalls annually. The remaining outfalls are divided into 5 zones and each of zone's major outfalls are inspected once per permit cycle.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 16 ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 4 ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 196 ☐ Unsure
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- | | |
|---|-----|
| ☐ No Authority | |
| ☒ Verbal Warning | 129 |
| ☒ Written Warning (including email) | 129 |
| ☒ Notice of Violation | 1 |
| ☒ Civil Penalty/ Citation | 0 |

☒ Stop Work Order

0

☒ Forfeiture of Deposit

0

☐ Other - Describe below

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Commercial and sites greater than one acre are inspected by the contracted village engineering firm. The village engineer works with the DPW director on compliance and enforcement issues.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ? ☐ Unsure
*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? ☐ Unsure
Inspections completed by private landowners should be included in the reported number.
- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No ☐ Unsure
- e. If yes, does MS4 have maintenance authority on these privately owned BMPs? ☐ Unsure
- f. How many municipally owned storm water management BMPs were inspected in the reporting year? ☐ Unsure
- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
- ☐ No Authority
- ☒ Verbal Warning

☒ Written Warning (including email)	2
☒ Notice of Violation	0
☒ Civil Penalty/ Citation	0
☐ Forfeiture of Deposit	
☒ Complete Maintenance	0
☒ Bill Responsible Party	0
☐ Other - Describe below	

- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Private BMP owners are required to inspect their facilities per the SWMA and provide the village with the reports when requested. Village staff monitor private structures and notify owners when issues are observed.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management best management practices. 14 ☐ Unsure
- b. How many new municipally owned storm water management best management practices were installed in the reporting year ? 0 ☐ Unsure
- c. How many municipally owned storm water management best management practices were inspected in the reporting year? 14 ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

vegetation management (woody & Invasive), erosion, water quality, animal damage

- e. How many of these facilities required maintenance? 4 ☐ Unsure
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The village monitors municipal BMP's with event and annual inspections. Inspection reports are available on request.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP? ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
SWPPP inspections are conducted 4 times a year. General house keeping is performed as needed when issues arise.

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed? ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes - Explain frequency Urban street sections are swept four time annually
☐ No - Explain _____
☐ Not Applicable

Collection Services - Catch Basin Sump Cleaning Program ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- r. If known, how many tons of material was collected? ☐ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
☒ Yes- Explain frequency one fifth of the CBs are cleaned annually.
☐ No - Explain _____
☐ Not Applicable

Collection Services - Leaf Collection Program ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
☐ Pile on terrace ☐ Pile in street ☒ Bags on terrace ☐ Unsure
☐ Other - Describe _____
- x. What is the frequency of collection?
 2, November and December
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

The village contracts out for leaf collection services. Yard waste collections in November and December target leaves. Leaves are required to be placed on the terrace in compostable paper bags. Gutter leaves are collected with the street sweeper.

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (One mile of a two-way road equals two lane miles.) 92 ☐ Unsure
- ab. Provide amount of de-icing products used by month last winter season?
 Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	0	141	135	144	0

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	0	2104	9771	2793	3000

- ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Training Date	Training Name	# Attendance
11/28/2022	Salt/brine truck calibration training	6

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Staff participated in hands on equipment calibration.

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Elected officials; Staff meetings, Pre construction meetings and development meetings.

Municipal Officials

Municipal Officials; Plan commission, committee and board meetings and annual MS4 report presentation.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Department heads and staff; Staff and development meetings.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☒ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☒ Outfalls

☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The revised map is submitted with the report.

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	---------------------------------	--------------------------------	------------------------

Element: Public Education and Outreach

2250	1466	2250	<u>General revenue fund</u>
200	177	200	<u>Storm water utility</u>

Element: Public Involvement and Participation

2250	1466	2250	<u>General revenue fund</u>
200	177	200	<u>Storm water utility</u>

Element: Illicit Discharge Detection and Elimination

4170	2290	4170	<u>General revenue fund</u>
5579	3434	5579	<u>Tax Incremental Finance District.</u>

Element: Construction Site Pollutant Control

7500	7500	7500	<u>Permit fee and/or deposit/escrow</u>
2500	2500	2500	<u>Other</u>

Element: Post-Construction Storm Water Management

484607	445943	0	<u>Other</u>
5000	3715	5000	<u>General revenue fund</u>

Element: Pollution Prevention

26693	19994	26700	<u>General revenue fund</u>
12724	6185	21750	<u>Storm water utility</u>

Other (describe)

Select...

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*
Four ponds were dredged as part of the CIP.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality’s storm sewer system directly discharges to?
☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality’s storm sewer system directly discharges to?
☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?
☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?
☐ Yes ☒ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:
Total suspended solids (TSS)
Total phosphorus (TP)

Additional Information

Based on the municipality’s storm water program evaluation, describe any proposed changes to the municipality’s storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

Attach - Other Supporting Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Form 3400-224(R8/2021)

Complete and Submit Your Application

You have not completed all areas of the application. Please return to the application and complete all missing items.

Contact Information: Complete

Minimum Control Measures Section 1: Complete

Minimum Control Measures Section 2: Complete

Minimum Control Measures Section 3: Complete

Minimum Control Measures Section 4: Complete

Minimum Control Measures Section 5: Complete

Minimum Control Measures Section 6: Complete

Minimum Control Measures Section 7: Complete

Attachments: Required- Has Missing Items

Final Evaluation: Complete

INFORMATION AND EDUCATION LEDGER OF ACTIVITIES

General Public	1			displays and handouts	Jan 2022	1-1to 5-21	Pewaukee	100	storm sewer display with Adopt a Drain information at City Hall during tax time
General Public	7			social media	Jan 2022	1-17-22		1	salt awareness post reached 2875 with 169 engagements
General Public	7			social media	Jan 2022	1-10-22		1	salt awareness week post reached 1573 people with 147 engagements
General Public	7			press release	Jan 2022	1-18-22		1	press release for Salt Awareness Week
General Public	2			social media	Jan 2022	1-21-22		1	social media for Salt Awareness at Bark N Brew for Janboree with 133 reached and 2 engagements
General Public	7			displays and handouts	Jan 2022	1-22-22	Waukesha	75	outreach table at Milwaukee Beer Garden, "Bark n Brew" event to get out info on salt use and pet waste and promote Salt Awareness Week
General Public	2	3	5	presentation	Jan 2022	1-22-22	virtual	18	social media post for Salt Awareness Week with 377 reached and 13 engagements
General Public	7			social media	Jan 2022	1-24-22		361	webinar on Environmental Toll of Salt
General Public	7			presentation	Jan 2022	1-24-22		1	social media post for Salt Awareness Week with 54 reached
General Public	7			social media	Jan 2022	1-25-22		519	webinar on salt in our drinking water
General Public	7			presentation	Jan 2022	1-25-22		421	webinar on what happens to water softerer salt
General Public	7			presentation	Jan 2022	1-26-22		280	webinar on activities to teach about salt
General Public	7			presentation	Jan 2022	1-27-22		95	webinar panel discussion on salt reduction efforts across the state
General Public	7			presentation	Jan 2022	1-28-22		1	Segment on Morning Blend TV show covering wise salt use and picking up after your pet
Teachers and Students	1	3	5	TV media	Feb 2022	2-2-22	Waukesha	65	I live in a Watershed program for Brookfield Academy 6th grade
Teachers and Students	2			presentation	Feb 2022	2-2-22		1	I live in a Watershed at Retzer for Brookfield Academy 6th grade
Contractors, Dev & Consu	7			presentation	Feb 2022	2-3-22	virtual	40	Smart Salting for Parking Lots and Sidewalks virtual training
Teachers and Students	2			workshop	Feb 2022	2-3-22	Pewaukee	55	Watershed program at Asa Clark Middle school in Pewaukee for environmental club
Teachers and Students	3			workshop	Feb 2022	2-7-22	Waukesha	9	Splash and Trash talk with nutrient and snow/salt management for school facilities managers
General Public	3	5		social media	Feb 2022	2-16-22	WI Dells	7	social media post for National Tell a Fairy Tale Day--Poop Fairy isn't real....pick up after your dog!
General Public	2			press release	Feb 2022	2-26-22		1	press release for spring workshop with soils class
General Public	5			press release	Mar 2022	3-1-22	Retzer	16	Outdoor Classroom on Water Cycle--emphasis on decreasing runoff
General Public	5	2	3	TV media	Mar 2022	3-2-22		1	appearance on Morning Blend TV show to promote spring workshops--soils
General Public	9			volunteer appreciation	Mar 2022	3-5-22	Retzer	24	volunteer appreciation for Stream Monitors
Teachers and Students	2	3	5	presentation	Mar 2022	3-11-22	New Berlin	50	career day for Poplar Creek elementary
General Public	5			presentation	Mar 2022	3-12-22	Retzer	46	spring workshop session on Soils with emphasis on infiltration with healthy soils
General Public	1			press release	Mar 2022	3-21-22		1	Press Release for Adopt a Drain new communities
General Public	1			social media	Mar 2022	3-22-22		1	social media post for World Water Day launch of Adopt a Drain campaign in Sussex
General Public	3			social media	Mar 2022	3-28-21		1	social media post for National Weed Appreciation Day about chemical use
General Public	7			TV media	Apr 2022	4-6-22		1	appearance on Morning Blend TV show promoting greening your laundry room--optimize your water softener
General Public	2			social media	Apr 2022	4-11-22		11	social media post for National Pet Day about picking up after your dog
General Public	2	3	5	presentation	Apr 2022	4-12-22	Pewaukee	195	Green Home Makeover program for Pewaukee Public Library
Contractors, Dev & Consu	6	8		workshop	Apr 2022	4-13-22	virtual	15	annual stormwater workshop
Contractors, Dev & Consu	6	5		workshop	Apr 2022	4-14-22	Genesee	32	program for 4th grade as part of Earth Day event
Teachers and Students	3			presentation	Apr 2022	4-14-22	Genesee	30	program for 5th grade as part of science day event
Teachers and Students	7			training	Apr 2022	4-19-22	Genesee	15	trained Carroll University Aquatic Ecology students to collect data for SWMS/WAV
General Public	5			presentation	Apr 2022	4-19-22	New Berlin	46	Home Composting training for New Berlin Library
General Public	5			e-mail	Apr 2022	4-19-22		102	Follow up to Soils Workshop in March with stake test info and reminder about planted undies
Teachers and Students	2			displays and handouts	Apr 2022	4-21-22	Oconomowoc	200	staffed booth at Parklawn Elementary STEM event
Teachers and Students	2			presentation	Apr 2022	4-22-22	New Berlin	102	career day for Orchard Lane Elementary
General Public	2			presentation	Apr 2022	4-23-22	Mukwonago	31	career day at Parkview Middle School
General Public	2			presentation	Apr 2022	4-23-22	Retzer	60	water action hike highlighting stream life and actions you can take at home to protect it
Teachers and Students	2			presentation	Apr 2022	4-26-22	Muskego	20	green cleaning workshop at Inpro
Teachers and Students	2			presentation	Apr 2022	4-27-22	Muskego	7	program for Muskego Environmental Club
Teachers and Students	2			presentation	Apr 2022	4-29-22	New Berlin	61	career day at Elmwood Elementary School
Teachers and Students	2			presentation	Apr 2022	4-29-22	Pewaukee	200	program for all 5th grade students before Camp Whitcomb
General Public	5			TV media	May 2022	5-2-22		1	appearance on Morning Blend TV show talking about greening your lawn--topdress with compost for more water infiltration
General Public	2			training	May 2022	5-7-22	Genesee Depot	7	training for WAV program at Prairie Springs Environmental Center
Teachers and students	3	5		presentation	May 2022	5-11-22	Genesee Depot	38	program for kindergarten from Big Bend Elementary
Teachers and Students	2			presentation	May 2022	5-13-22	Genesee Depot	38	program for 2nd grade, Big Bend Elementary
Teachers and Students	2			presentation	May 2022	5-13-22	Genesee Depot	38	program for kindergarten from Big Bend Elementary
General Public	9	5		WAV monitoring	May 2022	5-13-22	Sussex	75	career day for Richmond School, Sussex
General Public	9			WAV monitoring	May 2022	5-16-22	Pewaukee	2	benchmark for Pewaukee River at the junction with Fox
Teachers and Students	1			WAV monitoring	May 2022	5-17-22	Genesee	90	benchmark for Pewaukee River at the junction with Fox
General Public	1			displays and handouts	May 2022	5-17-22	Retzer	400	stream program for Silver Lake Intermediate School from Oconomowoc
General Public	9			benchmark	May 2022	5-19-22	Waukesha	2	Follow the Flow display and handouts at Waukesha Public Library
General Public	9			benchmark	May 2022	5-23-22	Waukesha	2	benchmark for Oconomowoc River at Elm St
General Public	9			benchmark	May 2022	5-23-22	Pewaukee	2	benchmark for Pebble Brook at Oakdale Road
General Public	5			benchmark	May 2022	5-23-22	Retzer	21	benchmark for Pewaukee River at Hwy F
Teachers and Students	5			presentation	May 2022	5-24-22	Retzer	21	Home Composting program
General Public	5			presentation	May 2022	5-25-22	Retzer	9	stream program for Silver Lake Intermediate School from Oconomowoc
General Public	4			benchmark	May 2022	5-26-22	Dousman	116	Wonderful Wetlands program for outdoor classroom
Teachers and Students	4			presentation	May 2022	5-27-22	Camp Whitcomb	106	benchmark for Bark River at Genesee Lake Road
General Public	2			displays and handouts	May 2022	5-28-22	Waukesha	40	Lake study program for Pewaukee 5th graders
General Public	2			e-mail	Jun 2022	6-1-22	Eagleview	168	Lake study program for Pewaukee 5th graders
Teachers and Students	1			field experience	Jun 2022	6-2-22	Eagleview	40	staffed outreach at Milwaukee Park Beer Garden
									Adopt a Drain newsletter with articles on grass clippings and pet waste
									water testing on Jericho Creek with Eagleview Elementary

General Public	1	5	5	displays and handouts	Jun 2022	6-6 to 7-1	Sussex	300	Follow the flow display and handouts at Sussex library along with rain barrel diverter kit
General Public	2	3	5	water resources presentation	Jun 2022	6-7-22	Waukesha	9	program on water resources at Waukesha Public Library
General Public	1	3	5	storm drain disp	Jun 2022	6-8-22	Eagle	7	program on runoff and rain barrels at public library
General Public	2	3	5	displays and handouts	Jun 2022	8-10 to 6-27	Pewaukee	300	storm drain display on fertilizer runoff and adopt a drain at Pewaukee Library
General Public	2	3	5	Crystals Adventure presentation	Jun 2022	6-10-22	Menomonee Falls	25	stuffed outreach at Menomonee Falls Park beer garden
General Public	9	5		mussel monitoring	Jun 2022	6-15-22	Retzer	15	Crystals Clean water adventure at Outdoor Classroom
General Public	2	5		presentation	Jun 2022	6-22-22	Mukwonago	7	training on mussel monitoring and id
General Public	2	5		presentation	Jun 2022	6-24-22	Retzer	20	BSA Sustainability Merit Badge Class
General Public	2	5		displays and handouts	Jun 2022	6-25-22	Pewaukee	250	BSA Soil and Water Conservation Merit Badge Class
General Public	2	5		displays and handouts	Jun 2022	6-1 to 6-30	Oconomowoc	400	enviroscape and other materials at Clean Water Festival in Pewaukee
General Public	3	5		presentation	Jul 2022	7-6-22	Mukwonago	7	special water themed display at Oconomowoc Public library with many handouts, banner and posters
General Public	1	3		rain barrels	Jul 2022	7-7-22	Sussex	29	Home composting program through the Public Library
General Public	2	3	5	displays and handouts	Jul 2022	7-8-22	Retzer	50	rain barrel program through the Public Library
Teachers and Students	1	7		presentation	Jul 2022	7-13-22	Retzer	37	beer garden outreach with handouts and trivia
General Public	2	3	5	displays and handouts	Jul 2022	7-14-22	Retzer	178	stream program at Retzer for outdoor classroom
General Public	2	3	5	displays and handouts	Jul 2022	7-21-22	Waukesha	40	stream program at Retzer for summer school program
General Public	2	3	5	presentation	Jul 2022	7-22-22	Retzer	20	outreach with watershed model at Waukesha County Fair through 4-H expo
General Public	1	2		displays and handouts	Jul 2022	7-27-22	Retzer	300	water day for Wisconsin Master Naturalist Training at Retzer
General Public	1	2		displays and handouts	Jul 2022	7-27-22	Hartland	300	Hartland Kids Fest outreach booth
General Public	1	2		displays and handouts	Aug 2022	7-1 to 7-31	Oconomowoc	400	stormwater banner with handouts at Oconomowoc Public Library
General Public	1	3		thermodynamics presentation	Aug 2022	8-2-22	Mukwonago	300	storm drain model for National Night Out
General Public	1	3		displays and handouts	Aug 2022	8-3-22	Retzer	27	Thermodynamics class for Outdoor Classroom
General Public	1	3		displays and handouts	Aug 2022	8-3-22	Sussex	300	Storm drain model for National Night Out
General Public	1	3	5	rain barrels	Aug 2022	8-3-22	Oconomowoc	0	Rain barrel program for Oconomowoc Public Library
General Public	9	7		mussel monitoring	Aug 2022	8-4-22	Oconomowoc	7	Asian Clam survey on Oconomowoc River
General Public	1	2		displays and handouts	Aug 2022	8-9-22	Oconomowoc	400	outreach booth at Oconomowoc Kids Fest
General Public	1	3		displays and handouts	Aug 2022	8-9-22	Vernon	2176	stormwater banner at primary election day
General Public	1	3		displays and handouts	Aug 2022	8-9-22	Pewaukee	1200	storm drain display at Village of Pewaukee primary election
General Public	1	2	3	displays and handouts	Aug 2022	8-9-22	Wales	675	Clean Water One Stop at a Time display boards at Village of Wales primary election
General Public	5	2	3	rain gardens	Aug 2022	8-16-22	Wales	63	walking rain garden tour hosted by Green Team at Pewaukee Public Library
Teachers and Students	9	8		field work	Aug 2022	8-20-22	Oconomowoc air	5	Snapshot Day search for invasive species
General Public	6	8		presentation	Aug 2022	8-24-22	WCTC	13	virtual program for Sustainable Building Class for WCTC
General Public	5	3		presentation	Sep 2022	9-7-22	Retzer	26	Memory cafe program about fishing and impervious surfaces
Teachers and Students	1	2	3	presentation	Sep 2022	9-7-22	Waukesha	0	Clean water capers program with watershed model for outdoor classroom
Teachers and Students	3	5		presentation	Sep 2022	9-12-22	Waukesha	36	healthy soils program for Prairie Elementary
Teachers and Students	3	5		presentation	Sep 2022	9-13-22	Waukesha	46	water resources program for Prairie Elementary in Waukesha
Teachers and Students	3	5		presentation	Sep 2022	9-15-22	Waukesha	66	healthy soils program for 3 classes at Rose Glen
General Public	1	2	3	displays and handouts	Sep 2022	9-17-22	Waukesha	38	healthy soils program at Hadfield Elementary
General Public	2	4	5	displays and handouts	Sep 2022	9-16 to 18	North Prairie	500	stuffed outreach with water bugs, water quality and storm drains at Apple Harvest fest
Teachers and Students	1	2		presentation	Sep 2022	9-21-22	Waukesha	3000	unstaffed display at annual Fall Harvest Festival
Teachers and Students	1	2	3	presentation	Sep 2022	9-22-22	Waukesha	100	virtual career day presentation through Junior Achievement
Teachers and Students	3	5		presentation	Sep 2022	9-27-22	Waukesha	44	program for 2 classes at Lowell Elementary
General Public	7	2	3	Morning Blend	Oct 2022	10-5-22	Prairie Springs	20	healthy soils program for Hadfield Elementary
General Public	1	2		presentation	Oct 2022	10-6-22	Retzer	10	Morning Blend appearance about Household Hazardous Waste proper disposal
General Public	7	3	5	presentation	Oct 2022	10-7-22	Retzer	1	WAV volunteer training at Master Naturalist Summit
Teachers and Students	1	3	5	presentation	Oct 2022	10-13-22	Pewaukee	6	WAV volunteer training at Master Naturalist Summit
Teachers and Students	1	2	3	presentation	Oct 2022	10-13-22	Waukesha	45	enviroscape model for career day at Pewaukee High School
Teachers and Students	6	8		presentation	Oct 2022	10-19-22	Waukesha	16	presentation for La Casa 7th grade students
Teachers and Students	3	5		presentation	Oct 2022	10-21-22	Waukesha	35	virtual program for Sustainable Building Class for WCTC
General Public	1	7		presentation	Nov 2022	11-5-22	Waukesha	30	Healthy Soils for Montessori School
General Public	1	2	3	displays and handouts	Nov 2022	11-5-22	Retzer	15	Healthy Soils for Montessori School
General Public	7	3		displays and handouts	Nov 2022	11-7-22	New Berlin	100	Inside and Outside of Retzer Creek hike/program at Science Fest
General Public	1	2		displays and handouts	Nov 2022	11-8-22	Vernon	10	hands on actively table covering
Teachers and Students	1	2	3	displays and handouts	Nov 2022	11-8-22	Wales	4660	Career day at New Berlin West
Teachers and Students	1	5		water testing	Nov 2022	11-9-22	Waukesha	1639	Know B4 you Throw Display covering salt use and awareness
Teachers and Students	1	2	3	presentation	Nov 2022	11-29-22	Sussex	45	Stormwater Banner connecting storm drains to lakes and rivers
Teachers and Students	1	2	3	presentation	Dec 2022	12-2-22	New Berlin	46	program for 2 classes at Hawthorne Elementary
General Public	5	4		Morning Blend	Dec 2022	12-5-22	Wales	90	water testing class for AP Environmental Science Students at Hamilton High School
General Public	1	3		displays and handouts	Dec 2022	12-7-22	Pewaukee	47	career day at Kettle Moraine High School
General Public	1	4		displays and handouts	Dec 2022	12-19-22	Pewaukee	7700	career day at Kettle Moraine High School
General Public	1	3		displays and handouts	Dec 2022	12-19-22	Pewaukee	400	pono for rain barrel diverter and soil testing as green christmas gifts on the Morning Blend
									tax inserts with basic storm drains deliver to streams, keep the water clean message
									display for City of Pewaukee during tax payments

Illicit Discharge

Flow Present? No

WO ID: 09232200414	Outfall ID: 1449	Location: CNRR bridge & STH 83	Date: 9/23/2022 8:00:00 AM
ST351002 - Outfall - Major - 36			
Nearest Intersection: STH 83 & Front St		Flow Present? ☐ No	Flow Description:
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False
Sample Collected? ☐ No		Sample taken from:	
WO ID: 09232200418	Outfall ID: 537	Location: Wolf Run East	Date: 9/23/2022 8:00:00 AM
ST254002 - Outfall - Major - 36			
Nearest Intersection: Wolf Run East Termini		Flow Present? ☐ No	Flow Description:
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False
Sample Collected? ☐ No		Sample taken from:	
WO ID: 09232200419	Outfall ID: 544	Location: Wolf Run	Date: 9/23/2022 8:00:00 AM
ST361002 - Outfall - Major - 54			
Nearest Intersection: Wolf Run East Termini 9		Flow Present? ☐ No	Flow Description:
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False
Sample Collected? ☐ No		Sample taken from:	
WO ID: 09232200420	Outfall ID: 2050	Location: Wolf Run East	Date: 9/23/2022 8:00:00 AM
ST361003 - Outfall - Major - 4876			
Nearest Intersection: Wolf Run East & Maple		Flow Present? ☐ No	Flow Description:
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False
Sample Collected? ☐ No		Sample taken from:	
WO ID: 09232200421	Outfall ID: 516	Location: Maple Ave	Date: 9/23/2022 8:00:00 AM
ST361001 - Outfall - Minor - 2438			
Nearest Intersection: Maple Ave & Wolf Run East		Flow Present? ☐ No	Flow Description:
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False
Sample Collected? ☐ No		Sample taken from:	
WO ID: 09232200425	Outfall ID: 2866	Location: TID5 North	Date: 9/23/2022 8:00:00 AM
ST011103 - Outfall - Major - 36			
Nearest Intersection: STH 83 & Boxhorn Dr		Flow Present? ☐ No	Flow Description:
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False
Sample Collected? ☐ No		Sample taken from:	
WO ID: 09232200426	Outfall ID: 2840	Location: TID 5 South	Date: 9/23/2022 8:00:00 AM
ST011078 - Outfall - Major -			

Temp: 61

Time: 11:15 AM

Temp: 64

Time: 11:57 AM

Temp: 64

Time: 12:02 PM

Temp: 65

Time: 12:09 PM

Temp: 67

Time: 12:27 PM

Temp: 68

Time: 01:50 PM

Illicit Discharge

Flow Present? No

Nearest Intersection: STH 83 & Boxhorn Dr		Flow Present? ☐ No	Flow Description:	Inspector: Ron Bittner	Temp: 63	Time: 11:28 AM
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False	Sample Collected? ☐ No	Sample taken from:	
WO ID: 09232200427		Outfall ID: 667	Location: 609 Minors Dr	Date: 9/23/2022 8:00:00 AM		
ST271008 - Outfall - Major - 36						
Nearest Intersection: Minors Dr and Fritz Way		Flow Present? ☐ No	Flow Description:	Inspector: Ron Bittner	Temp: 70	Time: 01:16 PM
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False	Sample Collected? ☐ No	Sample taken from:	
WO ID: 100422001		Outfall ID: 1218	Location: Minors park	Date: 10/4/2022 8:00:00 AM		
ST262001 - Outfall - Major -						
Nearest Intersection: Eagle Lake Ave and Minors Dr		Flow Present? ☐ No	Flow Description:	Inspector: Ron Bittner	Temp: 70	Time: 01:28 PM
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False	Sample Collected? ☐ No	Sample taken from:	
WO ID: 100422002		Outfall ID: 1014	Location: Wahl Ave West termini	Date: 10/4/2022 8:00:00 AM		
ST263001 - Outfall - Major -						
Nearest Intersection: Wahl Ave West Termini		Flow Present? ☐ No	Flow Description:	Inspector: Ron Bittner	Temp: 70	Time: 01:41 PM
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False	Sample Collected? ☐ No	Sample taken from:	
WO ID: 100422003		Outfall ID: 1830	Location: Atkinson St. West termini	Date: 10/4/2022 8:00:00 AM		
ST263005 - Outfall - Major - 48						
Nearest Intersection: Atkinson St and Shore Dr		Flow Present? ☐ No	Flow Description:	Inspector: Ron Bittner	Temp: 70	Time: 01:44 PM
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False	Sample Collected? ☐ No	Sample taken from:	
WO ID: 09232200406		Outfall ID: 1304	Location: Greenridge Shopping Center	Date: 9/29/2022 9:38:00 AM		
ST252002 - Outfall - Major - 36						
Nearest Intersection: Fox Street & McKenzie Dr.		Flow Present? ☐ Yes	Flow Description: Trickle	Inspector: Ron Bittner	Temp: 46	Time: 09:41 AM
Odor? ☐ False	Color Issue? ☐ False	Deposits? ☐ False	Floatables? ☐ False	Sample Collected? ☐ Yes	Sample taken from: Pool	
WO ID: 09232200408		Outfall ID: 2026	Location: Mackenzie Dr. and Perkins Dr.	Date: 9/23/2022 8:00:00 AM		
ST252001 - Outfall - Major - 48						
Nearest Intersection: McKenzie Dr. and Perkins Dr.		Flow Present? ☐ Yes	Flow Description: Trickle	Inspector: Ron Bittner	Temp: 46	Time: 11:01 PM

Illicit Discharge

Flow Present? Yes

WO ID:	09232200409	Outfall ID:	2023	Location:	1200 Holz Pkwy	Date:	9/29/2022 11:04:00 AM
GSOFO02 - Grass Swale Outfall - Major -							

Nearest Intersection:	Holz Pkwy & Perkins Dr	Flow Present?	☒ Yes	Flow Description:	Trickle	Inspector:	Ron Bittner	Temp:	59	Time:	11:11 AM
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Odor?	☒ False	Color Issue?	☒ False	Deposits?	☒ False	Floatables?	☒ False	Sample Collected?	☒ Yes	Sample taken from:	Flow
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WO ID:	09232200410	Outfall ID:	2025	Location:	929 Empire Dr	Date:	9/29/2022 11:20:00 AM
GSOFO04 - Grass Swale Outfall - Major -							

Nearest Intersection:	Holz Pkwy & Swan Dr	Flow Present?	☒ Yes	Flow Description:	Trickle	Inspector:	Ron Bittner	Temp:	59	Time:	11:22 AM
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Odor?	☒ False	Color Issue?	☒ False	Deposits?	☒ False	Floatables?	☒ False	Sample Collected?	☒ Yes	Sample taken from:	Flow
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WO ID:	09232200417	Outfall ID:	531	Location:	Wolf Run East	Date:	9/23/2022 8:00:00 AM
ST254001 - Outfall - Major - 4836							

Nearest Intersection:	Wolf Run East	Flow Present?	☒ Yes	Flow Description:	Trickle	Inspector:	Ron Bittner	Temp:	Wolf Ru	Time:	12:46 PM
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Odor?	☒ False	Color Issue?	☒ True	Deposits?	☒ False	Floatables?	☒ False	Sample Collected?	☒ Yes	Sample taken from:	Flow
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WO ID:	09232200424	Outfall ID:	2061	Location:	Dewey Dr East Termini	Date:	9/23/2022 8:00:00 AM
ST363008 - Outfall - Major - 48							

Nearest Intersection:	STH 83 & Dewey Dr	Flow Present?	☒ Yes	Flow Description:	Trickle	Inspector:	Ron Bittner	Temp:	68	Time:	02:12 PM
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Odor?	☒ False	Color Issue?	☒ True	Deposits?	☒ False	Floatables?	☒ False	Sample Collected?	☒ Yes	Sample taken from:	Flow
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Structure Number		ST363008	
Inspection Date		10/24/2022	
Inspector		Ron Bittner	
Form Completed By		Ron Bittner	
Subwatershed		Mukwonago	
Inspection Time		2:12 PM	
Temperature		68	
Nearest Intersection		STH 83 & Dewey Dr	
OUTFALL DESCRIPTION			
Material		Concrete	
Shape		Round	
Submerged		☐ Yes ☐ No	
Flow Description		Trickle	
Depth		FT	
Length		FT	
Width		FT	
Total Flow Volume		CU	
PHYSICAL INDICATORS			
Odor		☐	
Color		☒	
Turbidity		☐	
Floatables		☐	
Odor Description		Clear	
Color Description		☐	
Turbidity Description		☐	
Floatables Description		☐	
Other Description			
Outfall Damage		☐	
Deposits		☐	
Abnormal Vegetation		☐	
Poor Pool Quality		☐	
Outfall Damage Description		☐	
Deposits Description		☐	
Abnormal Vegetation Desc.		☐	
Poor Pool Quality Description		☐	
Other Description			
LAB			
Sample Collected		☒ Yes ☐ No	
Collected From		☐ Flow ☐ Pool	
Sample Temperature		59	
Sample pH		7.0	
Ammonia		0 mg/l	
Copper		0 mg/l	
Detergents		0 mg/l	
Chlorine		0 mg/l	
Total Coliform		☐ Positive ☒ Negative	
Phenols		0 mg/l	

Structure Number		ST254001	
Inspection Date		11/02/2022	
Inspector		Ron Bittner	
Form Completed By		Ron Bittner	
Inspection Time		12:46 PM	
Subwatershed		Fox	
Temperature		0	
Rainfall in Last 24 hrs		0	
Rainfall in Last 48 hrs		0	
Land Use in Drainage Area		Commercial/Auto I	
Nearest Intersection		Wolf Run East	

Closed Pipe		☒	
Open Drainage		☐	
Flow Description		Trickle	
Flow Present		☒ Yes ☐ No	
Time of Travel		SEC	
Depth		FT	
Length		FT	
Width		FT	
Total Flow Volume		CU	
Submerged		☐ Yes ☒ No	

PHYSICAL INDICATORS

Odor	☐
Odor Description	
Color	☒
Color Description	Clear
Turbidity	☐
Turbidity Description	
Floables	☐
Floables Description	

Other Description

Outfall Damage	☐
Outfall Damage Description	
Deposits	☐
Deposits Description	
Abnormal Vegetation	☐
Abnormal Vegetation Desc.	
Poor Pool Quality	☐
Poor Pool Quality Description	

Other Description

Sample Collected	☒ Yes ☐ No
Collected From	☒ Flow ☐ Pool
Sample Temperature	67
Sample pH	7.0
Ammonia	0 mg/l
Copper	0 mg/l
Detergents	0 mg/l
Total Coliform	☐ Positive ☒ Negative
Chlorine	0 mg/l
Phenols	0 mg/l

LAB

Structure Number

GSOFO04

Inspection Date

09/29/2022

Inspector

Ron Bittner

Form Completed By

Ron Bittner

Inspection Time

11:22 AM

Subwatershed

Mukwonago

Nearest Intersection

Holz Pkwy & Swan Dr

Temperature

59

Rainfall in Last 24 hrs

0

Rainfall in Last 48 hrs

0

Land Use in Drainage Area

Industrial

OUTFALL DESCRIPTION

☐

Closed Pipe

☒

Open Drainage

Material

Vegetated

☐

Swale

Shape

☐

Submerged

Submerged

Yes

No

Flow Description

Trickle

Depth

FT

Length

FT

Width

FT

Time of Travel

SEC

Time to Fill

SEC

Total Flow Volume

CU

FT

☐

Odor

☐

Color

☐

Turbidity

☐

Floatables

Odor Description

Color Description

Turbidity Description

Floatables Description

☐

Outfall Damage

☐

Deposits

Abnormal Vegetation

Poor Pool Quality

Abnormal Vegetation Desc.

Excessive

Poor Pool Quality Description

Other Description

LAB

Sample Collected

Yes

No

Collected From

Flow

Pool

Sample Temperature

58

Sample pH

7

Ammonia

mg/l

0

Copper

mg/l

0

Chlorine

mg/l

0

Phenols

mg/l

0

Surfactants

mg/l

0

Detergents

mg/l

0

Total Coliform

Positive

Negative

Lab Notes

https://devmukwonago.ags.ruekert-mielke.com/VUEWorks/Main/Main.aspx#

1/2

Structure Number		Inspection Date		Investigator		Form Completed By	
GSO002		09/29/2022		Ron Bittner		Ron Bittner	
Inspection Time		11:11 AM		Subwatershed		Mukwonago	
Temperature		59		Rainfall in Last 24 hrs		0	
Nearest Intersection		Holz Pkwy & Perkins Dr		Rainfall in Last 48 hrs		0	
Land Use in Drainage Area		Industrial					
OUTFALL DESCRIPTION							
Material		Vegetated		Shape		Swale	
Closed Pipe		☐		Open Drainage		☒	
Flow Description		Trickle		Depth		FT	
Flow Present		☒ Yes		Time of Travel		SEC	
Odor		☐		Color		☐	
Odor Description		☐		Color Description		☐	
Turbidity		☐		Turbidity Description		☐	
Floatables		☐		Floatables Description		☐	
PHYSICAL INDICATORS							
Abnormal Vegetation		☐		Abnormal Vegetation Desc.		☐	
Deposits		☐		Deposits Description		☐	
Poor Pool Quality		☐		Poor Pool Quality Description		☐	
LAB							
Sample Collected		☒ Yes		Collected From		☒ Flow	
Ammonia		mg/l		Copper		mg/l	
Surfactants		mg/l		Detergents		mg/l	
Total Coliform		mg/l		Chlorine		mg/l	
Sample Temperature		54		Sample pH		7	
Phenols		mg/l		Total Coliform		mg/l	
Negative		☒		Positive		☐	

Structure Number

ST252001

Inspection Date

09/29/2022



Investigator

Ron Bittner

Form Completed By

Ron Bittner

Inspection Time

11:01 PM

Subwatershed

Mukwonago

DATA

Temperature

46

Nearest Intersection

McKenzie Dr. and Perkins Dr.

OUTFALL DESCRIPTION

Material

Precast

Shape

Elliptical

Submerged

No

Flow Description

Trickle

Depth

FT

Length

FT

Width

FT

Flow Present

No

SEC

Time to Fill

SEC

Total Flow Volume

CU

PHYSICAL INDICATORS

Odor

Color

Turbidity

Floatables

Odor Description

Color Description

Turbidity Description

Floatables Description

Other Description

Outfall Damage

Deposits

Abnormal Vegetation

Poor Pool Quality

Outfall Damage Description

Deposits Description

Abnormal Vegetation Desc.

Poor Pool Quality Description

Other Description

LAB

Sample Collected

No

Collected From

Flow

Pool

Sample Temperature

56

Sample pH

7

Ammonia

0

mg/l

Copper

0

mg/l

Chlorine

0

mg/l

Phenols

0

mg/l

Surfactants

mg/l

Detergents

0

mg/l

Total Coliform

Positive

Negative

Lab Notes

Work Orders

ID	Division	Location	Status	Priority
Logged By	Department	Description	Assigned To	Begin Date
Logged Date	Type	Activity Description		End Date
041222001	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220104 Deback Drive Nc	Unassigned	01/04/2022
01/04/2022	General	Erosion Control Inspection		01/04/2022
041222002	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220112 Deback Drive Nc	Unassigned	01/12/2022
01/12/2022	General	Erosion Control Inspection		01/12/2022
041222003	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220119 Deback Drive Nc	Unassigned	01/19/2022
01/19/2022	General	Erosion Control Inspection		01/19/2022
041222005	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220127 Deback Drive Nc	Unassigned	01/27/2022
01/27/2022	General	Erosion Control Inspection		01/27/2022
041222006	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220201 Deback Drive Nc	Unassigned	02/01/2022
02/01/2022	General	Erosion Control Inspection		02/01/2022
041222007	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220208 Deback Drive Nc	Unassigned	02/08/2022
02/08/2022	General	Erosion Control Inspection		02/08/2022
041222008	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220215 Deback Drive Nc	Unassigned	02/02/2022
02/02/2022	General	Erosion Control Inspection		02/02/2022
041222009	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220221 Deback Drive Nc	Unassigned	02/21/2022
02/21/2022	General	Erosion Control Inspection		02/21/2022
041222010	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220303 Deback Drive Nc	Unassigned	03/03/2022
03/03/2022	General	Erosion Control Inspection		03/03/2022
041222011	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220311 Deback Drive Nc	Unassigned	03/11/2022
03/11/2022	General	Erosion Control Inspection		03/11/2022

ID	Division	Location	Status	Priority
Logged By	Department	Description	Assigned To	Begin Date
Logged Date	Type	Activity Description		End Date
041222012	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220316 Deback Drive Nc	Unassigned	03/16/2022
03/16/2022	General	Erosion Control Inspection		03/16/2022
041222013	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220323 Deback Drive Nc	Unassigned	03/23/2022
03/23/2022	General	Erosion Control Inspection		03/23/2022
041222014	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220401 Deback Drive Nc	Unassigned	04/12/2022
04/12/2022	General	Erosion Control Inspection		04/12/2022
041222015	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220407 Deback Drive Nc	Unassigned	04/07/2022
04/07/2022	General	Erosion Control Inspection		04/07/2022
041222016	Storm	110 Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220328 Aman's Beer + Wine Nc	Unassigned	03/28/2022
03/28/2022	General	Erosion Control Inspection		03/28/2022
041222017	Storm	110 Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220405 Aman's Beer + Wine Nc	Unassigned	04/05/2022
04/05/2022	General	Erosion Control Inspection		04/05/2022
041222018	Storm	110 Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220411 Aman's Beer And Wine Nc	Unassigned	04/11/2022
04/11/2022	General	Erosion Control Inspection		04/11/2022
041222019	Storm	1655 Van Buren Rd	Closed	1
Ebrown	Public Works	Ec-20220328 Midwest Storage Nc	Unassigned	03/28/2022
03/28/2022	General	Erosion Control Inspection		03/28/2022
041222020	Storm	210 Mcdivitt Ln	Closed	1
Ebrown	Public Works	Ec-20220303 Birchrock Castle Addition Nc	Unassigned	03/03/2022
03/03/2022	General	Erosion Control Inspection		03/03/2022
041222021	Storm	210 Mcdivitt Ln	Closed	1
Ebrown	Public Works	Ec-20220309 Birchrock Castle Addition Nc	Unassigned	03/09/2022
03/09/2022	General	Erosion Control Inspection		03/09/2022
041222022	Storm	210 Mcdivitt Ln	Closed	1
Ebrown	Public Works	Ec-20220315 Birchrock Castle Addition Nc	Unassigned	03/15/2022
03/15/2022	General	Erosion Control Inspection		03/15/2022

ID	Division	Location	Status	Priority
Logged By	Department	Description	Assigned To	Begin Date
Logged Date	Type	Activity Description		End Date
041222023	Storm	637 Augusta Dr	Closed	1
Ebrown	Public Works	Ec-20220315 Minor Estate Nc	Unassigned	03/15/2022
03/15/2022	General	Erosion Control Inspection		03/15/2022
041222024	Storm	Not Assigned	Closed	1
Ebrown	Public Works	Ec-20220323 Minor Estate Nc	Unassigned	03/23/2022
03/23/2022	General	Erosion Control Inspection		03/23/2022
041222025	Storm	Not Assigned	Closed	1
Ebrown	Public Works	Ec-20220329 Minor Estate Nc	Unassigned	03/29/2022
03/29/2022	General	Erosion Control Inspection		03/29/2022
041222028	Storm	Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220321 Chapman Farms Phase 2 Nc	Unassigned	03/21/2022
03/21/2022	General	Erosion Control Inspection		03/21/2022
041222029	Storm	Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220405 Chapman Farms Phase 2 Nc	Unassigned	04/05/2022
04/05/2022	General	Erosion Control Inspection		04/05/2022
041222030	Storm	200 Grand Ave Unit 1	Closed	1
Ebrown	Public Works	Ec-20220321 200 Grand Condominions	Unassigned	03/21/2022
03/21/2022	General	Erosion Control Inspection		03/21/2022
041222031	Storm	200 Grand Ave Unit 1	Closed	1
Ebrown	Public Works	Ec-20220329 200 Grand Condominions	Unassigned	03/29/2022
03/29/2022	General	Erosion Control Inspection		03/29/2022
041222032	Storm	Not Assigned	Closed	1
Ebrown	Public Works	Ec-20220328 Meadowland Townhomes Nc	Unassigned	03/28/2022
03/28/2022	General	Erosion Control Inspection		03/28/2022
041222033	Storm	Holz Pkwy	Closed	1
Ebrown	Public Works	Ec-20220323 Milwaukee Tool Parking Lot Nc	Unassigned	03/23/2022
03/23/2022	General	Erosion Control Inspection		03/23/2022
041222034	Storm		Closed	1
Ebrown	Public Works	Ec-20220303 Banker Wire 2021 Expansion Nc	Unassigned	03/03/2022
03/03/2022	General	Erosion Control Inspection		03/03/2022
041222035	Storm		Closed	1
Ebrown	Public Works	Ec-20220411 Banker Wire 2021 Expansion Nc	Unassigned	04/11/2022
04/11/2022	General	Erosion Control Inspection		04/11/2022

ID	Division	Location	Status	Priority
Logged By	Department	Description	Assigned To	Begin Date
Logged Date	Type	Activity Description		End Date
041222036	Storm	1633 Grey Fox Trl Unit A	Closed	1
Ebrown	Public Works	Ec-20220303 Edgewood Meadows Nc	Unassigned	03/03/2022
03/03/2022	General	Erosion Control Inspection		03/03/2022
041222037	Storm	1633 Grey Fox Trl Unit A	Closed	1
Ebrown	Public Works	Ec-20220411 Edgewood Meadows Nc	Unassigned	04/11/2022
04/11/2022	General	Erosion Control Inspection		04/11/2022
041822003	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220418 Deback Drive Nc	Unassigned	04/18/2022
04/18/2022	General	Erosion Control Inspection		04/18/2022
041822004	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220414 Deback Drive Nc	Unassigned	04/14/2022
04/14/2022	General	Erosion Control Inspection		04/14/2022
041822007	Storm	Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220418 Chapman Farms Phase 2	Unassigned	04/18/2022
04/18/2022	General	Erosion Control Inspection		04/18/2022
042222001	Storm	1110 Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220411 Aman's Beer + Wine Nc	Unassigned	04/11/2022
04/11/2022	General	Erosion Control Inspection		04/11/2022
042222002	Storm	1110 Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220419 Aman's Beer + Wine	Unassigned	04/19/2022
04/19/2022	General	Erosion Control Inspection		04/19/2022
042222003	Storm	1632 Grey Fox Trl Unit 20	Closed	1
Ebrown	Public Works	Ec-20220411 Edgewood Meadows - 704 Cardinal Lane Nc	Unassigned	04/11/2022
04/11/2022	General	Erosion Control Inspection		04/11/2022
042222004	Storm	1632 Grey Fox Trl Unit 20	Closed	1
Ebrown	Public Works	Ec-20220419 Edgewood Meadows - 704 Cardinal Lane Nc	Unassigned	04/19/2022
04/19/2022	General	Erosion Control Inspection		04/19/2022
042222005	Storm	1633 Grey Fox Trl Unit A	Closed	1
Ebrown	Public Works	Ec-20220411 Edgewood Meadows Nc	Unassigned	04/11/2022
04/11/2022	General	Erosion Control Inspection		04/11/2022
042222006	Storm	1633 Grey Fox Trl Unit A	Closed	1
Ebrown	Public Works	Ec-20220419 Edgewood Meadows Nc	Unassigned	04/19/2022
04/19/2022	General	Erosion Control Inspection		04/19/2022

ID	Division	Location	Status	Priority
Logged By	Department	Description	Assigned To	Begin Date
Logged Date	Type	Activity Description		End Date
042222007	Storm	Not Assigned	Closed	1
Ebrown	Public Works	Ec-20220422 Meadowland Townhomes Nc	Unassigned	04/19/2022
04/19/2022	General	Erosion Control Inspection		04/19/2022
042222009	Storm	Not Assigned	Closed	1
Ebrown	Public Works	Ec-20220419 Minor Estates Phase 4 Nc	Unassigned	04/19/2022
04/19/2022	General	Erosion Control Inspection		04/19/2022
042222010	Storm	210 Mcdivitt Ln	Closed	1
Ebrown	Public Works	Ec-20220419 Birchrock Castle Addition Nc	Unassigned	04/19/2022
04/19/2022	General	Erosion Control Inspection		04/19/2022
042222011	Storm	1655 Van Buren Rd	Closed	1
Ebrown	Public Works	Ec-20220419 Midwest Storage Nc	Unassigned	04/19/2022
04/19/2022	General	Erosion Control Inspection		04/19/2022
042222013	Storm	Holz Pkwy	Closed	1
Ebrown	Public Works	Ec-20220419 Milwaukee Tool Parking Lot Expansion Nc	Unassigned	04/19/2022
04/19/2022	General	Erosion Control Inspection		04/19/2022
042922001	Storm	1633 Grey Fox Trl Unit A	Closed	1
Mbruns	Public Works	Erosion Control Inspection	Unassigned	04/28/2022
04/28/2022	General			04/28/2022
042922003	Storm	1632 Grey Fox Trl Unit 20	Closed	1
Mbruns	Public Works	Erosion Control Inspection	Unassigned	04/28/2022
04/28/2022	General			04/28/2022
042922004	Storm	110 Chapman Farm Blvd	Closed	1
Mbruns	Public Works	Erosion Control Inspection	Unassigned	04/28/2022
04/28/2022	General			04/28/2022
042922005	Storm	Not Assigned	Closed	1
Mbruns	Public Works	Erosion Control Inspection	Unassigned	04/28/2022
04/28/2022	General			04/28/2022
042922006	Storm	Not Assigned	Closed	1
Mbruns	Public Works	Erosion Control Inspection	Unassigned	04/28/2022
04/28/2022	General			04/28/2022
050922002	Storm	Wolf Run	Closed	1
Ebrown	Public Works	Ec-20220509 Deback Drive Nc	Unassigned	05/09/2022
05/09/2022	General	Erosion Control Inspection		05/09/2022

ID	Division	Location	Status	Priority
Logged By	Department	Description	Assigned To	Begin Date
Logged Date	Type	Activity Description		End Date
05/09/2023	Storm	200 Grand Ave Unit 1	Closed	1
Ebrown	Public Works	Ec-20220509 Grand Condos Nc	Unassigned	05/09/2022
05/09/2022	General	Erosion Control Inspection		05/09/2022
05/10/2002	Storm	Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220509 Chapman Farms Phase 2 Nc	Unassigned	05/09/2022
05/09/2022	General	Erosion Control Inspection		05/09/2022
05/11/2007	Storm	Not Assigned	Closed	1
Mbruns	Public Works		Unassigned	05/05/2022
05/05/2022	General	Erosion Control Inspection		05/05/2022
05/20/2003	Storm	Not Assigned	Closed	1
Mbruns	Public Works		Unassigned	05/18/2022
05/18/2022	General	Erosion Control Inspection		05/18/2022
05/27/2005	Storm	210 Grand Ave	Closed	1
Mbruns	Public Works		Unassigned	05/24/2022
05/24/2022	General	Erosion Control Inspection		05/24/2022
05/27/2006	Storm	Chapman Farm Blvd	Closed	1
Mbruns	Public Works		Unassigned	05/24/2022
05/24/2022	General	Erosion Control Inspection		05/24/2022
06/06/2003	Storm	101 Arrowhead Dr	Closed	1
Mbruns	Public Works		Unassigned	06/02/2022
06/02/2022	General	Erosion Control Inspection		06/02/2022
06/06/2005	Storm	Not Assigned	Closed	1
Mbruns	Public Works		Unassigned	06/02/2022
06/02/2022	General	Erosion Control Inspection		06/02/2022
06/08/2001	Storm	Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220607 Chapman Farms Phase 2 Nc	Unassigned	06/07/2022
06/07/2022	General	Erosion Control Inspection		06/07/2022
06/08/2002	Storm	110 Chapman Farm Blvd	Closed	1
Ebrown	Public Works	Ec-20220607 Aman's Liquor Nc	Unassigned	06/07/2022
06/07/2022	General	Erosion Control Inspection		06/07/2022
06/08/2003	Storm	200 Grand Ave Unit 1	Closed	1
Ebrown	Public Works	Ec-20220607 200 Grand Condos Nc	Unassigned	06/07/2022
06/07/2022	General	Erosion Control Inspection		06/07/2022

ID	Division	Location	Status	Priority
Logged By	Department	Description	Assigned To	Begin Date
Logged Date	Type	Activity Description		End Date
062222006	Storm	110 Chapman Farm Blvd	Closed	1
Mbruns	Public Works		Unassigned	06/13/2022
06/13/2022	General	Erosion Control Inspection		06/14/2022
062222009	Storm	Not Assigned	Closed	1
Mbruns	Public Works		Unassigned	06/13/2022
06/13/2022	General	Erosion Control Inspection		06/13/2022
071522002	Storm	101 Arrowhead Dr	Closed	1
Mbruns	Public Works		Unassigned	07/11/2022
07/11/2022	General	Erosion Control Inspection		07/11/2022

<u>Development Name:</u>	<u>Location:</u>	<u>Parcel ID:</u>	<u>Facility Type:</u>	<u>TSS Yield - No Controls (lbs)</u>	<u>TSS Yield - With Controls (lbs)</u>	<u>% Reduction</u>	<u>Total P Yield - No Controls (lbs)</u>	<u>Total P Yield - With Controls (lbs)</u>	<u>% Reduction</u>
Hill Court Reload - Multi-Tenant Building	Located at the end of Hill Court in TID #5	A493600002	Wet Pond & RainTrol Roof Drains	4,574	803.8	82.43%	10.06	1.754	82.56%
IDC - 600 Perkins Drive	Located at the end of Perkins Drive (600 Perkins Drive)	MUKV1973941	Wet Pond 1	2,799	270.94	90.30%	8.72	3.28	62.40%

Work Orders

ID	Division	Location	Status	Priority
Logged By	Department	Description	Assigned To	Begin Date
Logged Date	Type	Activity Description		End Date
08/17/22007	Pond/Bmp		Closed	1
Rbittner	Public Works		Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Wet Pond		08/17/2022
08/17/22009	Pond/Bmp	Robert Dr.	Closed	1
Rbittner	Public Works		Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Wet Pond		08/17/2022
08/17/22011	Pond/Bmp	Miniwaukan Middle	Closed	1
Rbittner	Public Works		Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Wet Pond		08/17/2022
08/17/22013	Pond/Bmp	Holz Parkway	Closed	1
Rbittner	Public Works		Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Wet Pond		11/08/2022
08/17/22014	Pond/Bmp	Holz Parkway	Closed	1
Rbittner	Public Works		Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Wet Pond		08/17/2022
08/17/22015	Pond/Bmp	Holz Parkway	Closed	1
Rbittner	Public Works		Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Wet Pond		08/17/2022
08/17/22016	Pond/Bmp	Wolf Run East	Closed	1
Rbittner	Public Works		Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Wet Pond		08/17/2022
08/17/22017	Pond/Bmp	Dewey Dr.	Closed	1
Rbittner	Public Works		Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Wet Pond		08/17/2022
08/17/22018	Pond/Bmp	Tid 5 North	Closed	1
Rbittner	Public Works	Behind Super Products	Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Wet Pond		08/17/2022
08/17/22019	Pond/Bmp	Tid 5 South	Closed	1
Rbittner	Public Works	Behind Banker Wire	Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Wet Pond		08/17/2022

Work Orders

ID	Division	Location	Status	Priority
Logged By	Department	Description	Assigned To	Begin Date
Logged Date	Type	Activity Description		End Date
08/17/22008	Pond/Bmp	Library	Closed	1
Rblthner	Public Works		Kevin Vanaacken	08/17/2022
08/17/2022	General	Bmp Inspection - Dry Pond		08/17/2022

THE VILLAGE OF MUKWONAGO

Fourth Quarter 2022 Recycling Report

Single Stream, Tons	Year Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Mixed Paper	323.4	76.9	82.0	77.0	87.5
Cardboard	149.3	35.5	37.9	35.5	40.4
Glass	170.0	40.4	43.1	40.5	46.0
#1 Plastic	24.9	5.9	6.3	5.9	6.7
#2 Natural HDPE	8.2	2.0	2.1	2.0	2.2
#2 Colored HDPE	8.4	2.0	2.1	2.0	2.3
#3-7 Plastic	6.6	1.6	1.7	1.6	1.8
Rigid Plastic***	3.3	0.8	0.8	0.8	0.9
Tin Cans	20.7	4.9	5.3	4.9	5.6
Al Cans	6.6	1.6	1.7	1.6	1.8
Single Stream Total	721	172	183	172	195

Recycled Bulk, Tons*	Year Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Antifreeze	0.08	0.00	0.01	0.03	0.04
Appliances	2.31	0.46	0.47	1.10	0.29
Batteries	0.75	0.00	0.05	0.12	0.58
Cardboard	3.11	0.60	0.27	1.34	0.90
Metal	3.84	0.85	0.52	1.57	0.90
Oil	2.06	0.08	0.15	0.91	0.91
Tires	7.96	0.60	0.59	3.49	3.28
Recycled Bulk Total	20.10	2.60	2.04	8.56	6.90
Total Recyclables	742	174	185	180	202
Total Garbage**	2537	541	655	697	644

*Please note that JOHNS does not recycle polystyrene foam.

**Total garbage weight includes weekly garbage and residual garbage removed from recyclables.

***Rigid Plastic is not to be included in grant reporting

Population 8126
 Year to date pounds per capita recycled. WI DNR requires 107 pounds per year.
 177.6

Yard Waste	Year Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	84.8	0.0	22.1	12.0	50.7
Recycling Compliance	Year Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Warning Tags	3	0	1	0	2
Written Warnings	1	0	0	1	0

Report completed by:
 Johns Disposal Service, Inc.
 107 Co Rd U
 Whitewater, WI 53190
 (262) 473-4700



STORM WATER POLLUTION PREVENTION PLAN (SWPPP) INSPECTION FORM FOR MUNICIPAL FACILITIES

Site:	Village of Mukwonago DPW Yard
Location:	630 Veterans Way E.
Inspector/Title:	Ron Bittner/Director
Date:	3/16/22
Last Inspection (Date):	12/15/21

Storm Water Pollution Prevention Plan

Has a storm water pollution prevention plan been developed for this site? Yes ☒ No ☐

Title of Plan: Village of Mukwonago SWPPP for Municipal Facilities

Date of Plan: April 2016

Does the SWPP include a site map, list of pollutant sources, pollutant control practices to be inspected, and maintenance procedures? Yes ☒ No ☐
(Indicate any items that are *not* included):

Vehicle Maintenance, Washing and Fueling

Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1 Vehicle maintenance area drains to sanitary sewer system	Yes ☐ No ☒ N/A ☐	Yes ☒ No ☐	
2 Vehicle maintenance area has oil-grease separator in floor drains	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
3 Floor drains are clean	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
4 Vehicle washing completed inside building	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
5 Vehicle washing drains to sanitary system	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
6 Vehicle fueling center has canopy/cover	Yes ☐ No ☒ N/A ☐	Yes ☐ No ☒	
7 Vehicle fueling center has clearly labeled spill kit nearby	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
8 Vehicle fueling center has oil-grease separators in nearby storm drains	Yes ☐ No ☒ N/A ☐	Yes ☐ No ☒	

Hazardous Waste Management

	Activity/Practice	Inspected?	Activity/ Practice/ Adequate?	Corrective Action Needed & Notes
1	Hazardous materials and containers are stored indoors	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2	Containers of hazardous materials are in good condition	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

Waste Management

	Activity/Practice	Inspected?	Activity/ Practice/ Adequate?	Corrective Action Needed & Notes
1	Dumpsters are covered	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2	Full dumpsters are hauled out on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
3	Piles of miscellaneous debris are sorted and disposed of on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
4	Street sweepings are covered	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
5	Street sweepings are stored in containers or have barriers or perimeter controls to minimize runoff impacts	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

Material Storage

	Activity/Practice	Inspected?	Activity/ Practice/ Adequate?	Corrective Action Needed & Notes
1	Runoff from bulk storage is contained on low side by barriers, bays or other perimeter controls	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2	Bulk storage piles are stabilized/vegetated	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
3	Materials stored under cover/inside buildings	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
4	Area near salt shed is clear of excess/spilled/tracked salt	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

6	Underground runoff containment is emptied on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☐ No ☐ N/A ☐	Old salt/sand shed cleaned as needed
5	Excess/spilled/tracked salt is swept up and added to bulk salt pile	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

Runoff Controls

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Grass filter strips have at least 70% uniform vegetation growth	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
2 Grass filter strips typically have 6 inches or more of vegetation	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
3 Storm water pond inlets/outlets are stable	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
4 Storm water berms are vegetated	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
5 Storm water pond berms are stable (no erosion, tree roots or animal borrows)	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
6 Infiltration basins/rain gardens have at least 70% plant growth	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
7 Infiltration basins/rain gardens are maintained regularly, and in the spring and fall	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
8 Infiltration basins/rain gardens drain down within 24 hours (based on post-rain event observations)	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	

Spills Program

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Written program is available for employees	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2 Employees know where written program is located	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
3 Written program is evaluated annually	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

Employee Training

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
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1	New employees are trained on SWPPP	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2	Annual or more frequent training provided to employees on SWPPP	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

	Recommendations/Correction	Completed On (Date)	Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) INSPECTION FORM FOR MUNICIPAL FACILITIES

Site:	Village of Mukwonago DPW Yard
Location:	630 Veterans Way E.
Inspector/Title:	Ron Bittner Public Works Director
Date:	9/15/22
Last Inspection (Date):	7/13/22

Storm Water Pollution Prevention Plan

Has a storm water pollution prevention plan been developed for this site? Yes ☒ No ☐

Title of Plan: Village of Mukwonago SWPPP for Municipal Facilities

Date of Plan: April 2016

Does the SWPP include a site map, list of pollutant sources, pollutant control practices to be inspected, and maintenance procedures? (Indicate any items that are *not* included):

Yes ☒ No ☐

Vehicle Maintenance, Washing and Fueling

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Vehicle maintenance area drains to sanitary sewer system	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
2 Vehicle maintenance area has oil-grease separator in floor drains	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
3 Floor drains are clean	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
4 Vehicle washing completed inside building	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
5 Vehicle washing drains to sanitary system	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
6 Vehicle fueling center has canopy/cover	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	N/A
7 Vehicle fueling center has clearly labeled spill kit nearby	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
8 Vehicle fueling center has oil-grease separators in nearby storm drains	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	N/A

Hazardous Waste Management

Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1 Hazardous materials and containers are stored indoors	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2 Containers of hazardous materials are in good condition	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

Waste Management

Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1 Dumpsters are covered	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2 Full dumpsters are hauled out on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
3 Piles of miscellaneous debris are sorted and disposed of on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
4 Street sweepings are covered	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
5 Street sweepings are stored in containers or have barriers or perimeter controls to minimize runoff impacts	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

Material Storage

Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1 Runoff from bulk storage is contained on low side by barriers, bays or other perimeter controls	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2 Bulk storage piles are stabilized/vegetated	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
3 Materials stored under cover/inside buildings	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
4 Area near salt shed is clear of excess/spilled/tracked salt	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

Runoff Controls

6	Underground runoff containment is emptied on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	Old salt/sand shed cleaned as needed
5	Excess/spilled/tracked salt is swept up and added to bulk salt pile	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

Spills Program

	Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1	Grass filter strips have at least 70% uniform vegetation growth	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
2	Grass filter strips typically have 6 inches or more of vegetation	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
3	Storm water pond inlets/outlets are stable	Yes ☐ No ☐ N/A ☐	Yes ☐ No ☐ N/A ☐	
4	Storm water berms are vegetated	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
5	Storm water pond berms are stable (no erosion, tree roots or animal boroughs)	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
6	Infiltration basins/rain gardens have at least 70% plant growth	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
7	Infiltration basins/rain gardens are maintained regularly, and in the spring and fall	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
8	Infiltration basins/rain gardens drain down within 24 hours (based on post-rain event observations)	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	

Employee Training

	Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1	Written program is available for employees	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2	Employees know where written program is located	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
3	Written program is evaluated annually	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

1	New employees are trained on SWPPP	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2	Annual or more frequent training provided to employees on SWPPP	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

This inspection was used as annual training for seven staff members.

	Recommendations/Correction	Completed On (Date)	Initials
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STORM WATER POLLUTION PREVENTION PLAN (SWPPP) INSPECTION FORM FOR MUNICIPAL FACILITIES

Site:	Village of Mukwonago DPW Yard
Location:	630 Veterans Way E.
Inspector/Title:	Ron Bittner PW Director
Date:	11/8/22
Last Inspection (Date):	9/15/22

Storm Water Pollution Prevention Plan

Has a storm water pollution prevention plan been developed for this site? Yes ☐ No ☐

Title of Plan: Village of Mukwonago SWPPP for Municipal Facilities

Date of Plan: April 2016

Does the SWPP include a site map, list of pollutant sources, pollutant control practices to be inspected, and maintenance procedures?
(Indicate any items that are *not* included):

Yes ☐ No ☐

Vehicle Maintenance, Washing and Fueling

Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
Vehicle maintenance area drains to sanitary sewer system	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Vehicle maintenance area has oil-grease separator in floor drains	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Floor drains are clean	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Vehicle washing completed inside building	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Vehicle washing drains to sanitary system	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Vehicle fueling center has canopy/cover	Yes ☐ No ☒ N/A ☐	Yes ☐ No ☐	N/A
Vehicle fueling center has clearly labeled spill kit nearby	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Vehicle fueling center has oil-grease separators in nearby storm drains	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	N/A

Hazardous Waste Management

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Hazardous materials and containers are stored indoors	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
2 Containers of hazardous materials are in good condition	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	

Waste Management

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Dumpsters are covered	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
2 Full dumpsters are hauled out on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
3 Piles of miscellaneous debris are sorted and disposed of on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
4 Street sweepings are covered	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
5 Street sweepings are stored in containers or have barriers or perimeter controls to minimize runoff impacts	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	

Material Storage

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Runoff from bulk storage is contained on low side by barriers, bays or other perimeter controls	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
2 Bulk storage piles are stabilized/vegetated	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
3 Materials stored under cover/inside buildings	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
4 Area near salt shed is clear of excess/spilled/tracked salt	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	

Runoff Controls

6	Underground runoff containment is emptied on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	Old salt/sand shed cleaned as needed
5	Excess/spilled/tracked salt is swept up and added to bulk salt pile	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	

Spills Program

	Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1	Grass filter strips have at least 70% uniform vegetation growth	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	
2	Grass filter strips typically have 6 inches or more of vegetation	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	
3	Storm water pond inlets/outlets are stable	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	
4	Storm water berms are vegetated	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	
5	Storm water pond berms are stable (no erosion, tree roots or animal borings)	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	
6	Infiltration basins/rain gardens have at least 70% plant growth	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	
7	Infiltration basins/rain gardens are maintained regularly, and in the spring and fall	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	
8	Infiltration basins/rain gardens drain down within 24 hours (based on post-rain event observations)	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐	

Employee Training

	Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1	Written program is available for employees	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐	
2	Employees know where written program is located	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐	
3	Written program is evaluated annually	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐	

1	New employees are trained on SWPPP	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2	Annual or more frequent training provided to employees on SWPPP	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

This inspection was used as annual training for seven staff members.

	Recommendations/Correction	Completed On (Date)	Initials
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STORM WATER POLLUTION PREVENTION PLAN (SWPPP) INSPECTION FORM FOR MUNICIPAL FACILITIES

Site:	Village of Mukwonago DPW Yard
Location:	630 Veterans Way E.
Inspector/Title:	Ron Bittner/Director
Date:	7/13/22
Last Inspection (Date):	3/16/22

Storm Water Pollution Prevention Plan

Has a storm water pollution prevention plan been developed for this site? Yes ☒ No ☐

Title of Plan: Village of Mukwonago SWPPP for Municipal Facilities

Date of Plan: April 2016

Does the SWPP include a site map, list of pollutant sources, pollutant control practices to be inspected, and maintenance procedures? (Indicate any items that are *not* included):

Yes ☒ No ☐

Vehicle Maintenance, Washing and Fueling

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
Vehicle maintenance area drains to sanitary sewer system	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Vehicle maintenance area has oil-grease separator in floor drains	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Floor drains are clean	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Vehicle washing completed inside building	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Vehicle washing drains to sanitary system	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
Vehicle fueling center has canopy/cover	Yes ☐ No ☒ N/A ☐	Yes ☐ No ☒	N/A
Vehicle fueling center has clearly labeled spill kit nearby	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	Need to Refill
Vehicle fueling center has oil-grease separators in nearby storm drains	Yes ☐ No ☒ N/A ☐	Yes ☐ No ☒	N/A

Hazardous Waste Management

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Hazardous materials and containers are stored indoors	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
2 Containers of hazardous materials are in good condition	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	

Waste Management

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Dumpsters are covered	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
2 Full dumpsters are hauled out on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
3 Piles of miscellaneous debris are sorted and disposed of on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
4 Street sweepings are covered	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
5 Street sweepings are stored in containers or have barriers or perimeter controls to minimize runoff impacts	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	

Material Storage

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Runoff from bulk storage is contained on low side by barriers, bays or other perimeter controls	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
2 Bulk storage piles are stabilized/vegetated	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
3 Materials stored under cover/inside buildings	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	
4 Area near salt shed is clear of excess/spilled/tracked salt	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐	

6	Underground runoff containment is emptied on a regular basis	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	Old salt/sand shed cleaned as needed
5	Excess/spilled/tracked salt is swept up and added to bulk salt pile	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

Runoff Controls

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Grass filter strips have at least 70% uniform vegetation growth	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
2 Grass filter strips typically have 6 inches or more of vegetation	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
3 Storm water pond inlets/outlets are stable	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
4 Storm water berms are vegetated	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
5 Storm water pond berms are stable (no erosion, tree roots or animal borrows)	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
6 Infiltration basins/rain gardens have at least 70% plant growth	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
7 Infiltration basins/rain gardens are maintained regularly, and in the spring and fall	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	
8 Infiltration basins/rain gardens drain down within 24 hours (based on post-rain event observations)	Yes ☐ No ☐ N/A ☒	Yes ☐ No ☐ N/A ☐	

Spills Program

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
1 Written program is available for employees	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐	
2 Employees know where written program is located	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐	
3 Written program is evaluated annually	Yes ☐ No ☐ N/A ☐	Yes ☒ No ☐	

Employee Training

Activity/Practice	Inspected?	Activity/Practice Adequate?	Corrective Action Needed & Notes
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1	New employees are trained on SWPPP	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	
2	Annual or more frequent training provided to employees on SWPPP	Yes ☒ No ☐ N/A ☐	Yes ☒ No ☐ N/A ☐	

This inspection was used as annual training for seven staff members.

	Recommendations/Correction	Completed On (Date)	Initials
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Inventory Usage with Total Quantity Used

Inventory Usage - Total Inventory					
Department	Group	Activity Description	Log Date	Name	Quantity Units
Activity Description: Pretreatment					
Permission Group: PW-Brine					
Name: Brine					
Public Works	Snow & Ice Removal	Pretreatment	Date: 1/20/2023	Brine	4,000.00 Gallons
Public Works	Snow & Ice Removal	Pretreatment	Date: 1/25/2023	Brine	3,500.00 Gallons
Public Works	Snow & Ice Removal	Pretreatment	Date: 3/6/2023	Brine	3,000.00 Gallons
Total: 10,500.00					

Total: 10,500.00



Inventory Usage with Total Quantity Used

Inventory Usage - Total Inventory

Department	Group	Activity Description	Log Date	Name	Quantity	Units
Activity Description: Snow Event						
Permission Group: PW-Brine						
Name: TR10 Brine						
Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR10 Brine	47.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR10 Brine	8.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR10 Brine	16.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR10 Brine	36.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR10 Brine	15.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/3/2023	TR10 Brine	36.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR10 Brine	24.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR10 Brine	12.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR10 Brine	52.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR10 Brine	17.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR10 Brine	29.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR10 Brine	39.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR10 Brine	15.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR10 Brine	22.00	Gallons

Total: 368.00

Name: TR11 Brine

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR11 Brine	181.00	Gallons
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Department	Group	Activity Description	Log Date	Name	Quantity	Units
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR11 Brine	234.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR11 Brine	100.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR11 Brine	63.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR11 Brine	90.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/16/2022	TR11 Brine	60.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR11 Brine	145.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR11 Brine	95.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/3/2023	TR11 Brine	109.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR11 Brine	106.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR11 Brine	25.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR11 Brine	355.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR11 Brine	133.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR11 Brine	254.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR11 Brine	12.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR11 Brine	300.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR11 Brine	446.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR11 Brine	590.00	Gallons

Total: 3,298.00

Name: TR12 Brine

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR12 Brine	122.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR12 Brine	94.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR12 Brine	94.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR12 Brine	24.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR12 Brine	33.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/16/2022	TR12 Brine	23.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/3/2023	TR12 Brine	40.00	Gallons

Department	Group	Activity Description	Log Date	Name	Quantity	Units
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR12 Brine	31.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR12 Brine	31.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR12 Brine	115.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR12 Brine	26.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR12 Brine	90.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR12 Brine	215.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR12 Brine	94.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR12 Brine	0.00	Gallons

Total: 1,032.00

Name: TR7 Brine

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR7 Brine	40.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR7 Brine	60.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR7 Brine	0.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR7 Brine	60.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR7 Brine	30.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR7 Brine	120.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR7 Brine	50.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR7 Brine	45.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR7 Brine	20.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR7 Brine	70.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR7 Brine	160.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR7 Brine	20.00	Gallons

Total: 675.00

Name: TR8 Brine

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR8 Brine	55.00	Gallons
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Department	Group	Activity Description	Log Date	Name	Quantity	Units
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR8 Brine	40.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR8 Brine	40.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR8 Brine	20.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR8 Brine	60.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR8 Brine	40.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR8 Brine	120.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR8 Brine	60.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR8 Brine	140.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR8 Brine	180.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR8 Brine	30.00	Gallons

Total: 785.00

Name: TR9 Brine

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR9 Brine	97.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR9 Brine	78.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR9 Brine	43.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR9 Brine	40.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR9 Brine	71.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR9 Brine	38.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR9 Brine	93.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR9 Brine	52.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR9 Brine	118.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR9 Brine	36.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR9 Brine	157.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR9 Brine	154.00	Gallons
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR9 Brine	41.00	Gallons

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Department	Group	Activity Description	Log Date	Name	Quantity	Units
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Total: 1,018.00

Permission Group: PW-Salt

Name: TR10 Salt

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR10 Salt	9,260.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR10 Salt	1,659.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR10 Salt	3,310.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR10 Salt	7,194.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR10 Salt	5,034.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/3/2023	TR10 Salt	7,164.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR10 Salt	4,729.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR10 Salt	2,437.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR10 Salt	10,335.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR10 Salt	3,459.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR10 Salt	5,698.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR10 Salt	1,937.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR10 Salt	7,798.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR10 Salt	9,751.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR10 Salt	4,449.00	Pounds

Total: 84,214.00

Name: TR11 Salt

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR11 Salt	14,966.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR11 Salt	21,795.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR11 Salt	8,037.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR11 Salt	5,543.00	Pounds

Department	Group	Activity Description	Log Date	Name	Quantity	Units
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR11 Salt	8,717.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/16/2022	TR11 Salt	4,971.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR11 Salt	11,614.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR11 Salt	9,560.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/3/2023	TR11 Salt	8,988.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR11 Salt	8,552.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR11 Salt	4,246.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR11 Salt	34,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR11 Salt	5,193.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR11 Salt	21,089.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR11 Salt	10,872.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR11 Salt	25,150.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR11 Salt	36,138.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR11 Salt	7,250.00	Pounds

Total: 246,681.00

Name: TR12 Salt

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR12 Salt	16,939.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR12 Salt	13,904.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR12 Salt	9,064.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR12 Salt	4,592.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR12 Salt	5,635.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/16/2022	TR12 Salt	3,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR12 Salt	12,051.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR12 Salt	6,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/3/2023	TR12 Salt	6,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR12 Salt	4,912.00	Pounds

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Department	Group	Activity Description	Log Date	Name	Quantity	Units
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR12 Salt	4,800.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR12 Salt	17,404.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR12 Salt	4,153.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR12 Salt	12,133.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR12 Salt	8,156.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR12 Salt	20,110.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR12 Salt	22,610.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR12 Salt	3,600.00	Pounds

Total: 175,563.00

Name: TR5 Salt

Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR5 Salt	2,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR5 Salt	4,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR5 Salt	3,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR5 Salt	2,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR5 Salt	5,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR5 Salt	1,000.00	Pounds

Total: 17,000.00

Name: TR7 Salt

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR7 Salt	8,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR7 Salt	12,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR7 Salt	4,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR7 Salt	4,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/16/2022	TR7 Salt	4,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR7 Salt	7,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR7 Salt	5,500.00	Pounds

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Department	Group	Activity Description	Log Date	Name	Quantity	Units
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR7 Salt	10,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR7 Salt	4,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR7 Salt	13,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR7 Salt	4,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR7 Salt	12,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR7 Salt	17,250.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR7 Salt	3,500.00	Pounds

Total: 111,750.00

Name: TR8 Salt

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR8 Salt	9,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR8 Salt	4,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR8 Salt	4,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR8 Salt	4,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR8 Salt	3,500.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR8 Salt	14,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR8 Salt	5,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR8 Salt	15,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR8 Salt	6,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR8 Salt	16,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR8 Salt	22,000.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR8 Salt	4,000.00	Pounds

Total: 107,500.00

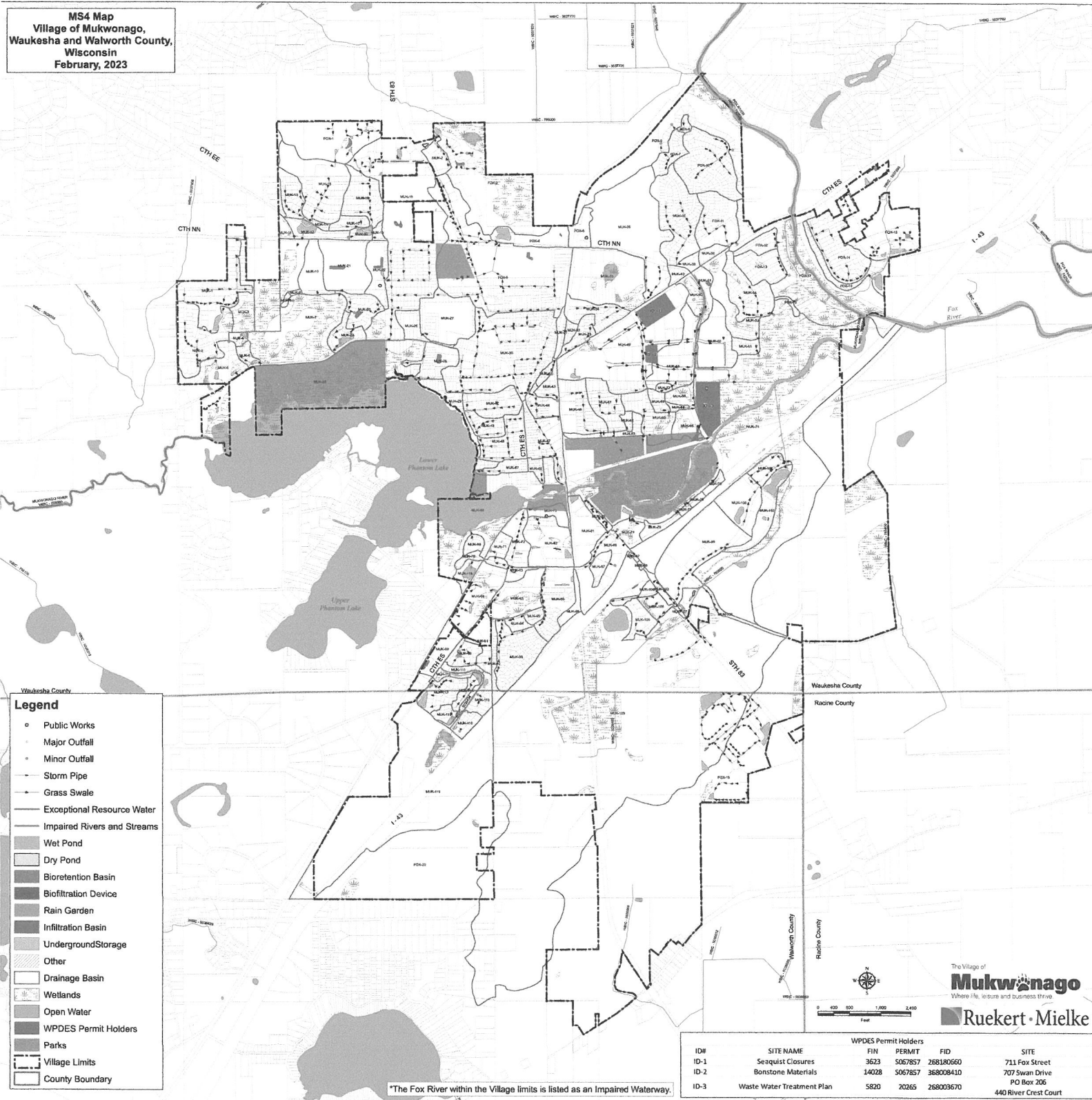
Name: TR9 Salt

Public Works	Snow & Ice Removal	Snow Event	Date: 12/9/2022	TR9 Salt	10,973.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/13/2022	TR9 Salt	14,017.00	Pounds

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Department	Group	Activity Description	Log Date	Name	Quantity	Units
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR9 Salt	4,279.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/15/2022	TR9 Salt	4,026.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 12/21/2022	TR9 Salt	7,168.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/5/2023	TR9 Salt	3,901.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/25/2023	TR9 Salt	9,800.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR9 Salt	5,157.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 1/30/2023	TR9 Salt	11,841.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/14/2023	TR9 Salt	3,515.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/15/2023	TR9 Salt	15,985.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/22/2023	TR9 Salt	15,358.00	Pounds
Public Works	Snow & Ice Removal	Snow Event	Date: 2/27/2023	TR9 Salt	4,082.00	Pounds
Total: 110,102.00						
Total: 852,810.00						

MS4 Map
Village of Mukwonago,
Waukesha and Walworth County,
Wisconsin
February, 2023



*The Fox River within the Village limits is listed as an Impaired Waterway.

ID#	SITE NAME	WPDES Permit Holders			FID	SITE
		FIN	PERMIT			
ID-1	Sequest Closures	3623	5067857	258UR0660		711 Fox Street
ID-2	Bonstone Materials	14028	5067857	368008410		707 Swan Drive
ID-3	Waste Water Treatment Plan	5820	20265	268003670		PO Box 206
						440 River Crest Court

The Village of
Mukwonago
 Where life, leisure and business thrive.

Ruekert • Mielke

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	2/23/2023	\$	81,582.46
Library Accounts Payable	2/10/2023	\$	19,334.31
Charter Communications/Spectrum (ach withdrawal)	2/10/2023	\$	1,797.89
US Bank (ach withdrawal)	2/23/2023	\$	15,474.33
We Energies (ach withdrawal)	2/10/2023	\$	52,894.96
Check Disbursement - Court	2/8/2023	\$	3,762.75
Check Disbursement - Invoice Cloud	2/3/2023	\$	233.00
Check Disbursement - Tax Settlements	2/15/2023	\$	3,994,317.60
Check Disbursement - Payroll Related	2/1/2023	\$	9,136.91
Check Disbursement - Payroll Related	2/15/2023	\$	149,688.35
Check Disbursement - Payroll Related	2/22/2023	\$	657.20
Check Disbursement - Tax Overpayment Refunds	1/27/2023	\$	14,738.47
Check Disbursement - Tax Overpayment Refunds	2/22/2023	\$	346.33
Total for Approval:		\$	<u><u>4,343,964.56</u></u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

02/23/2023 08:29 AM
User: ddoherty
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 03/02/2023 - 03/02/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 1/7

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: AC SERVICE INC						
CU23-39762	VILLAGE HALL REZONE PROJECT	480-5700-573000	9,800.00	9,800.00	DPW	03/02/2023
TOTAL VENDOR AC SERVICE INC				9,800.00		
VENDOR NAME: AIRGAS USA LLC						
9994901045	AIRGAS ANNUAL CYLINDER LEASE	150-5231-531100	2,923.70	2,923.70	FIRE	03/02/2023
TOTAL VENDOR AIRGAS USA LLC				2,923.70		
VENDOR NAME: ALSCO						
IMIL1884028	PD FEBRUARY 9 MAT CLEANING SERVICE	100-5211-539400	42.66	42.66	POLICE	03/02/2023
IMIL1886042	WALK OFF MATTS	100-5160-521900	57.58	57.58	DPW	03/02/2023
TOTAL VENDOR ALSCO				100.24		
VENDOR NAME: AMAZON CAPITOL SERVICES						
IHY676MX7VPG	CONFERENCE ROOM IT IMPROVEMENTS	430-5700-571000	1,299.47	1,299.47	ADMIN	03/02/2023
TOTAL VENDOR AMAZON CAPITOL SERVICES				1,299.47		
VENDOR NAME: AQUA-PURE OF WI						
1253	WWTF-TOTES OF PHOS X CHEMICAL	620-8010-824000	2,460.00	2,460.00	UTILITIES	03/02/2023
TOTAL VENDOR AQUA-PURE OF WI				2,460.00		
VENDOR NAME: AQUATIC INFORMATICS INC.						
00013901	HACH WIMS SOFTWARE SUBSCRIPTION	610-6920-692300	816.00	1,632.00	UTILITIES	03/02/2023
		620-8400-852000	816.00			
TOTAL VENDOR AQUATIC INFORMATICS INC.				1,632.00		
VENDOR NAME: AT & T MOBILITY						
287314801786021520	AT & T INVOICE FIRSTNET 12-07-2022 TO 02150-5221-522500		1,098.49	1,098.49	FIRE	03/02/2023
287291370101021520	PD AT&T JANUARY AND FEBRUARY CELL PHONES100-5211-522500		1,444.36	1,444.36	POLICE	03/02/2023
TOTAL VENDOR AT & T MOBILITY				2,542.85		
VENDOR NAME: BOUND TREE MEDICAL LLC						
84865028	EMS SUPPLIES	150-5231-531100	274.00	274.00	FIRE	03/02/2023
84850956	EMS SUPPLIES	150-5231-531100	92.72	92.72	FIRE	03/02/2023
84850955	EMS SUPPLIES	150-5231-531100	98.80	98.80	FIRE	03/02/2023
84852676	EMS SUPPLIES	150-5231-531100	23.18	23.18	FIRE	03/02/2023
TOTAL VENDOR BOUND TREE MEDICAL LLC				488.70		
VENDOR NAME: BRAKE & EQUIPMENT						
730375	TRUCK #5 SALT SPINNER	100-5324-539500	104.69	104.69	DPW	03/02/2023
TOTAL VENDOR BRAKE & EQUIPMENT				104.69		
VENDOR NAME: C & M AUTO PARTS INC						
6079-363417	3488 BATTERIES	150-5231-539500	189.43	189.43	FIRE	03/02/2023
6079-363419	3488 BATTERIES	150-5231-539500	167.43	167.43	FIRE	03/02/2023
6079-363620	TRCK #1 POWER STEERING HOSE	100-5324-539500	27.21	27.21	DPW	03/02/2023
6079-363586	BRAKE CLEANER	100-5323-531100	43.08	43.08	DPW	03/02/2023
6079-363585	TRAILER ELECTRICAL CONNECTOR	100-5324-539500	4.69	4.69	DPW	03/02/2023
6079-363471 PD	SQUAD OIL FILTER	100-5212-539500	6.78	6.78	POLICE	03/02/2023
6079-363471 BLDG	FILTER	100-5241-539500	27.60	27.60	BUILDING	03/02/2023

02/23/2023 08:29 AM
User: ddoherty
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 03/02/2023 - 03/02/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 2/7

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: C & M AUTO PARTS INC						
TOTAL VENDOR C & M AUTO PARTS INC				466.22		
VENDOR NAME: CENTRAL OFFICE SYSTEMS						
79058183	COPIER INVOICE	150-5221-531100	92.00	92.00	FIRE	03/02/2023
79058078	FEBRUARY 2023 LEASE PAYMENT 458	100-5142-531200	19.64	165.00	ALLOCATE	03/02/2023
		100-5300-539900	17.37			
		100-5120-531100	7.31			
		100-5141-531100	9.36			
		100-5145-531100	15.54			
		100-5241-531200	2.62			
		100-5632-531200	3.07			
		100-5211-531200	20.58			
		150-5221-531100	21.33			
		410-5363-531200	1.65			
		440-5511-531200	18.65			
		500-5344-531200	4.04			
		610-6902-690300	12.03			
		620-8300-840000	11.81			
TOTAL VENDOR CENTRAL OFFICE SYSTEMS				257.00		
VENDOR NAME: CINTAS						
4146925329	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	119.48	119.48	DPW	03/02/2023
4146925480	UNIFORM SERVICE	610-6920-693000	62.08	124.16	UTILITIES	03/02/2023
		620-8400-856000	62.08			
4146212665	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	119.48	119.48	DPW	03/02/2023
4146212842	WATER/WWTF-UNIFORM SERVICE	610-6920-693000	54.08	108.16	UTILITIES	03/02/2023
		620-8400-856000	54.08			
TOTAL VENDOR CINTAS				471.28		
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY						
323053012723	COLUMBIA SOUTHER TUITION - KIRKPATRICK	100-5212-516300	760.00	760.00	POLICE	03/02/2023
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY				760.00		
VENDOR NAME: CORE & MAIN LP						
S304073	WATER-LARGE METER HEAD REPLACEMENTS	610-6453-665300	3,524.45	3,524.45	UTILITIES	03/02/2023
TOTAL VENDOR CORE & MAIN LP				3,524.45		
VENDOR NAME: COREY OIL, LTD						
288423 FIRE	COREY OIL INVOICE	150-5222-539500	350.25	700.51	FIRE	03/02/2023
		150-5231-539500	350.26			
288423 DPW	VARIOUS EQUIPMENT OILS	100-5324-535100	895.19	895.19	DPW	03/02/2023
288423 PD	SQUAD OIL	100-5212-535100	609.76	609.76	POLICE	03/02/2023
TOTAL VENDOR COREY OIL, LTD				2,205.46		

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User: ddoherty
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 03/02/2023 - 03/02/2023
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BANK CODE: GEN - CHECK TYPE: PAPER CHECK

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: COUNTY WIDE EXTINGUISHER, INC					
29080	STATION #1 HOOD FIRE SUPPRESSION INSPECT	100-5220-539400 140.50	140.50	DPW	03/02/2023
TOTAL VENDOR COUNTY WIDE EXTINGUISHER, INC			140.50		
VENDOR NAME: CRIVELLO CARLSON S.C.					
5331-183866	JANUARY LEGAL SERVICES	100-5521-531100 260.00	5,152.12	FINANCE	03/02/2023
		610-6920-692300 240.00			
		100-5130-521900 4,652.12			
5331-183868	SPECTRUM	100-5130-521900 220.00	220.00	FINANCE	03/02/2023
5331-183869	TOWER LEASES	610-6920-692300 220.00	220.00	FINANCE	03/02/2023
5331-183870	CHAPMAN LIEN WAIVER	100-0000-211425 20.00	20.00	FINANCE	03/02/2023
5331-183867	MEADOWLAND AND TID 6 LEGAL WORK	100-5130-521900 460.00	940.00	FINANCE	03/02/2023
		100-5670-521900 480.00			
TOTAL VENDOR CRIVELLO CARLSON S.C.			6,552.12		
VENDOR NAME: EBIX					
12290	EBIX INVOICE	150-5231-521900 5,990.64	5,990.64	FIRE	03/02/2023
TOTAL VENDOR EBIX			5,990.64		
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS					
2525400	EMS SUPPLIES	150-5231-531100 275.15	275.15	FIRE	03/02/2023
2526937	EMS SUPPLIES	150-5231-531100 13.95	13.95	FIRE	03/02/2023
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS			289.10		
VENDOR NAME: ENTRANCE SYSTEMS					
45801	WWTF-GATE OPENER MAINTENANCE	620-8010-834000 563.00	563.00	UTILITIES	03/02/2023
TOTAL VENDOR ENTRANCE SYSTEMS			563.00		
VENDOR NAME: EXCEL BUILDING SERVICES LLC					
3971	PD BUILDING CLEANING SERVICE	100-5211-539400 975.00	975.00	POLICE	03/02/2023
TOTAL VENDOR EXCEL BUILDING SERVICES LLC			975.00		
VENDOR NAME: FASTENAL COMPANY					
WIMU95961	PLow BOLTS	100-5324-539500 120.25	120.25	DPW	03/02/2023
TOTAL VENDOR FASTENAL COMPANY			120.25		
VENDOR NAME: GRAINGER					
9600094750	WWTF-DIGESTER BOILER WATER RECIRCULATION	620-8010-833000 647.33	647.33	UTILITIES	03/02/2023
9601631808	SPARE BOILER WATER RECIRCULATION PUMP MO	620-8010-827000 647.33	647.33	UTILITIES	03/02/2023
TOTAL VENDOR GRAINGER			1,294.66		
VENDOR NAME: HAWKINS WATER TREATMENT					
6401804	CHEMICAL FOR WATER TREATMENT	610-6300-663100 40.00	40.00	UTILITIES	03/02/2023
6399762	PHOS. CHEM. FEED SKID PARTS	620-8010-824000 183.64	183.64	UTILITIES	03/02/2023
6399015	CHEMICAL FOR WATER TREATMENT	610-6300-663100 1,064.31	1,064.31	UTILITIES	03/02/2023
6394530	WWTF-CHEMICAL FEED PUMP PARTS	620-8010-824000 1,160.14	1,160.14	UTILITIES	03/02/2023
TOTAL VENDOR HAWKINS WATER TREATMENT			2,448.09		

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,						
54070	2023 GREENWALD / DEBACK LITIGATION	100-5130-521900	500.00	500.00	FINANCE	03/02/2023
54071	PROSECUTIONS	100-5130-521900	862.50	862.50	FINANCE	03/02/2023
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				1,362.50		
VENDOR NAME: HOME DEPOT						
JAN 2023	PD FURNACE FILTERS	100-5211-539400	29.90	29.90	POLICE	03/02/2023
TOTAL VENDOR HOME DEPOT				29.90		
VENDOR NAME: JAMES IMAGING SYSTEMS						
1283566	COPIER INVOICE	150-5221-531100	96.63	96.63	FIRE	03/02/2023
TOTAL VENDOR JAMES IMAGING SYSTEMS				96.63		
VENDOR NAME: JEFFERSON FIRE & SAFETY						
IN149265	2022 WI DNR GRANT PGI HOODS	150-5700-571300	1,169.11	1,169.11	FIRE	03/02/2023
TOTAL VENDOR JEFFERSON FIRE & SAFETY				1,169.11		
VENDOR NAME: LIFE-ASSIST, INC.						
1292689	EMS SUPPLIES	150-5231-531100	359.07	359.07	FIRE	03/02/2023
TOTAL VENDOR LIFE-ASSIST, INC.				359.07		
VENDOR NAME: MACQUEEN EQUIPMENT						
P12070	MSA G1 TANK REPAIR	150-5222-539500	40.75	40.75	FIRE	03/02/2023
TOTAL VENDOR MACQUEEN EQUIPMENT				40.75		
VENDOR NAME: MARCO TECHNOLOGIES						
33351580	COPIER LEASE	620-8400-856000	87.08	174.16	UTILITIES	03/02/2023
		610-6920-692100	87.08			
TOTAL VENDOR MARCO TECHNOLOGIES				174.16		
VENDOR NAME: MCMASTER-CARR						
92791074	WWTF-DRILL BITS OR DOOR SEALS	620-8010-834000	94.89	94.89	UTILITIES	03/02/2023
TOTAL VENDOR MCMASTER-CARR				94.89		
VENDOR NAME: MED ALLIANCE						
251954	EMS SUPPLIES	150-5231-531100	413.07	413.07	FIRE	03/02/2023
TOTAL VENDOR MED ALLIANCE				413.07		
VENDOR NAME: MESSAGEUS						
230310134	WATER/WWTF-LONG DISTANCE PHONE SERVICE	610-6920-692100	3.32	6.64	UTILITIES	03/02/2023
		620-8400-851000	3.32			
TOTAL VENDOR MESSAGEUS				6.64		
VENDOR NAME: MINUTEMAN PRESS OF BURLINGTON						

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: MINUTEMAN PRESS OF BURLINGTON						
51573	VILLAGE HALL WINDOW ENVELOPES	100-5241-531100	10.13	636.86	ALLOCATE	03/02/2023
		100-5142-531100	75.79			
		100-5145-531100	59.97			
		100-5141-531100	36.11			
		100-5632-531100	11.85			
		100-5323-531100	67.06			
		100-5120-531100	28.21			
		100-5211-531100	79.42			
		150-5221-531100	82.35			
		410-5363-531100	6.37			
		500-5344-531100	15.60			
		610-6920-692100	46.43			
		620-8300-840000	45.60			
		440-5511-531100	71.97			
TOTAL VENDOR MINUTEMAN PRESS OF BURLINGTON				636.86		
VENDOR NAME: NAPA AUTO PARTS - SP018						
184317	WATER-PUMP MOTOR OIL CHANGE	610-6210-662500	101.99	101.99	UTILITIES	03/02/2023
186347	SNOWBLOWER PARTS	620-8010-827000	2.35	2.35	UTILITIES	03/02/2023
TOTAL VENDOR NAPA AUTO PARTS - SP018				104.34		
VENDOR NAME: NORTHERN LAKE SERVICE INC						
2301134	WATER-BACTI SAMPLING	610-6300-663200	255.00	255.00	UTILITIES	03/02/2023
TOTAL VENDOR NORTHERN LAKE SERVICE INC				255.00		
VENDOR NAME: PROHEALTH CARE LAB BILLING						
10002360328	PROHEALTH DECEMBER AND JANUARY BLOOD DRA	100-5212-521900	74.26	74.26	POLICE	03/02/2023
TOTAL VENDOR PROHEALTH CARE LAB BILLING				74.26		
VENDOR NAME: PROVEN POWER INC						
02-420600	SNOWBLOWER DRIVE CHAIN	100-5324-539500	90.04	90.04	DPW	03/02/2023
TOTAL VENDOR PROVEN POWER INC				90.04		
VENDOR NAME: SHRED-IT USA						
8003363479	2023 FEBRUARY VH SHREDDING SERVICES	100-5141-531100	44.78	89.56	ALLOCATE	03/02/2023
		100-5142-531100	22.39			
		100-5632-531100	22.39			
TOTAL VENDOR SHRED-IT USA				89.56		
VENDOR NAME: SOMAR ENTERPRISES						
102899	RESERVE NAME TAGS	100-5212-534700	33.80	33.80	POLICE	03/02/2023
TOTAL VENDOR SOMAR ENTERPRISES				33.80		
VENDOR NAME: STRYKER SALES, LLC						
4047291M	EMS SUPPLIES	150-5231-531100	350.20	350.20	FIRE	03/02/2023
4048653M	LUCAS 3 CAPITAL	430-5700-571400	1,740.75	1,740.75	FIRE	03/02/2023
4036082M	LUCAS 3 EMS CAPITAL	430-5700-571400	16,446.22	16,446.22	FIRE	03/02/2023

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: STRYKER SALES, LLC						
	TOTAL VENDOR STRYKER SALES, LLC			18,537.17		
VENDOR NAME: TERMINAL ANDRAE INC.						
59996	WATER-LED LIGHT UPGRADES	610-6200-662500	250.00	250.00	UTILITIES	03/02/2023
	TOTAL VENDOR TERMINAL ANDRAE INC.			250.00		
VENDOR NAME: THE UNIFORM SHOPPE OF GREEN BAY INC						
330056	NEW OFFICER UNIFORMS - PITCHER	100-5212-534700	844.20	844.20	POLICE	03/02/2023
330122	2023 CLOTHING ALLOWANCE - WILSON	100-5212-534600	299.50	299.50	POLICE	03/02/2023
	TOTAL VENDOR THE UNIFORM SHOPPE OF GREEN BAY INC			1,143.70		
VENDOR NAME: T-MOBILE						
FEB 2023	NEW PHONE SERVICE	150-5221-522500	114.45	114.45	FIRE	03/02/2023
	TOTAL VENDOR T-MOBILE			114.45		
VENDOR NAME: TRIPLE CROWN PRODUCTS						
318279	OFFICER SUMMER AND WINTER HATS - NEW UNI	100-5212-534600	15.80	313.00	POLICE	03/02/2023
		100-5211-534600	15.80			
		100-5211-534600	15.80			
		100-5212-534700	265.60			
	TOTAL VENDOR TRIPLE CROWN PRODUCTS			313.00		
VENDOR NAME: ULINE						
159496015	WATER/WWTF-SHOP DISPOSABLE RAGS	620-8010-827000	182.81	365.62	UTILITIES	03/02/2023
		610-6920-693000	182.81			
	TOTAL VENDOR ULINE			365.62		
VENDOR NAME: UTILITY SALES & SERVICE						
0075219-IN	AERIAL TRUCK REPAIRS AND CERTIFICATION	100-5324-539500	5,071.63	5,071.63	DPW	03/02/2023
	TOTAL VENDOR UTILITY SALES & SERVICE			5,071.63		
VENDOR NAME: VAN AACKEN KEVIN						
2023 BOOT ALLOWANCE	2023 BOOT ALLOWANCE - VAN AACKEN	100-5323-534800	100.00	100.00	DPW	03/02/2023
	TOTAL VENDOR VAN AACKEN KEVIN			100.00		
VENDOR NAME: VANGUARD COMPUTERS INC						
57898	DPW LAPTOP	100-5300-522950	1,097.45	1,097.45	DPW	03/02/2023
	TOTAL VENDOR VANGUARD COMPUTERS INC			1,097.45		
VENDOR NAME: VERIZON WIRELESS						
9926837094	VERIZON INVOICE	150-5221-522500	50.12	50.12	FIRE	03/02/2023
	TOTAL VENDOR VERIZON WIRELESS			50.12		
VENDOR NAME: WAGNER, ROBERT						
FEB 2023 MILEAGE	FEBRUARY 2023 MILEAGE REIMBURSEMENT - WA	100-5323-533500	258.00	258.00	DPW	03/02/2023
	TOTAL VENDOR WAGNER, ROBERT			258.00		

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VENDOR NAME: WAUKESHA CTY TREASURER					
2023-24010056	PD RADIO PROGRAMMING	100-5212-521900 175.32	175.32	POLICE	03/02/2023
TOTAL VENDOR WAUKESHA CTY TREASURER			175.32		
VENDOR NAME: WCEDA					
1330	2023 MEMBERSHIP	100-5670-521900 500.00	500.00	ADMIN	03/02/2023
TOTAL VENDOR WCEDA			500.00		
VENDOR NAME: WELDERS SUPPLY CO.					
10341395	WELDING BOTTLE RENTAL	100-5323-531100 240.00	240.00	DPW	03/02/2023
TOTAL VENDOR WELDERS SUPPLY CO.			240.00		
VENDOR NAME: WI DEPT OF JUSTICE CIB					
L6812T 202301	BACKGROUND CHECKS	100-5211-521900 77.00 100-0000-242205 21.00	98.00	ALLOCATE	03/02/2023
TOTAL VENDOR WI DEPT OF JUSTICE CIB			98.00		
VENDOR NAME: WI MUNICIPAL JUDGES ASSOCIATION					
2023 DUES	2023DUES	100-5120-532400 100.00	100.00	FINANCE	03/02/2023
TOTAL VENDOR WI MUNICIPAL JUDGES ASSOCIATION			100.00		
VENDOR NAME: WI STATE LAB OF HYGIENE					
727439	WATER-MONTHLY FLUORIDE SAMPLE	610-6300-663200 28.00	28.00	UTILITIES	03/02/2023
TOTAL VENDOR WI STATE LAB OF HYGIENE			28.00		
VENDOR NAME: WI SUPREME COURT					
680-0000000773	CONTINUING ED - JUDGE	100-5120-533500 700.00	700.00	FINANCE	03/02/2023
TOTAL VENDOR WI SUPREME COURT			700.00		
GRAND TOTAL:			81,582.46		

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02/10/2023	GEN	35885	ALSCO	MATS & DUSTERS	440-5511-531000	72.62
02/10/2023	GEN	35886	AMAZON CAPITOL SERVICES	TAPE	440-5511-531100	61.87
		35886		DVD CASES	440-5511-531600	41.55
		35886		CRICUT SUPPLIES	440-5511-531700	106.53
		35886		ADULT PROGRAM SUPPLIES	440-5511-533100	339.27
		35886		MARKETING BROCHURE HOLDERS	440-5511-533300	53.37
		35886		MICROPHONE	440-5511-581000	24.98
		35886		BOOKS	440-5700-532800	505.19
		35886		DVD	440-5700-532900	843.09
						1,975.85
02/10/2023	GEN	35887	AMERICA AQUARIA	FISH TANK MAINTENANCE	440-5511-531000	85.00
02/10/2023	GEN	35888	BAKER & TAYLOR INC.	BOOKS	440-5700-532800	3,794.41
02/10/2023	GEN	35889	BERNSTEIN & ASSOCIATES, LLC	NAGPRA CONSULTANT	440-5890-580600	1,350.00
02/10/2023	GEN	35890	BRODART	BOOKS	440-5700-532800	266.52
02/10/2023	GEN	35891	CENGAGE LEARNING	BOOKS	440-5700-532800	249.51
02/10/2023	GEN	35892	CENTER POINT LARGE PRINT	BOOKS	440-5700-532800	27.27
02/10/2023	GEN	35893	DEMCO INC	PROCESSING SUPPLIES	440-5511-531600	671.71
02/10/2023	GEN	35894	ERIC HUEMMER	BOOK DELIVERY	440-5511-533200	9.04
02/10/2023	GEN	35895	FINDAWAY WORLD	AUDIO BOOK	440-5700-532900	94.93
02/10/2023	GEN	35896	FRIENDS OF THE DOMES	EXPLORE PASS/ PD BY FRIENDS	440-5890-580600	120.00
02/10/2023	GEN	35897	GREAT AMERICAN FINANCIAL SVCS.	3/10/23-4/09/23	440-5511-522000	353.14
02/10/2023	GEN	35898	HINZ TANYA	PAINTING CLASS	440-5511-533100	60.00
02/10/2023	GEN	35899	IMPACT ACQUISITIONS, LLC	TONER SHIPPING CHARGE	440-5511-531100	20.48

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02/10/2023	GEN	35900	JOHNSON CONTROLS SECURITY	2/1/23-4/30/23 SERVICE	440-5511-522000	1,742.04
02/10/2023	GEN	35901	KLASSY KLEANERS	WEEKEND CLEANING	440-5511-531000	960.00
02/10/2023	GEN	35902	KNESER DEBRA	CUSTOMER SERVICE TRAINING	440-5511-533500	400.00
02/10/2023	GEN	35903	MICROMARKETING LLC	AUDIO BOOKS	440-5700-532900	148.74
02/10/2023	GEN	35904	MIDWEST TAPE	HOOPLA	440-5511-534900	611.34
		35904		AUDIO BOOKS	440-5700-532900	327.95
						939.29
02/10/2023	GEN	35905	MILWAUKEE ART MUSEUM	EXPLORE PASS/PD BY FRIENDS	440-5890-580600	600.00
02/10/2023	GEN	35906	MUKWONAGO ROTARY CLUB	DUES & MEALS	440-5511-533300	138.50
02/10/2023	GEN	35907	QUILL LLC	CLEANING SUPPLIES	440-5511-531100	625.06
02/10/2023	GEN	35908	SCHOOL LIFE, DIVISION OF IMAGESTUFF	SUMMER READING PROGRAM SUPPLIES	440-5511-533100	155.20
02/10/2023	GEN	35909	STAMN, MICHELE	PLANT DIET PROGRAM	440-5511-533100	100.00
02/10/2023	GEN	35910	UNITED STATES ALLIANCE FIRE PROTECT	ANNUAL INSPECTION	440-5511-522000	900.00
02/10/2023	GEN	35911	WILS	WPLC BUYING POOL	440-5511-534900	3,475.00
			TOTAL - ALL FUNDS	TOTAL OF 27 CHECKS		19,334.31

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/10/2023	GEN	594 (E)	CHARTER COMMUNICATIONS	FEBRUARY 2023 BILL	100-5120-522500	37.73
		594 (E)		FEBRUARY 2023 BILL	100-5141-522500	15.96
		594 (E)		FEBRUARY 2023 BILL	100-5142-522500	144.01
		594 (E)		FEBRUARY 2023 BILL	100-5145-522900	70.39
		594 (E)		FEBRUARY 2023 BILL	100-5160-522500	29.45
		594 (E)		FEBRUARY 2023 BILL	100-5211-522500	459.68
		594 (E)		FEBRUARY 2023 BILL	100-5241-522500	41.00
		594 (E)		FEBRUARY 2023 BILL	100-5323-522500	74.00
		594 (E)		FEBRUARY 2023 BILL	100-5512-522500	177.96
		594 (E)		FEBRUARY 2023 BILL	150-5221-522500	368.57
		594 (E)		FEBRUARY 2023 BILL	410-5363-522500	4.57
		594 (E)		FEBRUARY 2023 BILL	440-5511-522500	294.56
		594 (E)		FEBRUARY 2023 BILL	500-5344-522500	2.29
		594 (E)		FEBRUARY 2023 BILL	610-6920-692100	38.86
		594 (E)		FEBRUARY 2023 BILL	620-8400-851000	38.86
						1,797.89
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		1,797.89

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: 4IMPRINT, INC KIM CATHRYN	STAFF GIFTS	440-5890-580600	816.86	816.86	LIBRARY	02/22/2023
TOTAL VENDOR 4IMPRINT, INC				816.86		
VENDOR NAME: AMAZON PRIME*1M8G42HW3 KREISER ROBERT	AMAZON PRIME MEMBERSHIP (TO BE REFUNDED	100-5211-531100	15.04	15.04	POLICE	02/22/2023
TOTAL VENDOR AMAZON PRIME*1M8G42HW3				15.04		
VENDOR NAME: AMAZON.COM*A67AX4F93 AMZN CASTLE WAYNE A	WWTF-POLYMER BARREL LEVEL SENSOR	620-8010-825000	182.24	182.24	UTILITIES	02/22/2023
TOTAL VENDOR AMAZON.COM*A67AX4F93 AMZN				182.24		
VENDOR NAME: AMAZON.COM*DO7WD5UY3 STIEN JEFFREY R	EMS SUPPLIES	150-5231-531100	29.98	29.98	FIRE	02/22/2023
TOTAL VENDOR AMAZON.COM*DO7WD5UY3				29.98		
VENDOR NAME: AMAZON.COM*MX4C17MQ3 STREIT DANIEL	OFFICE SUPPLIES	100-5211-531100	70.89	70.89	POLICE	02/22/2023
TOTAL VENDOR AMAZON.COM*MX4C17MQ3				70.89		
VENDOR NAME: AMAZON.COM*RC63841T3 AMZN KUBIAK MICHAEL	SQUAD GUN BOXES	100-5212-531100	34.99	34.99	POLICE	02/22/2023
TOTAL VENDOR AMAZON.COM*RC63841T3 AMZN				34.99		
VENDOR NAME: AMAZON.COM*VL2S559C3 DEMOTTO CHRIS	REPLACE RADIO TOWER BATTERIES	100-5211-539500	398.98	398.98	POLICE	02/22/2023
TOTAL VENDOR AMAZON.COM*VL2S559C3				398.98		
VENDOR NAME: AMZN MKTP US*2203U8JE3 STIEN JEFFREY R	DPW FIRST AID SUPPLIES	100-5323-534800	8.79	8.79	DPW	02/22/2023
TOTAL VENDOR AMZN MKTP US*2203U8JE3				8.79		
VENDOR NAME: AMZN MKTP US*2L6XR79O3 STIEN JEFFREY R	FIRE SUPPLIES	150-5222-531100	35.73	35.73	FIRE	02/22/2023
TOTAL VENDOR AMZN MKTP US*2L6XR79O3				35.73		
VENDOR NAME: AMZN MKTP US*2N3KK8T03 STREIT DANIEL	TRACS THERMAL PRINTER PAPER	100-5212-531100	153.12	153.12	POLICE	02/22/2023
TOTAL VENDOR AMZN MKTP US*2N3KK8T03				153.12		
VENDOR NAME: AMZN MKTP US*BT6TB6CU3 STIEN JEFFREY R	EMS SUPPLIES	150-5231-531100	11.99	11.99	FIRE	02/22/2023
TOTAL VENDOR AMZN MKTP US*BT6TB6CU3				11.99		
VENDOR NAME: AMZN MKTP US*FA9IF4683 STIEN JEFFREY R	DPW FIRST AID SUPPLIES	100-5323-534800	33.08	33.08	DPW	02/22/2023
TOTAL VENDOR AMZN MKTP US*FA9IF4683				33.08		
VENDOR NAME: AMZN MKTP US*HE1U06S20 STREIT DANIEL	REFURBISHED REPLACEMENT DISPATCH HEADSET	100-5211-539500	109.00	109.00	POLICE	02/22/2023

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VENDOR NAME: AMZN MKTP US*HE1U06S20						
TOTAL VENDOR AMZN MKTP US*HE1U06S20				109.00		
VENDOR NAME: AMZN MKTP US*IM2088VE3						
DOHERTY DIANA	LABOR LAW POSTERS FOR 2023	100-5145-531100	31.45	125.80	FINANCE	02/22/2023
		100-5211-531100	31.45			
		100-5300-539900	31.45			
		610-6920-693000	15.73			
		620-8400-856000	15.72			
TOTAL VENDOR AMZN MKTP US*IM2088VE3				125.80		
VENDOR NAME: APPLE.COM/BILL						
SURA MATTHEW J	APPLE STORAGE	150-5231-531100	0.99	0.99	FIRE	02/22/2023
TOTAL VENDOR APPLE.COM/BILL				0.99		
VENDOR NAME: APWA WISCONSIN CHAPTER						
BITTNER RONALD	APWA SPRING CONFRENCE BITTNER	100-5323-533500	125.00	250.00	DPW	02/22/2023
		410-5363-533500	62.50			
		100-5660-535200	57.25			
		500-5344-533500	5.25			
TOTAL VENDOR APWA WISCONSIN CHAPTER				250.00		
VENDOR NAME: BP#9507229BULL FROG STAT						
STREIT DANIEL	WCPA CONFERENCE FUEL - STREIT	100-5211-533500	53.50	53.50	POLICE	02/22/2023
TOTAL VENDOR BP#9507229BULL FROG STAT				53.50		
VENDOR NAME: CARDINAL PUMP CO						
PETERSON RANDY	PUMP SEALS	100-5324-539500	64.74	64.74	DPW	02/22/2023
TOTAL VENDOR CARDINAL PUMP CO				64.74		
VENDOR NAME: CASEYS #3498						
SURA MATTHEW J	A3451 TRIP TO FOSTER COAH	150-5231-539500	20.00	20.00	FIRE	02/22/2023
TOTAL VENDOR CASEYS #3498				20.00		
VENDOR NAME: CERTIF A GIFT						
DOHERTY DIANA	TRACY TIPTON RETIREMENT GIFT	100-5141-539800	690.94	690.94	FINANCE	02/22/2023
TOTAL VENDOR CERTIF A GIFT				690.94		
VENDOR NAME: D J*WALL-ST-JOURNAL						
KIM CATHRYN	QTRLY SUBSCRIPTION	440-5511-532700	164.97	164.97	LIBRARY	02/22/2023
TOTAL VENDOR D J*WALL-ST-JOURNAL				164.97		
VENDOR NAME: DNH*GODADDY.COM						
BITTNER RONALD	PHANTOM JUNCTION DOMAIN NAME	100-5521-531100	63.68	63.68	DPW	02/22/2023
BITTNER RONALD	PHANTOM JUNCTION DOMAIN NAME	100-5521-531100	23.34	23.34	DPW	02/22/2023
TOTAL VENDOR DNH*GODADDY.COM				87.02		

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VENDOR NAME: DOGBOTIC LLC						
ARMOUR ABBY	WORKSHOP	440-5511-533500	550.00	550.00	LIBRARY	02/22/2023
TOTAL VENDOR DOGBOTIC LLC				550.00		
VENDOR NAME: DOMINO'S 2096						
BITTNER RONALD	HEART SAVER/ FIRSST AID TRAINING LUNCH	100-5323-533500	100.14	100.14	DPW	02/22/2023
KIM CATHRYN	PROGRAM TREATS	440-5511-531700	36.79	36.79	LIBRARY	02/22/2023
TOTAL VENDOR DOMINO'S 2096				136.93		
VENDOR NAME: DROPBOX*PHL92VT8H21S						
KIM CATHRYN	ANNUAL SUBSCRIPTION/ NAGPRA	440-5511-534000	119.88	119.88	LIBRARY	02/22/2023
TOTAL VENDOR DROPBOX*PHL92VT8H21S				119.88		
VENDOR NAME: DULTMEIER SALES						
PETERSON RANDY	PRESSURE WASHER PARTS	100-5323-531100	45.48	45.48	DPW	02/22/2023
PETERSON RANDY	TRUCK WASH/ PRESSURE WASHER PARTS	100-5323-531100	218.40	218.40	DPW	02/22/2023
TOTAL VENDOR DULTMEIER SALES				263.88		
VENDOR NAME: FEDEX 562681242						
DOHERTY DIANA	W-2 - FED-EX	100-5300-539900	1.91	28.64	FINANCE	02/22/2023
		100-5111-539900	1.43			
		100-5120-539900	0.32			
		100-5141-539900	0.16			
		100-5145-539900	0.64			
		100-5142-539900	0.32			
		100-5144-521900	3.98			
		100-5241-539900	0.32			
		100-5632-539900	0.16			
		100-5670-521900	0.16			
		100-5211-539900	2.07			
		100-5212-539900	2.55			
		100-5213-521900	0.32			
		150-5221-539900	8.09			
		440-5511-534000	4.93			
		610-6902-690300	0.64			
		620-8300-840000	0.64			
TOTAL VENDOR FEDEX 562681242				28.64		
VENDOR NAME: FEDEX 562769714						

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: FEDEX 562769714						
DOHERTY DIANA	1095 FORMS - FED-EX	100-5300-539900	3.37	24.74	FINANCE	02/22/2023
		100-5141-539900	0.37			
		100-5145-539900	1.52			
		100-5142-539900	0.75			
		100-5241-539900	0.75			
		100-5632-539900	0.37			
		100-5211-539900	4.87			
		100-5212-539900	3.37			
		100-5213-521900	0.75			
		150-5221-539900	3.00			
		440-5511-534000	3.00			
		610-6902-690300	1.50			
		620-8300-840000	1.12			
TOTAL VENDOR FEDEX 562769714				24.74		
VENDOR NAME: FLEET FARM 5400						
MILLER KENNETH	WATER/WWTF-CLEANING SUPPLIES	620-8010-827000	60.14	80.14	UTILITIES	02/22/2023
		610-6210-662300	20.00			
TOTAL VENDOR FLEET FARM 5400				80.14		
VENDOR NAME: GANSON ENGINEERING						
KREISER ROBERT	TRACS THERMAL PRINTER PAPER	100-5212-531100	358.00	358.00	POLICE	02/22/2023
TOTAL VENDOR GANSON ENGINEERING				358.00		
VENDOR NAME: GOVERNMENT FINANCE OFFIC						
DOHERTY DIANA	3-13 WEBINAR	100-5145-533500	35.00	35.00	FINANCE	02/22/2023
DOHERTY DIANA	3-14 WEBINAR	100-5145-533500	85.00	85.00	FINANCE	02/22/2023
TOTAL VENDOR GOVERNMENT FINANCE OFFIC				120.00		
VENDOR NAME: GREEN BAY PACKERS/HOF						
KIM CATHRYN	EXPLORE PASS/ PD BY FRIENDS	440-5890-580600	121.33	121.33	LIBRARY	02/22/2023
TOTAL VENDOR GREEN BAY PACKERS/HOF				121.33		
VENDOR NAME: HOBBY LOBBY ECOMM						
KIM CATHRYN	PROGRAM SUPPLIES	440-5511-533100	56.75	56.75	LIBRARY	02/22/2023
TOTAL VENDOR HOBBY LOBBY ECOMM				56.75		
VENDOR NAME: HOMEDEPOT.COM						
MILLER KENNETH	WATER/WWTF-ANCHOR HARDWARE	620-8010-827000	105.46	210.91	UTILITIES	02/22/2023
		610-6210-662300	105.45			
TOTAL VENDOR HOMEDEPOT.COM				210.91		
VENDOR NAME: IIMC						
GOURDOUX LINDA	IIMC MEMBERSHIP D CLERK	100-5142-532400	125.00	125.00	CLERK	02/22/2023

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VENDOR NAME: IIMC						
	TOTAL VENDOR IIMC			125.00		
VENDOR NAME: IN *RENEW BIOMEDICAL SERV						
SURA MATTHEW J	HAMILTON T1 PREVENTATIVE MAINTENANCE	150-5231-539500	740.00	740.00	FIRE	02/22/2023
	TOTAL VENDOR IN *RENEW BIOMEDICAL SERV			740.00		
VENDOR NAME: IN *WISCONSIN WASTEWATER						
CASTLE WAYNE A	WATER/WWTF-TRAINING	610-6920-693000	32.50	65.00	UTILITIES	02/22/2023
		620-8400-854100	32.50			
	TOTAL VENDOR IN *WISCONSIN WASTEWATER			65.00		
VENDOR NAME: JUNG SEED						
KIM CATHRYN	SEEDS FOR PROGRAM	440-5511-533100	48.04	48.04	LIBRARY	02/22/2023
	TOTAL VENDOR JUNG SEED			48.04		
VENDOR NAME: KALAHARI RESORT - WI						
CASTLE WAYNE A	HOTEL FOR CONFERENCE	610-6920-693000	133.76	267.53	UTILITIES	02/22/2023
		620-8400-854100	133.77			
CASTLE WAYNE A	HOTEL FOR CONFERENCE	610-6920-693000	84.50	169.00	UTILITIES	02/22/2023
		620-8400-854100	84.50			
DEMOTTO CHRIS	KALAHARI HOTEL BALANCE WCPA CONFERENCE -100-5211-533500		198.00	198.00	POLICE	02/22/2023
STREIT DANIEL	KALAHARI HOTEL BALANCE WCPA CONFERENCE -100-5211-533500		286.00	286.00	POLICE	02/22/2023
	TOTAL VENDOR KALAHARI RESORT - WI			920.53		
VENDOR NAME: KWIK TRIP 43400004341						
WAGNER ROBERT	FUEL #15 APPLETON WI INSPECTION	100-5324-535100	110.14	110.14	DPW	02/22/2023
	TOTAL VENDOR KWIK TRIP 43400004341			110.14		
VENDOR NAME: LAKESIDE INTERNATIONAL						
PETERSON RANDY	INTERNATIONAL PATROL TRUCK ALTERNATOR	100-5324-539500	288.66	288.66	DPW	02/22/2023
	TOTAL VENDOR LAKESIDE INTERNATIONAL			288.66		
VENDOR NAME: LOCAL GOVERNMENT EDUCATIO						
DOHERTY DIANA	GREEN BAY TRAINING - LISSA	100-5145-533500	499.00	499.00	FINANCE	02/22/2023
DOHERTY DIANA	GREEN BAY TRAINING - MATTHEW	100-5145-533500	499.00	499.00	FINANCE	02/22/2023
	TOTAL VENDOR LOCAL GOVERNMENT EDUCATIO			998.00		
VENDOR NAME: MAILCHIMP *MISC						
KIM CATHRYN	NEWSLETTER	440-5511-534000	84.00	84.00	LIBRARY	02/22/2023
	TOTAL VENDOR MAILCHIMP *MISC			84.00		
VENDOR NAME: MENARDS FRANKLIN WI						
KINDER MATTHEW	WWTF-TOOL FOR PHOS. CHEMICAL PIPE REPAIR	620-8010-824000	11.59	11.59	UTILITIES	02/22/2023
	TOTAL VENDOR MENARDS FRANKLIN WI			11.59		

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VENDOR NAME: METRO MARKET #384						
STIEN JEFFREY R	STATION SUPPLIES	150-5221-531100	34.07	34.07	FIRE	02/22/2023
TOTAL VENDOR METRO MARKET #384				34.07		
VENDOR NAME: MOCIC						
KREISER ROBERT	MOCIC MEMBERSHIP	100-5213-532400	150.00	150.00	POLICE	02/22/2023
TOTAL VENDOR MOCIC				150.00		
VENDOR NAME: NATIONAL REGISTRY EMT						
STIEN JEFFREY R	NREMT RECERTIFICATION- FICKAU	150-5221-533500	32.00	32.00	FIRE	02/22/2023
TOTAL VENDOR NATIONAL REGISTRY EMT				32.00		
VENDOR NAME: NETFLIX.COM						
ISELY MARY JO	2/1/23-2/28/23	440-5511-531800	19.99	19.99	LIBRARY	02/22/2023
TOTAL VENDOR NETFLIX.COM				19.99		
VENDOR NAME: NORGREN, INC.						
MILLER KENNETH	WWTF-AIR FILTER DIGESTER SLUDGE PUMP	620-8010-827000	554.04	554.04	UTILITIES	02/22/2023
TOTAL VENDOR NORGREN, INC.				554.04		
VENDOR NAME: NORMAN EQUIPMENT COMPANY						
MILLER KENNETH	WWTF-REPLACEMENT VALVES FOR PHOS. CHEM F	620-8010-824000	425.00	425.00	UTILITIES	02/22/2023
MILLER KENNETH	WWTF-FRIEGHT CHARGE FOR CHEMICAL FEED VA	620-8010-824000	17.37	17.37	UTILITIES	02/22/2023
TOTAL VENDOR NORMAN EQUIPMENT COMPANY				442.37		
VENDOR NAME: O'LEARY PLUMBING & HEAT						
KIM CATHRYN	RO TANK	440-5511-539500	87.75	87.75	LIBRARY	02/22/2023
KIM CATHRYN	REPLACEMENT FILTERS	440-5511-531100	96.69	96.69	LIBRARY	02/22/2023
TOTAL VENDOR O'LEARY PLUMBING & HEAT				184.44		
VENDOR NAME: PAYPAL *WISCONSIN L WISCO						
BITTNER RONALD	WAUKSSHA COUNTY STORMWATER WORK SHOP	100-5660-535200	109.92	120.00	DPW	02/22/2023
		500-5344-533500	10.08			
TOTAL VENDOR PAYPAL *WISCONSIN L WISCO				120.00		
VENDOR NAME: QC SUPPLY						
MILLER KENNETH	WWTF-HOSE HANGERS	620-8010-827000	229.94	229.94	UTILITIES	02/22/2023
TOTAL VENDOR QC SUPPLY				229.94		
VENDOR NAME: QDOBA 1857 CATERING						
KIM CATHRYN	STAFF DEVELOPMENT LUNCH	440-5511-533500	271.95	271.95	LIBRARY	02/22/2023
TOTAL VENDOR QDOBA 1857 CATERING				271.95		
VENDOR NAME: SCUBA.COM						
STIEN JEFFREY R	SCUBA SUPPLIES- COUMO CLOTHING	150-5221-534600	278.20	278.20	FIRE	02/22/2023
TOTAL VENDOR SCUBA.COM				278.20		
VENDOR NAME: SHERRILLTREE						
BITTNER RONALD	FORESTRY SUPPLIES	100-5611-531100	299.98	299.98	DPW	02/22/2023

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VENDOR NAME: SHERRILLTREE						
TOTAL VENDOR SHERRILLTREE				299.98		
VENDOR NAME: SIGNUPGENIUS						
KIM CATHRYN	METASPACE SIGN UP	440-5511-531700	11.99	11.99	LIBRARY	02/22/2023
KIM CATHRYN	AARP SIGN UP	440-5511-534000	11.99	11.99	LIBRARY	02/22/2023
TOTAL VENDOR SIGNUPGENIUS				23.98		
VENDOR NAME: SP CUTRATEBATTERIES						
DEMOTTO CHRIS	SQUAD BATTERY CHARGES	100-5212-531100	28.00	28.00	POLICE	02/22/2023
TOTAL VENDOR SP CUTRATEBATTERIES				28.00		
VENDOR NAME: SP GSISTORE.COM						
MILLER KENNETH	WWTF-GARAGE HEATER FAN MOTOR REPLACEMENT	620-8010-834000	201.06	201.06	UTILITIES	02/22/2023
TOTAL VENDOR SP GSISTORE.COM				201.06		
VENDOR NAME: SQ *BETTY BRINN CHILDREN'						
KIM CATHRYN	EXPLORE PASS/ PD BY FRIENDS	440-5890-580600	500.00	500.00	LIBRARY	02/22/2023
TOTAL VENDOR SQ *BETTY BRINN CHILDREN'				500.00		
VENDOR NAME: SQ *ELKHORN DRIVESHAFT CO						
BITTNER RONALD	WIDE OUT PLOW BLADE	100-5324-539500	462.60	462.60	DPW	02/22/2023
TOTAL VENDOR SQ *ELKHORN DRIVESHAFT CO				462.60		
VENDOR NAME: THE HOME DEPOT #4921						
KIM CATHRYN	DIY PROGRAM SUPPLIES	440-5511-533100	40.66	40.66	LIBRARY	02/22/2023
KIM CATHRYN	PROGRAM SUPPLIES	440-5511-533100	15.65	15.65	LIBRARY	02/22/2023
MILLER KENNETH	WWTF-HOSE FOR GRIT ROOM	620-8010-827000	52.48	52.48	UTILITIES	02/22/2023
MILLER KENNETH	WWTF-GARAGE OUTLET COVER REPLACEMENT	620-8010-834000	8.92	8.92	UTILITIES	02/22/2023
SUKOWATY JAYME	WATER-WELL MOTOR OIL DRAIN	610-6210-662300	23.62	23.62	UTILITIES	02/22/2023
TOTAL VENDOR THE HOME DEPOT #4921				141.33		
VENDOR NAME: THE HOME DEPOT 4921						
BONK JASON	WATER-WELL 5 PAINTING	610-6210-662500	87.69	87.69	UTILITIES	02/22/2023
TOTAL VENDOR THE HOME DEPOT 4921				87.69		
VENDOR NAME: TOOLDISCOUNTER.COM						
KUBIAK MICHAEL	SQUAD LOCK-OUT TOOLKITS	100-5212-531100	331.94	331.94	POLICE	02/22/2023
TOTAL VENDOR TOOLDISCOUNTER.COM				331.94		
VENDOR NAME: US BANK						
CASTLE WAYNE A	REFUND OF TAXES FOR CONFERENCE HOTEL	620-8400-854100	(20.77)	(41.53)	UTILITIES	02/22/2023
		610-6920-693000	(20.76)			
STREIT DANIEL	TRACS THERMAL PRINTER PAPER REFUND	100-5212-531100	(153.12)	(153.12)	POLICE	02/22/2023
TOTAL VENDOR US BANK				(194.65)		
VENDOR NAME: USPS PO 5657100149						
BONK JASON	WATER-FLUORIDE SAMPLE POSTAGE	610-6300-663200	4.85	4.85	UTILITIES	02/22/2023
KIM CATHRYN	MAIL PACKAGE	440-5511-531500	9.55	9.55	LIBRARY	02/22/2023

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VENDOR NAME: USPS PO 5657100149						
TOTAL VENDOR USPS PO 5657100149				14.40		
VENDOR NAME: UWCC REGISTRATIONS						
WAGNER ROBERT	APWA TRAINING VANAAECKEAN	100-5323-533500	150.00	150.00	DPW	02/22/2023
WAGNER ROBERT	APWA TRAINING VANAACKEN	100-5323-533500	150.00	150.00	DPW	02/22/2023
TOTAL VENDOR UWCC REGISTRATIONS				300.00		
VENDOR NAME: VBELTS4LESS LLC						
PETERSON RANDY	TORO BELTS	100-5324-539500	197.41	197.41	DPW	02/22/2023
TOTAL VENDOR VBELTS4LESS LLC				197.41		
VENDOR NAME: VBS*VONAGE BUSINESS						
DYKSTRA DIANA	FEBRUARY 2023 PHONE SERVICE	100-5141-522500	12.84	996.40	ALLOCATE	02/22/2023
		100-5142-522500	64.33			
		100-5145-522900	51.36			
		100-5241-522500	25.68			
		100-5632-522500	12.84			
		100-5323-522500	25.81			
		100-5512-522500	12.85			
		100-5120-522500	12.84			
		100-5211-522500	238.25			
		150-5221-522500	233.76			
		440-5511-522500	251.85			
		610-6920-692100	27.00			
		620-8400-851000	26.99			
TOTAL VENDOR VBS*VONAGE BUSINESS				996.40		
VENDOR NAME: WALGREENS #7039						
KIM CATHRYN	ICE MELT	440-5511-531100	11.49	11.49	LIBRARY	02/22/2023
TOTAL VENDOR WALGREENS #7039				11.49		
VENDOR NAME: WAL-MART #1571						
KIM CATHRYN	PROGRAM SUPPLIES/BINGO	440-5511-533100	23.24	23.24	LIBRARY	02/22/2023
STIEN JEFFREY R	FIRE SUPPLIES	150-5222-531100	11.76	11.76	FIRE	02/22/2023
TOTAL VENDOR WAL-MART #1571				35.00		
VENDOR NAME: WI CODE UPDATES						
RUTENBECK TIM	WINTER CODE UPDATES	100-5241-533500	120.00	120.00	BUILDING	02/22/2023
TOTAL VENDOR WI CODE UPDATES				120.00		
VENDOR NAME: WISCONSIN LAW ENFORCEM						
STREIT DANIEL	WILEAG ANNUAL DUES	100-5211-532400	360.15	360.15	POLICE	02/22/2023
TOTAL VENDOR WISCONSIN LAW ENFORCEM				360.15		
VENDOR NAME: WISCONSIN WASTEWATER OPER						
KINDER MATTHEW	WATER/WWTF-TRAINING FOR STAFF	620-8400-854100	135.00	270.00	UTILITIES	02/22/2023
		610-6920-693000	135.00			

INVOICE				APPROVAL		POST
NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	DEPARTMENT	DATE
VENDOR NAME: WISCONSIN WASTEWATER OPER						
TOTAL VENDOR WISCONSIN WASTEWATER OPER				270.00		
VENDOR NAME: WM SUPERCENTER #1571						
KIM CATHRYN	PROGRAM SUPPLIES	440-5511-533100	30.45	30.45	LIBRARY	02/22/2023
KIM CATHRYN	PROGRAM SUPPLIES	440-5511-531700	70.46	70.46	LIBRARY	02/22/2023
WEGNER ANDREW P	STATION SUPPLIES	150-5221-531100	48.83	48.83	FIRE	02/22/2023
TOTAL VENDOR WM SUPERCENTER #1571				149.74		
GRAND TOTAL:				15,474.33		

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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
4416115682 57771	WE ENERGIES 0700126680-00001 Digester Gas 620-8010-821200	01/27/2023 MROCKLEY 0700126680-00001 Digester Gas	02/09/2023	780.74 780.74	0.00	Paid	Y 02/09/2023
4416115682 57772	WE ENERGIES 0700126680-00002 Well #3 Elec 610-6200-662200	01/27/2023 MROCKLEY 0700126680-00002 Well #3 Elec	02/09/2023	1,752.58 1,752.58	0.00	Paid	Y 02/09/2023
4416115682 57773	WE ENERGIES 0700126680-00003 Street Lights 100-5342-522200	01/27/2023 MROCKLEY 0700126680-00003 Street Lights	02/09/2023	3,932.91 3,932.91	0.00	Paid	Y 02/09/2023
4416115682 57774	WE ENERGIES 0700126680-00004 Greenwald 610-6200-662200	01/27/2023 MROCKLEY 0700126680-00004 Greenwald	02/09/2023	231.60 231.60	0.00	Paid	Y 02/09/2023
4416115682 57775	WE ENERGIES 0700126680-00005 Booster Station 610-6200-662200	01/27/2023 MROCKLEY 0700126680-00005 Booster Station	02/09/2023	832.77 832.77	0.00	Paid	Y 02/09/2023
4416115682 57776	WE ENERGIES 0700126680-00007 1240 N. Rochester 620-8020-821000	01/27/2023 MROCKLEY 0700126680-00007 1240 N. Rochester	02/09/2023	152.60 152.60	0.00	Paid	Y 02/09/2023
4416115682 57777	WE ENERGIES 0700126680-00008 Police Garage 100-5211-522200	01/27/2023 MROCKLEY 0700126680-00008 Police Garage	02/09/2023	191.74 191.74	0.00	Paid	Y 02/09/2023
4416115682 57778	WE ENERGIES 0700126680-00009 Fld Prk Baseball 100-5521-522200	01/27/2023 MROCKLEY 0700126680-00009 Fld Prk Baseball Lights	02/09/2023	23.28 23.28	0.00	Paid	Y 02/09/2023
4416115682 57779	WE ENERGIES 0700126680-000010 Fox River View 620-8020-821000	01/27/2023 MROCKLEY 0700126680-000010 Fox River View	02/09/2023	257.88 257.88	0.00	Paid	Y 02/09/2023
4416115682 57780	WE ENERGIES 0700126680-000011 DPW Elec 100-5323-522200	01/27/2023 MROCKLEY 0700126680-000011 DPW Elec	02/09/2023	536.31 536.31	0.00	Paid	Y 02/09/2023

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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	Amt Due	Status	Jrnlized Post Date
4416115682 57781	WE ENERGIES 0700126680-000012 Fire 150-5221-522200	01/27/2023 MROCKLEY 0700126680-000012 Fire	02/09/2023	3,242.03 3,242.03	0.00	Paid	Y 02/09/2023
4416115682 57782	WE ENERGIES 0700126680-000013 police-CTH E N of 100-5211-522200	01/27/2023 MROCKLEY 0700126680-000013 police-CTH E N of Sugd	02/09/2023	21.12 21.12	0.00	Paid	Y 02/09/2023
4416115682 57783	WE ENERGIES 0700126680-000014 Hall 100-5160-522200	01/27/2023 MROCKLEY 0700126680-000014 Hall	02/09/2023	1,375.89 1,375.89	0.00	Paid	Y 02/09/2023
4416115682 57784	WE ENERGIES 0700126680-000014 Hall Gas 100-5160-522400	01/27/2023 MROCKLEY 0700126680-000014 Hall Gas	02/09/2023	683.61 683.61	0.00	Paid	Y 02/09/2023
4416115682 57785	WE ENERGIES 0700126680-000016 Miniwauken Park 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000016 Miniwauken Park	02/09/2023	22.50 22.50	0.00	Paid	Y 02/09/2023
4416115682 57786	WE ENERGIES 0700126680-000017 Holz Elec 620-8010-821100	01/27/2023 MROCKLEY 0700126680-000017 Holz Elec	02/09/2023	10,248.97 10,248.97	0.00	Paid	Y 02/09/2023
4416115682 57787	WE ENERGIES 0700126680-000018 Parks 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000018 Parks	02/09/2023	24.50 24.50	0.00	Paid	Y 02/09/2023
4416115682 57788	WE ENERGIES 0700126680-000019 Atkinson Pump 620-8020-821000	01/27/2023 MROCKLEY 0700126680-000019 Atkinson Pump	02/09/2023	606.49 606.49	0.00	Paid	Y 02/09/2023
4416115682 57789	WE ENERGIES 0700126680-000020 Well #6 610-6200-662200	01/27/2023 MROCKLEY 0700126680-000020 Well #6	02/09/2023	1,016.08 1,016.08	0.00	Paid	Y 02/09/2023
4416115682 57790	WE ENERGIES 0700126680-000021 DPW Gas 100-5323-522400	01/27/2023 MROCKLEY 0700126680-000021 DPW Gas	02/09/2023	1,187.03 1,187.03	0.00	Paid	Y 02/09/2023

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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	Amt Due	Status	Jrnlized Post Date
4416115682 57791	WE ENERGIES 0700126680-000022 Concession 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000022 Concession Building	02/09/2023	135.23 135.23	0.00	Paid	Y 02/09/2023
4416115682 57792	WE ENERGIES 0700126680-000023 Well #3 Gas 610-6200-662200	01/27/2023 MROCKLEY 0700126680-000023 Well #3 Gas	02/09/2023	10.89 10.89	0.00	Paid	Y 02/09/2023
4416115682 57793	WE ENERGIES 0700126680-000024 Parks-200 S 100-5342-522200	01/27/2023 MROCKLEY 0700126680-000024 Parks-200 S Rochester	02/09/2023	30.68 30.68	0.00	Paid	Y 02/09/2023
4416115682 57794	WE ENERGIES 0700126680-000027 Police 100-5211-522200	01/27/2023 MROCKLEY 0700126680-000027 Police	02/09/2023	2,282.38 2,282.38	0.00	Paid	Y 02/09/2023
4416115682 57795	WE ENERGIES 0700126680-000028 Miniwaukan 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000028 Miniwaukan Pavilion	02/09/2023	26.99 26.99	0.00	Paid	Y 02/09/2023
4416115682 57796	WE ENERGIES 0700126680-000029 F. Park Sump Pump 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000029 F. Park Sump Pump	02/09/2023	23.90 23.90	0.00	Paid	Y 02/09/2023
4416115682 57797	WE ENERGIES 0700126680-000031 Holz Gas 620-8010-821200	01/27/2023 MROCKLEY 0700126680-000031 Holz Gas	02/09/2023	404.20 404.20	0.00	Paid	Y 02/09/2023
4416115682 57798	WE ENERGIES 0700126680-000032 Well #4 Elec 610-6200-662200	01/27/2023 MROCKLEY 0700126680-000032 Well #4 Elec	02/09/2023	2,082.32 2,082.32	0.00	Paid	Y 02/09/2023
4416115682 57799	WE ENERGIES 0700126680-000033 Parks 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000033 Parks	02/09/2023	26.36 26.36	0.00	Paid	Y 02/09/2023
4416115682 57800	WE ENERGIES 0700126680-000034 Street Lights 100-5342-522200	01/27/2023 MROCKLEY 0700126680-000034 Street Lights	02/09/2023	84.27 84.27	0.00	Paid	Y 02/09/2023

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4416115682 57801	WE ENERGIES 0700126680-000036 Flashers 100-5211-522200	01/27/2023 MROCKLEY 0700126680-000036 Flashers	02/09/2023	11.19 11.19	0.00	Paid	Y 02/09/2023
4416115682 57802	WE ENERGIES 0700126680-000037 Well #4 Gas 610-6200-662200	01/27/2023 MROCKLEY 0700126680-000037 Well #4 Gas	02/09/2023	205.94 205.94	0.00	Paid	Y 02/09/2023
4416115682 57803	WE ENERGIES 0700126680-000038 Museum 100-5512-522200	01/27/2023 MROCKLEY 0700126680-000038 Museum	02/09/2023	533.76 533.76	0.00	Paid	Y 02/09/2023
4416115682 57804	WE ENERGIES 0700126680-000039 Well #5 610-6200-662200	01/27/2023 MROCKLEY 0700126680-000039 Well #5	02/09/2023	2,500.04 2,500.04	0.00	Paid	Y 02/09/2023
4416115682 57805	WE ENERGIES 0700126680-00043 Outdoor Stage 100-5521-522200	01/27/2023 MROCKLEY 0700126680-00043 Outdoor Stage	02/09/2023	22.34 22.34	0.00	Paid	Y 02/09/2023
4416115682 57806	WE ENERGIES 0709449777-00001 Library Gas 440-5511-522400	01/27/2023 MROCKLEY 0709449777-00001 Library Gas	02/09/2023	2,289.31 2,289.31	0.00	Paid	Y 02/09/2023
4416115682 57807	WE ENERGIES 0709449777-00002 Library Elec 440-5511-522200	01/27/2023 MROCKLEY 0709449777-00002 Library Elec	02/09/2023	2,512.69 2,512.69	0.00	Paid	Y 02/09/2023
4416115682 57808	WE ENERGIES 0712697628-00001 Tower Radio Bldg 100-5211-522200	01/27/2023 MROCKLEY 0712697628-00001 Tower Radio Bldg	02/09/2023	26.66 26.66	0.00	Paid	Y 02/09/2023
4416115682 57809	WE ENERGIES 0712697628-00002 Mukw Dam 100-5254-522200	01/27/2023 MROCKLEY 0712697628-00002 Mukw Dam	02/09/2023	26.05 26.05	0.00	Paid	Y 02/09/2023
4416115682 57810	WE ENERGIES 0712697628-00003 PD Tower meter 100-5211-522200	01/27/2023 MROCKLEY 0712697628-00003 PD Tower meter #05662	02/09/2023	49.68 49.68	0.00	Paid	Y 02/09/2023

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4416115682 57811	WE ENERGIES 0712697628-00004 1224 Riverton 620-8020-821000	01/27/2023 MROCKLEY 0712697628-00004 1224 Riverton	02/09/2023	149.82 149.82	0.00	Paid	Y 02/09/2023
4416115682 57812	WE ENERGIES 0712697628-00006 Well #7 610-6200-662200	01/27/2023 MROCKLEY 0712697628-00006 Well #7	02/09/2023	1,692.62 1,692.62	0.00	Paid	Y 02/09/2023
4416115682 57813	WE ENERGIES 0712697628-00007 School Crossing 100-5342-522200	01/27/2023 MROCKLEY 0712697628-00007 School Crossing Lights	02/09/2023	17.10 17.10	0.00	Paid	Y 02/09/2023
4414784505 57814	WE ENERGIES 0700126680-00015 STREET LIGHTS 100-5342-522200	01/27/2023 MROCKLEY 0700126680-00015 STREET LIGHTS	02/09/2023	10,421.71 10,421.71	0.00	Paid	Y 02/09/2023
4404806406 57815	WE ENERGIES 0700126680-00006 Field Park 100-5521-522200	01/27/2023 MROCKLEY 0700126680-00006 Field Park	02/09/2023	62.99 62.99	0.00	Paid	Y 02/09/2023
4404806406 57816	WE ENERGIES 0700126680-000025 Tower 610-6200-662200	01/27/2023 MROCKLEY 0700126680-000025 Tower	02/09/2023	34.54 34.54	0.00	Paid	Y 02/09/2023
4404806406 57817	WE ENERGIES 0700126680-00030 Andrews Street 100-5521-522200	01/27/2023 MROCKLEY 0700126680-00030 Andrews Street	02/09/2023	110.67 110.67	0.00	Paid	Y 02/09/2023

INVOICE REGISTER REPORT FOR MUKWONAGO
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 WE ENERGIES REPORT FOR BOARD

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

# of Invoices:	47	# Due:	0	Totals:	52,894.96	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					52,894.96	0.00

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	1,375.89
100-5160-522400	GAS	683.61
100-5211-522200	ELECTRIC	2,582.77
100-5254-522200	ELECTRIC	26.05
100-5323-522200	ELECTRIC	536.31
100-5323-522400	GAS	1,187.03
100-5342-522200	ELECTRIC	14,486.67
100-5512-522200	ELECTRIC	533.76
100-5521-522200	ELECTRIC	478.76
150-5221-522200	ELECTRIC	3,242.03
440-5511-522200	ELECTRIC	2,512.69
440-5511-522400	GAS	2,289.31
610-6200-662200	FUEL OR POWER PURCHASED	10,359.38
620-8010-821100	WWTP ELECTRIC POWER	10,248.97
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	1,184.94
620-8020-821000	PUMPING POWER & FUEL	1,166.79

--- TOTALS BY FUND ---

100 - GENERAL FUND	21,890.85	0.00
150 - FIRE/AMBULANCE FUND	3,242.03	0.00
440 - LIBRARY FUND	4,802.00	0.00
610 - WATER UTILITY FUND	10,359.38	0.00
620 - SEWER UTILITY FUND	12,600.70	0.00

--- TOTALS BY DEPT/ACTIVITY ---

5160 - VILLAGE HALL	2,059.50	0.00
5211 - POLICE ADMINISTRATION	2,582.77	0.00
5221 - FIRE ADMINISTRATION	3,242.03	0.00
5254 - DAMS	26.05	0.00
5323 - GARAGE	1,723.34	0.00
5342 - STREET LIGHTING	14,486.67	0.00
5511 - LIBRARY SERVICES	4,802.00	0.00
5512 - MUSEUM	533.76	0.00
5521 - PARKS	478.76	0.00
6200 - PUMPING OPERATIONS	10,359.38	0.00
8010 - WWTP-TREATMENT/DISPOSAL/GP	11,433.91	0.00
8020 - LIFT STATIONS/PUMPING EQUIP	1,166.79	0.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/08/2023	GEN	35882	TREASURER STATE OF WI	COURT FINES AND FEES	100-0000-242400	3,041.95
02/08/2023	GEN	35883	TREASURER WAUKESHA COUNTY	COURT FINES AND FEES	100-0000-243240	710.80
02/08/2023	GEN	35884	WALWORTH CTY TREASURER	COURT FINES AND FEES	100-0000-243250	10.00
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		3,762.75

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/03/2023	GEN	593 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - JANUARY	100-5142-539900	15.45
		593 (E)		INVOICE CLOUD MONTHLY FEES - JANUARY	100-5241-539900	7.63
		593 (E)		INVOICE CLOUD MONTHLY FEES - JANUARY	410-5363-539900	64.97
		593 (E)		INVOICE CLOUD MONTHLY FEES - JANUARY	610-6902-690300	79.98
		593 (E)		INVOICE CLOUD MONTHLY FEES - JANUARY	620-8300-840000	64.97
						233.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		233.00

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 35912 - 35918
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2023	GEN	35912	EAST TROY SCHOOL DISTRICT	FEBRUARY 2023 TAX SETTLEMENT	720-0000-246200	83,129.27
02/15/2023	GEN	35913	GATEWAY TECHNICAL COLLEGE	FEBRUARY 2023 TAX SETTLEMENT	720-0000-246300	7,558.72
02/15/2023	GEN	35914	MUKWONAGO AREA SCHOOLS	FEBRUARY 2023 TAX SETTLEMENT & DNR PILT	100-0000-211400	1,412.32
		35914		FEBRUARY 2023 TAX SETTLEMENT & DNR	720-0000-246000	3,007,953.88
						<u>3,009,366.20</u>
02/15/2023	GEN	35915	PHANTOM LAKES MGMT DISTRICT	FEBRUARY 2023 TAX SETTLEMENT	720-0000-245000	32,615.16
02/15/2023	GEN	35916	WALWORTH CTY TREASURER	FEBRUARY 2023 TAX SETTLEMENT	720-0000-243110	34,296.64
02/15/2023	GEN	35917	WAUKESHA CTY TREASURER	FEBRUARY 2023 TAX SETTLEMENT & DNR PILT	100-0000-211400	330.75
		35917		FEBRUARY 2023 TAX SETTLEMENT & DNR	720-0000-243100	703,746.35
						<u>704,077.10</u>
02/15/2023	GEN	35918	WCTC	FEBRUARY 2023 TAX SETTLEMENT & DNR	100-0000-211400	57.92
		35918		FEBRUARY 2023 TAX SETTLEMENT & DNR	720-0000-246100	123,216.59
						<u>123,274.51</u>
			TOTAL - ALL FUNDS	TOTAL OF 7 CHECKS		3,994,317.60

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/01/2023	GEN	35815	MISSION SQUARE	RETIREMENT PR 02/03/23	100-0000-215250	4,173.55
		35815		RETIREMENT PR 02/03/23	440-0000-215250	814.77
		35815		RETIREMENT PR 02/03/23	610-0000-215250	184.92
		35815		RETIREMENT PR 02/03/23	620-0000-215250	473.04
						5,646.28
02/01/2023	GEN	35816	SECURIAN FINANCIAL GROUP INC	FEBRUARY 2023 ACCIDENT INS	100-0000-215305	35.48
02/01/2023	GEN	591 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 02/03/23	100-0000-215250	718.92
		591 (E)		RETIREMENT PR 02/03/23	150-0000-215250	736.23
						1,455.15
02/01/2023	GEN	592 (E)	HASLER MAILING SOLUTIONS	POSTAGE	100-5142-531500	2,000.00
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		9,136.91

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2023	GEN	35919	AFLAC	ACCOUNT# V1553 SUPPLEMENTAL	100-0000-215302	330.66
		35919		ACCOUNT# V1553 SUPPLEMENTAL	150-0000-215302	307.72
		35919		ACCOUNT# V1553 SUPPLEMENTAL	610-0000-215302	5.32
		35919		ACCOUNT# V1553 SUPPLEMENTAL	620-0000-215302	228.06
						871.76
02/15/2023	GEN	35920	MINNESOTA LIFE INSURANCE	MARCH 2023 LIFE INSURANCE	100-0000-215301	1,198.39
		35920		MARCH 2023 LIFE INSURANCE	150-0000-215301	167.15
		35920		MARCH 2023 LIFE INSURANCE	440-0000-215301	128.59
		35920		MARCH 2023 LIFE INSURANCE	610-0000-215301	20.55
		35920		MARCH 2023 LIFE INSURANCE	620-0000-215301	196.77
						1,711.45
02/15/2023	GEN	35921	MISSION SQUARE	RETIREMENT PR 02/17/23 ACCT 305155	100-0000-215250	4,296.30
		35921		RETIREMENT PR 02/17/23 ACCT 305155	440-0000-215250	818.44
		35921		RETIREMENT PR 02/17/23 ACCT 305155	610-0000-215250	181.89
		35921		RETIREMENT PR 02/17/23 ACCT 305155	620-0000-215250	487.70
					5,784.33	
02/15/2023	GEN	35922	MUKWONAGO PROFESSIONAL	FEBRUARY 2023 FIRE UNION DUES	150-0000-215500	450.00
02/15/2023	GEN	35923	MUKWONAGO PROFESSIONAL POLICE	FEBRUARY 2023 POLICE UNION DUES	100-0000-215500	525.00
02/15/2023	GEN	35924	VILLAGE OF MUKWONAGO MRA	FEBRUARY 2023 FSA	100-0000-215350	1,831.24
		35924		FEBRUARY 2023 FSA	150-0000-215350	583.88
		35924		FEBRUARY 2023 FSA	440-0000-215350	20.00
		35924		FEBRUARY 2023 FSA	620-0000-215350	180.78
						2,615.90
02/15/2023	GEN	596 (E)	EMPLOYEE TRUST FUNDS	MARCH 2023 HEALTH INSURANCE	100-0000-215300	52,586.64
		596 (E)		MARCH 2023 HEALTH INSURANCE	150-0000-215300	8,444.34
		596 (E)		MARCH 2023 HEALTH INSURANCE	440-0000-215300	6,792.88
		596 (E)		MARCH 2023 HEALTH INSURANCE	610-0000-215300	2,969.66
		596 (E)		MARCH 2023 HEALTH INSURANCE	620-0000-215300	6,642.16
					77,435.116	

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02/15/2023	GEN	597 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 02/17/23	100-0000-215250	718.34
		597 (E)		RETIREMENT PR 02/17/23	150-0000-215250	736.23
						1,454.57
02/15/2023	GEN	598 (E)	UKG INC.	PAYROLL PROCESSING FEES JANUARY 2023	100-5111-539900	99.78
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5120-539900	28.51
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5141-539900	14.25
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5142-539900	28.51
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5145-539900	57.01
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5211-539900	142.54
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5212-539900	142.54
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5213-521900	28.51
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5241-539900	28.51
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5300-539900	114.03
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5632-539900	14.25
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5670-521900	14.25
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	150-5221-539900	427.61
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	440-5511-534000	313.58
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	610-6902-690300	42.76
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	620-8300-840000	57.01
						1,553.65
02/15/2023	GEN	599 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - JANUARY 2023	100-0000-215200	35,982.55
		599 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	10,906.26
		599 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	4,941.74
		599 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	500-0000-215200	30.30
		599 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	2,427.60
		599 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	2,997.56
						57,286.01
TOTAL - ALL FUNDS				TOTAL OF 10 CHECKS		149,688.35

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/22/2023	GEN	600 (E)	DELTA DENTAL OF WISCONSIN	MARCH 2023 DENTAL PREMIUM	100-0000-215304	438.64
		600 (E)		MARCH 2023 DENTAL PREMIUM	150-0000-215304	20.98
		600 (E)		MARCH 2023 DENTAL PREMIUM	440-0000-215304	61.48
		600 (E)		MARCH 2023 DENTAL PREMIUM	610-0000-215304	9.55
		600 (E)		MARCH 2023 DENTAL PREMIUM	620-0000-215304	0.21
						530.86
02/22/2023	GEN	601 (E)	DELTA DENTAL OF WISCONSIN	MARCH 2023 VISION PREMIUMS	100-0000-215303	84.88
		601 (E)		MARCH 2023 VISION PREMIUMS	440-0000-215303	41.46
						126.34
TOTAL - ALL FUNDS				TOTAL OF 2 CHECKS		657.20

02/22/2023 12:11 PM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 35810 - 35814
Banks: GEN

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/27/2023	GEN	35810	ANDERSON, RYAN	TAX OVERPAYMENT MUKV 1965066	720-0000-121100	3,806.87
01/27/2023	GEN	35811	BUDZINSKY, RICHARD	TAX OVERPAYMENT MUKV 1971070	720-0000-121100	1,741.42
01/27/2023	GEN	35812	DICRISTO, SHARON	TAX OVERPAYMENT MUKV 2010978056	720-0000-121100	3,202.72
01/27/2023	GEN	35813	ELLISON, MARK & PATRICIA	TAX OVERPAYMENT MUKV1965-087	720-0000-121100	4,306.45
01/27/2023	GEN	35814	WATTS, THOMAS & HOLLY	TAX OVERPAYMENT MUKV 1976048	720-0000-121100	1,681.01
			TOTAL - ALL FUNDS	TOTAL OF 5 CHECKS		14,738.47

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/23/2023	GEN	35998	BOLDON, ERIC	TAX OVERPAYMENT MUKV 1974046	720-0000-121100	164.20
02/23/2023	GEN	35999	REITER, MARGARET	TAX OVERPAYMENT MUKV 1964987004	720-0000-121100	182.13
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		346.33



Agenda Item Cover Report

Date: 2-20-23	Committee/Board: Public Works
Submitted by: Wayne Castle	Department: Water Utility
Date of Committee Action: 3-1-23	Date of Village Board Action: 3-15-23

Subject:

Purchase of water meters for 2023

Executive Summary:

The Water Utility must change out meters on a schedule determined by the Public Service Commission. Currently, we change out .75" and 1" meters on a 20-year cycle. Every year we change approximately 5% of these size meters. This purchase will supply us with the meters necessary for this change out schedule with some extra stock for development and repairs as necessary.

Fiscal Impact:

Budgeted capital expense, \$77,500 from reserves.

Executive Recommendation/Action:

For the Committee to recommend to Village Board to approve purchase of water meters for 2023.

☒ **Attachments Included**

- **Purchase Requisition-2023 Water Meters**

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE: 2-20-23		NUMBER:	
---------------	--	---------	--

VENDOR NAME & ADDRESS:	SHIP TO:
Core & Main 15655 West Rodgers Dr. New Berlin, WI 53151	Mukwonago WWTF 1200 Holz Pkwy Mukwonago, Wi. 53149

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
Water Utility	Core & Main	Wayne Carter

BUDGETED ITEM?	YES	BUDGETED SOURCE:	Capital
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ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	200	iPerl 3/4S 6' 3W PE 1G SM 7WHL 12S4GBXX	\$150.00	\$30,000.00	610-0000- 134600
2	20	iPerl 1 GAL 6' cable 3W SM	\$235.00	\$4,700.00	610-0000- 134600
3	200	510M S/Point M2 wired SP HR&LD Sock Code	\$160.00	\$32,000.00	610-0000- 134600
4	54	510M S/Point M2 Wired DP HR & LD 5396353751204MI	\$200.00	\$10,800	610-0000- 134600
			TOTAL	\$77,500.00	

FINANCE COMMITTEE USE ONLY	
APPROVED (COMMITTEE INITIALS):	
DATE:	
SPECIAL INSTRUCTIONS	

RESOLUTION 2023-07

A RESOLUTION AMENDING THE 2022 ADOPTED BUDGETS FOR THE FIRE DEPT, COMMUNITY DEVELOPMENT, WISCONSIN DEVELOPMENT, TID #5, VILLAGE DESIGNATED, CAPITAL EQUIPMENT, LIBRARY, CAPITAL IMPROVEMENT, WATER AND WASTERWATER UTILITY FUND BUDGETS

WHEREAS, action by the Village Board of the Village of Mukwonago is required to amend the 2022 Adopted Budget, and,

WHEREAS, the Village Board has reviewed the budget amendments listed below and recommends their adoption for the reasons specified,

NOW, THEREFORE, BE IT RESOLVED the Village Board of the Village of Mukwonago hereby approves amending 2022 Adopted Village Budget as follows:

		Revenue Budget Increase/(Decrease)	Expenditure Budget Increase/(Decrease)
Fund 150 – FIRE DEPT FUND			
150-4300-434100	STATE SHARED REVENUES	10,106	
150-4300-434200	STATE AID OR GRANT	11,306	
150-4300-434400	EMS ACT 102 GRANT	13,032	
150-4620-474300	PROHEALTH EMT AGREEMENT	103,969	
150-4800-488500	INSURANCE PROCEEDS	13,522	
150-4800-489000	DONATIONS RECEIVED	1,730	
150-4820-488000	SALE OF OWNED PROPERTY	35,526	
150-4900-493000	FUND BALANCE APPLIED	(40,403)	
150-5700-580500	ACT 102 EXPENSES - EQUIPMENT		12,130
150-5880-580500	ACT 102 EXPENSES - TRAINING		2,185
150-5900-590500	TRANSFER TO FUND BALANCE		134,473
		148,788	148,788
Recognize unbudgeted revenues and use of ProHealth Care EMT reserve to offset loss in Interfacility revenues; also use of designated ACT 102 funds			
Fund 200 – COMMUNITY DEVELOPMENT FUND			
200-4810-487100	INTEREST REVENUE	18,000	
200-4900-493000	FUND BALANCE APPLIED	(343,000)	
200-4900-495000	PROCEEDS FROM DEBT	(1,500,000)	
200-5700-582100	IMPROVEMENTS		(1,800,000)
200-5805-581500	UNDERWRITER DISCOUNT		(25,000)
		(1,825,000)	(1,825,000)
Decrease budget for debt not issued due to delay in completion of Deback Drive project			
Fund 210 – WISCONSIN DEVELOPMENT FUND			
210-4810-487100	INTEREST REVENUE	2,248	
210-4900-493000	FUND BALANCE APPLIED	(131,312)	
210-5670-589500	GRANT \$ DISBURSED TO DEVELOPER		(131,312)
210-5900-590500	TRANSFER TO FUND BALANCE		2,248
		(129,064)	(129,064)
Decrease budget for delay in Espresso Love project; recognize interest revenue not budgeted			

		Revenue Budget Increase/(Decrease)	Expenditure Budget Increase/(Decrease)
Fund 250 - TID #5			
250-4900-493000	FUND BALANCE APPLIED	(1,300,000)	
250-5700-586500	STATE OR COUNTY PROJECTS		(1,300,000)
Decrease budget for debt not issued and delay in HWY 83 project			
Fund 340 - VILLAGE DESIGNATED FUND			
340-4800-489000	DONATIONS RECEIVED	22,643	
340-4820-488200	SALE OF POLICE ITEMS	579	
340-4820-488300	SALE OF DPW ITEMS	3,146	
340-5890-580601	DPW DONATED FUND EXPENDITURES		9,200
340-5890-580602	POLICE DONATED FUND EXPENDITURES		13,200
340-5890-581100	EQUIPMENT LESS THAN \$5000		20,000
340-5900-590500	TRANSFER TO FUND BALANCE		(16,032)
		26,368	26,368
Recognize donations received and expenditures made from designated funds			
Fund 430 – CAPITAL EQUIPMENT			
430-4810-487100	INTEREST REVENUE	3,601	
430-4820-488200	SALE OF POLICE CAPITAL	16,151	
430-4900-493000	FUND BALANCE APPLIED	195,748	
430-4900-495000	PROCEEDS FROM DEBT	(183,000)	
430-5700-571200	DPW CAPITAL		17,000
430-5700-571800	VILLAGE-WIDE CAPITAL		12,000
430-5700-572000	FIRE STATION IMPROVEMENTS		12,500
430-5805-581500	UNDERWRITER DISCOUNT		(9,000)
		32,500	32,500
Increase budget for debt not issued, substituting it with use of fund balance reserves to fund an unbudgeted carry over project from 2021 and unexpected equipment replacements			
Fund 440 - LIBRARY FUND			
440-4800-489000	DONATIONS RECEIVED	108,682	
440-4900-493000	FUND BALANCE APPLIED	11,726	
440-5890-580600	DONATED FUND EXPENDITURES		120,408
		120,408	120,408
Recognize Library donations received and spent in 2022			
Fund 480 - CAPITAL IMPROVEMENT FUND			
480-4810-487100	INTEREST REVENUE	43,017	
480-4900-493000	FUND BALANCE APPLIED	(423,858)	
480-4900-495000	PROCEEDS FROM DEBT	(1,519,584)	
480-5700-584900	PARK IMPROVEMENT PROJECTS		(1,140,000)
480-5700-586100	ROAD RESURFACING PROJECTS		(180,425)
480-5700-589600	LAND ACQUISITION / DISPOSITION		(550,000)
480-5805-581500	UNDERWRITER DISCOUNT		(30,000)
		(1,900,425)	(1,900,425)
Decrease budget for debt not issued due to postponement of projects			

		Revenue Budget Increase/(Decrease)	Expenditure Budget Increase/(Decrease)
Fund 610- WATER UTILITY			
610-4010-463000	HYDRANT RENTAL	18,000	
610-4420-447500	WATER IMPACT FEES REC'D	(53,800)	
610-4800-421200	CONTRIBUTED CAPITAL	118,645	
610-4810-487100	INTEREST REVENUE	15,850	
610-4810-487400	REQUIRED DEBT RESERVE INTEREST	4,900	
610-5140-582600	WATER IMPACT FEE EXPENSE		44,598
610-5900-590500	TRANSFER TO FUND BALANCE		58,997
		103,595	103,595

Increase budget to recognize additional revenues and use of impact fees for developer main upsizing

Fund 620 – WASTEWATER UTILITY			
620-4010-461100	METERED SALES - RESIDENTIAL	23,878	
620-4010-461200	METERED SALES - COMMERCIAL	16,518	
620-4010-461300	METERED SALES - INDUSTRIAL	1,183	
620-4010-461400	METERED SALES – MULTI-FAMILY	6,076	
620-4010-465000	METERED SALES - OTHER	2,464	
620-4020-467000	SEWER CONNECTION FEE	(115,463)	
620-4020-468000	HOLDING TANK DISPOSAL CHARGE	77,293	
620-4020-471000	PENALTIES	2,120	
620-4800-421200	CONTRIBUTED CAPITAL	83,329	
620-4810-487100	INTEREST REVENUE	24,200	
620-4810-487300	CY DEBT RESERVE INTEREST	3,193	
620-4810-487400	REQUIRED DEBT RESERVE INTEREST	5,565	
620-4810-487500	EQUIPMENT REPLACEMENT INTEREST	8,092	
620-4810-487600	SEWER CONNECTION FEE INTEREST	2,234	
620-5900-590500	TRANSFERS TO FUND BALANCE		140,682
		140,682	140,682

Increase budget to recognize additional revenues

Passed and adopted by Roll Call Vote this 15th day of March, 2023.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

Date Submitted: 1/27/2023

Event Date: Juy 3rd 2023

Rain date July 8th 2023

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Park Usage
440 River Crest Ct
Mukwonago WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check those that apply)

Indianhead Beach

Open-air Shelter	\$50.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

Miniwaukan

Park Pavilion	\$50.00 per day	\$ _____
Electricity Coordination	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

Minor

Open-air Shelter	\$50.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

Phantom Glen

Park Pavilion	\$50.00 per day	\$ _____
Electricity Coordination	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

DEPOSIT (all rentals, check those that apply)

Park Deposit	\$100.00 per day	\$ <u>100?</u>
Key Deposit	\$25.00	\$ _____

RENTAL INFORMATION

Date(s) of Event: July 3rd with a rain date July 8th

Estimated Number of Participants: 2

NOTE: (If there are 150 people or more, a Special Event Permit will be required under separate application)

Event Start Time: Setup starts at 3pm, majority of park closes at 8pm, show at 9:30pm Event End Time: Fireworks crew should be packed up by 11pm, PLMD team will complete debris cleanup by 10am the following day

APPLICANT INFORMATION

Name: Jake Jagmin on behalf of Phantom Lakes Management District.



ORGANIZATION INFORMATION (if applicable)

Name of Organization: Phantom Lake Management District

Mailing Address: PO Box 391 City: Mukwonago State/Zip: 53149

Phone Number: _____ Is organization a 501(c)3? Yes: _____ No: _____

Website Address: <https://phantomlakes.us/>

Revised 5/2022

TERMINATION OF AN EVENT

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

CERTIFICATION

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



Applicant Signature

1-27-2023

Date

Jake Jagmin

Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator

Building Inspection

Fire

DPW

Police

Utilities

VILLAGE OF MUKWONAGO

Please read through each of the items below and initial each line to signify that you have read, understand, and agree.

- JJ Reservations are dependent upon availability.
- NA Keys are responsibility of the Applicant to check out at Village Hall, no greater than 48 hours in advance of your event. After completion of the event, keys can be placed in the drop box behind Village Hall. Lost keys will result in re-keying charges. No keys needed, Village Police to lock restrooms at 8pm.
- NA The buildings are not to be left unlocked or unattended at any time. Any damages resulting from being left unattended will be the responsibility of the Applicant.
- JJ The Applicant should review the facility at opening and complete "Pre-Event" inspection of the Facility Checklist. Any pre-existing damages or problems must be identified at that time.
- JJ Banners at parks: Banners are responsibility of Applicant. Banners may only be put up 2 weeks prior to the event at the park. Banners are limited in size to 5 ft x 7 ft (35 Sq Ft)
- JJ Parking is only allowed in designated parking areas. **Performance Stage:** NO vehicles are allowed on the path without prior approval from the Public Works Director or designee. 5 Star Fireworks to park truck and trailer on the grass during setup.
- JJ Following the event, a representative from the Public Works Department will conduct a "Post-Event" inspection and complete the Facility Checklist. The applicant will be notified if the facility was found in unsatisfactory condition.
- JJ Layout: A sketch of the event area, toilet facilities, concession area, and parking areas shall be submitted with the application. Please include layout map. Attached is the map used in the past. DPW to install/remove posts, FD to install caution tape onto posts and place barricades to close the car parking lot. Setup zone starts at 3pm and expands to the keep out zone at 8pm. PLMD will remove the caution tape the morning after the event when the area has been inspected for unexploded shells in daylight.

Cleaning/Damages

- JJ Applicants shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damage fee will be determined by the number of man hours required and/or cost for services or property replacement. JJ authorizing on behalf of PLMD. Liability is PLMD's responsibility.
- NA There are no decorations allowed to be affixed to the Ceiling. Applicant must adhere to the required post event clean up items on the facility checklist. Any items left incomplete may result in a forfeit of any or all of the damage deposit. Additional clean up charges will be billed at \$50 per ½ hour.
- JJ Applicant agrees to abide by all Park Rules, Regulations, and Ordinances of the Village of Mukwonago.
- JJ The applicant of this rental agreement shall be solely responsible for any violation, damages to the building and cleaning of the building. Any repair costs for damages will be withheld from damage deposit, direct billed to applicant or charges as a special assessment against the applicant's property tax bill. JJ authorizing on behalf of PLMD. Liability is PLMD's responsibility.

VILLAGE OF MUKWONAGO

- JJ Once approval has been granted, the Village Board, Village Administrator, Chief or Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency to weather, fire, riot, or administrative or clerical error. No fee would be charged for cancellation by a Village Officer. *FD to confirm valid and proper insurance certificates are in place prior to the event. [The contractor (5-star fireworks) does not renew his annual insurance policy until approximately April (as has occurred in years past)]*
- JJ Applicant agrees to indemnify and hold harmless for all expenses, liability, and/or claim arising out of harm or activity of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at event, if necessary. *JJ authorizing on behalf of PLMD. Liability is PLMD's responsibility.*
- JJ Security and Protection: The sponsor of any event shall be responsible for adequate uniformed security personnel. A security plan shall be furnished at least seven (7) days prior to the date of the event for Police Department approval. *NOTE: Check with Police Department to see if off-duty or reserve police officers would be available for event. Only security personnel approved by the Mukwonago Police Department may be used. PLMD will coordinate with the Village Police Chief, Town Police Chief, Village DPW, Fire Chief and Village Parks and Recreation*
- JJ Parking Space(s) on Village streets or Village Owned Parking Lot: Parking of cars shall be on paved areas only. Heavy vehicles on grassy areas for loading and unloading must be authorized the Public Works Director or designee. The Police Department shall be notified in advance if traffic control is needed on public thoroughfares. *5 Star Fireworks to park truck and trailer on the grass during setup.*

NA Fires: All fires must be in personal grills or designated fireplaces.

JJ Clean-up: Cleaning of the park is the responsibility of the organizer. The event area shall be maintained in an orderly manner during the event and final clean-up shall commence immediately post event. If clean-up is not completed by the end of the next business day, Village personnel shall be utilized and a bill, minus the deposit will be issued to the organizer. Future use of Village facilities may be revoked. *Cleaning to be conducted immediately after the event with flashlights. Debris will be picked up the following morning before 10am*

Please respond YES or NO to the following questions. Please supply additional information if required.

YES **Insurance Requirements (Required for Special Event):** If YES, the Applicant will provide evident of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.

Fire Chief Stein to verify valid insurance document in place prior to the event. Anticipated availability is April 2023.

NO **Sales:** If YES, attach a list of all vendors and products for sale.

VILLAGE OF MUKWONAGO

NO **Electricity:** If YES, list pavilions where electricity is needed. **Performance Stage:** Power Requirements: ____ 110V 20 Amp ____ 110V 30 Amp ____ 110V 50 Amp

NO **Food/Non-Alcoholic Beverages:** If YES, the necessary permits and related information for the sale of food shall be obtained from the Waukesha County Health Department (262-896-8300).

YES **Street Usage/Roadway Closure:** If YES, if the event is in the street, street barricades are required. What type and How many barricades will be required? _____

Caution tape around setup and 'keep out' zone, barricades to close car parking lot or no parking after 7 pm signs. DPW and FD to be responsible for installation of caution tape and barricades.

NO **Parking Space(s) on Private Lots:** IF YES, if parking in private lots near the event is required, the applicant shall obtain written permission from the adjacent property owners directly.

NO **Alcohol Served:** If YES, if beer or other fermented malt beverages are sold, a Temporary Class "B"/"Class B" Retailer's License must be completed and turned in with payment with the rental application. Please list the number of Village of Mukwonago licensed bartenders that will be on site: _____

NO **Admission or Gate Fee Charged:** If YES, explain in detail the reason for the fee.

NO **Loudspeakers and/or Amplification:** If YES, will it be a: Band ____ DJ ____ Other ____
What are the hours be? _____ All noise (loudspeakers and/or amplification ends at 11 p.m.

NO **Tents, Canopies, or Other Temporary Structures:** If YES, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.

NO **Inflatable Devices:** If YES, number and location of devices.

NO **Additional Port-a-Pots:** If Yes, using the information below, will your event require Portable Restrooms? Majority of Phantom Glenn park to be closed to spectators during the event due to the safety distances required.

Determining if you need additional port-a-pots. Attendance at the function exceeds 300 people. Any damage will be the responsibility of the sponsoring group. They shall be clean, usable, properly enclosed, emptied when full, and a minimum 100 feet from food preparation areas. They shall be removed the next regular business day. The following schedule should be followed:

301-400 persons – 3 port-a-pots (1 for the men & 2 for the women)

401-500 persons – 6 port-a-pots (2 for the men & 4 for the women)

501-600 persons – 9 port-a-pots (3 for the men & 6 for the women)

for additional 250 persons over 600, an additional port-a-pot for each sex will be required



White line represents posts and caution tape that shall be installed by 8PM to create the keep out zone. Bathrooms should be locked by Village Police at 8PM.

No cars are to be within the car parking lot after 8PM. DPW/FD/Police to place barricades prior to this time or utilize no parking after 8pm signs.

Orange line represents posts and caution tape that shall be installed by 3PM to create the setup area. Contractor to park a truck and/or trailer within this area during setup. Bathrooms to remain accessible until 8PM.

Red line represents 5" shell launch area

Blue line represents 4" shell launch area

Green line represents 3" shell launch area

Yellow line is for "cakes" launch area

Caution tape will be removed by PLMD after the area is inspected for unexploded shells in the daylight and any additional fireworks debris is picked up. This will be completed no later than 10am the morning following the event. (Contractor will also inspect and clean up directly after the fireworks display using flashlights).



Lake patrol to keep boats 450' away from launch site, during the fireworks display. Boat launch will remain open.

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: 2/1/23

Total Fees Paid: \$10

Application must be received a minimum of 90 days prior to the special event. Fees are non-refundable.

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Ymca
Mailing Address: 245 E. Wolf Run City: Mukwonago State: WI Zip: 53149
Phone Number: 262-363-7950 Is the organization a 501(c)3 organization?: ☒ YES ☐ NO
Website Address: www.gwcymca.org
Event Contact Person: Kim Sippl
Mailing Address: 245 E. Wolf Run City: Mukwonago State: WI Zip: 53149
Home Phone: _____ Work Phone: 262-363-7924 Cell Phone: 262-720-3881
Email Address: KSippl@gwcymca.org

EVENT INFORMATION

Name of the Event: Mukwonago Ymca Family Mud Run Date(s) of the Event: June 24, 2023
Event Start Time: 11:00am Event End Time: 1:00pm
Location of the Event: Mukwonago High School
A. Will your event take place in a residential neighborhood? *If yes, you will be required to notify all adjacent property owners when the event will occur.* ☐ YES ☐ NO
B. Please provide your COVID-19 Action Plan.
C. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.
D. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4.
E. Generally describe your event and its purpose.
2 mile run, Family mud run event to raise money and awareness for the Annual Support Campaign.
7am Setup route/registration area 11am-1pm Heats of 100 every 10 minutes
10am Open registration. 1pm take down
F. Based on the class definitions found in the manual, what class is your event? ☐ CLASS I ☒ CLASS II
G. Estimated # of participants: 600+ Spectators: 500+ Vendors: 2

OTHER INFORMATION

A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.* ☐ YES ☒ NO

- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: NA
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☐ YES ☒ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☒ YES ☐ NO
 If yes, will the amplified music be a: ☐ Band ☒ DJ ☐ Other
 Hours of amplified music: 11am - 1pm
- I. Please list the number of security staff you will be providing for the event: 30-40
- J. Will you need barricades provided by the Village for your event? ☐ YES ☒ NO
 If yes, how many? _____
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☒ YES ☐ NO
HS Parking lot erected by All Star Rentals
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☐ YES ☒ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☒ YES ☐ NO
High School Parking
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☒ YES ☐ NO
High School Dumpsters
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
Fire Dept. Volunteers
- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? ☒ YES ☐ NO

INSURANCE REQUIREMENTS

The Special Event Sponsor will provide evidence of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.

Are you able to provide these insurance documents, if required?: ☒ YES ☐ NO

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

This form is designed to be a guide for submitting a complete application for a special event.

Application:

- ☐ Completed application form including the procedural checklist.
- ☐ Application fee: see fee sheet.

Other Documents:

- ☐ Plan of operation/proposal.
- ☐ Overview of the site to be used for the event (layout of the event site).
- ☐ Any additional information as determined by Village staff.

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit of \$200 for each scheduled day of the event (or portion thereof) two weeks prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 12 hours after the conclusion of the event. (This deposit is separate from any deposit required for rental of Village parks).

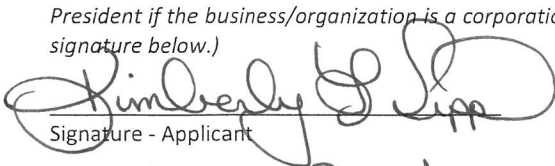
TERMINATION OF AN EVENT

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

CERTIFICATION

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

(The applicant's signature must be from a Managing Member if the business/organization is an LLC, or from the President or Vice President if the business/organization is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below.)



Signature - Applicant

Kimberly Sipp

Name & Title (PRINT)

Branch Admin Director

2-1-23

Date

Signature - Applicant

Name & Title (PRINT)

Date

FOR OFFICE USE ONLY

Date Fees Paid 2/1/23	Receipt # 73312	Date Deposit Paid	Deposit Returned?
Police Department:	Approved ☐ Denied ☐	Comments:	
Fire Department:	Approved ☐ Denied ☐	Comments:	
Public Works Department:	Approved ☐ Denied ☐	Comments:	
Village Clerk:	Approved ☐ Denied ☐	Comments:	
Village Board Approval Date	Village President Signature	Permit #	Issue Date

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

Date Submitted: 01-FEB-2023

Event Date: 20-MAY-2023

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Park Usage
440 River Crest Ct
Mukwonago WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check those that apply)

Field

Pavilion A (Main) 1-49 people	\$100.00 per day	\$ _____
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
✓ Pavilion B (Ball Diamond)	\$75.00 per day	\$ <u>75.00</u>
Pavilion C (Playground Pavilion)	\$75.00 per day	\$ _____
Baseball Field (non-athletic organizations)	\$25.00 per day	\$ _____
Baseball Field Lights	\$40.00 per day	\$ _____
Entire Park	\$300.00 per day	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

DEPOSIT (all rentals, check those that apply)

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ _____
✓ Pavilions B and C Deposit	\$100.00 per day	\$ <u>100.00</u>
✓ Key Deposit	\$25.00	\$ <u>25.00</u>

RENTAL INFORMATIONDate(s) of Event: 20-MAY-2023Estimated Number of Participants: 100

NOTE: (If there are 150 people or more, a Special Event Permit will be required under separate application)

Event Start Time: 2:00 pm Event End Time: 8:00 pm**APPLICANT INFORMATION**Name: Alan WillhiteE-mail: alan@amorphicbeer.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Amorphic BeerMailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: https://www.amorphicbeer.com**TERMINATION OF AN EVENT**

The Village reserves the right to shut down an event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department, and/or there is a violation of Village Ordinances, State Statutes or the terms of the

applicant's permit. The Village Administrator and/or his/her designee may revoke an approved park facilities use permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

CERTIFICATION

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Alan Willhite

Applicant Signature

01-FEB-2023

Date

Alan Willhite

Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator _____

Building Inspection _____

Fire _____

DPW _____

Police _____

Utilities _____

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

Date Submitted: 01-FEB-2023

Event Date: 24-JUN-2023

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Park Usage
440 River Crest Ct
Mukwonago WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check those that apply)

Field

Pavilion A (Main) 1-49 people	\$100.00 per day	\$ _____
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
✓ Pavilion B (Ball Diamond)	\$75.00 per day	\$ <u>75.00</u>
Pavilion C (Playground Pavilion)	\$75.00 per day	\$ _____
Baseball Field (non-athletic organizations)	\$25.00 per day	\$ _____
Baseball Field Lights	\$40.00 per day	\$ _____
Entire Park	\$300.00 per day	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

DEPOSIT (all rentals, check those that apply)

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ _____
✓ Pavilions B and C Deposit	\$100.00 per day	\$ <u>100.00</u>
✓ Key Deposit	\$25.00	\$ <u>25.00</u>

RENTAL INFORMATIONDate(s) of Event: 24-JUN-2023Estimated Number of Participants: 100

NOTE: (If there are 150 people or more, a Special Event Permit will be required under separate application)

Event Start Time: 2:00 pm Event End Time: 8:00 pm**APPLICANT INFORMATION**Name: Alan Willhite

A [REDACTED]
D [REDACTED]

E-mail: alan@amorphicbeer.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Amorphic BeerMailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: https://www.amorphicbeer.com**TERMINATION OF AN EVENT**

The Village reserves the right to shut down an event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department, and/or there is a violation of Village Ordinances, State Statutes or the terms of the

applicant's permit. The Village Administrator and/or his/her designee may revoke an approved park facilities use permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

CERTIFICATION

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Applicant Signature

01-FEB-2023

Date

Alan Willhite

Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator _____

Building Inspection _____

Fire _____

DPW _____

Police _____

Utilities _____

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

Date Submitted: 01-FEB-2023

Event Date: 08-JUL-2023

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

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ATTN: Park Usage
440 River Crest Ct
Mukwonago WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check those that apply)

Field

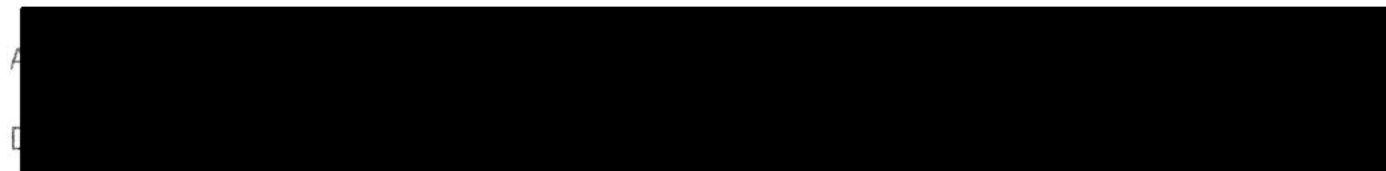
Pavilion A (Main) 1-49 people	\$100.00 per day	\$ _____
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
✓ Pavilion B (Ball Diamond)	\$75.00 per day	\$ <u>75.00</u>
Pavilion C (Playground Pavilion)	\$75.00 per day	\$ _____
Baseball Field (non-athletic organizations)	\$25.00 per day	\$ _____
Baseball Field Lights	\$40.00 per day	\$ _____
Entire Park	\$300.00 per day	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

DEPOSIT (all rentals, check those that apply)

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ _____
✓ Pavilions B and C Deposit	\$100.00 per day	\$ <u>100.00</u>
✓ Key Deposit	\$25.00	\$ <u>25.00</u>

RENTAL INFORMATIONDate(s) of Event: 08-30-2023Estimated Number of Participants: 100

NOTE: (If there are 150 people or more, a Special Event Permit will be required under separate application)

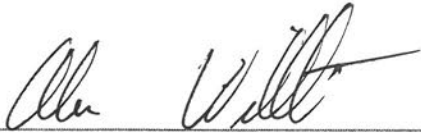
Event Start Time: 2:00 pm Event End Time: 8:00 pm**APPLICANT INFORMATION**Name: Alan WillhiteE-mail: alan@amorphicbeer.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Amorphic BeerMailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: https://www.amorphicbeer.com**TERMINATION OF AN EVENT**

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Applicant Signature

01-FEB-2023

Date

Alan Willhite

Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator _____

Building Inspection _____

Fire _____

DPW _____

Police _____

Utilities _____

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

Date Submitted: 01-FEB-2023

Event Date: 26-AUG-2023

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

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ATTN: Park Usage
440 River Crest Ct
Mukwonago WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check those that apply)

Field

Pavilion A (Main) 1-49 people	\$100.00 per day	\$ _____
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
☒ Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
☒ Pavilion B (Ball Diamond)	\$75.00 per day	\$ <u>75.00</u>
Pavilion C (Playground Pavilion)	\$75.00 per day	\$ _____
Baseball Field (non-athletic organizations)	\$25.00 per day	\$ _____
Baseball Field Lights	\$40.00 per day	\$ _____
Entire Park	\$300.00 per day	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

DEPOSIT (all rentals, check those that apply)

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ _____
✓ Pavilions B and C Deposit	\$100.00 per day	\$ <u>100.00</u>
✓ Key Deposit	\$25.00	\$ <u>25.00</u>

RENTAL INFORMATIONDate(s) of Event: 26-AUG-2023Estimated Number of Participants: 100

NOTE: (If there are 150 people or more, a Special Event Permit will be required under separate application)

Event Start Time: 2:00 pm Event End Time: 8:00 pm**APPLICANT INFORMATION**Name: Alan WillhiteE-mail: alan@amorphicbeer.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Amorphic BeerMailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: https://www.amorphicbeer.com**TERMINATION OF AN EVENT**

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applicant's permit. The Village Administrator and/or his/her designee may revoke an approved park facilities use permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

CERTIFICATION

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Alan Willhite

Applicant Signature

01-FEB-2023

Date

Alan Willhite

Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator _____

Building Inspection _____

Fire _____

DPW _____

Police _____

Utilities _____

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

Date Submitted: 01-FEB-2023

Event Date: 30-SEP-2023

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Park Usage
440 River Crest Ct
Mukwonago WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check those that apply)

Field

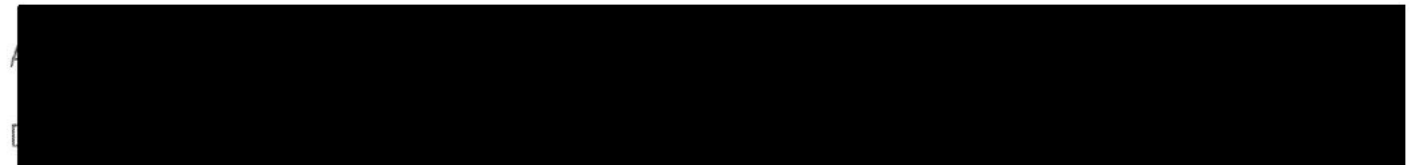
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Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
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Baseball Field (non-athletic organizations)	\$25.00 per day	\$ _____
Baseball Field Lights	\$40.00 per day	\$ _____
Entire Park	\$300.00 per day	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

DEPOSIT (all rentals, check those that apply)

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ _____
✓ Pavilions B and C Deposit	\$100.00 per day	\$ <u>100.00</u>
✓ Key Deposit	\$25.00	\$ <u>25.00</u>

RENTAL INFORMATIONDate(s) of Event: 30-SEP-2023Estimated Number of Participants: 100

NOTE: (If there are 150 people or more, a Special Event Permit will be required under separate application)

Event Start Time: 2:00 pm Event End Time: 8:00 pm**APPLICANT INFORMATION**Name: Alan WillhiteE-mail: alan@amorphicbeer.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Amorphic BeerMailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: https://www.amorphicbeer.com**TERMINATION OF AN EVENT**

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applicant's permit. The Village Administrator and/or his/her designee may revoke an approved park facilities use permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

CERTIFICATION

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Alan Willhite
Applicant Signature

01-FEB-2023
Date

Alan Willhite
Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator _____

Building Inspection _____

Fire _____

DPW _____

Police _____

Utilities _____

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

Date Submitted: _____

2-2-23

Event Date: _____

8/1/23

GUIDELINES

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Mail completed applications to:

Village Clerk-Treasurer's Office

ATTN: Park Usage

440 River Crest Ct

Mukwonago WI 53149

Email to:

lgourdoux@villageofmukwonago.com

FEES (check those that apply)

Field

Pavilion A (Main) 1-49 people	\$100.00 per day	\$ _____
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
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Baseball Field Lights	\$40.00 per day	\$ _____
Entire Park	\$300.00 per day	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

DEPOSIT (all rentals, check those that apply)

Pavilion A and/or entire park Deposit \$200.00 per day \$ _____
Pavilions B and C Deposit \$100.00 per day \$ _____
Key Deposit \$25.00 \$ _____

RENTAL INFORMATION

Date(s) of Event: 8/1/23

Estimated Number of Participants: 500

NOTE: (If there are 150 people or more, a Special Event Permit will be required under separate application)

Event Start Time: 6pm Event End Time: 8:30 pm

APPLICANT INFORMATION

Name: Village of Mukwonago Police Department

Address: 627 S. Rochester St City: Mukwonago State/Zip: WI 53149

Daytime Phone: 262-363-6435

E-mail: mkubiak@MKPD.org

ORGANIZATION INFORMATION (if applicable)

Name of Organization: Same

Mailing Address: _____ City: _____ State/Zip: _____

Phone Number: _____ Is organization a 501(c)3? Yes: _____ No: _____

Website Address: _____

TERMINATION OF AN EVENT

The Village reserves the right to shut down an event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department, and/or there is a violation of Village Ordinances, State Statutes or the terms of the

applicant's permit. The Village Administrator and/or his/her designee may revoke an approved park facilities use permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

CERTIFICATION

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



Applicant Signature

2-2-23

Date

LT. Kubiak

Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator

Building Inspection

Fire

DPW

Police

Utilities

Village of Mukwonago

440 River Crest Court

Mukwonago, WI 53149

Phone: (262) 363-6420

Fax: (262) 363-6425

www.villageofmukwonago.com

VILLAGE OF MUKWONAGO

SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: _____ 11-08-2022 _____

Total Fees Paid: _____

Application must be received a minimum of 90 days prior to the special event. Fees are non-refundable.

ORGANIZATION INFORMATION

Name of Organization: _____ VILLAGE OF MUKWONAGO POLICE DEPARTMENT/ NEIGHBORHOOD
WATCH _____

Mailing Address: _____ 627 S. Rochester St. _____ Mukwonago _____ 53149
City: _____ State: WI _____ Zip: _____
262-363-6435

Phone Number: _____ Is the organization a 501(c)3 organization?: → YES → NO

Website Address: _____

Event Contact Person: _____ LT. Mike
Kubiak _____

Mailing Address: _____ 627 S. Rochester St. _____ Mukwonago _____
City: _____ State: WI _____ Zip: _____
53149

Home Phone: _____ Work Phone: _____ 262-363-6435 _____ Cell Phone: _____

Email Address: _____

EVENT INFORMATION

Name of the Event: _____ National Night out 2023 _____ Date(s) of the Event: _____ 08-01-2023 _____

Event Start Time: _____ 6:00 PM _____ Event End Time: _____
8:30PM _____

Location of the Event: _____ Field
Park _____

- A. Will your event take place in a residential neighborhood? *If yes, you will be required to notify all adjacent property owners when the event will occur.* → YES → NO
- B. Please provide your COVID-19 Action Plan.
- C. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.

- D. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4. E. Generally describe your event and its purpose.
- ___ Crime Prevention event held annually on the first Tuesday of August across the Nation. Various departments and local organizations showcase their equipment and services they offer. Various kids games and events throughout the park.
- _____
- _____
- _____
- _____
- F. Based on the class definitions found in the manual, what class is your event? → CLASS I → CLASS II
- G. Estimated # of participants: ___350-500___ Spectators: ___325-500___ Vendors: ___25-50___

OTHER INFORMATION

- A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.* → YES → NO
- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: _____
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* → YES → NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* → YES → NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* → YES → NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* → YES → NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* → YES → NO
- H. Does your event involve amplified music? → YES → NO
- If yes, will the amplified music be a: → Band → DJ → Other
- Hours of amplified music: _____
- I. Please list the number of security staff you will be providing for the event: _____12_____
- J. Will you need barricades provided by the Village for your event? → YES → NO
- If yes, how many? _____
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* → YES → NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* → YES → NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* → YES → NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* → YES → NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
- _____

-
-
-
- P. Have you reviewed and do you have a copy of the **Village of Mukwonago Special Events Manual** and the **Village of Mukwonago Ordinance**? → YES → NO

INSURANCE REQUIREMENTS

The Special Event Sponsor will provide evidence of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.

Are you able to provide these insurance documents, if required?: → YES → NO

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

This form is designed to be a guide for submitting a complete application for a special event.

Application:

- Completed application form including the procedural checklist.
- Application fee: see fee sheet.

Other Documents:

- Plan of operation/proposal.
- Overview of the site to be used for the event (layout of the event site).
- Any additional information as determined by Village staff.

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit of \$200 for each scheduled day of the event (or portion thereof) two weeks prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 12 hours after the conclusion of the event. (This deposit is separate from any deposit required for rental of Village parks).

TERMINATION OF AN EVENT

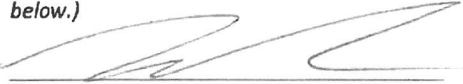
The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department, and/or there is a violation of Village Ordinances, State Statutes or the terms of the applicant's permit. The Village Administrator and/or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

Special Events Permit Application (Rev 3/21)

CERTIFICATION

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

(The applicant's signature must be from a Managing Member if the business/organization is an LLC, or from the President or Vice President if the business/organization is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below.)



Signature - Applicant
LT. Michael Kubiak

Signature - Applicant

Name & Title (PRINT)

Name & Title (PRINT)

11-07-2022
Date

Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department:	Approved → Denied →	Comments: _____	
Fire Department:	Approved → Denied →	Comments: _____	
Public Works Department:	Approved → Denied →	Comments: _____	
Village Clerk:	Approved → Denied →	Comments: _____	
Village Board Approval Date	Village President Signature	Permit #	Issue Date

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION AND FEES SHEET

DEPARTMENT CONTACTS:

Clerk/Treasurer (262) 363-6421
Building Inspection (262) 363-6419
Fire (262) 363-6426

Police (262) 363-6435
Public Works (262) 363-6447
Water/Sewer Utility (262) 363-6416

VILLAGE PERMIT AND OTHER FEES:

Class I Event (Includes alcohol and/or amplified music)	\$20 per day of event
Class II Event	\$10 per day of event
Electrical Inspection	\$75 per hour

VILLAGE OF MUKWONAGO

Park Facilities Rental Application

Date Submitted: _____

Event Date: October 13/14 2023

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Park Usage
440 River Crest Ct
Mukwonago WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check those that apply)

Field

Pavilion A (Main) 1-49 people	\$100.00 per day	\$ _____
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
Pavilion B (Ball Diamond)	\$75.00 per day	\$ _____
Pavilion C (Playground Pavilion)	\$75.00 per day	\$ _____
Baseball Field (non-athletic organizations)	\$25.00 per day	\$ _____
Baseball Field Lights	\$40.00 per day	\$ _____
Entire Park	\$300.00 per day	\$ <u>2</u> _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

DEPOSIT (all rentals, check those that apply)

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ <u>200</u>
Pavilions B and C Deposit	\$100.00 per day	\$ _____
Key Deposit	\$25.00	\$ <u>25</u>

RENTAL INFORMATIONDate(s) of Event: October 2023Estimated Number of Participants: 2000

NOTE: (If there are 150 people or more, a Special Event Permit will be required under separate application)

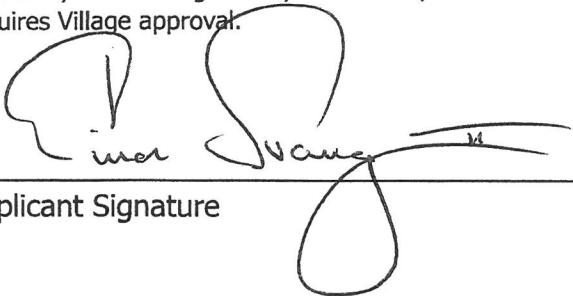
Event Start Time: 6 pm Event End Time: 9:30 pm**APPLICANT INFORMATION**Name: Einar C. Srang-nAddress: 827 S. Rochester St Ste 112 City: Mukwonago State/Zip: WI / 53149Daytime Phone: 262 363-4141E-mail: riverviewdental@Centurytel.net**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Mukwonago Rotary ClubMailing Address: 827 S. Rochester St. Ste 112 City: Mukwonago State/Zip: WI / 53149Phone Number: 262 363 4141 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: Mukwonagorotary.org**TERMINATION OF AN EVENT**

The Village reserves the right to shut down an event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department, and/or there is a violation of Village Ordinances, State Statutes or the terms of the

applicant's permit. The Village Administrator and/or his/her designee may revoke an approved park facilities use permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

CERTIFICATION

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


Applicant Signature

1-31-2023
Date

Einar Svang II
Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator _____

Building Inspection _____

Fire _____

DPW _____

Police _____

Utilities _____

VILLAGE OF MUKWONAGO '23

Please read through each of the items below and initial each line to signify that you have read, understand, and agree.

JS Reservations are dependent upon availability.

JS Keys are responsibility of the Applicant to check out at Village Hall, no greater than 48 hours in advance of your event. After completion of the event, keys can be placed in the drop box behind Village Hall. Lost keys will result in re-keying charges.

JS The buildings are not to be left unlocked or unattended at any time. Any damages resulting from being left unattended will be the responsibility of the Applicant.

JS The Applicant should review the facility at opening and complete "Pre-Event" inspection of the Facility Checklist. Any pre-existing damages or problems must be identified at that time.

JS Banners at parks: Banners are responsibility of Applicant. Banners may only be put up 2 weeks prior to the event at the park. Banners are limited in size to 5 ft x 7 ft (35 Sq Ft)

JS Parking is only allowed in designated parking areas. **Performance Stage:** NO vehicles are allowed on the path without prior approval from the Public Works Director or designee.

JS Following the event, a representative from the Public Works Department will conduct a "Post-Event" inspection and complete the Facility Checklist. The applicant will be notified if the facility was found in unsatisfactory condition.

JS Layout: A sketch of the event area, toilet facilities, concession area, and parking areas shall be submitted with the application. Please include layout map.

Cleaning/Damages

JS Applicants shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damage fee will be determined by the number of man hours required and/or cost for services or property replacement.

JS There are no decorations allowed to be affixed to the Ceiling. Applicant must adhere to the required post event clean up items on the facility checklist. Any items left incomplete may result in a forfeit of any or all of the damage deposit. Additional clean up charges will be billed at \$50 per 1/2 hour.

JS Applicant agrees to abide by all Park Rules, Regulations, and Ordinances of the Village of Mukwonago.

JS The applicant of this rental agreement shall be solely responsible for any violation, damages to the building and cleaning of the building. Any repair costs for damages will be withheld from damage deposit, direct billed to applicant or charges as a special assessment against the applicant's property tax bill.

Revised 6/2022

1

VILLAGE OF MUKWONAGO

JS Once approval has been granted, the Village Board, Village Administrator, Chief or Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency to weather, fire, riot, or administrative or clerical error. No fee would be charged for cancelation by a Village Officer.

JS Applicant agrees to indemnify and hold harmless for all expenses, liability, and/or claim arising out of harm or activity of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at event, if necessary.

JS Security and Protection: The sponsor of any event shall be responsible for adequate uniformed security personnel. A security plan shall be furnished at least seven (7) days prior to the date of the event for Police Department approval. *NOTE:* Check with Police Department to see if off-duty or reserve police officers would be available for event. Only security personnel approved by the Mukwonago Police Department may be used.

JS Parking Space(s) on Village streets or Village Owned Parking Lot: Parking of cars shall be on paved areas only. Heavy vehicles on grassy areas for loading and unloading must be authorized the Public Works Director or designee. The Police Department shall be notified in advance if traffic control is needed on public thoroughfares.

JS Fires: All fires must be in personal grills or designated fireplaces.

JS Clean-up: Cleaning of the park is the responsibility of the organizer. The event area shall be maintained in an orderly manner during the event and final clean-up shall commence immediately post event. If clean-up is not completed by the end of the next business day, Village personnel shall be utilized and a bill, minus the deposit will be issued to the organizer. Future use of Village facilities may be revoked.

Please respond YES or NO to the following questions. Please supply additional information if required.

ES **Insurance Requirements (Required for Special Event):** If YES, the Applicant will provide evident of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.

ES **Sales:** If YES, attach a list of all vendors and products for sale.

Girl Scouts : Popcorn & Candy

Scots Dogs: Hot Dogs & Brats

Sugar Spin : Cotton Candy

Revised 6/2022

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VILLAGE OF MUKWONAGO

- YES **Electricity:** If YES, list pavilions where electricity is needed. **Performance Stage:** Power Requirements: 110V 20 Amp 110V 30 Amp 110V 50 Amp
Current Receptacles to Park
- YES **Food/Non-Alcoholic Beverages:** If YES, the necessary permits and related information for the sale of food shall be obtained from the Waukesha County Health Department (262-896-8300).
- No **Street Usage/Roadway Closure:** If YES, if the event is in the street, street barricades are required. What type and How many barricades will be required? 8
- No **Parking Space(s) on Private Lots:** IF YES, if parking in private lots near the event is required, the applicant shall obtain written permission from the adjacent property owners directly.
- No **Alcohol Served:** If YES, if beer or other fermented malt beverages are sold, a Temporary Class "B"/"Class B" Retailer's License must be completed and turned in with payment with the rental application. Please list the number of Village of Mukwonago licensed bartenders that will be on site:
N/A
- YES **Admission or Gate Fee Charged:** If YES, explain in detail the reason for the fee.
Proceeds back to the Community for local Projects.
- YES **Loudspeakers and/or Amplification:** If YES, will it be a: Band DJ Other X
What are the hours be? All noise (loudspeakers and/or amplification ends at 11 p.m.
- YES **Tents, Canopies, or Other Temporary Structures:** If YES, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. *See enclosed Map*
- YES **Inflatable Devices:** If YES, number and location of devices.
Multiple Small Inflatables to Park.
- No **Additional Port-a-Pots:** If Yes, using the information below, will your event require Portable Restrooms?

Determining if you need additional port-a-pots. Attendance at the function exceeds 300 people. Any damage will be the responsibility of the sponsoring group. The shall be clean, usable, properly enclosed, emptied when full, and a minimum 100 feet from food preparation areas. They shall be removed the next regular business day. The following schedule should be followed:

301-400 persons – 3 port-a-pots (1 for the men & 2 for the women)

401-500 persons – 6 port-a-pots (2 for the men & 4 for the women)

501-600 persons – 9 port-a-pots (3 for the men & 6 for the women)

for additional 250 persons over 600, an additional port-a-pot for each sex will be required

Revised 6/2022

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Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO

SPECIAL EVENT PERMIT APPLICATION '23

Application Fee: See fee sheet

Date Submitted: _____

Total Fees Paid: _____

Application must be received a minimum of 90 days prior to the special event. Fees are non-refundable.

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Rotary Club
Mailing Address: 827 S. Rochester St Ste 112 City: Mukwonago State: WI Zip: 53149
Phone Number: 262 363 4141 Is the organization a 501(c)3 organization?: ☐ YES ☒ NO
Website Address: Mukwonagorotary.org
Event Contact Person: Einar O. Svang II
Mailing Address: 827 S. Rochester St Ste 112 City: Mukwonago State: WI Zip: 53149
Home Phone: 262 965 3586 Work Phone: 262 363 4141 Cell Phone: 262 337 3989
Email Address: riverviewdental@Centurytel.net

EVENT INFORMATION

Name of the Event: Jack-o-lantern Jaunt Date(s) of the Event: October 13th 2023
Event Start Time: 6pm Event End Time: 9:30pm
Location of the Event: Field Park

- A. Will your event take place in a residential neighborhood? *If yes, you will be required to notify all adjacent property owners when the event will occur.* ☐ YES ☒ NO
- B. Please provide your COVID-19 Action Plan.
- C. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.
- D. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4.
- E. Generally describe your event and its purpose.

Jack-o-lantern Jaunt - Halloween Haunt
Family Friendly event highlighting illuminated Jack-o-lanterns and
a Haunted House for younger children
Proceeds back to Community for local projects.

- F. Based on the class definitions found in the manual, what class is your event? ☒ CLASS I ☐ CLASS II
- G. Estimated # of participants: 60-100 Spectators: 2000 Vendors: 3

girl Scouts
Scotts Dags
Sugar Spin-Cotton Candy

OTHER INFORMATION

- A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.* ☐ YES ☒ NO

- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: N/A
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☐ YES ☐ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☐ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☐ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☒ YES ☐ NO
 If yes, will the amplified music be a: ☐ Band ☐ DJ ☒ Other
 Hours of amplified music: 6 - 9:30 pm
- I. Please list the number of security staff you will be providing for the event: 12
- J. Will you need barricades provided by the Village for your event? ☒ YES ☐ NO
 If yes, how many? 8
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☒ YES ☐ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☐ YES ☒ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☐ YES ☒ NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☐ YES ☒ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
None
- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? ☒ YES ☐ NO

INSURANCE REQUIREMENTS

The Special Event Sponsor will provide evidence of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.

Are you able to provide these insurance documents, if required?: ☒ YES ☐ NO

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

This form is designed to be a guide for submitting a complete application for a special event.

Application:

- ☐ Completed application form including the procedural checklist.
- ☐ Application fee: see fee sheet.

Other Documents:

- ☐ Plan of operation/proposal.
- ☐ Overview of the site to be used for the event (layout of the event site).
- ☐ Any additional information as determined by Village staff.

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit of \$200 for each scheduled day of the event (or portion thereof) two weeks prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 12 hours after the conclusion of the event. (This deposit is separate from any deposit required for rental of Village parks).

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CERTIFICATION

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(The applicant's signature must be from a Managing Member if the business/organization is an LLC, or from the President or Vice President if the business/organization is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below.)

Signature - Applicant

Einar Svang II - Committee Chair
Name & Title (PRINT)

1-31-2023
Date

Signature - Applicant

Jim Cotterone
Name & Title (PRINT)

1-31-2023
Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department:	Approved ☐ Denied ☐ Comments:		
Fire Department:	Approved ☐ Denied ☐ Comments:		
Public Works Department:	Approved ☐ Denied ☐ Comments:		
Village Clerk:	Approved ☐ Denied ☐ Comments:		
Village Board Approval Date	Village President Signature	Permit #	Issue Date

Special Events Permit Application (Rev 3/21)

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION AND FEES SHEET

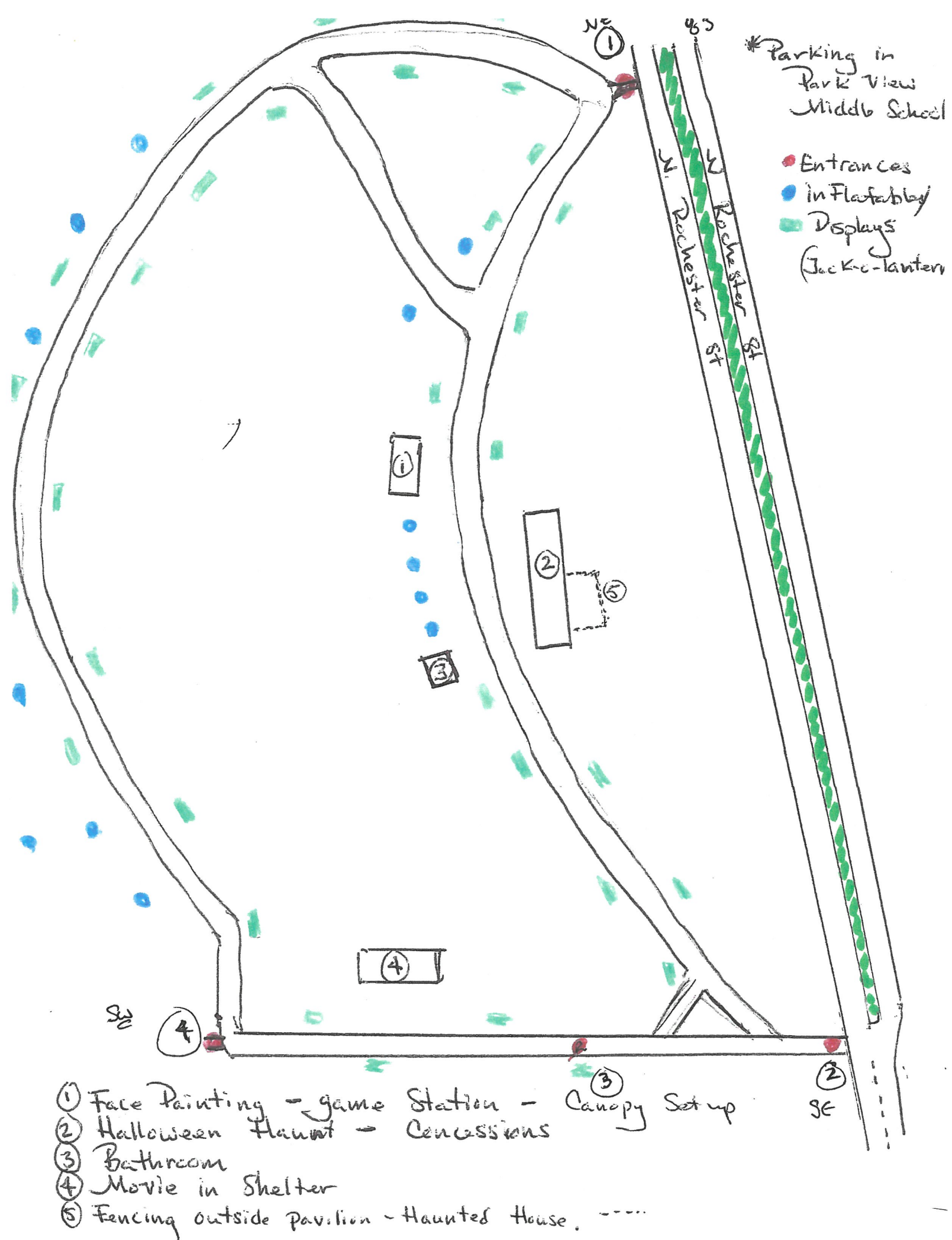
DEPARTMENT CONTACTS:

Clerk/Treasurer (262) 363-6421
Building Inspection (262) 363-6419
Fire (262) 363-6426

Police (262) 363-6435
Public Works (262) 363-6447
Water/Sewer Utility (262) 363-6416

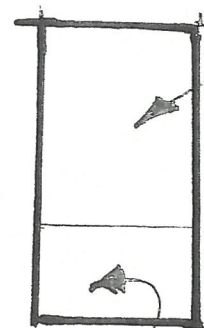
VILLAGE PERMIT AND OTHER FEES:

Class I Event (Includes alcohol and/or amplified music)	\$20 per day of event
Class II Event	\$10 per day of event
Electrical Inspection	\$75 per hour
Fireworks Permit	No charge; State and local permit required
Parade Permit	\$25
Park Rental Permit	To be determined at the Clerk/Treasurer's Office
Pre-event Safety Inspection	\$75 per hour
Security Deposit	\$200 per event; May encounter additional deposit if using a park facility
Temporary Operator (Bartender) License	\$33 + \$10 background check fee each
Temporary Class B (Picnic) Beer and/or Wine License	\$10 per event
Tent Inspection (<2,500 sq. ft.)	\$35
Tent Inspection (>2,500 sq. ft.)	\$50

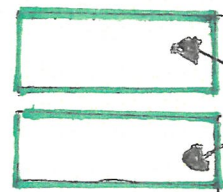


JACK-O-LANTERN JAUUNT HALLOWEEN HAUNT

BASEBALL
INFIELD

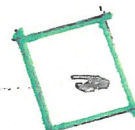


FACE
PAINTING



GAME
TENTS

4H



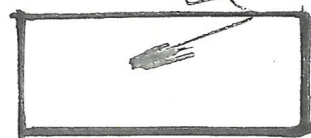
POWER
POLE



SUGAR
SPUN

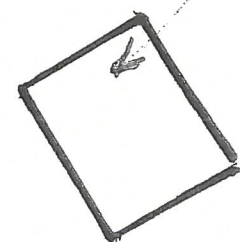
REST
ROOMS

FEATURE
FILM

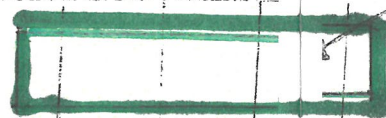


GATE 4

GATE 3



MUKWONAGO
COMMUNITY LIBRARY
ART PROJ. 3T



FIRE DEPT.
TRAILER

SCOTT'S
DOGS

ENTRANCE
TO
PAVILION

ENTRANCE
TO
HAUNTED
HOUSE

KITCHEN

GIRL
SCOUTS

PARK
PAVILION

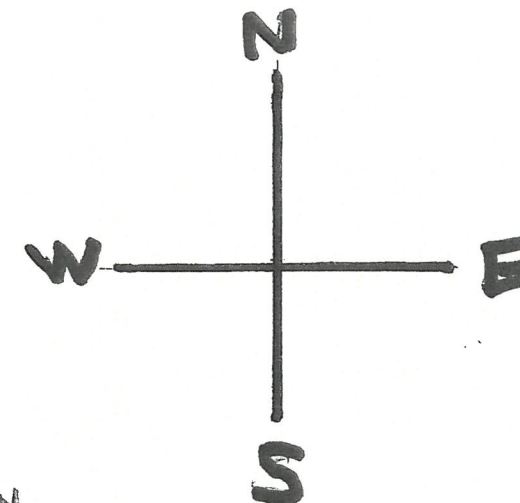
SONIC HEDGEHOG
DISPLAY

ROTARY CLUB
TRAILER

GATE 2

HWY 83

MAIN GATE 1



Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO PARK FACILITIES RENTAL APPLICATION FIELD PARK

Date Submitted: 01/12/2023

Event Date: April 1, 2023 or April 9

Complete, accurate and specific information must be entered. Please Print.

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Court, Mukwonago, WI, 53149, for approval. A signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Field Park Usage
440 River Crest Ct
Mukwonago, WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check all that apply)

- | | | |
|---|--|---------------|
| ☐ Field Park Pavilion A Resident (Main Pavilion) – 1-49 people | \$100.00 per day | \$ _____ |
| ☐ Field Park Pavilion A Resident (Main Pavilion) – 50-100 people | \$150.00 per day | \$ _____ |
| ☐ Field Park Pavilion A Resident (Main Pavilion) – more than 100 people | \$175.00 per day | \$ _____ |
| ☐ Field Park Pavilion B Resident (Ball Diamond Pavilion) | \$75.00 per day | \$ _____ |
| ☐ Field Park Pavilion C Resident (Playground Pavilion) | \$75.00 per day | \$ _____ |
| ☐ Field Park Baseball Field Reservation (for non-athletic organizations) | \$25.00 per day | \$ _____ |
| ☐ Field Park Baseball Field Lights | \$40.00 per day | \$ _____ |
| ☐ Entire Park Resident | \$200.00 ^{\$300} per day | \$ <u>50.</u> |
| ☐ Electricity and Coordination (Pavilions B or C) | \$15.00 per day | \$ _____ |
| ☐ Non-Resident Fee | Additional \$25.00 per day | \$ _____ |
| Fee Total | | \$ _____ |

DEPOSIT (check all that apply)

- | | | |
|---|----------|----------|
| ☐ Field Park Pavilion A and/or entire park Deposit | \$200.00 | \$ _____ |
| ☐ Field Park Pavilion B and C Deposit | \$100.00 | \$ _____ |
| ☐ Key Deposit | \$25.00 | \$ _____ |
| Deposit Total | | \$ _____ |

APPLICANT INFORMATION

Name: Albert Frankenstein

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation Inc.

Mailing Address: P O Box 61 City: Mukwonago State: WI Zip: 53149

Phone Number: _____ Is the organization a 501(c)3 organization?: ☒ YES ☐ NO

Website Address: www.e-clubhouse.org/sites/mukwonago/

RENTAL INFORMATION

Date(s) of the Event: April 1, 2023 or 9, depending upon the weather

Estimated # of Participants: 400

NOTE: (If there are 150 people or more, a special event permit will be required under separate application):

Event Start Time: 10:00 AM Event End Time: 12:00 noon

A. Generally, describe your event and its purpose.

The Lions Easter Egg Hunt is open to any child in the following four age groups: 2-3, 4-5, 6-7, and 8-9. The group starts in the pavilion and going to designated areas in the park to look for the hidden eggs. Each age group have available 20 special gifts to choose from, except the 2-3 have 50 gifts available. Each child receives a bag of candy. Cockies and hot chocolate are provided.

B. Please provide your COVID-19 Action Plan

C. Will you be serving alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses may be necessary under separate application.* ☐ YES ☒ NO

D. Does your event involve amplified music?

If yes, will the amplified music be a: ☐ Band ☐ DJ ☐ Other

Hours of amplified music: _____

E. If you will be using the baseball field lights, what are the times needed?

F. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. There may be a separate fee for tent inspection.* ☐ YES ☒ NO

G. Please describe your dumpster/clean-up plan.

The Lions will cleanup the park after the event and put any materials into the garbage cans. The porta johns available in the park may be used by the children.

H. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?

None

INSURANCE REQUIREMENTS

The Applicant will provide evidence of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.

Are you able to provide these insurance documents, if required?: ☒ YES ☐ NO

DEPOSIT REQUIREMENTS

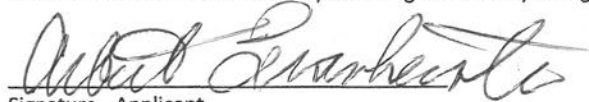
The applicant is required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit (amount listed above) each scheduled day of the event (or portion thereof) two months prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 12 hours after the conclusion of the event. (This deposit is separate from any deposit required for rental of Village parks).

TERMINATION OF AN EVENT

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

CERTIFICATION

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



Signature - Applicant

01/12/2023

Date

Albert Frankenstein, treasurer

Print Name

FOR OFFICE USE ONLY

Date Fees/Deposit Paid	Receipt #	Date Deposit Returned	Permit #
Key # Issued	Date Key Issued	Key # Returned	Date Key Issued
Application forwarded to: ☐ Administrator ☐ Building Inspection ☐ Fire Department ☐ Police Department ☐ Public Works Department ☐ Clerk ☐ Utilities – Sewer or Water			

PARK AND FIELD USE POLICY

When not in reserved use, the Village of Mukwonago parks and fields are open to the public on a first-come first-serve basis so long as the property and equipment are used with care and for appropriate uses. **Village youth groups will apply separately. Contact the Village Clerk's office for more information.**

FOR RESERVED USE OF VILLAGE PARKS

In order to insure exclusive availability and proper preparation, the individual(s) or group(s) must comply with the following procedure:

1. A representative must appear in person at the Village Clerk's Office (Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to noon) to fill out an application for reserved use of a park facility at least **two (2) months in advance** of use. **Deposit must be paid upon submittal of the application, otherwise the park may be given to another party. The renter is responsible to pick up the pavilion key at the Clerk's Office 1-2 business days prior to their rental day. No items shall be stored in the pavilion prior to the rental day unless payment has been received for the extra day(s).**
2. Payment of all fees must be paid upon submittal of the application. Fees are listed on Page 1 of the application.
3. "Resident" is defined as a person, group, or company having a Village of Mukwonago address. The event must only be for the business or group within the Village limits, or personal events only for applicants residing in the Village.
4. A receipt and a copy of the executed application will be given at time of payment. This receipt and approved application should be taken to the park for evidence of reserve use priority if there is any dispute. If the park is not yielded by other individuals after visual inspection of receipt and polite request to vacate, the receipt holder should call the Mukwonago Police Department (363-6435).
5. CANCELLATIONS must be made a minimum of 24 hours in advance of reserved time. No cancellations can be made except from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to noon on Friday. If Clerk's Office has received cancellation at least 24 hours prior to reserved time, a refund will be given. If less than 24 hours notice is given, no refund will be given.

RULES FOR THE USE OF ANY VILLAGE PARK

1. Only the facilities indicated are to be used. Inspection after use is required. Said inspection shall be performed by a representative of the Village as determined by the Public Works Director. The representative will have full authority to determine if the facilities have been cleaned sufficiently to warrant return of the deposit and that no damage to the facilities exist. In the event of a dispute, an appeal can be made to the Village Board.
2. Buildings, if used, must be cleaned by 9:00 a.m. of the day following their use. Picnic grounds and other areas must be clean and restored upon completion of the function unless special arrangements have been stated on the permit.

A. Cleaning includes:

- 1) Normal kitchen cleaning, picking up after yourself and wiping down facilities used.
 - 2) Garbage cans must be left clean in pavilion and in picnic areas. Park users are responsible to bring their own 55-gallon garbage bags, then they are to be placed in the dumpster in park.
 - 3) The floor in the pavilion must be cleaned thoroughly with soap and water when beer and soda are served.
 - 4) In all circumstances, the grounds must be restored no later than noon of the day following its use.
3. No grills are to be placed directly on the ground, otherwise parties will be responsible to replace the dead grass.
 4. If generators are to be used, they must be placed on the HWY 83 side of the park.
 5. A deposit in accordance with the schedule stated on page 1 is required from the individual, group or organization requesting use of any park facility. Please note:

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: 01/12/2023

Total Fees Paid: _____

Application must be received a minimum of 90 days prior to the special event. Fees are non-refundable.

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation Inc.

Mailing Address: P O Box 61 City: Mukwonago State: WI Zip: 53149

Phone Number: 262-363-4380 Is the organization a 501(c)3 organization?: ☒ YES ☐ NO

Website Address: www.e-clubhouse.org/sites/mukwonago/

Event Contact Person: Albert Frankenstein



EVENT INFORMATION

Name of the Event: Mukwonago Lions Easter Egg Hunt Date(s) of the Event: April 1 or 8, 2023

Event Start Time: 10:00 AM Event End Time: 12:00 noon

Location of the Event: Field Park - 933 North Rochester Street

A. Will your event take place in a residential neighborhood? *If yes, you will be required to notify all adjacent property owners when the event will occur.* ☐ YES ☐ NO

B. Please provide your COVID-19 Action Plan.

C. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.

D. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4.

E. Generally describe your event and its purpose.

The Lions Easter Egg Hunt is open to four ages of 2-3, 4-5, 6-7, 8-9. Each age group utilizes a different area of Field Park from the Pavilion. There are 20 special prizes for each age group, except there are 50 gifts for the 2-3 year olds.

Cookies and hot chocolate is available to all families and children attending.

Each child receives a bag of candy.

F. Based on the class definitions found in the manual, what class is your event? ☒ CLASS I ☐ CLASS II

G. Estimated # of participants: 400 Spectators: 50 Vendors: _____

OTHER INFORMATION

A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.* ☐ YES ☒ NO

- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: _____
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☐ YES ☒ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☐ YES ☒ NO
 If yes, will the amplified music be a: ☐ Band ☐ DJ ☐ Other
 Hours of amplified music: _____
- I. Please list the number of security staff you will be providing for the event: _____
- J. Will you need barricades provided by the Village for your event? ☐ YES ☒ NO
 If yes, how many? _____
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☐ YES ☒ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☐ YES ☒ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☒ YES ☐ NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☐ YES ☒ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
 People may park along the road in Field Park and on the blacktop around the pavilion.
 The Lions will clean up any debris and place in garbage cans.
 The porta johns located in the park will be available for people to use.

- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? ☒ YES ☐ NO

INSURANCE REQUIREMENTS

The Special Event Sponsor will provide evidence of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.

Are you able to provide these insurance documents, if required?: ☒ YES ☐ NO



Mukwonago Lions Foundation, Inc. & Mukwonago Lions Club, Inc.

PO Box 61, Mukwonago, WI 53149

Mukwonago Lions Easter Egg Hunt

April 1 or April 9, 2023

Plan of Operation

- The Easter Egg Hunt activities are held on the grounds of Field Park with parking in Field Park.
- The event begins at 10:00 AM with families arriving before the event. The event is completed by 12:00 noon.
- The Easter Egg Hunt is an out-of-doors event. Children are normally held in the pavilion prior to the hunt. Based upon covid concerns, we will have the children group outside of the pavilion on the opposite side of the pavilion from where that age group has their eggs hidden.
- Lions will provide signage near the pavilion to encourage social distancing, and to wash hands, or use hand sanitizer, at regular intervals. Lions will provide available hand sanitizer.
- Hot chocolate and cookies will be available for the children. However, they will be need to remain outside of the building whenever possible.
- Village to provide:
 1. Access to Picnic tables, Lion volunteers will place to incorporate social distancing.
 2. The porta johns used in the park during the winter will continue to be available.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/12/2023

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	CONTACT NAME: John Adams PHONE (A/C, No. Ext): 1-800-316-6705 E-MAIL ADDRESS: lionsclubs@dspins.com FAX (A/C, No.): 847-934-6186
DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	INSURER(S) AFFORDING COVERAGE INSURER A: ACE American Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED	NAIC # 22667
Mukwonago Lions Club, Inc. Mukwonago Lions Foundation, Inc. Club 10342 Mukwonago Wisconsin	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PRO-JECT ☐ LOC			HDO G47352241	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			ISA H10761220	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Mukwonago Lions Easter Egg Hunt, April 1 or 8, 2023

*** Mukwonago Lions Easter Egg Hunt ***

is included as an Additional Insured(s), but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER

CANCELLATION

Village of Mukwonago, Village Clerk
440 River Crest Court
Mukwonago, WI 53149 Wisconsin 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

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Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO PARK FACILITIES RENTAL APPLICATION FIELD PARK

6/15, 16, 17, 18

Date Submitted: January 12, 2023

Complete, accurate and specific information must be entered. Please Print.

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Court, Mukwonago, WI, 53149, for approval. A signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Field Park Usage
440 River Crest Ct
Mukwonago, WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check all that apply)

☐ Field Park Pavilion A Resident (Main Pavilion) – 1-49 people	\$100.00 per day	\$ _____
☐ Field Park Pavilion A Resident (Main Pavilion) – 50-100 people	\$150.00 per day	\$ _____
☐ Field Park Pavilion A Resident (Main Pavilion) – more than 100 people	\$175.00 per day	\$ _____
☐ Field Park Pavilion B Resident (Ball Diamond Pavilion)	\$75.00 per day	\$ _____
☐ Field Park Pavilion C Resident (Playground Pavilion)	\$75.00 per day	\$ _____
☐ Field Park Baseball Field Reservation (for non-athletic organizations)	\$25.00 per day	\$ _____
☐ Field Park Baseball Field Lights	\$40.00 per day	\$ _____
☐ Entire Park Resident	4 X 50 \$200.00 per day	\$ <u>200</u>
☐ Electricity and Coordination (Pavilions B or C)	\$15.00 per day	\$ _____
☐ Non-Resident Fee	Additional \$25.00 per day	\$ _____
Fee Total		\$ _____

10 Lig
45 Operator
50 Sp Event

DEPOSIT (check all that apply)

☐ Field Park Pavilion A and/or entire park Deposit	\$200.00	\$ _____
☐ Field Park Pavilion B and C Deposit	\$100.00	\$ _____
☐ Key Deposit	\$25.00	\$ _____
Deposit Total		\$ _____

APPLICANT INFORMATION

Name: Albert Frankenstein, treasurer

A
D
E

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation, Inc.

Mailing Address: P O Box 61

City: Mukwonago

State: WI

Zip: 53149

Phone Number: _____

Is the organization a 501(c)3 organization?:

☒ YES ☐ NO

Website Address: www.e-clubhouse.org/sites/mukwonago/

RENTAL INFORMATION

Date(s) of the Event: June 15, 16, 17, 18 2023

Estimated # of Participants: 500 to 2000 daily

NOTE: (If there are 150 people or more, a special event permit will be required under separate application):

Event Start Time: Thursday June 15 6:30

Event End Time: Sunday 6:30 PM

A. Generally describe your event and its purpose.

Park set-up Monday - Wednesday June 12 - 14. Thursday evening softball, wine tasting, bingo, live music, carnival, etc. Friday evening softball, Father of the Year, live music, carnival, & fireworks. Saturday live music, horse shoe tournament, children's activities, petting zoo, carnival, & softball. Sunday Village wide parade, car show, live music, softball, carnival, etc.

B. Will you be serving alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses may be necessary under separate application.*

☒ YES ☐ NO

C. Does your event involve amplified music?

If yes, will the amplified music be a: ☒ Band ☐ DJ ☐ Other

Hours of amplified music: Thursday 6:30-10:30; more

D. If you will be using the baseball field lights, what are the times needed?

E. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. There may be a separate fee for tent inspection.*

☒ YES ☐ NO

F. Please describe your dumpster/clean-up plan.

Lions will provide 2 - 30 yard dumpsters for garbage. Garbage barrels will be emptied as needed. Clean-up will be done every night. Clean-up will be completed after the fireworks. Clean-up of Field Park, Kiwanis Park and Park View Middle School parking lot will be completed on Monday.

G. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?

The Lions need assistance from the Police Department, Parks Department, and Fire Department.

Parks move the concrete anchors for the 60X100 tent, picnic tables, garbage barrels, etc.

Fire department assists with the fireworks protection and as needed. Police assist throughout.

INSURANCE REQUIREMENTS

The applicant will provide an indemnity bond if the event has 50-149 people per day. The applicant will obtain liability insurance for an event that includes alcohol or has 150 or more people per day. Proof of this insurance, with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees, and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required?: ☒ YES ☐ NO

DEPOSIT REQUIREMENTS

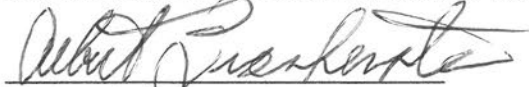
The applicant is required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit (amount listed above) each scheduled day of the event (or portion thereof) two months prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 12 hours after the conclusion of the event. (This deposit is separate from any deposit required for rental of Village parks).

TERMINATION OF AN EVENT

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

CERTIFICATION

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



Signature - Applicant

January 12, 2023

Date

Albert Frankenstein, treasurer

Print Name

FOR OFFICE USE ONLY

Date Fees/Deposit Paid	Receipt #	Date Deposit Returned	Permit #
Key # Issued	Date Key Issued	Key # Returned	Date Key Issued
Application forwarded to: ☐ Administrator ☐ Building Inspection ☐ Fire Department ☐ Police Department ☐ Public Works Department			



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/12/2023

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 DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705 FAX (A/C, No): 847-934-6186	
	E-MAIL ADDRESS: lionsclubs@dspins.com	
INSURED Mukwonago Lions Club, Inc. Mukwonago Lions Foundation, Inc. Club 10342 Mukwonago Wisconsin	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: ACE American Insurance Company	22667
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PROJECT ☐ LOC			HDO G47352241	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			ISA H10761220	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Mukwonago Lions Summerfeste June 12-19, 2023

*** Kiwanis International, Mukwonago Kiwanis Club, Mukwonago Kiwanis Foundation; including softball, horse shoe, children's activities, petting zoo, live bands, fireworks, carnival, car show, and parade. ***

is included as an Additional Insured(s), but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.

CERTIFICATE HOLDER POLICY DO NOT APPLY TO THE SALE OR SERVING OF **CANCELLATION** **COVERAGES**

Village of Mukwonago, Village Clerk
440 River Crest Court
Mukwonago, WI 53149 Wisconsin 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

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: January 12, 2023

Total Fees Paid: _____

Application must be received a minimum of 90 days prior to the special event. Fees are non-refundable.

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation, Inc.

Mailing Address: P O Box 61 City: Mukwonago State: WI Zip: 53149

Phone Number: 262-363-4380 Is the organization a 501(c)3 organization?: ☒ YES ☐ NO

Website Address: www.e-clubhouse.org/sites/mukwonago/

Event Contact Person: Frank Erdmann, chairperson

EVENT INFORMATION

Name of the Event: Mukwonago Lions Summerfeste Date(s) of the Event: June 15, 16, 17, 18
Thursday 6:00-10:30 PM; Friday 6:00-11:30 PM; Saturday 8:00 AM-11:30 PM; Sunday 8:00 AM-6:30 PM
Event Start Time: _____ Event End Time: _____

Location of the Event: 933 North Rochester Street, Field Park, Mukwonago

A. Will your event take place in a residential neighborhood? *If yes, you will be required to notify all adjacent property owners when the event will occur.* ☒ YES ☐ NO

B. Please provide your COVID-19 Action Plan.

C. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.

D. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4.

E. Generally describe your event and its purpose.

Field Park set-up from Monday, June 12 - June 14; Thursday evening softball, wine tasting, bingo, live music, carnival, and other activities; Friday evening softball, Father of the Year, live music, carnival, and fireworks; Saturday live music, horse shoe tournament, children's activities, petting zoo, carnival and softball; Sunday village wide noon parade, car show, live music, softball, and carnival. Entire event will have food, beer, soda, etc.

F. Based on the class definitions found in the manual, what class is your event? ☒ CLASS I ☐ CLASS II

G. Estimated # of participants: _____ Spectators: 500 to 2000 daily Vendors: _____

OTHER INFORMATION

A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.* ☒ YES ☐ NO

- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: 4 minimum
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☒ YES ☐ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☐ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☐ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☒ YES ☐ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☒ YES ☐ NO
- H. Does your event involve amplified music? ☒ YES ☐ NO
 If yes, will the amplified music be a: ☐ Band ☐ DJ ☐ Other
 Hours of amplified music: Thursday 6:00-10:30 PM; Friday and Saturday 7:00-11:30 PM; Sunday 2:00-6:30 PM
- I. Please list the number of security staff you will be providing for the event: to be determined
- J. Will you need barricades provided by the Village for your event? ☒ YES ☐ NO
 If yes, how many? to be determined
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☒ YES ☐ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☒ YES ☐ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☒ YES ☐ NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☒ YES ☐ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
The Lions will utilize all of the Village of Mukwonago garbage cans and 60 from the American Legion.
All Village of Mukwonago picnic tables will be utilized.
~~The Lions will provide 2 - 30 yard dumpsters.~~
The Lions will provide 21 porta-johns, 1 handicap porta-john, and 4 wash stations. These maybe moved as needed. The Village of Mukwonago rest rooms will be locked during the event.
The Village of Mukwonago staff will move the concrete blocks used as anchors for the 60X100 tent.
~~The Village police department, fire department, and parks department will assist throughout the event.~~
- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? ☒ YES ☐ NO

INSURANCE REQUIREMENTS

The Special Event Sponsor will provide evidence of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.

Are you able to provide these insurance documents, if required? ☒ YES ☐ NO

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

This form is designed to be a guide for submitting a complete application for a special event.

Application:

- XX ☐ Completed application form including the procedural checklist.
XX ☐ Application fee: see fee sheet.

Other Documents:

- XX ☐ Plan of operation/proposal.
XX ☐ Overview of the site to be used for the event (layout of the event site).
XX ☐ Any additional information as determined by Village staff.

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit of \$200 for each scheduled day of the event (or portion thereof) two weeks prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 12 hours after the conclusion of the event. (This deposit is separate from any deposit required for rental of Village parks).

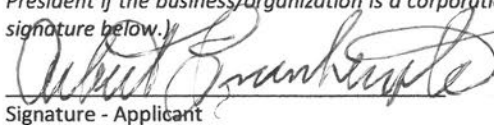
TERMINATION OF AN EVENT

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

CERTIFICATION

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

(The applicant's signature must be from a Managing Member if the business/organization is an LLC, or from the President or Vice President if the business/organization is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below.)


Signature - Applicant

Albert Frankenstein, treasurer

Name & Title (PRINT)

January 12, 2023

Date

Signature - Applicant

Name & Title (PRINT)

Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department:	Approved ☐ Denied ☐ Comments:		
Fire Department:	Approved ☐ Denied ☐ Comments:		
Public Works Department:	Approved ☐ Denied ☐ Comments:		
Village Clerk:	Approved ☐ Denied ☐ Comments:		
Village Board Approval Date	Village President Signature	Permit #	Issue Date

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION AND FEES SHEET

DEPARTMENT CONTACTS:

Clerk/Treasurer (262) 363-6421
Building Inspection (262) 363-6419
Fire (262) 363-6426

Police (262) 363-6435
Public Works (262) 363-6447
Water/Sewer Utility (262) 363-6416

VILLAGE PERMIT AND OTHER FEES:

Class I Event (Includes alcohol and/or amplified music)	\$20 per day of event
Class II Event	\$10 per day of event
Electrical Inspection	\$75 per hour
Fireworks Permit	No charge; State and local permit required
Parade Permit	\$25
Park Rental Permit	To be determined at the Clerk/Treasurer's Office
Pre-event Safety Inspection	\$75 per hour
Security Deposit	\$200 per event; May encounter additional deposit if using a park facility
Temporary Operator (Bartender) License	\$33 + \$10 background check fee each
Temporary Class B (Picnic) Beer and/or Wine License	\$10 per event
Tent Inspection (<2,500 sq. ft.)	\$35
Tent Inspection (>2,500 sq. ft.)	\$50



Mukwonago Lions Foundation, Inc. & Mukwonago Lions Club, Inc.

PO Box 61, Mukwonago, WI 53149

Mukwonago Lions Summerfeste, June 15 – 18, 2023

Plan of Operation

- Summerfeste activities are held on the grounds of Field Park with limited parking in Field Park and general parking at Park View Middle School and Kiwanis Park.
- Setup begins on the Monday prior and cleanup completed the Monday following. The Farmers Market may have their event on Wednesday afternoon at the north side of Field Park.
- Summerfeste is an out-of-doors event; including softball, children's activities, parade, fireworks, etc.
- Lions will provide signage near the pavilion to encourage social distancing, and to wash hands, or use hand sanitizer, at regular intervals. Lions will provide available hand sanitizer.
- Village to provide:
 1. Access to Picnic tables, Lion volunteers will place to incorporate social distancing.
 2. Barricades may be needed (coordinate with Parks Department and Police Department)

Lions will incorporate and direct food vendors with the following enhanced safety information:

1. Disposable canned beer and soda or single use cups shall be used during the event.
2. Food vendors will be recommended to avoid providing condiments from communal receptacles.
3. Picnic tables will be placed in a manner to promote social distancing.
4. Food vendors will be recommended to have hand sanitizer available for customers.
5. Food vendors will be recommended to use plastic gloves or wash hands, or use hand sanitizer, at regular intervals.
6. Vendors may wear masks if they choose to do so.
7. High touch surfaces in common areas, specifically lavatories, to be sanitized on a periodic basis by volunteers using sanitizing sprayer or cleaning solution.

Bands will be performing in an outside tent during the event. Participants shall be encouraged to socially distance, wear masks if they choose to do so, and use wash hands, or use hand sanitizer, at regular intervals. Tent sides will remain open to allow for adequate air circulation.

The parade is an outside event. Parade participant forms shall emphasize social distancing, avoiding physical contact, periodic hand washing or use of hand sanitizer, and limit interaction with people outside of your group.

The pavilion bar area will be washed and wiped frequently to maintain reasonable cleanliness. The doors remain open to allow for adequate air circulation.

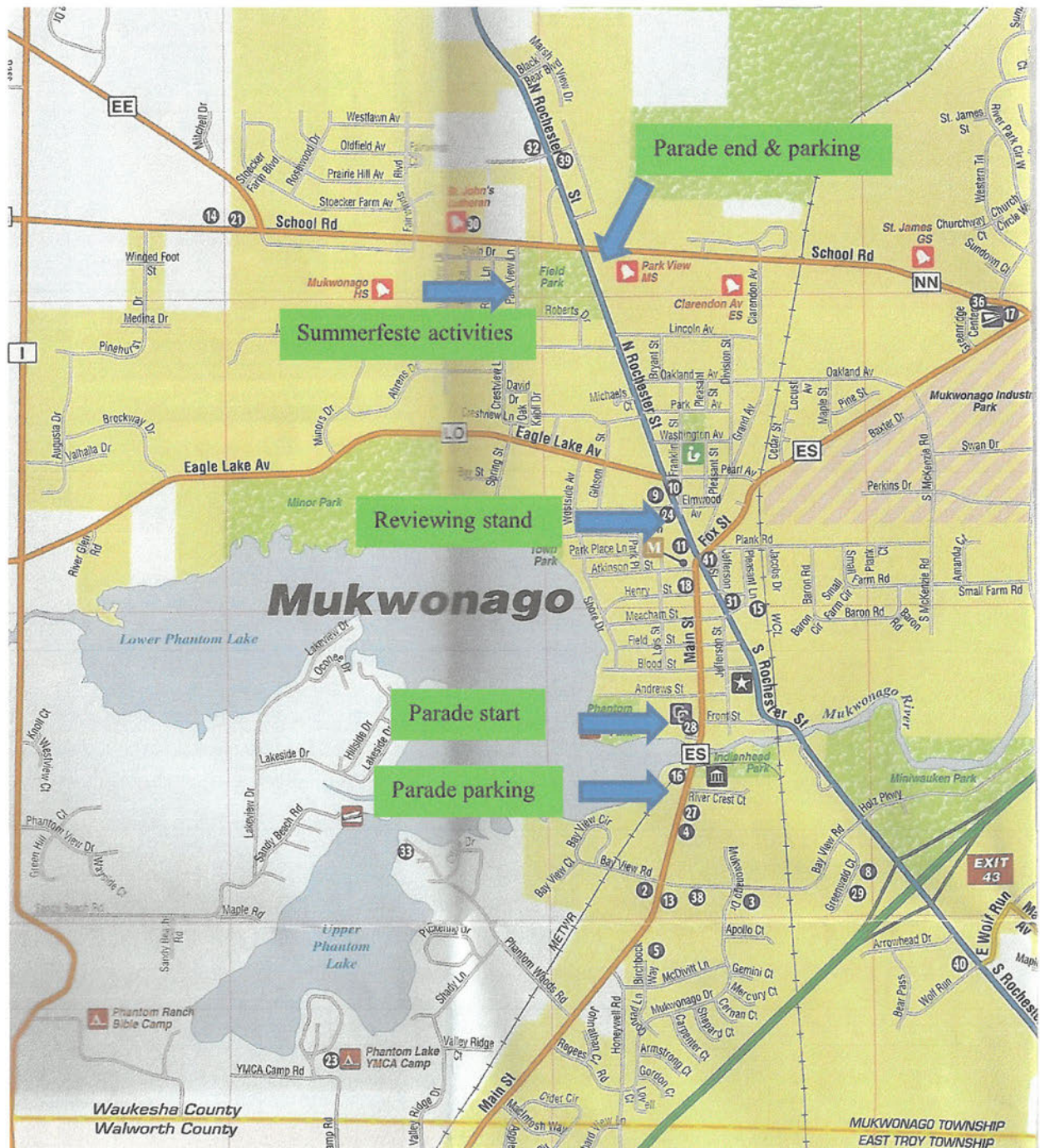
MUKWONAGO FATHER'S DAY PARADE

Traffic re-routed during parade by Mukwonago Police Department. Route 83 on north, along Hwy NN, Holz Parkway, to Hwy 83 south. Re-routed Hwy ES from east, along Holz Parkway, follow Bayview Road to Hwy ES south. Barricades on all cross streets along parade route between Field Park and Bayview Road. Barricades as needed along re-routed routes.

General Parade Lineup will be on a first come first serve by 11:00 AM near the Napa Auto Parts, 850 South Main Street (County ES) and continues up River Crest Court to the Mukwonago Village hall. Parking is available on River Crest Court.

Parade begins at noon, Sunday, FATHERS DAY. Parade route is north on Highway ES to stop and go light, north on Hwy 83 to Field Park and Park View Middle School.

Reviewing stand located in parking lot near Subway (corner Lake Street and Hwy 83).





Agenda Item Cover Report

Date: 03/09/23	Committee/Board: Board of Trustees
Submitted by: Fred Schnook	Department: Administration
Date of Committee Action: N/A	Date of Village Board Action: T.B.D.

Subject:

Letter of Support for an American Rescue Plan Act Home and Community-Based Services Planning Grant

Executive Summary:

The Wisconsin Department of Health Services is a recipient of Federal American Rescue Plan Act funding. This funding is being released to Wisconsin communities in the form of competitive grants. A coalition of Home and Community Based Service organizations/providers and parents has approached the Village Administrator asking for a letter of support for a planning grant. This grant, if awarded would provide the group with funding to bring community stakeholders and housing professionals together to learn how to develop inclusive, accessible and affordable housing. They envision developing something similar to Home of Our Own, a 501(c)(3) nonprofit established to create inclusive, affordable housing for disabled adults through partnership with other community-based nonprofits. Their first project, Prairie Haus, opened its doors in December 2020, providing 40 apartment homes for disabled adults, seniors, and working adults and families struggling with the rising cost of housing. "Prairie Haus is unique in that it provides affordable homes in an integrated setting for individuals with a wide range of support and behavioral needs." Link: <https://www.homeofourown.org/>

Fiscal Impact:

\$0

Executive Recommendation/Action:

It is the recommendation of the Administrator that the Village Board of Trustees provide a letter of support for an American Rescue Plan Act Home and Community-Based Services Planning Grant.

Attachments Included

American Rescue Plan Act (ARPA) HCBS Grants

Introduction

The American Rescue Plan Act (ARPA) provides qualifying states with federal funding for Medicaid home and community-based services (HCBS) activities. The Wisconsin Department of Health Services (DHS) is investing some of these federal funds to implement a statewide HCBS grant program. The program goal is to enhance, improve, and strengthen HCBS in Wisconsin.



Grants may be used to:

- Support organizations and providers with workforce training and service delivery improvements as they recover from the impact of the COVID-19 pandemic.
- Develop and implement specialized training for direct care workers and managers.
- Help individuals with intellectual, developmental, and other significant disabilities find and retain work.
- Improve person-centered planning and implementation.
- Increase specialized care, services, and engagement for individuals with dementia, autism, children's long-term care needs, or persons with other disabilities.
- Expand the use of technology and telehealth by assisting HCBS providers with supplies and equipment.
- Reduce disparities and improve access to a diverse and culturally competent pool of HCBS providers.
- Develop innovative ideas to improve HCBS.
- Prepare educational materials—on public health and other topics—in accessible formats for individuals receiving HCBS.
- Promote access to technology to facilitate human connection for individuals receiving Medicaid HCBS and their caregivers.
- Support quality initiatives that improve services and supports, and increase community engagement.
- Fund recruitment and retention activities for direct service workers of Medicaid HCBS providers.
- Purchase personal protective equipment and routine COVID-19 tests for direct service workers of Medicaid HCBS providers and people receiving Medicaid HCBS.



Applicant Eligibility

The applicant can be any of the following:

- A provider whose work supports HCBS participants. Eligible provider types include:
 - Community based residential facility (CBRF)
 - Residential care apartment complex (RCAC)
 - Adult family home (AFH)
 - Personal care agency
 - Supportive home care agency
 - Home health agency
 - Pre-vocational agency
 - Supported employment agency
- A managed care organization (MCO) active with HCBS programs in Wisconsin
- An IRIS (Include, Respect, I Self-Direct) consultant agency
- A university whose work supports HCBS providers or participants
- An advocacy agency whose work supports HCBS participants
- An association whose membership comprises HCBS providers
- A local government agency whose work supports HCBS providers or participants

Entities not listed above may partner with an eligible applicant. The allowable applicant must be the lead entity and complete the application and any required follow-up information.



Project Eligibility

Project eligibility is based on guidance issued by the Centers for Medicare & Medicaid Services (CMS) in the [CMS State Medicaid Director's Letter](#). Review this letter to see which projects are eligible. Of note:

- Appendix C (page 19) contains examples of activities to support state COVID-related HCBS needs
- Appendix D (page 22) contains examples activities to support state HCBS capacity building and LTSS rebalancing reform
- States must use federal ARPA funds to supplement, not supplant, state Medicaid HCBS spending.



Grant Goals and Focus Populations

Applications must have a goal of enhancing, expanding, or strengthening HCBS. Grants must benefit individuals or family members of individuals participating in a Wisconsin HCBS program or a service provider (or employee of a service provider) of a Wisconsin HCBS program.

- Children's Long-Term Support
- Family Care
- Family Care Partnership
- IRIS (Include, Respect, I Self-Direct)
- Program for All-Inclusive Care for the Elderly (PACE)



Timeline & Key Dates

Activity	Date
Informational Sessions	February 14 at 9-10 a.m. CST and February 16 from 3-4 p.m. CST
Virtual Office Hours	February 22-March 15, Wednesday from 2-3 p.m. CST
Application Released	February 21
Application Closed	March 21 at 5:00 p.m. CST
Award Notifications Sent	By June 30, 2023
Awardee Completes Award Notification Packet	Within 10 days of award notification
Awardee Receives First Payment	Approximately one week after award notification packet is complete

The second payment disbursement takes place after the grantee completes their milestones and spends most of their first payment.

For the most up-to-date information about the grants and updated timelines, check the [Medicaid HCBS Grants Supporting Quality and Innovation webpage](#).



Funding

DHS is investing \$15 million for the ARPA HCBS Grants Opportunity. Grant amounts will vary from \$25,000 to \$1 million.



Application Requirements & Scoring

Through a competitive process, DHS will select awardees based on the quality and scope of their application. Applicants are limited to two applications. The ARPA HCBS Grants Opportunity requirements and scoring system is below. For more information about how the application is scored, review the scoring criteria on the DHS ARPA Grants Opportunity website.

Section	Requirements	Weighting
Section 1: Administration	• Contact information • Description of organization and diversity and inclusion practices	5%
Section 2: Project Overview	• Project description • What the project will achieve • How the objectives will be met • Key personnel that will be involved in the project work	25%
Section 3: Project Impact	• Marketing strategy for outreach • Who the project will serve • How the project will meet the needs of diverse populations • Partnerships, if applicable	30%
Section 4: Timeline	• Detailed project timeline, including: - Specific dates - Key milestones - Deliverables	5%
Section 5: Budget	• Total project cost • Duration • Detailed budget	20%
Section 6: Evaluation	• Logic model that illustrates how the project will be: - Designed - Implemented - Analyzed	15%
Section 7: Attestations	• Agree to follow the described attestations	Pass/Fail
Extra Credit	Criteria: • Governor's budget or task force priority • Diversity in leadership • Sustainability • Benefit to diverse populations • Innovation • Covers under-represented program or geographic area	Up to 5 points per questions
Total		100%

✓ Post-Award Requirements

Once an application is approved, DHS will send an Award Notification Packet to the applicant. The applicant will have 10 days to sign and upload the Grant Agreement form, the W-9 form, and banking information into GrantsConnect. This deadline will be listed in the Awards Notification packet.

Awardees who receive funding must document how they used the awarded funds. The awardee will need to maintain documentation sufficient to demonstrate spent costs have enhanced, expanded, or strengthened HCBS. DHS may perform an audit to ensure the funds were used solely for the purposes of this grant. In addition, the awardee will need to document measures to show the success of the grant and submit the outcomes to DHS. Awardees will submit all information in quarterly reports with supporting documentation (for example, receipts) to DHS.



Need Help?

If you need assistance with your application, you may contact our help desk Monday through Friday from 8-4:30 Central Time at the email and phone number below:

GrantsWIARPAHCBS@pcgus.com

833-660-2499

From February 22 through March 15, 2023, we will hold virtual office hours on Wednesdays from 2-3 p.m. Central Time to answer questions about the grant process.

[Join virtual office hours on Microsoft Teams](#) when office hours are open.



WISCONSIN DEPARTMENT
of **HEALTH SERVICES**

P-03294 (02/2023)

PROJECT DETAILS

INTRODUCTION

Name of the project: Mukwonago Inclusive Housing Project

Description of the project: A project aimed at learning how to develop an inclusive and affordable housing community in Mukwonago while creating a toolkit for others to be able to replicate it in their own communities.

Start date: June 2023

Target completion date: September 1 2024

Purpose of the project: The purpose of this project is to bring community stakeholders and housing professionals together to learn how to develop inclusive, accessible and affordable housing. A significant amount of time will be dedicated to building an understanding of the housing needs of the community including: current workforce needs and projected needs, location feasibility and availability and/or ability to allocate healthcare and caregiving staff. Through this process the team will determine how to move forward with inclusive housing in Mukwonago while developing a toolkit that other cities can use to replicate the project.

TIMELINE

Activity	Start Date	Target End Date
Complete ARPA grant application	3/1/23	3/20/23
Form project lead team	2/1/23	3/20/23
All support letters submitted from project leads	3/1/23	3/19/23
ARPA award announcement		6/23 (10 days to sign)
Receive 1st round of grant dollars		7/23
Build grant reporting		7/23

documents		
Hire project facilitator/consultant	7/1/23	8/14/23
Add community members to project team	7/1/23	8/14/23
Project kick-off meeting		9/23
Grant project end/final reporting		9/24

BUDGET ALLOCATION

Description	Budget
Facilitator	\$15,000
Home or Our Own (inclusive housing consultants)	\$5000
Team travel (mileage, hotel, meals)	\$3500
Project team stipend/work time compensation	\$16,800
Marketing/Graphic design/Printing	\$4000
Meeting/event space rental	\$2000
Training/Conference fees	\$1125
Respite care for parent/guardian team member(s) to attend meetings/events	\$3000
JEMZ 501c3 fees	\$1200
Total	\$51,625

RESOURCE LINKS:

<https://www.wheda.com/about-wheda/wheda-stories/supportive-housing-institute>

<https://dhs.wisconsin.gov/arpa/hcbs-grant-awards.htm>

<https://dhs.wisconsin.gov/publications/p03294.pdf>



Village of Mukwonago

440 River Crest Court Mukwonago, WI 53149
Tel. (262) 363-6420 | Fax: (262)363-6425

Date: March 9, 2023

To: Wisconsin Department of Health Services

RE: Developing inclusive, affordable, and replicable community housing

The Village of Mukwonago provides this letter to show support for the collaborative project aimed at learning how to develop an inclusive and affordable housing community in Mukwonago while creating a toolkit for others to be able to replicate this in their own communities. The Village of Mukwonago is supportive of creating a variety of housing options including home and community-based services to address the needs of our disabled population.

If this project is funded, The grant funds will be used to investigate how to increase the number of HCBS individuals who are living in inclusive and affordable housing in Mukwonago, WI. We understand this type of housing is needed in many areas of Wisconsin. We will develop a toolkit including systems framework that will assist others across the state in replicating our model.

If this project is funded, we commit to meeting each of our milestones within our proposed timeline and understand that ongoing grant funding is dependent on this.

Sincerely,

Fred Winchowky
Village President



STAFF REPORT
VILLAGE OF MUKWONAGO PLAN COMMISSION
Tuesday, March 14, 2023
6:30 PM
440 RIVER CREST CT
MUKWONAGO, WI 53149

Conditional Use for Pottery by Jessie LLC, a Pottery Studio - Home Occupation, to be located at 131 Oakland Ave submitted by Jessica Schroeder (Owner) - Tax Key No. MUKV1973133

Overview

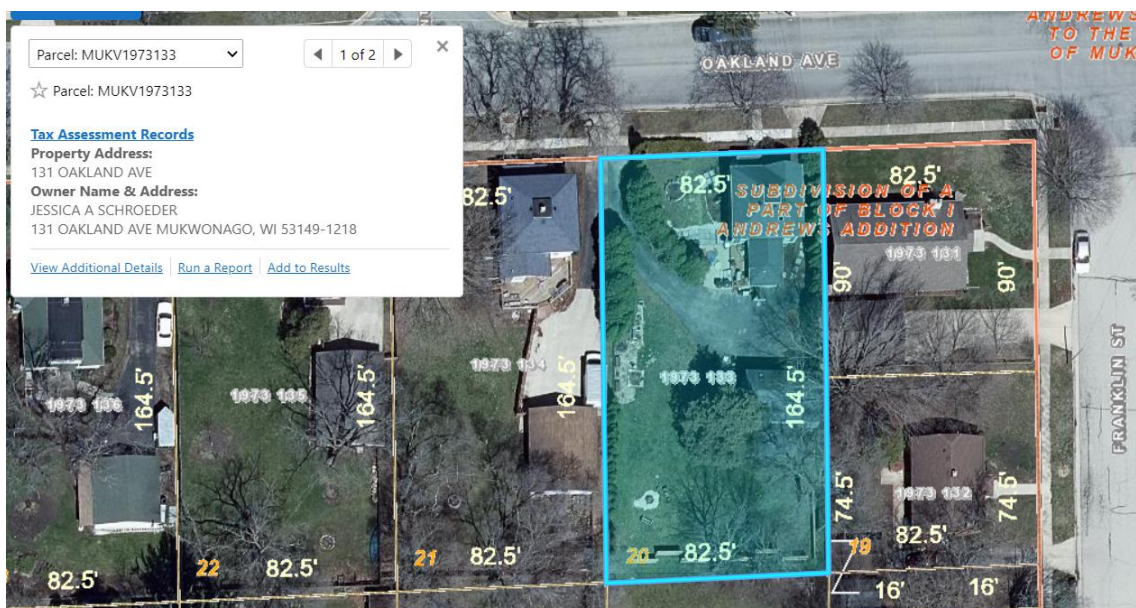
The property is currently zoned R-2: Single Family-Historical Lot Residential District. The applicant is operating a small pottery business, previously located at 611 Main St, Mukwonago. This is mainly an online business. Jessica has solely owned and operated the business for over 22 years in Waukesha County and for the past 10 years of that in Mukwonago. The applicant believes this enriched the Village by way of not only offering our community a product no one else does but supporting her and her son after having to close her Main St location. Being in a Historical District it is an honor and privilege to have restored her home inside and out over the last 4 years and had folks stop and point out and take photos, which is only a benefit to the community and property. Since closing her Main St location she has downsized and working out of her garage, small shed and an office located in her home. She hope to continue to donate her work to countless community organizations she has had the privilege to work with.

Her business is quiet, contained, maintained and will not impact neighboring properties.

No building is required, all electrical, HVAC, permits have been obtained and inspected by Inspector Tim Rutenbeck.

Her home and garage are not imposing a burden on utilities or Village improvements.

She believes the benefit of an award winning nationally recognized artist making a living within her property and Village guidelines have greater breath than any possible adverse impact, of there is none.





Home Occupations

Per Code Section 100-21 Use Restrictions (6) Home occupations and professional home offices are a conditional use in any residential district requiring a conditional use permit. The home occupation or professional home office shall meet the following minimum criteria:

a. The use of the residential dwelling for the home occupation or professional home office shall be

clearly incidental and subordinate to its residential use and shall not occupy more than 25% of the floor area of one floor.

b. No professional home office shall be located in or conducted in any accessory structure.

c. No person other than members of the family residing on the premises shall be employed or engaged in such home occupation or professional home office.

d. Home occupations shall use only household equipment, and no stock in trade shall be kept or sold except that made on the premises.

e. No traffic shall be generated by the home occupation or professional home office in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of the home occupation or use shall be provided off the street and other than in the required street yard.

f. (Reserved)¹¹

^[1]*Editor's Note: Former Subsection (a)(6)f, regarding outdoor storage, was repealed 10-21-2020 by Ord. No. 985.*

g. Home occupations, which comply with the conditions set forth above, may include, but are not limited to, baby-sitting, canning, crafts, desktop publishing and other computer services, dressmaking, laundering, millinery, piano teaching and word processing.

h. Home occupations shall not include auto body or engine repair, barbering, beauty shops, construction trades, dance studios, insurance agencies, photographic studios or real estate brokerages.

Staff Review: The applicant meets the above criteria and her business is contained inside of the structures on the premise which do not have a negative impact on the neighboring properties.

Recommendation: Recommend approval of the Conditional Use for the Pottery by Jessie LLC Home Occupation proposed, to be located at 131 Oakland Ave as submitted by Jessica Schroeder (Owner) Tax Key No. MUKV1973133.

Respectfully Submitted:

Erin Scharf

Community Planner/Zoning Administrator

Village of Mukwonago
440 River Crest Ct
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425

VILLAGE OF MUKWONAGO

CONDITIONAL USE PERMIT APPLICATION

Application Fee: \$450

Date Submitted: _____

CONTACTS

Zoning and Planning Department

Contact: Community

Planner/Zoning Administrator

Phone: (262) 363-6420 ex 2111

Email: planner@villageofmukwonago.gov

GUIDELINES

The undersigned petition is to consider a request, as stated herein, for the specified parcel(s) of land and will be reviewed by the Plan Commission and Village Board of the Village of Mukwonago.

Conditional use applications require a public hearing. To ensure the public hearing will be properly advertised, the application must be submitted **at least 30 days prior to the meeting** in which the Plan Commission will hold the public hearing. The Plan Commission meets on the second Tuesday of each month at 6:30 p.m.

Materials listed on page 3 must be provided to the Village of Mukwonago in accordance with Village Municipal Code Chapter 100-354 and other pertinent sections of Village ordinances, WI Stats. 62.23, and as necessary to permit review that is consistent with proper planning practice. The Village will strive to accommodate reasonable requests for informal preliminary staff review, however the Village shall not place any items on the agenda for Plan Commission consideration until such time as the application is complete in accordance with all requirements specified on this and other attached application forms.

Mail completed applications to: Village Planner

ATTN: Conditional Use Permits

440 River Crest Ct

Mukwonago, WI 53149

Deliver to:

Village Clerk's Office

440 River Crest Ct

Email to:

planner@villageofmukwonago.gov

Complete, accurate and specific information must be entered. Please Print.

● APPLICANT (Full Legal Name)

Name:

Jessica Amy Schroeder

Company:

Pottery by Jessie LLC

Address:

131 Oakland Ave

City:

Mukwonago

State: WI

Zip:

53149

Daytime Phone:

414-588-4636

Fax:

E-Mail:

info@handmade-dinnerware.com or

GreenRabbitClayStudio@gmail.com

● PROPERTY AND PROJECT INFORMATION

Present Zoning: R2 Tax Key No(s): MUKV1973 133
Address/Location: 131 Oakland Ave. Mukwonago, WI 53149

A. I/We request a conditional use permit for:

Operating small pottery business previously located
at 611 Main Street, Mukwonago; now at
residence for mainly online business.

B. The property is presently used as:

Resident for 1 adult + 1 minor

C. Name of Architect, Professional Engineer, or Contractor: N/A

D. Project Timetable: Start Date: _____ Completion Date: _____

E. All of the Proposed Use(s) of the property will be:

Principal Use _____

Secondary Use _____

Accessory Use _____

F. I/We represent that I/we have a vested interest in this property in the following manner:

☒ Owner

☐ Leasehold. Length of Lease: _____

☐ Contractual. Nature of contract: _____

☐ Other. Please explain _____

PROCEDURAL CHECKLIST FOR CONDITIONAL USE REVIEW AND APPROVAL

This form is designed to be a guide for submitting a complete application for a conditional use.

Application Submittal Packet Requirements for Village and Applicant Use (Check off List)

Application:

- ☒ Completed application form including the procedural checklist and justification of the proposed conditional use.
- ☒ Application fee: \$450 *INVOICE*
- ☐ Agreement for Reimbursable Services (separate application)

Required site drawings:

- ☐ Survey of the property ?
- ☐ Landscape plan
- ☒ Parking plan (including parking computations) *N/A - NO customer traffic*
- ☐ Lighting plan (including photo metrics)
- ☐ Proposed location and connection to the sanitary sewer and water mains
- ☐ Drainage plan (if applicable)
- ☒ All building elevations *Any accessory structures which the business is operating in-photos will work. approved by Tim Rutenbeck during HVAC + Electric inspections.*
- ☐ Floor plans

Other Documents:

- ☐ Plan of operation/proposal
- ☐ Overview of the adjoining lots (including list of parcel identification numbers and names and mailing addresses of the current owners for all properties within 300 feet of the subject property)
- ☐ **Electronic Submittals are required.** Email (or CD ROM) with all plans and submittal materials in Adobe PDF to planner@villageofmukwonago.com.
- ☐ Any additional information as determined by Village staff

JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

The Plan Commission and Village Board of the Village of Mukwonago will base their decisions on the category standards listed below. It is in the best interest of the applicant to base their presentation on the same applicable set of standards when presenting their petition. **Applicant: Please fill out ALL of the questions. Use additional sheets of paper if needed.**

A. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the Village of Mukwonago Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

My small business in which I have owned solely + operated for over 22 years in Waukesha County, and for the past 10 years in Mukwonago, enriches the Village by way of not only offering our community a product no one else does, but supporting the arts. I support myself + son on my profession and now, after having to close my Main Street location,

B. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the Village of Mukwonago Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

I believe being in a Residential Historic District (R2) is an honor + privilege and have spent the last 4 years restoring and improving my home's interior + exterior to the point people stop + take photos. I believe my small art business will only benefit the community and property.

I am downsizing and working out of my
garage + in home office to create, sell online
and ship my handmade ceramics, nationwide.
I hope to continue to donate my work
to the countless community organizations
that I have had the privilege to work
with.

- C. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 100-354 (a), (b), and (c)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide development?

My business will not impact neighboring properties, and is quiet, contained + maintained.

- D. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

No buildouts required, all electrical + HVAC permits have been pulled, completed + approved by Tim Rutenbeck.

- E. Is the proposed conditional use located in an area that will be adequately served by and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

Yes, my home + garage are not imposing undue burden to utilities or any Village improvements etc.

- F. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Sections 100-354 (e)(1) and (2)), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

I believe the benefit of an award winning, nationally recognized artist making her living within her property + Village guidelines have greater breath than any possible adverse impact, of which there are none.

CERTIFICATION

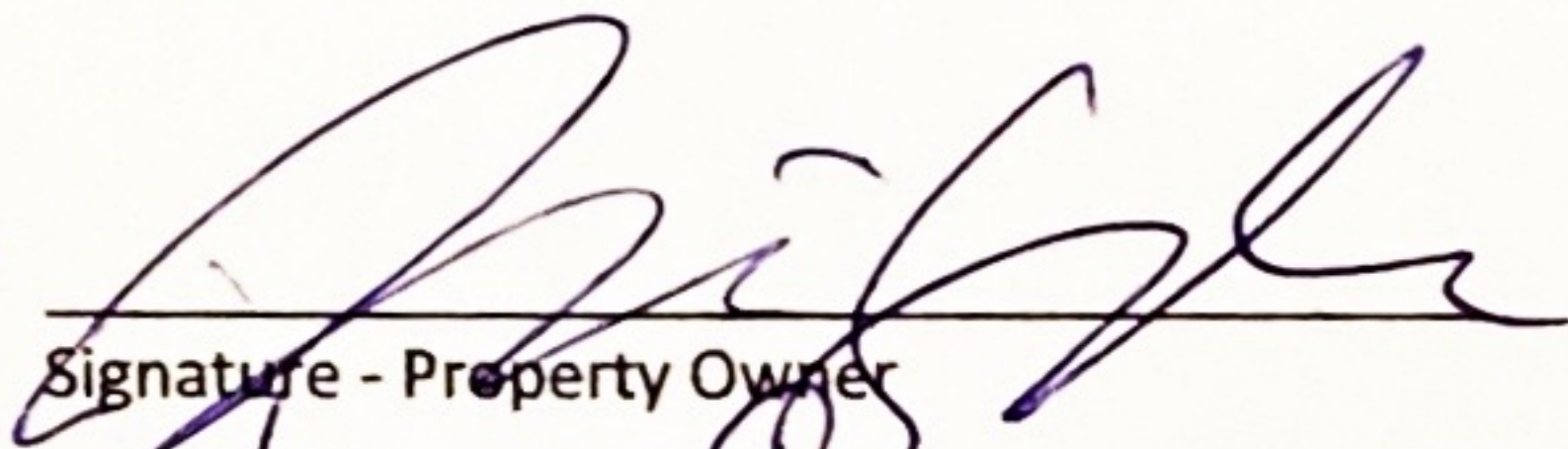
Applicant hereby certifies that:

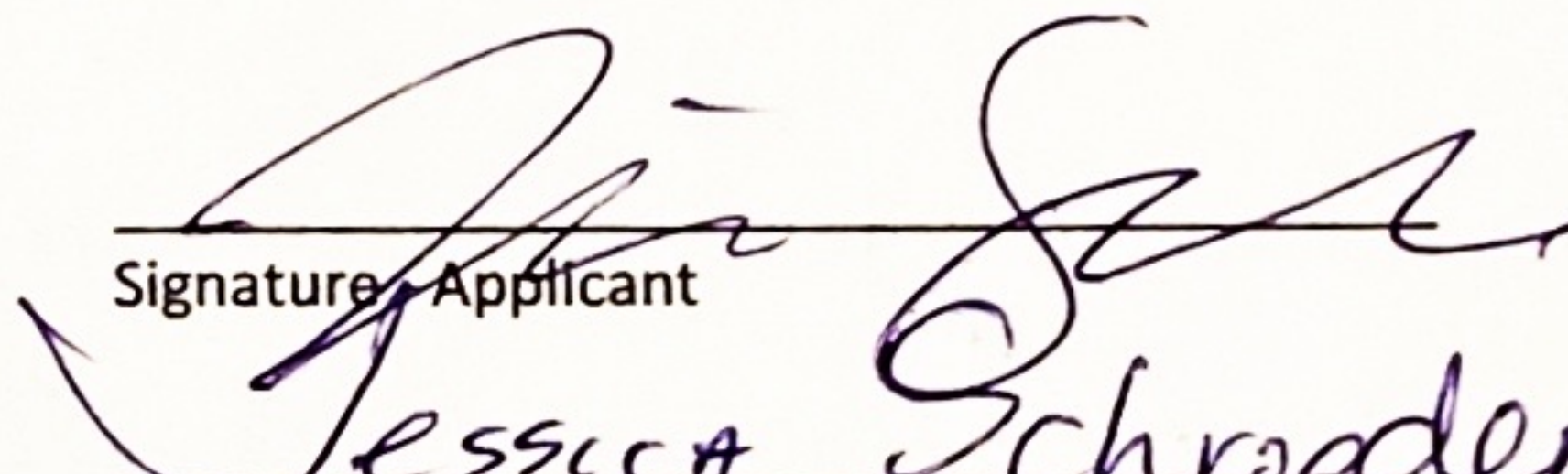
1. All of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.
2. Affirms that no Village of Mukwonago elected or appointed official or employee has a proprietary interest in the above referenced property for which this applications being filed (except as stated below under "Exceptions").
3. None of the above referenced individuals has been promised or given any contract for consultation, planning or construction in relation to this project (except as stated below under "Exceptions").
4. Applicant has read and understands all information in this packet.

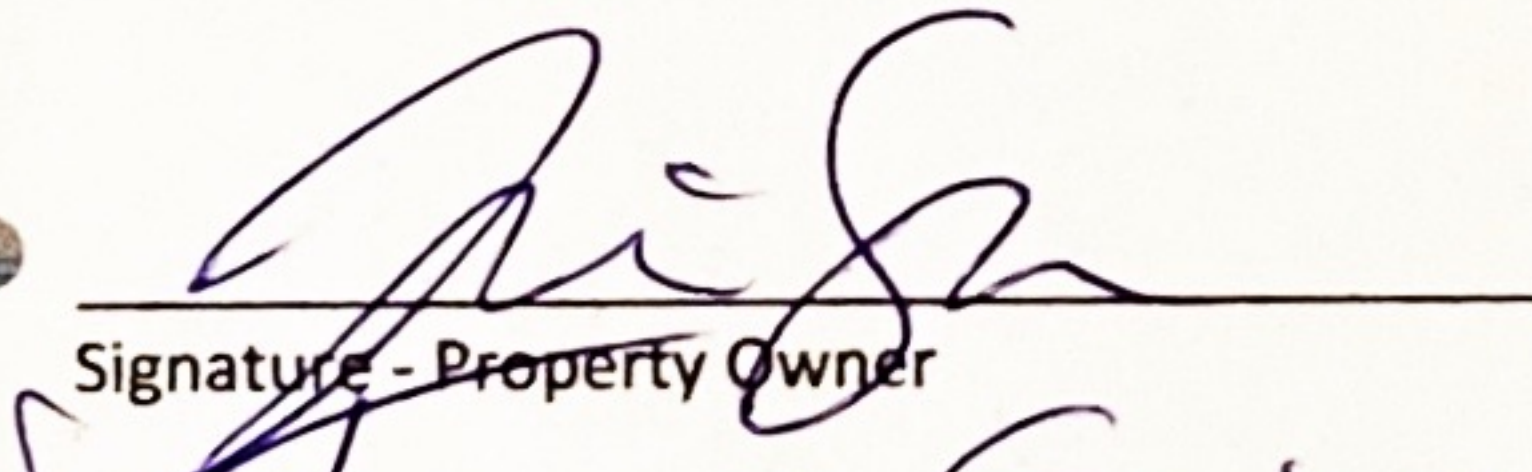
Applicant further understands the policies of the Village regarding change of zonings and property development. Conditions of the resolution regarding all approvals are strictly followed. Certificates of Occupancy are not given until all conditions of approval have been met

By the execution of this application, applicant hereby authorizes the Village of Mukwonago or its agents to enter upon the property during the hours of 7:00 am to 7:00 pm daily for the purpose of inspection. Applicant grants this authorization to enter even if this land has been posted against trespassing pursuant to Section 943.13 WI Stats.

(The applicant's signature must be from a Managing Member if the business is an LLC, or from the President or Vice President if the business is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below, and a signed property owner's authorization letter may be provided in lieu of the property owner's signature[s] below. If more than one, all of the owners of the property must sign this Application).


Signature - Property Owner
Jessica SCHROEDER,
Name & Title (PRINT) OWNER
2/22/23
Date


Signature - Applicant
Jessica Schroeder, owner
Name & Title (PRINT)
2/22/23
Date


Signature - Property Owner
Jessica SCHROEDER,
Name & Title (PRINT) OWNER
2/22/23
Date

N/A
Signature - Applicant's Representative

Name & Title (PRINT)

Date

FOR OFFICE USE ONLY			
Date Paid	Receipt #	Date(s) Notice Published	Date Notices Mailed
Public Hearing Date	Plan Commission Date(s)	Village Board Date(s)	Resolution Number
Escrow Required? ☐ Yes ☐ No		Escrow Amount	
Plan Commission Disposition			
Village Board Disposition			

RESOLUTION 2023-09

Village of Mukwonago Order Granting a Conditional Use and Prescribing Conditions

WHEREAS, Jessica A Schroeder (hereinafter “property owner”) own the property located at 131 Oakland Ave (hereinafter “subject property”) in the Village of Mukwonago, more particularly described as follows:

LOT 20 SUBDIVISION OF A PART OF BLOCK I
ANDREWS ADDITION PT BLK I PT NE1/4 SEC 26 T5N
R18E; and

WHEREAS, the property owner has, consistent with the Village of Mukwonago’s zoning code, submitted a conditional use application for a Home Occupation – Pottery by Jessie LLC, owner and occupant; and

WHEREAS, upon receipt of the petition submitted by the property owner/operator, the Village Clerk properly referred such petition to the Plan Commission; and

WHEREAS, allowing for required public notice, the Plan Commission conducted a public hearing on March 14, 2023 to consider the petitioner’s request; and

WHEREAS, members of the public in attendance were given ample opportunity to provide comment regarding the petitioner’s request; and

WHEREAS, the Plan Commission passed a motion recommending to the Village Board that the conditional use be approved subject to certain conditions; and

WHEREAS, the Plan Commission, in passing on the matter, has made the following determinations consistent with Section CODE of Mukwonago’s zoning code:

1. The proposed conditional use (the use in general, independent of its location) is in harmony with the purposes, goals, objectives, policies and standards of the comprehensive plan, the zoning code, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village.
2. The proposed conditional use (in its specific location) is in harmony with the purposes, goals, objectives, policies and standards of the comprehensive plan, the zoning code, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village.
3. The proposed conditional use, in its proposed location and as depicted on the required site plan does not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the zoning code, the comprehensive plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide development.
4. The proposed conditional use would maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

Return to:

Diana Dykstra, Village Clerk
Village of Mukwonago
440 River Crest Ct
Mukwonago, WI 53149

Parcel Number: MUKV 1973-133

5. The proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities, or services provided by public agencies serving the subject property.
6. The potential public benefits of the proposed conditional use outweigh any and all potential adverse impacts of the proposed conditional use after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.

In addition, the petitioner has shown compliance with the requirements set forth in the Village's zoning code for the specified use.

WHEREAS, the Village Board has carefully reviewed the recommendation of the Plan Commission and concurs with the Plan Commission's findings set forth above, provided the conditional use is operated pursuant to the conditions of approval set forth in this order.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED AS FOLLOWS:

1. **Authorized uses.** Subject to the terms and conditions of this approval and the sections of the zoning code that apply, the property owner/tenant are authorized to operate a contractor shop/showroom as set forth herein and as specified in the Village's zoning code. This approval is strictly limited to the existing building on the subject property.
2. **Issuance of permit required.** The Zoning Administrator is authorized to issue the property owner/tenant a conditional use permit when all conditions enumerated in section 3 have been satisfied to his or her satisfaction. Such permit is the last approval before the property owner can begin to establish the use as authorized herein.
3. **Initial conditions of approval.** The following conditions shall be satisfied prior to the issuance of the conditional use permit:
 - a. The building inspector shall inspect the building and ensure that it complies with all applicable building codes.
 - b. The property owner is required to accept the terms and conditions of this conditional use order in its entirety in writing. If the property owner and the tenant do not sign this instrument and return it to the Village Administrator within 4 months of approval, this order is null and void. Prior to such expiration, the property owner may request an extension to this time period and the Village Administrator may approve an extension with good cause.
 - c. This order must be recorded against the subject property in the Waukesha County register of deeds office (only if subsections 3(a) through 3(b) have been satisfied).

In the event that any of the above conditions are not satisfied within 9 months of the date of this approval, this order shall be null and void without any further action by the Village of Mukwonago.

4. **Ongoing conditions of approval.** The following conditions shall constitute an ongoing obligation:
 - a. The use of the residential dwelling for the home occupation and professional home office shall be clearly incidental and subordinate to its residential use and shall not occupy more than 25% of the floor area of one floor.
 - b. No professional home office shall be located in or conducted in any accessory structure.
 - c. No person other than members of the family residing on the premises shall be employed or engaged in such home occupation or professional home office.
 - d. Home occupations shall use only household equipment, and no stock in trade shall be kept of sold

except that made on the premises.

- e. No traffic shall be generated by the home occupation or professional home office in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of the home occupation or use shall be provided off the street and other than in the required street yard.
- f. The subject property must be maintained in a clean and neat appearance.
- g. One sign allowed per Municipal Code Sec 64-17(a) Permanent personal name and warning signs not requiring a permit. Personal name and warning signs not exceeding two square feet located on the premises on which the signs refer are allowed without permit. Such signs shall be located on private property and not less than 10 feet from any street right-of-way, or any side or rear lot line. Personal name signs include a sign advertising a home occupation as defined with standards within Chapter 100.

5. **Expansion or changes.** The conditional use hereby authorized shall be confined to the subject property without extension or expansion. Any expansion or change in use shall require issuance of a new conditional use approval pursuant to the requirements in effect at the time of application.

6. **Modification of property boundary lines.** The property owner shall not change the size and/or shape of the subject property by any means without the approval of the Village Board. If the Village Board determines that a proposed change is substantial with regard to the overall size of the parcel and/or configuration, such change shall require issuance of a new conditional use approval pursuant to the requirements in effect at the time of application.

7. **Plans and related matters.** Unless otherwise expressly stated herein, plans that are specifically required by this conditional use order may be amended upon the prior approval of the Plan Commission if the Plan Commission finds the amendment to be minor and consistent with the conditional use order and permit. Any change in any plan that the Plan Commission feels, in its sole discretion to be substantial, shall require a new approval and all procedures in place at the time must be followed.

8. **Inspection.** The property owner shall allow Village of Mukwonago staff, officials, and other authorized agents to inspect the subject property, at any reasonable time and for any proper purpose related to compliance with this conditional use order.

9. **Discontinuance.** Should the conditional use be discontinued in use for 365 consecutive days the use shall be terminated as set forth in the Village of Mukwonago's zoning regulations.

10. **Private rights.** This approval is given under the Village of Mukwonago's zoning regulations and is not to be interpreted to abrogate any private rights other property owners may have pursuant to deed restrictions or restrictive covenants.

11. **Interpretation.** If any aspect of this conditional use order is in conflict with any other aspect of the conditional use order, the more restrictive provisions shall be controlling, as determined by the Plan Commission.

12. **Other permits.** This order shall not be deemed to constitute a building permit, or constitute any other license or permit required by Village ordinance, or other local, state, or federal law.

13. **Severability.** In the event a court of competent jurisdiction determines that a paragraph or phrase of this conditional use order is unlawful, illegal, or unconstitutional, said determination as to the particular phrase or paragraph shall not void the rest of the conditional use order and the remainder shall continue in full force and effect.

14. **Heirs, successors, and assigns.** This conditional use order shall be binding upon the property owner and their heirs, successors, and assigns. Upon a change in ownership, the property owner shall notify the

Village Clerk or if the owner leases the space to another tenant.

15. **Ongoing review.** This conditional use may be reviewed by the Plan Commission with notice to the property owner at any time upon complaint or upon Plan Commission initiative. If it is determined that the authorized use is no longer compatible, or that the provisions of this approval have not been complied with, the Village Board may revoke or amend this order after recommendation by the Plan Commission and holding of a public hearing.

16. **Amendment.** The property owner may propose an amendment to this conditional use order at anytime by submitting a written petition to the Village Clerk, which shall be reviewed pursuant to the requirements in effect at the time of application.

17. **Violation.** Any violation of this order may be treated as a violation of Mukwonago's zoning regulations and each day of each violation of each condition herein shall be treated as a separate violation.

Approved this 15th day of March, 2023

BY THE VILLAGE BOARD OF THE VILLAGE OF MUKWONAGO

Fred Winchowky, Village President

Attest:

Diana Dykstra, Village Clerk

STATE OF WISCONSIN, WAUKESHA/WALWORTH COUNTY

Personally came before me this ____ day of _____ 2023, the persons described above, Fred Winchowky, Village President, and Diana Dykstra, Village Clerk, to me known to be the persons who executed the foregoing instrument and to me known to be such Village President and Village Clerk of the Village of Mukwonago and acknowledged that they executed the foregoing instrument as such officers of said municipal corporation by its authority and pursuant to the authorization by the Village Board from their meeting on the 15th day of March, 2023.

NOTARY PUBLIC

My Commission Expires:

The remainder of this page left intentionally blank

Acceptance by Property Owner

I, Jessica A Schroeder, the undersigned accept the terms stated herein.

Dated this _____ day of _____, 2023

Jessica A Schroeder

STATE OF WISCONSIN, WAUKESHA/WALWORTH COUNTY

Personally, came before me this _____ day of _____, 2023, the above-named persons, Jessica Schroeder, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

My Commission Expires:



STAFF REPORT
VILLAGE OF MUKWONAGO PLAN COMMISSION
Tuesday, March 14, 2023
6:30 PM
440 RIVER CREST CT
MUKWONAGO, WI 53149

Extraterritorial Review of a four-lot Certified Survey Map located on Beulah Rd, Town of Mukwonago

Overview

The property currently is zoned Agriculture, and the intended use is Residential. The applicant, Tom McAdams, TM Highview LLC has submitted a 4-Lot CSM, A redivision of Lot 1 of CSM #12302 in the Town of Mukwonago. The lands are located on SW 38 Acres of HWY NN and Beulah Rd. The Village of Mukwonago previously approved a 2-Lot CSM which this is a redivision of, last year. The Town of Mukwonago approved the 4-Lot CSM on January 4, 2023.



Extraterritorial Review

TM Highview LLC owns a parcel off HWY NN and Beulah Rd in the Town of Mukwonago and has submitted a certified survey map to create four parcels. The Village is reviewing this survey in the Town because it is within the Village's extraterritorial review area per Section 54-62(a) of the Municipal Code. The Town of Mukwonago has already approved the certified survey map.

Recommendation: Recommend approval of the proposed 4-Lot CSM Extraterritorial Review in the Town of Mukwonago, located at HWY NN and Beulah Rd as submitted by Tom McAdams, TM Highview LLC.

Respectfully Submitted:

Erin Scharf

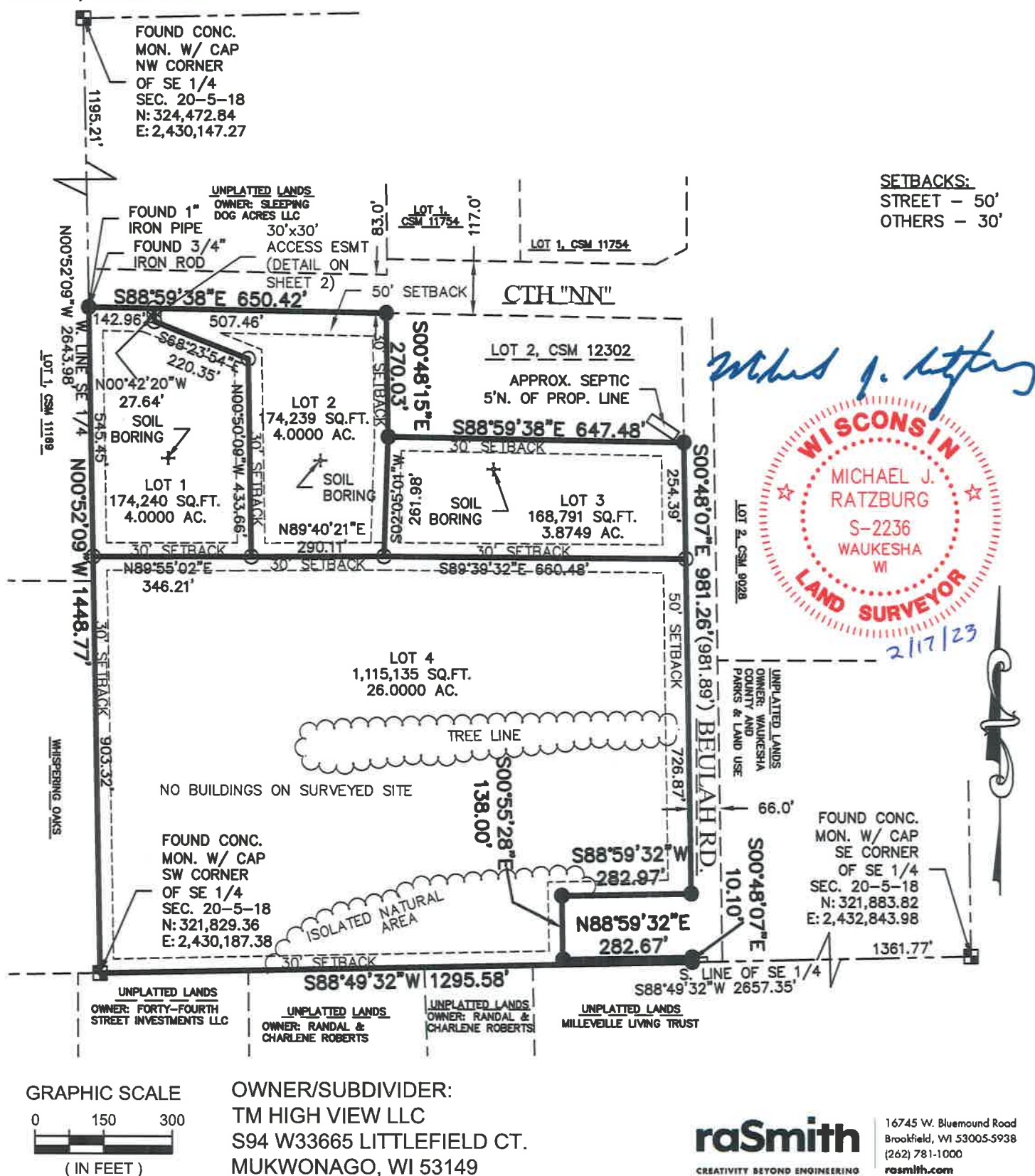
Community Planner/Zoning Administrator

CERTIFIED SURVEY MAP NO. _____

A division of Lot 1 of Certified Survey Map No. 12302, being part of the Southwest 1/4 and the Northwest 1/4 of the Southeast 1/4 of Section 20, Township 5 North, Range 18 East, in the Town of Mukwonago, Waukesha County, Wisconsin.

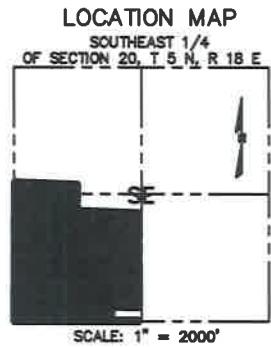
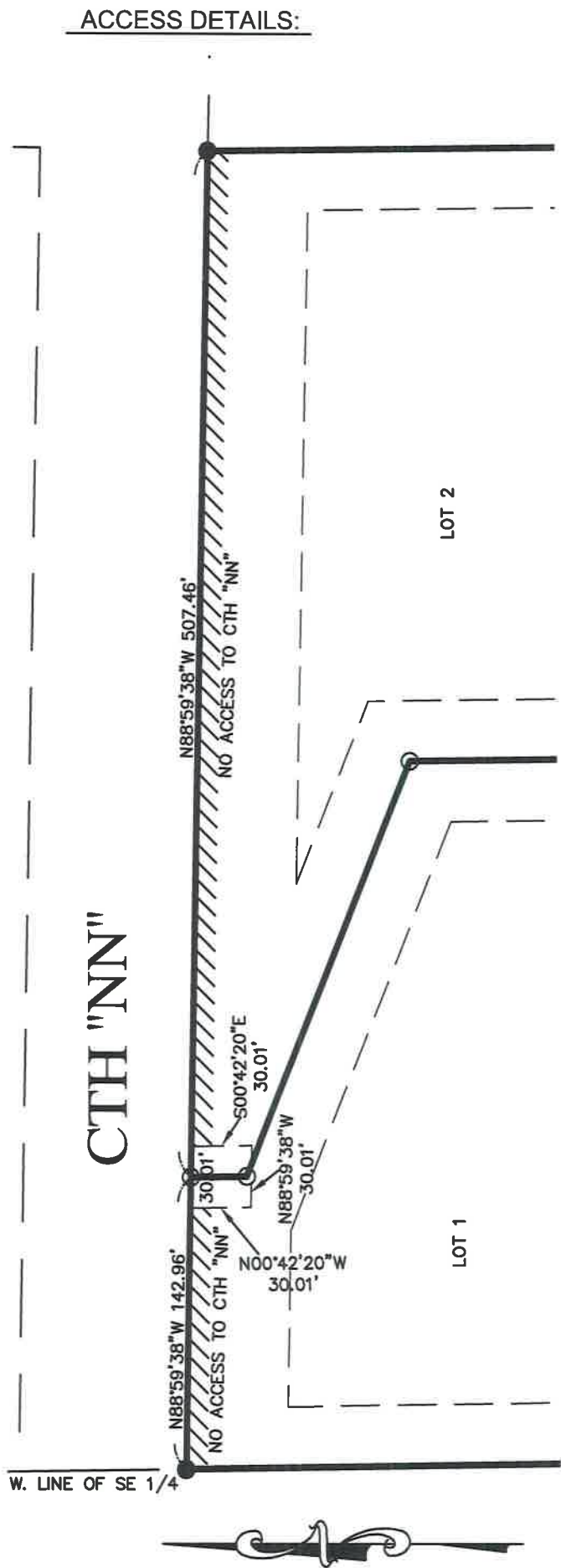
- INDICATES FOUND 3/4" IRON ROD
○ INDICATES SET 1.315" O.D. IRON PIPE AT LEAST 18" IN LENGTH, 1.68 LBS. PER LINEAL FOOT.

ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.
ALL BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SECTION 20, T 5 N, R 18 E, WHICH BEARS SOUTH 88°49'32" WEST. WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.



CERTIFIED SURVEY MAP NO. _____

A division of Lot 1 of Certified Survey Map No. 12302, being part of the Southwest 1/4 and the Northwest 1/4 of the Southeast 1/4 of Section 20, Township 5 North, Range 18 East, in the Town of Mukwonago, Waukesha County, Wisconsin.



Michael J. Ratzburg

WISCONSIN

MICHAEL J. RATZBURG

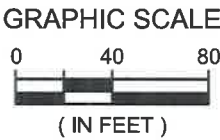
S-2236

WAUKESHA

WI

LAND SURVEYOR

2/17/23



CERTIFIED SURVEY MAP NO. _____

A division of Lot 1 of Certified Survey Map No. 12302, being part of the Southwest 1/4 and the Northwest 1/4 of the Southeast 1/4 of Section 20, Township 5 North, Range 18 East, in the Town of Mukwonago, Waukesha County, Wisconsin.

SURVEYOR'S CERTIFICATE
STATE OF WISCONSIN }

:SS
WAUKESHA COUNTY }

I, MICHAEL J. RATZBURG, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped a division of Lot 1 of Certified Survey Map No. 12302, being part of the Southwest 1/4 and the Northwest 1/4 of the Southeast 1/4 of Section 20, Township 5 North, Range 18 East, in the Town of Mukwonago, Waukesha County, Wisconsin, bounded and described as follows:

Beginning at the Southwest corner of the Southeast 1/4 of said Section 20; thence North 00°52'09" West along the West line of said Southeast 1/4, a distance of 1448.77 feet to the South line of C.T.H. "NN"; thence South 88°59'38" East along said South line 650.42 feet to the Northwest corner of Lot 2 of Certified Survey Map No. 12302; thence South 00°48'15" East along the West line of said Lot 2, a distance of 270.03 feet to the Southwest corner of said Lot 2; thence South 88°59'38" East along the South line of said Lot 2, a distance of 647.48 feet to a point on the West line of Beulah Road; thence South 00°48'07" East along said West line 981.26 feet to a point; thence South 88°59'32" West 282.97 feet to a point; thence South 00°55'28" East 138.00 feet to a point; thence North 88°59'32" East 282.67 feet to a point; thence South 00°48'07" East 10.10 feet to a point on the South line of the Southeast 1/4 of said Section 20; thence South 88°49'32" West along said South line 1295.58 feet to the point of beginning.

Containing 37.4748 acres or 1,632,404 square feet.

THAT I have made this survey, land division and map by the direction of TM HIGH VIEW LLC, owner of said lands.

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

THAT I have fully complied with the local land division ordinances and the provisions of Chapter 236 of the Wisconsin Statutes and Section 34 of the Town of Mukwonago Municipal Code in surveying, dividing, and mapping the same.

2/27/23
DATE

 (SEAL)
MICHAEL J. RATZBURG
PROFESSIONAL LAND SURVEYOR S-2236

GENERAL NOTES:

- 1. Subject lands are within the Mukwonago fire service area.
- 2. There is no floodplain on the parcel.
- 3. There are no wetlands, navigable water body or shoreland jurisdiction on this property.
- 4. The isolated natural area was determined by surveying the drip line of the trees.
- 5. There are no historical or cultural features per State Historical Society of Wisconsin, Division of Historic Preservation Archeological site inventory.
- 6. There is no landfill, manure or other waste storage facility on this site per Registry of Waste Disposal Sites of Wisconsin.
- 7. There is no knowledge of any drain tile on property.
- 8. This CSM is in a state designated groundwater management area.
- 9. The owner of Lot 4 acknowledges that a road, meeting town standards, shall be installed from the terminus of Hickorywood Trail to Beulah Road when the lot is further divided by any means or amend the official map.



CERTIFIED SURVEY MAP NO.

A division of Lot 1 of Certified Survey Map No. 12302, being part of the Southwest 1/4 and the Northwest 1/4 of the Southeast 1/4 of Section 20, Township 5 North, Range 18 East, in the Town of Mukwonago, Waukesha County, Wisconsin.

OWNER'S CERTIFICATE

TM HIGH VIEW, LLC, as owner, we certify that we caused the land described on this map, to be surveyed, divided, and mapped as represented on this Certified Survey Map.

TM HIGH VIEW, LLC, does further certify that this map is required by S.236.10 or 236.12 to be submitted to the following for approval or objection:

1. TOWN OF MUKWONAGO
2. VILLAGE OF MUKWONAGO

IN Witness Whereof, said owners has caused these presents to be signed this _____ day
of _____, 2023.

THOMAS McADAMS – PRESIDENT, TM HIGH VIEW, LLC

STATE OF WISCONSIN }
 :SS
 _____ COUNTY}

PERSONALLY came before me this _____ day of _____, 2023, _____ of the above named TM HIGH VIEW, LLC., to me known as the person who executed the foregoing instrument, and to me known to be the _____ of said TM HIGH VIEW, LLC., and acknowledged that he executed the foregoing instrument as such officer as the deed of the company, by its authority.

NOTARY PUBLIC, STATE OF WISCONSIN
MY COMMISSION EXPIRES



CERTIFIED SURVEY MAP NO. _____

A division of Lot 1 of Certified Survey Map No. 12302, being part of the Southwest 1/4 and the Northwest 1/4 of the Southeast 1/4 of Section 20, Township 5 North, Range 18 East, in the Town of Mukwonago, Waukesha County, Wisconsin.

TOWN BOARD OF MUKWONAGO, TOWN BOARD APPROVAL

APPROVED by the Town Board of the Town of Mukwonago on this _____ day
of _____, 2023.

PETER TOPCZEWSKI, TOWN CHAIRMAN

KATHY KARALEWITZ, CLERK

TOWN OF MUKWONAGO PLANNING COMMISSION APPROVAL

APPROVED by the Town Planning Commission of the Town of Mukwonago on this _____
day of _____, 2023.

PETER TOPCZEWSKI, TOWN CHAIRMAN

KATHY KARALEWITZ, CLERK

VILLAGE BOARD OF MUKWONAGO, VILLAGE BOARD APPROVAL

This Certified Survey Map located within the extra-territorial jurisdiction of the Village of Mukwonago is hereby APPROVED by the Village Board on this _____ day
of _____, 2023.

FRED WINCHOWKY, PRESIDENT

DIANA DYKSTRA, CLERK

VILLAGE OF MUKWONAGO PLANNING COMMISSION APPROVAL

APPROVED by the Planning Commission of the Village of Mukwonago on this _____ day
of _____, 2023.

FRED WINCHOWKY, PRESIDENT

DIANA DYKSTRA, CLERK



**DRIVEWAY EASEMENT
AGREEMENT**

Document Number

Document Name

Recording Area

Name and Return Address

Tom McAdams
S94 W33665 Littlefield Ct.
Mukwonago, WI 53149

Parcel Identification Number MUKT195998001

This is not a homestead property. (is) (is not)

DRIVEWAY EASEMENT AGREEMENT

THIS DRIVEWAY EASEMENT AGREEMENT is entered into this _____ day of _____, 20____,

Between owner of Lots 1 and 2 of Certified Survey Map No. _____.

WHEREAS, owner of Lot 1, CSM _____ who owns a parcel of land in the Town of Mukwonago, Waukesha County Wisconsin as more particularly described in the attached and incorporated legal description, Exhibit "A" and the owner of Lot 2, CSM _____ adjacent to said Lot 1.

NOWHEREFORE, in consideration of the mutual covenants and undertakings thereafter set forth the parties hereto agree as follows:

1. Both owners of Lot 1 and Lot 2 agree that said driveway will be kept open and available for use by either party, their guests, permittees and any other persons with legitimate business on either parcel of land located within the 30'x30' easement.
2. The parties agree that they will equally share the cost of maintenance of said driveway. If any damage to the driveway is attributable to either party or their respective guests, invitees or permittees, that this party is totally financially responsible for the repair of any damages and that the repair work be done promptly.
3. The parties agree that they will be equally responsible for snow removal and that the snow will be disposed of in a manner which does not interfere either party's use of the driveway. It is understood that neither party will permit obstructions on or near the driveway which would hinder snow removal or otherwise restrict its use consistent herewith.

This Agreement shall be binding on the parties hereto, their agents, heirs, personal representatives, successors and assigns and shall run with the land.

Signed this _____ day of _____, 20____.

Owner, Lot 1 of CSM # _____

Owner, Lot 1 of CSM# _____

INSTRUMENT DRAFTED BY:

STATE OF WISCONSIN)
)SS
COUNTY OF WAUKESHA)

Personally came before me this _____ day of _____, 20____, _____
Owners of Lot 1 of CSM _____, to me known as the person(s) who executed the foregoing instrument and acknowledged
that they executed the foregoing instrument as such owners.

Notary Public
My Commission Expires: _____

Owner, Lot 2 of CSM # _____

Owner, Lot 2 of CSM # _____

STATE OF WISCONSIN)
)SS
COUNTY IS WAUKEHSA)

Personally, came before me this _____ day of _____, 20____, _____
Owners of Lot 2 of CSM _____, to me know as the person(s) who executed the foregoing instrument and acknowledged that
they executed the foregoing instrument as such owners.

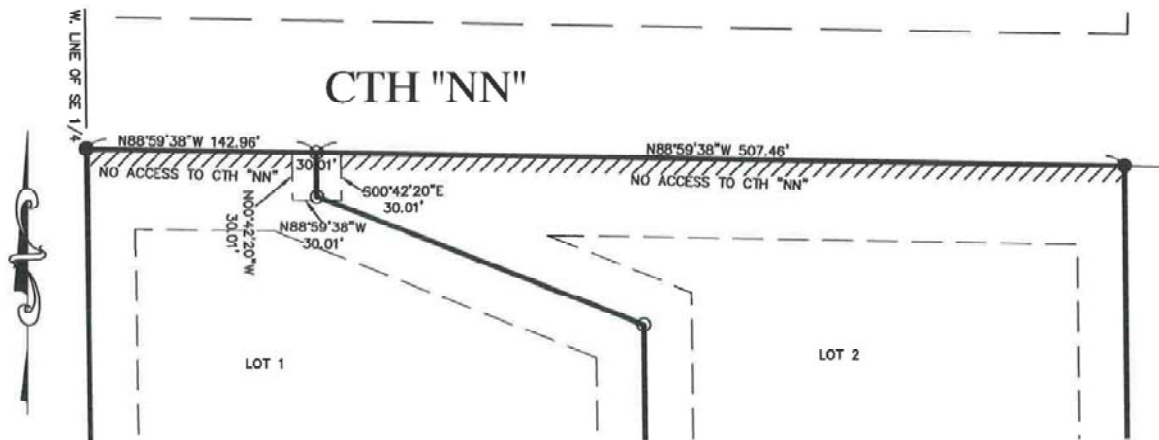
Notary Public
My Commission Expires: _____

INSTRUMENT DRAFTED BY:

EXHIBIT A

Legal Description of 30' Shared Driveway Easement:

Being part of Lots 1 and 2 of Certified Survey Map # _____ being a redivision of Lot 1 of Certified Survey Map #12302, being part of the Southwest ¼ and the Northwest ¼ of the Southeast ¼ of Section 20, Township 5 North, Range 18 East in the Town of Mukwonago, Waukesha County, Wisconsin more described as follows. Commencing at the Northwest corner of said Lot 1, thence along the south right-of-way line of CTH "NN" S88°59'38"E, a distance of 142.96' to the point of beginning of said easement. Thence continuing S88°59'38"E, a distance of 15.005' to a point; thence S00°42'20"E a distance of 30.01' to a point; thence N88°59'38"W, a distance of 30.01' to a point; thence N00°42'20"W, a distance of 30.01' to a point on the south right-of-way of CTH "NN"; thence with said south line N88°59'48"E, a distance of 15.005' to the point of beginning.



TOWN OF MUKWONAGO
JOINT PLAN COMMISSION AND TOWN BOARD
MINUTES
WEDNESDAY JANUARY 4, 2023

Chairman Topczewski called the meeting to order at 6:30 p.m. and stated the meeting had been appropriately noticed.

Roll Call

Plan Commission: Commissioners, Bratz, Usarek, Kurowski, Bell, and Chairman Topczewski were present. Supervisor Clabault and Commissioner Schuett, were absent.

Town Board: Supervisors Boucher, Wrasman, Yerke and Chairman Topczewski were present. Supervisor Clabault was absent.

Also present: John Macy, Town Attorney; Gail Obradovich, Deputy Clerk-Treasurer; Tim Schwecke, and Town Planner.

Meeting minutes of October 5, 2022

Plan Commission Action: Motion by Commissioner Usarek to approve the minutes of October 5, 2022 as corrected, second by Chairman Topczewski, all ayes; motion passed.

Town Board Action: Motion by Supervisor Boucher to approve the minutes of October 5, 2022 as corrected, second by Supervisor Wrasman, all ayes; motion passed.

Meeting minutes of November 2, 2022

Plan Commission Action: Motion by Commissioner Usarek to approve the minutes of November 2, 2022 as corrected, second by Commissioner Bell, all ayes; motion passed.

Town Board Action: Motion by Supervisor Boucher to approve the minutes of November 2, 2022 as corrected, second by Supervisor, all ayes; motion passed.

Report by Building Inspector regarding any alleged or outstanding violation(s)
The Building Inspector had reported he had no new violations

Concept review of 4-lot certified survey map for property located off of CTH NN and Beulah Road (MUKT1952998001); TM High View LLC, developer (Tom McAdams, agent)

Discussion about conditions and focus on condition 9. The attorney stated there cannot be a cul-de-sac on private property. Petitioner will need to come back when ready to develop remaining lots with their list of options for the commission to discuss. Hickorywood Trail is already a long cul-de-sac and cannot be extended. No rezoning or CU's will be considered. Lots on submitted current consensual map have been reduced to accommodate possible additional development. Julie Rohde was present to answer questions.

Tom McAdams was also present and asked what if he only develops lots 1-3. He was advised the Town cannot not force proceeding with this concept plan, but development on Lot 4 must be dealt with regarding issues of road/cul-de-sac. Policy would be a road must be included.

Plan Commission action: Motion by Chairman Topczewski to approve the conceptual design of the four-lot CSM, subject to the following conditions 1-18 per staff report dated December 29, 2022.

1. Remove the 30-foot easement in Lot 1.
 2. The common lot line between Lot 1 and 2 must be revised so Lot 2 has frontage up to the shared access point. Both of the lots must comply with all standards in the zoning code and land division code.
 3. The petitioner must record a shared access agreement, as approved by the Town Attorney, for Lots 1 and 2. The location and size of the shared access must be clearly depicted on the CSM.
 4. The petitioner must submit an application to the Town for a driveway access for Lot 3, and obtain preliminary approval.
 5. The layout of the lots in the final CSM must substantially comply with the layout depicted in the conceptual CSM and as modified herein.
 6. The concept layout for potential division of Lot 4 shows a stormwater basin. The basin will need to be at least 100 feet from the southern lot line of Lot 3, or depict a wellhead setback line in Lot 3 as may be needed.
 7. Include a no-access strip along CTH NN on both sides of the shared access easement in Lot 1 and 2.
 8. The final CSM must comply with the Town's land division regulations (ch. 34), and any requirements in ch. 236, Wis. Stats.
 9. The final CSM must include the following note:
 - The owner of Lot 4 acknowledges that a road, meeting town standards, shall be installed from the terminus of Hickorywood Trail to Beulah Road when the lot is further divided by any means.
 10. The final CSM submittal must include the Review Checklist as adopted by the Town of Mukwonago, including the requirements for septic systems.
 11. The Town engineer must review the CSM and approve of the same.
 12. The surveyor's seal, signature, and date must appear on all sheets of the final CSM. The same revision date must also be noted on each sheet.
 13. The petitioner must obtain all necessary approvals as specified in s. 236.34(1), Wis. Stats.
 14. The certified survey map is not dedicating any land for road purposes. Therefore, remove such reference in the Owner's signature block on sheet 4.
 15. The last name of the town clerk in the town's signature block on sheet 4 is incorrect. Change to "Karalewitz".
 16. The last name of the village president in the village's signature block on sheet 4 is incorrect. Change to "Winchowky".
 17. The title for the village's signature block on sheet 4 is incorrect. Remove the reference to "Town Board Approval" or revise accordingly.
 18. The concept layout for the future division of Lot 4 is for informational purposes and is in no way binding on the Town in any manner should the petitioner submit a subdivision proposal.
- Second by Commissioner Bell. Commissioner Usarek voted nay all others voted aye, motion passed.

12. Miscellaneous correspondences. A letter from the County regarding a shoreland violation was included in packet.

13. Recommendations for future agendas none

Miscellaneous updates (if any)

A. Phantom Lake Management District nothing

B. Fox River Commission working on projects

Adjournment

Plan Commission action: Motion by Chairman Topczewski to adjourn at 7:13 pm, second by Commissioner Bratz. All ayes, motion passed.

Town Board action: Motion by Supervisor Boucher to adjourn at 7:13 pm, second by Supervisor Wrasman. All ayes, motion passed.

Respectfully submitted,

Gail Obradovich Deputy/Clerk-Treasurer

APPROVED February 1, 2023

VILLAGE OF MUKWONAGO RESOLUTION 2023-08

**RESOLUTION APPROVING A FOUR-LOT CERTIFIED SURVEY FOR A
PROPERTY LOCATED AT HWY NN AND BEULAH ROAD IN THE TOWN
OF MUKWONAGO**

WHEREAS, Tom McAdams of Highview LLC owns the property located at HWY 83 and Beulah Road in the Town of Mukwonago and has submitted a four-lot certified survey map to the Village for review; and

WHEREAS, the property is located in the Village's extraterritorial review area and is therefore subject to the review by the Village; and

WHEREAS, the Village Plan Commission reviewed the petitioner's request at their meeting on March 14, 2023, and recommended approval of the same as set forth in this resolution; and

NOW, THEREFORE, BE IT RESOLVED, the Village Board of the Village of Mukwonago approves the proposed certified survey map subject to the following conditions:

1. The surveyor's seal, signature, and date must appear on all sheets of the final CSM. The same revision date must also be noted on each sheet.
2. After recording is completed, the applicant shall return a copy to the Village of Mukwonago Clerk's office.

The Village President is authorized to sign the original certified survey map when the above conditions have been satisfied as determined by the village planner.

Passed and dated this 15th day of March 2023

VILLAGE OF MUKWONAGO

By: _____
Fred Winchowky, Chairman/Village President

Attest: _____
Diana Dykstra, Village Clerk-Treasurer

PLAN COMMISSION RESOLUTION 2023-02

RESOLUTION APPROVING SIGNAGE FOR HONEY MEADOW CONDOMINIUMS

WHEREAS, Maurice Nielsen (President) submitted a sign permit application to the Village for review consistent with the review procedures in Chapter 64 of the municipal code; and

WHEREAS, the proposed sign consists of an entryway sign for Honey Meadow Condominiums located on Parcel Number MUKV1974923002; and

WHEREAS, the Plan Commission reviewed the proposed sign at their meeting on March 14, 2023; and

NOW, THEREFORE, BE IT RESOLVED, the Plan Commission of the Village of Mukwonago, Wisconsin hereby approves the entryway sign as proposed subject to the following conditions:

1. The applicant must obtain a building permit for the approved work within 6 months of this date and begin construction and work in good faith to completion.
2. The applicant must pay any outstanding fees/charges related to this application.
3. The address of the property must be displayed on the sign face as required by the sign regulations.

Passed and dated this 14th day of March, 2023.

VILLAGE OF MUKWONAGO PLAN COMMISSION

By: _____
Fred Winchowky, Chairman/Village President

Attest: _____
Linda Gourdoux, Deputy Village Clerk

PLAN COMMISSION RESOLUTION 2023-03

RESOLUTION APPROVING SIGNAGE FOR 720 N ROCHESTER

WHEREAS, Charles Fondrie (sign contractor) submitted a sign special exception application to the Village for review consistent with the review procedures in Chapter 64 of the municipal code; and

WHEREAS, the proposed sign consists of an entryway sign for Honey Meadow Condominiums located on Parcel Number MUKV1973107; and

WHEREAS, the Plan Commission reviewed the proposed sign at their meeting on March 14, 2023; and

NOW, THEREFORE, BE IT RESOLVED, the Plan Commission of the Village of Mukwonago, Wisconsin hereby approves the monument sign as proposed subject to the following conditions:

1. The applicant must obtain a building permit for the approved work within 6 months of this date and begin construction and work in good faith to completion.
2. The applicant must pay any outstanding fees/charges related to this application.
3. The address of the property must be displayed on the sign face as required by the sign regulations.

Passed and dated this 14th day of March, 2023.

VILLAGE OF MUKWONAGO PLAN COMMISSION

By: _____
Fred Winchowky, Chairman/Village President

Attest: _____
Linda Gourdoux, Deputy Village Clerk

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	3/9/2023	\$	249,553.84

Total for Approval: \$ 249,553.84

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

03/09/2023 12:20 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 03/16/2023 - 03/16/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 1/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: ALSCO						
IMIL1888150	PD FEB 23 MAT CLEANING	100-5211-539400	42.66	42.66	POLICE	03/16/2023
IMIL1890217	VILLAGE HALL WALKOFF MATS	100-5160-521900	57.58	57.58	DPW	03/16/2023
TOTAL VENDOR ALSCO				100.24		
VENDOR NAME: AM TOWING						
054208	ABANDONED VEHICLE TOW	100-5212-521900	200.00	200.00	POLICE	03/16/2023
TOTAL VENDOR AM TOWING				200.00		
VENDOR NAME: AMAZON CAPITOL SERVICES						
19G4-DDDN-61GW	STATION 1 SMOKE DETECTOR BASES	100-5220-539400	119.94	119.94	DPW	03/16/2023
1P7RRCD449JK	SERVER BACKUP BATTERY	100-5150-531100	117.00	117.00	FINANCE	03/16/2023
TOTAL VENDOR AMAZON CAPITOL SERVICES				236.94		
VENDOR NAME: AQUATIC ADVENTURES, INC.						
37627	MK-7 DIVE COMMUNICATIONS	150-5700-571300	1,321.75	1,321.75	FIRE	03/16/2023
TOTAL VENDOR AQUATIC ADVENTURES, INC.				1,321.75		
VENDOR NAME: ASSOCIATED APPRAISAL CONSULTANT INC						
167149	MARCH 2023 ASSESSMENT SVS	100-5153-521900	1,491.74	1,491.74	CLERK	03/16/2023
TOTAL VENDOR ASSOCIATED APPRAISAL CONSULTANT INC				1,491.74		
VENDOR NAME: BASSETT MECHANICAL						
6510366C	MAINTENANCE CONTRACT	620-8400-852000	779.00	779.00	UTILITIES	03/16/2023
TOTAL VENDOR BASSETT MECHANICAL				779.00		
VENDOR NAME: BLOOM COMPANIES LLC						
13076	HWY 83 ENGINEERING	250-5335-521900	1,223.25	1,223.25	FINANCE	03/16/2023
TOTAL VENDOR BLOOM COMPANIES LLC				1,223.25		
VENDOR NAME: BRIGHTSPEED						
FEBRUARY 2023	PHONE SERVICE FEBRUARY 2023	100-5142-522500	77.66	561.66	ALLOCATE	03/16/2023
		100-5211-522500	54.70			
		100-5323-522500	107.63			
		440-5511-522500	188.06			
		610-6920-692100	33.86			
		620-8400-851000	99.75			
TOTAL VENDOR BRIGHTSPEED				561.66		
VENDOR NAME: BUELOW, VETTER, BUIKEMA, OLSON						
FEB 2023 ACTIVITY	GENERAL POLICE MATTERS	100-5211-521900	753.00	753.00	FINANCE	03/16/2023
TOTAL VENDOR BUELOW, VETTER, BUIKEMA, OLSON				753.00		
VENDOR NAME: BURKE TRUCK & EQUIPMENT INC						
31155	BRINE TANK CAP PATROL TRUCK #9	100-5324-539500	55.81	55.81	DPW	03/16/2023
31298	FENDER BRACKETS PATROL TRUCK # 12	100-5324-539500	70.52	70.52	DPW	03/16/2023
31345	PATROL TRUCK SIDE BOARDS	100-5324-539500	343.12	343.12	DPW	03/16/2023
TOTAL VENDOR BURKE TRUCK & EQUIPMENT INC				469.45		

03/09/2023 12:20 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 03/16/2023 - 03/16/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 2/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: C & M AUTO PARTS INC						
6079-364232	PATROL TRUCK #12 TAIL LIGHT WIRE PLUG	100-5324-539500	42.76	42.76	DPW	03/16/2023
6079-364240	TIRE PRESSURE MONITOR TRUCK #4	100-5324-539500	66.13	66.13	DPW	03/16/2023
6079-363878	JETTER BATTERIES	620-8030-828000	313.90	313.90	UTILITIES	03/16/2023
6079-363791	3452 REPAIR	150-5231-539500	228.35	228.35	FIRE	03/16/2023
6079-363885	CAR 1 REPAIR	150-5222-539500	33.74	33.74	FIRE	03/16/2023
6079-364165	BATTERIED PATROL TRUCK #8/ CAPCT TRACTOR	100-5324-539500	392.17	392.17	DPW	03/16/2023
TOTAL VENDOR C & M AUTO PARTS INC				1,077.05		
VENDOR NAME: CENTURY SPRINGS BOTTLING						
5367320	LAB SUPPLIES	620-8010-826000	66.44	66.44	UTILITIES	03/16/2023
5367327	VILLAGE HALL DRINKING WATER	100-5160-531100	47.93	47.93	DPW	03/16/2023
TOTAL VENDOR CENTURY SPRINGS BOTTLING				114.37		
VENDOR NAME: CINTAS						
4147609156	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	119.48	119.48	DPW	03/16/2023
4147609198	UNIFORM SERVICE	610-6920-693000	54.08	108.16	UTILITIES	03/16/2023
		620-8400-856000	54.08			
4148321241	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	119.48	119.48	DPW	03/16/2023
4148321368	UNIFORM SERVICE	610-6920-693000	54.08	108.16	UTILITIES	03/16/2023
		620-8400-856000	54.08			
TOTAL VENDOR CINTAS				455.28		
VENDOR NAME: CITIZENS BANK INS SERVICES						
00044	JUDGE BOND	100-5120-539900	100.00	100.00	FINANCE	03/16/2023
TOTAL VENDOR CITIZENS BANK INS SERVICES				100.00		
VENDOR NAME: CONLEY MEDIA, LLC						
6362410223-2	TYPE D FEB LEGAL NOTICE	100-5144-531200	24.49	24.49	CLERK	03/16/2023
TOTAL VENDOR CONLEY MEDIA, LLC				24.49		
VENDOR NAME: CREATIVE SAFETY SUPPLY, LLC						
INV00198805	PIPE LABEL PRINTER	620-8010-827000	1,770.58	3,541.16	UTILITIES	03/16/2023
		610-6210-662500	1,770.58			
TOTAL VENDOR CREATIVE SAFETY SUPPLY, LLC				3,541.16		
VENDOR NAME: DE LAGE LANDEN FINANCIAL						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: DE LAGE LANDEN FINANCIAL					
79186854	LEASE 03/15/2023 - 04/14/23 KONICA 450I	100-5142-531200 19.04	160.00	ALLOCATE	03/16/2023
		100-5300-539900 16.85			
		100-5120-531100 7.09			
		100-5141-531100 9.07			
		100-5145-531100 15.07			
		100-5241-531200 2.54			
		100-5632-531200 2.98			
		100-5211-531200 19.95			
		150-5221-531100 20.69			
		410-5363-531200 1.60			
		440-5511-531200 18.08			
		500-5344-531200 3.92			
		610-6902-690300 11.66			
		620-8300-840000 11.46			
79186854 PD	COPIER LEASE	100-5211-531200 108.00	108.00	POLICE	03/16/2023
TOTAL VENDOR DE LAGE LANDEN FINANCIAL			268.00		
VENDOR NAME: DIGGERS HOTLINE INC					
230 2 38301 DPW	STORM SEWER DIGGERS HOTLINE	100-5344-521900 90.87	90.87	DPW	03/16/2023
230 2 38301	DIGGERS HOTLINE FEES	610-6451-665100 45.44	181.76	UTILITIES	03/16/2023
		610-6452-665200 45.44			
		620-8030-831000 90.88			
TOTAL VENDOR DIGGERS HOTLINE INC			272.63		
VENDOR NAME: DISPLAY SALES					
INV-035169	WINTER SEASON DECORATIONS	100-5522-531100 2,840.00	2,840.00	DPW	03/16/2023
TOTAL VENDOR DISPLAY SALES			2,840.00		
VENDOR NAME: EARTH PLANTER					
V201712	DOWNTOWN PLANTERS	480-5700-521500 1,556.00	1,556.00	FINANCE	03/16/2023
TOTAL VENDOR EARTH PLANTER			1,556.00		
VENDOR NAME: EBIX					
12362	EBIX INVOICE	150-5231-521900 5,544.87	5,544.87	FIRE	03/16/2023
TOTAL VENDOR EBIX			5,544.87		
VENDOR NAME: ELOVECOFFEE, LLC					
030223		100-5670-533500 225.00	225.00	ADMIN	03/16/2023
TOTAL VENDOR ELOVECOFFEE, LLC			225.00		
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS					
2532548	EMS SUPPLIES	150-5231-531100 595.25	595.25	FIRE	03/16/2023
2529180	EMS SUPPLIES	150-5231-531100 987.62	987.62	FIRE	03/16/2023
2521850	EMS SUPPLIES	150-5231-531100 1,118.52	1,118.52	FIRE	03/16/2023
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS			2,701.39		
VENDOR NAME: ENVIRONMENT CONTROL					
26208-613	VILLAGE HALL CLEANING	100-5160-521900 698.00	698.00	DPW	03/16/2023

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: ENVIRONMENT CONTROL						
TOTAL VENDOR ENVIRONMENT CONTROL				698.00		
VENDOR NAME: EXCEL BUILDING SERVICES LLC 3985	PD BUILDING CLEANING SERVICE	100-5211-539400	975.00	975.00	POLICE	03/16/2023
TOTAL VENDOR EXCEL BUILDING SERVICES LLC				975.00		
VENDOR NAME: FASTENAL COMPANY WIMUK96178	PLOW PARTS	620-8010-828000	9.07	9.07	UTILITIES	03/16/2023
TOTAL VENDOR FASTENAL COMPANY				9.07		
VENDOR NAME: GALLS LLC 023643745	FLEX CUFFS	100-5212-531100	79.59	79.59	POLICE	03/16/2023
TOTAL VENDOR GALLS LLC				79.59		
VENDOR NAME: GENERAL COMMUNICATIONS 316521	RADIO REPAIR	100-5212-539500	140.00	140.00	POLICE	03/16/2023
TOTAL VENDOR GENERAL COMMUNICATIONS				140.00		
VENDOR NAME: GS SYSTEMS, INC. 25489	SCADA SUPPORT (AVEVA)	610-6920-692300 620-8400-852000	700.00 700.00	1,400.00	UTILITIES	03/16/2023
TOTAL VENDOR GS SYSTEMS, INC.				1,400.00		
VENDOR NAME: HAHN ACE HARDWARE FEB 2023 UTILITIES	SUPPLIES, TOOLS, AND HARDWARE	620-8010-827000 610-6210-662300 620-8010-834000 610-6453-664100	450.93 326.00 20.00 50.00	846.93	UTILITIES	03/16/2023
FEB 2023 DPW	MISC SUPPLIES	100-5160-539500 100-5611-531100 100-5324-539500 100-5323-531100	22.49 53.98 7.72 30.29	114.48	DPW	03/16/2023
FEB 2023 PD FEB 2023 LIBRARY FEB 2023 FIRE	FURNACE FILTERS HARDWARE HAHN ACE HARDWARE- FIRE	100-5211-539400 440-5511-531100 150-5221-531100 150-5221-539500 150-5231-531100	52.58 22.08 54.87 7.19 0.72	52.58 22.08 62.78	POLICE LIBRARY FIRE	03/16/2023 03/16/2023 03/16/2023
TOTAL VENDOR HAHN ACE HARDWARE				1,098.85		
VENDOR NAME: HIPPENMEYER, REILLY, BLUM, 54147 54146	2023 GREENWALD/DEBACK LITIGATION PROSECUTIONS	100-5130-521900 100-5130-521900	700.00 862.50	700.00 862.50	FINANCE FINANCE	03/16/2023 03/16/2023
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				1,562.50		

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: HORN FEEDS						
33944	SIDEWALK SALT	620-8010-827000	71.70	71.70	UTILITIES	03/16/2023
34018	SIDEWALK SALT	620-8010-827000	180.00	358.50	UTILITIES	03/16/2023
		610-6210-662500	120.00			
		620-8020-832000	58.50			
TOTAL VENDOR HORN FEEDS				430.20		
VENDOR NAME: HORN OIL						
FEBRUARY 2023	FEBRUARY FUEL	100-5212-535100	2,225.72	10,367.34	ALLOCATE	03/16/2023
		100-5241-535100	81.26			
		100-5324-535100	5,310.67			
		150-5222-535100	592.52			
		150-5231-535100	1,538.09			
		610-6920-693300	390.36			
		620-8010-828000	228.72			
TOTAL VENDOR HORN OIL				10,367.34		
VENDOR NAME: HOTSTART SALES LLC						
CD99525342	GENERATOR BLOCK HEATER REPAIRS	610-6200-662500	546.75	546.75	UTILITIES	03/16/2023
TOTAL VENDOR HOTSTART SALES LLC				546.75		
VENDOR NAME: HYDROCORP						
0071123-IN	COMMERCIAL CROSS CONNECTION SURVEY CONTR	610-6920-692300	1,788.00	1,788.00	UTILITIES	03/16/2023
TOTAL VENDOR HYDROCORP				1,788.00		
VENDOR NAME: JCH WATER METER TESTING						
25015	LARGE METER TESTING	610-6453-665300	8,200.00	8,200.00	UTILITIES	03/16/2023
TOTAL VENDOR JCH WATER METER TESTING				8,200.00		
VENDOR NAME: JEFFERSON FIRE & SAFETY						
IN300371	LDH HOSE	150-5700-571300	1,685.00	1,685.00	FIRE	03/16/2023
TOTAL VENDOR JEFFERSON FIRE & SAFETY				1,685.00		
VENDOR NAME: JENNIFER BARKOW						
2023 CLOTHING	2023 CLOTHING ALLOWANCE - BARKOW	150-5222-534600	50.00	50.00	FIRE	03/16/2023
TOTAL VENDOR JENNIFER BARKOW				50.00		
VENDOR NAME: JOHNS DISPOSAL SVC. INC.						
1049160	FEBRUARY GARBAGE AND RECYCLING	410-5362-531000	26,659.74	46,541.58	DPW	03/16/2023
		410-5363-522000	19,881.84			
TOTAL VENDOR JOHNS DISPOSAL SVC. INC.				46,541.58		
VENDOR NAME: KAREN OLBINSKI						
FEB 2023 ELECTION	FOOD FOR FEB ELECTION DAY	100-5144-531100	84.51	84.51	CLERK	03/16/2023
TOTAL VENDOR KAREN OLBINSKI				84.51		

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: KURZ INDUSTRIAL SOLUTIONS						
INV44382	RAS PUMP #2 MOTOR REPAIR/REBUILD	620-8010-833000	1,608.00	1,608.00	UTILITIES	03/16/2023
INV44390	SCREEN ROOM HVAC MOTOR REBUILD	620-8010-834000	792.00	792.00	UTILITIES	03/16/2023
INV44391	SCREEN ROOM HVAC MOTOR REPAIR	620-8010-834000	1,208.00	1,208.00	UTILITIES	03/16/2023
INV44393	SCREEN ROOM HVAC MOTOR REPAIR	620-8010-834000	838.00	838.00	UTILITIES	03/16/2023
TOTAL VENDOR KURZ INDUSTRIAL SOLUTIONS				4,446.00		
VENDOR NAME: LESLIE BERKLEY						
022323	MFD WEBSITE REDESIGN	150-5221-521900	1,000.00	2,000.00	FIRE	03/16/2023
		150-5231-521900	1,000.00			
TOTAL VENDOR LESLIE BERKLEY				2,000.00		
VENDOR NAME: LIFE-ASSIST, INC.						
1298013	EMS SUPPLIES	150-5231-531100	105.32	105.32	FIRE	03/16/2023
TOTAL VENDOR LIFE-ASSIST, INC.				105.32		
VENDOR NAME: LYNCH CHRYSLER DODGE						
E220238	2022 PROMASTER VIN18466	610-0000-139200	68,775.14	68,775.14	FINANCE	12/31/2022
TOTAL VENDOR LYNCH CHRYSLER DODGE				68,775.14		
VENDOR NAME: MARCO TECHNOLOGIES						
33552928	COPIER LEASE	610-6920-692100	87.26	174.51	UTILITIES	03/16/2023
		620-8400-851000	87.25			
TOTAL VENDOR MARCO TECHNOLOGIES				174.51		
VENDOR NAME: MARKUS AVILES						
2023 CLOTHING	2023 CLOWTHING ALLOWANCE - AVILES	150-5222-534600	50.00	50.00	FIRE	03/16/2023
TOTAL VENDOR MARKUS AVILES				50.00		
VENDOR NAME: MCDONOUGH SEPTIC						
08/2022 - 03/2023	POTABLE RESTROOMS	100-5521-531100	4,830.73	4,830.73	DPW	03/16/2023
TOTAL VENDOR MCDONOUGH SEPTIC				4,830.73		
VENDOR NAME: MCMASTER-CARR						
93668926	GROMMETS FOR HVAC REPAIR	620-8010-834000	21.33	21.33	UTILITIES	03/16/2023
TOTAL VENDOR MCMASTER-CARR				21.33		
VENDOR NAME: MUNICIPAL LAW & LITIGATION						
9377	GFLP LAWSUIT	100-5130-521900	200.00	200.00	FINANCE	03/16/2023
TOTAL VENDOR MUNICIPAL LAW & LITIGATION				200.00		
VENDOR NAME: NAPA AUTO PARTS - SP018						
187140	3453 BATTERIES	150-5231-539500	336.58	336.58	FIRE	03/16/2023
186724	SHOP SUPPLIES	100-5323-531100	11.27	11.27	DPW	03/16/2023
186774	SHOP SUPPLIES	100-5323-531100	3.88	3.88	DPW	03/16/2023
187465	PATROL; TRUCK #8 HYDRAULIC HOSE FITTINGS	100-5324-539500	64.07	64.07	DPW	03/16/2023
TOTAL VENDOR NAPA AUTO PARTS - SP018				415.80		

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: NATURAL LANDSCAPES, INC 1988	STORMWATER VEGETATION MANAGMENT	100-5660-521900	2,500.00	2,500.00	DPW	03/16/2023
TOTAL VENDOR NATURAL LANDSCAPES, INC				2,500.00		
VENDOR NAME: NFPA 2023 DUES	NFPA ANNUAL MEMBERSHIP DUES	150-5221-532400	175.00	175.00	FIRE	03/16/2023
TOTAL VENDOR NFPA				175.00		
VENDOR NAME: NORTHERN LAKE SERVICE INC 2301701	MONTHLY BACTI SAMPLES	610-6300-663200	130.00	130.00	UTILITIES	03/16/2023
TOTAL VENDOR NORTHERN LAKE SERVICE INC				130.00		
VENDOR NAME: ORGANIZATION DEVELOPMENT 13719	NEW DISPATCHER ODC ASSESSMENTS	100-5211-521900	1,400.00	1,400.00	POLICE	03/16/2023
TOTAL VENDOR ORGANIZATION DEVELOPMENT				1,400.00		
VENDOR NAME: PAL STEEL COMPANY 89304S	STEEL FOR COMPACT BROOM REPAIRS	100-5324-539500	31.80	31.80	DPW	03/16/2023
TOTAL VENDOR PAL STEEL COMPANY				31.80		
VENDOR NAME: PROHEALTH MEDICAL GROUP 316931	APPLICANT DRUG SCREEN/MEDICAL	100-5211-521900 100-5212-521900	190.00 95.00	285.00	POLICE	03/16/2023
TOTAL VENDOR PROHEALTH MEDICAL GROUP				285.00		
VENDOR NAME: PROHEALTH PHARMACY FEBRUARY 2023	PHC MEDICATIONS	150-5231-531100	698.61	698.61	FIRE	03/16/2023
TOTAL VENDOR PROHEALTH PHARMACY				698.61		
VENDOR NAME: PROVEN POWER INC 02-421380 02-420976	COMPACT TRACTOR SWEEPER BROOM COMPACT TRACTOR SWEEPER WHEELS	100-5324-539500 100-5324-539500	820.12 179.50	820.12 179.50	DPW DPW	03/16/2023 03/16/2023
TOTAL VENDOR PROVEN POWER INC				999.62		
VENDOR NAME: QUILL LLC 30943379 30840353	FILE FOLDERS OFFICE SUPPLIES	100-5323-531100 100-5211-531100	106.97 25.18	106.97 25.18	DPW POLICE	03/16/2023 03/16/2023
TOTAL VENDOR QUILL LLC				132.15		
VENDOR NAME: RENEW BIOMEDICAL 14869	HAMILTON T1 VENTILATOR PM	150-5231-539500	1,468.00	1,468.00	FIRE	03/16/2023
TOTAL VENDOR RENEW BIOMEDICAL				1,468.00		
VENDOR NAME: RICOH USA, INC 5066872549		100-5141-531100	4.42	4.42	PLANNER	03/16/2023
TOTAL VENDOR RICOH USA, INC				4.42		
VENDOR NAME: RUEKERT & MIELKE, INC.						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: RUEKERT & MIELKE, INC.					
145459	12-00000.100 General Services	100-5335-521900 2,134.54 610-6920-692300 1,048.65	3,183.19	FINANCE	03/16/2023
145460	12-00000.300 Water Utility Services	610-6920-692300 2,900.00	2,900.00	FINANCE	03/16/2023
145461	12-10063.210 2023 GIS Services - GIS Dat	100-5335-521900 1,050.50 610-6920-692300 278.83 620-8400-852000 10,707.50 620-8400-852000 278.83 100-5660-521900 278.84	12,594.50	FINANCE	03/16/2023
145462	12-10096.300 Deback Drive Infrastructure	200-5335-521900 1,764.57	1,764.57	FINANCE	03/16/2023
145463	12-10098.123 WWTF Phosphorus Assistance	620-8400-852100 3,039.08	3,039.08	FINANCE	03/16/2023
145464	12-10115.300 2019 Well & Well Pump Impro	610-6920-692300 833.75	833.75	FINANCE	03/16/2023
145466	12-10131.300 Atkinson Pump Station Capac	620-0000-000104 1,363.25	1,363.25	FINANCE	03/16/2023
145467	12-10135.210 2023 VUEWorks Annual Servic	100-5660-521900 1,074.16 610-6920-692300 1,074.17 620-8400-852000 1,074.17	3,222.50	FINANCE	03/16/2023
145471	12-10169.120 Wells 3 and 4 Radium Remova	610-0000-000109 899.75	899.75	FINANCE	03/16/2023
145473	12-10175.300 Miniwaukan Park Restroom Bu	480-5700-584900 1,726.25	1,726.25	FINANCE	03/16/2023
145475	12-10176.300 Minor Park Pedestrian Culve	480-5700-584900 2,671.00	2,671.00	FINANCE	03/16/2023
145465	12-10127.100 210 MCDIVITT LANE EXPANSION	100-0000-211425 87.50	87.50	FINANCE	03/16/2023
145468	12-10139.310 MEADOWLAND TOWNHOMES DEVELO	100-0000-211425 568.75	568.75	FINANCE	03/16/2023
145469	12-10147.300 MINOR ESTATES PHASE 4 / CON	100-0000-211425 1,247.85	1,247.85	FINANCE	03/16/2023
145470	12-10148.300 GOODWILL OF MUKWONAGO / CON	100-0000-211425 1,344.65	1,344.65	FINANCE	03/16/2023
145472	12-10170.300 600 PERKINS DRIVE IDC / ERO	100-0000-211425 656.00	656.00	FINANCE	03/16/2023
145476	12-10178.300 HILL COURT RELOAD SOUTH MUL	100-0000-211425 1,798.70	1,798.70	FINANCE	03/16/2023
145477	12-92097.306 FAIRWINDS PHASE 5 CONSTRUCT	100-0000-211425 318.75	318.75	FINANCE	03/16/2023
145478	12-92136.303 CHAPMAN FARM / CHAPMAN RESI	100-0000-211425 362.50	362.50	FINANCE	03/16/2023
TOTAL VENDOR RUEKERT & MIELKE, INC.			40,582.54		
VENDOR NAME: SAFELIGHT FULFILLMENT, INC					
01867-960421	3481 WINDSHIELD REPAIR	150-5222-539500 85.00	85.00	FIRE	03/16/2023
TOTAL VENDOR SAFELIGHT FULFILLMENT, INC			85.00		
VENDOR NAME: SHI INTERNATIONAL CORP					
B16518009 PD	ADOBE LICENSE	100-5211-522900 199.58	199.58	POLICE	03/16/2023
B16518009 VH	ADOBE LICENSE ANNUAL RENEWAL 2023	100-5142-522900 399.16 100-5141-522900 399.16 100-5145-522900 598.74 100-5632-522900 199.58	1,596.64	ALLOCATE	03/16/2023
B16516686	ADOBE SUBSCRIPTION	610-6920-692100 99.79 620-8400-851000 99.79	199.58	UTILITIES	03/16/2023
TOTAL VENDOR SHI INTERNATIONAL CORP			1,995.80		
VENDOR NAME: SPENNER, THOMAS & ALICE					
REFUND032023	UB REFUND 560 PHANTOM WOODS APT 9 - #652	610-0000-142000 36.13	36.13	ALLOCATE	03/16/2023

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VENDOR NAME: SPENNER, THOMAS & ALICE						
TOTAL VENDOR SPENNER, THOMAS & ALICE				36.13		
VENDOR NAME: STERICYCLE						
8003406010	PD FEB SHRED SERVICE	100-5211-521900	87.64	87.64	POLICE	03/16/2023
TOTAL VENDOR STERICYCLE				87.64		
VENDOR NAME: STRYKER SALES, LLC						
4065603M	EMS SUPPLIES	150-5231-531100	99.62	99.62	FIRE	03/16/2023
TOTAL VENDOR STRYKER SALES, LLC				99.62		
VENDOR NAME: SURPLUS MANAGEMENT, INC.						
INV0003726	HMO PILOT TESTING REPORT	610-6920-692300	3,000.00	3,000.00	UTILITIES	03/16/2023
TOTAL VENDOR SURPLUS MANAGEMENT, INC.				3,000.00		
VENDOR NAME: THE UNIFORM SHOPPE OF GREEN BAY INC						
331582	2023 UNIFORM ALLOWANCE - KREISER	100-5211-534600	151.90	151.90	POLICE	03/16/2023
TOTAL VENDOR THE UNIFORM SHOPPE OF GREEN BAY INC				151.90		
VENDOR NAME: TRILOGY CONSULTING LLC						
1471	IMPACT FEE CONSULTING	610-6920-692300	137.50	137.50	UTILITIES	03/16/2023
TOTAL VENDOR TRILOGY CONSULTING LLC				137.50		
VENDOR NAME: VANGUARD COMPUTERS INC						
58026	COMUTER FOR CONFERENCE ROOM UPGRADE	430-5700-571000	970.00	970.00	ADMIN	03/16/2023
TOTAL VENDOR VANGUARD COMPUTERS INC				970.00		
VENDOR NAME: VELOCITY LLC						
2023035	FEBRUARY 2023 OFFICE 365 LICENSING AND S	100-5111-522900	56.00	1,112.50	ALLOCATE	03/16/2023
		100-5120-522900	20.50			
		100-5141-522900	20.50			
		100-5142-522900	57.50			
		100-5211-522900	230.00			
		100-5241-522900	61.50			
		100-5300-522900	73.50			
		100-5512-522900	16.50			
		100-5632-522900	20.50			
		150-5221-522900	309.50			
		610-6920-692100	53.50			
		620-8400-851000	53.50			
		100-5145-522900	61.50			
		100-5150-521900	70.00			
		440-5511-534000	8.00			

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VENDOR NAME: VELOCITY LLC					
2023036	MARCH 2023 OFFICE 365 LICENSING AND SENT	100-5111-522900 56.00	1,171.50	ALLOCATE	03/16/2023
		100-5120-522900 20.50			
		100-5141-522900 20.50			
		100-5142-522900 57.50			
		100-5211-522900 289.00			
		100-5241-522900 61.50			
		100-5300-522900 73.50			
		100-5512-522900 16.50			
		100-5632-522900 20.50			
		150-5221-522900 309.50			
		610-6920-692100 53.50			
		620-8400-851000 53.50			
		100-5145-522900 61.50			
		100-5150-521900 70.00			
		440-5511-534000 8.00			
2023037	JAN & FEB IT SERVICES	100-5141-521901 170.00	6,120.00	ALLOCATE	03/16/2023
		100-5145-521901 85.00			
		100-5142-521901 340.00			
		100-5211-521901 2,465.00			
		100-5300-521901 340.00			
		100-5111-521901 85.00			
		100-5632-521901 85.00			
		440-5511-521900 340.00			
		610-6920-692300 212.50			
		620-8400-852000 212.50			
		100-5150-521900 1,275.00			
		430-5700-571000 510.00			
2023034	TOWN CRADLEPOINT SETUP - DOA GRANT REIMB	100-5212-581100 1,062.50	1,062.50	POLICE	03/16/2023
TOTAL VENDOR VELOCITY LLC			9,466.50		
VENDOR NAME: VERIZON WIRELESS					
9927618586	FEBRUARY 2023 PHONE BILL	100-5141-522500 73.10	1,014.87	ALLOCATE	03/16/2023
		100-5241-522500 90.78			
		100-5323-522500 334.00			
		610-6920-692100 237.97			
		620-8400-851000 237.97			
		100-5632-522500 41.05			
9927618587	2023 FEBRUARY CELL BILL ACCT# 885503900-	100-5323-522500 21.66	265.78	ALLOCATE	03/16/2023
		610-6920-692100 122.06			
		620-8400-851000 122.06			
TOTAL VENDOR VERIZON WIRELESS			1,280.65		
VENDOR NAME: WAGNER, ROBERT					
022123	FORESTRY CONFRENCE HOTEL WAGNER	100-5323-533500 250.38	250.38	DPW	03/16/2023
TOTAL VENDOR WAGNER, ROBERT			250.38		

03/09/2023 12:20 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 03/16/2023 - 03/16/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 11/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: WCTC						
S0794681	WCTC INVOICE PALS-FFI	150-5223-533500	80.00	501.90	FIRE	03/16/2023
		150-5232-533500	421.90			
S0794682	WCTC TRAINING	100-5215-533500	33.19	33.19	POLICE	03/16/2023
TOTAL VENDOR WCTC				535.09		
VENDOR NAME: WI DEPT OF JUSTICE CIB						
L6812T 202302		100-0000-242205	28.00	70.00	ALLOCATE	03/16/2023
		100-0000-242205	35.00			
		100-5211-521900	7.00			
G3385 202302	BACKGROUNDS	150-5221-521900	20.00	20.00	FIRE	03/16/2023
TOTAL VENDOR WI DEPT OF JUSTICE CIB				90.00		
VENDOR NAME: WI EMS ASSOCIATION						
300001616	2023 WEMSA MEMBERSHIP DUES	150-5221-532400	400.00	400.00	FIRE	03/16/2023
TOTAL VENDOR WI EMS ASSOCIATION				400.00		
VENDOR NAME: WI STATE LAB OF HYGIENE						
737132	MONTHLY FLUORIDE SAMPLE	610-6300-663200	28.00	28.00	UTILITIES	03/16/2023
TOTAL VENDOR WI STATE LAB OF HYGIENE				28.00		
GRAND TOTAL:				249,553.84		

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO

SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: 2/23/2023

Total Fees Paid: _____

Application must be received a minimum of 90 days prior to the special event. Fees are non-refundable.

ORGANIZATION INFORMATION

Name of Organization: Brooklife Church

Mailing Address: 857 S. Rochester St #300 City: Mukwonago State: WI Zip: 53149

Phone Number: 262-378-4470 Is the organization a 501(c)3 organization?: ☒ YES ☐ NO

Website Address: ahuman@brooklife.org

Event Contact Person: Alicia Human

Mailing Address: SAA City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: 262-745-9348

Email Address: ahuman@brooklife.org

EVENT INFORMATION

Name of the Event: Eggapalooza Egg Drop/Carnival Date(s) of the Event: 4/2/2023

Event Start Time: 1pm Event End Time: 4pm

Location of the Event: Mukwonago High School

- A. Will your event take place in a residential neighborhood? *If yes, you will be required to notify all adjacent property owners when the event will occur.* ☐ YES ☒ NO
- B. Please provide your COVID-19 Action Plan.
- C. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.
- D. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4.
- E. Generally describe your event and its purpose.
We will have a small crop duster helicopter fly over the football field and drop Easter eggs. Families will be on black top and released after helicopter is gone. We will have two egg drops at 2 and 4pm. We will also have infatables, games, food trucks and possibly pony rides, both in the school and on the grounds.
- F. Based on the class definitions found in the manual, what class is your event? ☐ CLASS I ☒ CLASS II
- G. Estimated # of participants: 750-1000 Spectators: 750 Vendors: 10

OTHER INFORMATION

- A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.* ☐ YES ☒ NO

- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: _____
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☒ YES ☐ NO
food vendors only
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☒ YES ☐ NO
If yes, will the amplified music be a: ☐ Band ☐ DJ ☒ Other
Hours of amplified music: 1-4pm
- I. Please list the number of security staff you will be providing for the event: 3
- J. Will you need barricades provided by the Village for your event? ☐ YES ☒ NO
If yes, how many? _____
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☒ YES ☐ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☐ YES ☒ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☒ YES ☐ NO
Current school parking lots
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☐ YES ☒ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
potentially traffic control

- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? ☒ YES ☐ NO

INSURANCE REQUIREMENTS

The Special Event Sponsor will provide evidence of liability insurance in a form acceptable to the Village Attorney, with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which coverage names the Village of Mukwonago, its officers, agents, employees and contractors as Additional Insured on a primary and non-contributory basis. Evidence of this coverage must be provided by a Policy Endorsement received by the Village not less than 20 days prior to the event. A Certificate of Insurance must evidence this coverage throughout the duration of the event. Applicant further agrees to indemnify and hold harmless the Village of Mukwonago, its officers, agents, employees, contractors and assigns, as and against any and all claims, demands, actions and causes of action, including actual attorney fees, arising from the Applicant's use of Village property and the issuance of this Permit.

Are you able to provide these insurance documents, if required?: ☒ YES ☐ NO

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

This form is designed to be a guide for submitting a complete application for a special event.

Application:

- ☒ Completed application form including the procedural checklist.
- ☒ Application fee: see fee sheet.

Other Documents:

- ☐ Plan of operation/proposal.
- ☒ Overview of the site to be used for the event (layout of the event site).
- ☐ Any additional information as determined by Village staff.

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit of \$200 for each scheduled day of the event (or portion thereof) two weeks prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 12 hours after the conclusion of the event. (This deposit is separate from any deposit required for rental of Village parks).

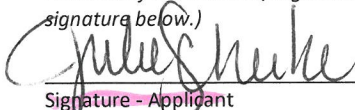
TERMINATION OF AN EVENT

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

CERTIFICATION

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

(The applicant's signature must be from a Managing Member if the business/organization is an LLC, or from the President or Vice President if the business/organization is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below.)


Signature - Applicant

Julie Scheibe - Executive Pastor

Name & Title (PRINT)

2/23/2023

Date

Signature - Applicant

Name & Title (PRINT)

Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department:	Approved ☐ Denied ☐ Comments:		
Fire Department:	Approved ☐ Denied ☐ Comments:		
Public Works Department:	Approved ☐ Denied ☐ Comments:		
Village Clerk:	Approved ☐ Denied ☐ Comments:		
Village Board Approval Date	Village President Signature	Permit #	Issue Date

Special Events Permit Application (Rev 3/21)

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: 01/12/2023

☐ 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 06/15/2023 and ending 06/18/2023 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 Mukwonago Lions Foundation, Inc. & Mukwonago Lions Club, Inc.

(b) Address P O Box 61, Mukwonago, WI 53149

(Street)

☐ Town ☒ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation 12/04/1960

(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 Frank Erdmann, [REDACTED] go, WI 53149

Vice President Cindy Brost, [REDACTED], WI 53149

Secretary Jim Howard, [REDACTED] wonago, WI 53149

Treasurer Albert Frankenstein, [REDACTED] kwonago, WI 53149

(g) Name and address of manager or person in charge of affair: _____

Frank Erdmann, [REDACTED] ago, WI 53149

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 Field Park, 933 North Rochester Street, Mukwonago, WI 53149

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Pavilion and Snack Shack

(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 Lions Summerfeste

(b) Dates of event 06/15/2023

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

Albert Frankenstein 2/6/2023
(Signature / Date)

Mukwonago Lions Foundation, Inc. & Mukwonago Lions Club, Inc.
(Name of Organization)

Date Filed with Clerk 2-6-23

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

AT-315 (R. 9-19)

73360

\$ 10 Ch 2908

Wisconsin Department of Revenue

SUMMERFESTE EVENT

Additional Information

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

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

Application:

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

Class "B" (Beer):

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

"Class B" (Wine):

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

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

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

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

Restrictions:

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

*VILLAGE OF MUKWONAGO
POLICE DEPARTMENT*



MONTHLY REPORT

February 2023

Citation Totals by Offense

All Departments

Violation Date: 02/01/2023 through 02/28/2023

Court	Agency	Offense Code	Offense Description	Total
MKPD				
	Adult			
		947.01(1)	Disorderly Conduct	1
		341.62	Display False Vehicle Registration Plate	2
		82-2	Display Of Power	1
		14-27(4)	Dog At Large	1
		TR305.18(1)(a)	Fail/Equip Required Bumper	1
		346.04(2)	Fail/Obey Traffic Officer-Work Area	1
		346.46(1)	Fail/Stop At Stop Sign	2
		346.18(3)	Fail/Yield Right/Way From Stop Sign	2
		346.70(1)	Failure To Notify Police Of Accident	1
		346.37(1)(c)3	Failure To Obey Sign Or Signal	2
		346.48(1)	Failure To Stop For School Bus	3
		346.06	Failure To Yield Right Of Way	1
		947.013(1M)	Harrasment	1
		346.485(1)	Illegal Pass Of School Bus Reported	1
		341.15(3)(b)	Improper Display/Plates (Hard To See)	1
		341.15(2)	Improperly Attached License Plates	2
		346.89(1)	Inattentive Driving	4
		341.04(1)	Non-Registration Of Auto, Etc	21
		341.03(1)	Operate After Rev/Susp Of Registration	1
		344.62(1)	Operate Motor Vehicle W/O Insurance	21
		344.62(2)	Operate Motor Vehicle W/O Proof Of Insurance	1
		347.13(3)	Operate Vehicle W/O Registration Lamps	3
		347.14(1)	Operate Vehicle W/O Stopping Lights	4
		343.05(3)(a)	Operate W/O Valid License	4
		343.44(1)(a)	Operating After Suspension	2
		346.05(1)	Operating Left Of Center Line	1
		346.63(1)(b)	Operating W/Pac	1
		346.63(1)(a)	Operating While Intox.	1
		347.06(1)	Operation W/O Required Lamps Lighted	1
		82-71	Parking Lot Traffic Violation	2
		961.573(1)	Possess Drug Paraphernalia	1
		346.935(2)	Possess Open Intoxicants In Mv	1
		961.41(3g)(b)	Possession of Controlled Substance	6
		346.57(5)	Speeding Zone And Posted Limits	12
		347.06(3)	Unclean/Defective Lights Or Reflectors	7
		125.07(4)(b)	Underage Drinking-Possess	1
		14-27(11)	Unlicensed Dog	1
		346.37(1)(c)1	Violate Red Traffic Signal	2
Adult Grand Total				121

Citation Totals by Offense

All Departments

Violation Date: 02/01/2023 through 02/28/2023

Court	Agency	Offense Code	Offense Description	Total
MKPD				
	Juvenile			
		82-2	Display Of Power	1
		961.41(3g)(b)	Possession of Controlled Substance	3
		54-103	Possession of Nicotine/Tobacco by a Minor	2
		943.20(1)(a)	Theft-Movable Property<=\$2500	3
		118.163	Truancy	4
		125.07(4)(b)	Underage Drinking-Possess	1
			Juvenile Grand Total	14

Mukwonago Police Department
Tickets Totals (by Violation)

Issue Date: 02/01/2023 through 02/28/2023

Violation Description	Violation Code	Area	Total
Mhs - Park W/O Permit	82-212		6
		By Violation:	6
Park 24hr - Abandoned	82-1(K)		5
		By Violation:	5
Park No Parking Anytime	82-192		1
		By Violation:	1
Park On Wrong Side - Winter	82-227		11
		By Violation:	11
Park W/O Permit - Winter	82-226		65
		By Violation:	65
Parking/Stopping/Standing on Certain Hwys	82-178		1
		By Violation:	1
		Total Tickets:	89



Arrests by Statute Report

Printed On: 03/03/23 13:39

Reporting Period: 02/02/23 - 02/28/23

This report contains all arrest charges.

	Total	Misdemeanor	Non-Criminal	Ordinance
346.63(1)(a) - Operating While Intoxicated - 1st Offense	1		1	
54-1(24) - Theft (under \$2500.00)	3			3
54-1(B) - Underage Consumption of Alcohol (17-20 YOA)	2			2
54-1(G) - Disorderly Conduct	4	2		2
54-1(R) - Harrassment	1			1
54-1(V) - Possession of a Controlled Substance	9			9
54-1(V1) - Possession of Drug Paraphernalia	1			1
54-103 - Possession of Nicotine or Tobacco Product by a Minor	3			3
54-106 - Truancy/Habitual Truancy	4			4
940.19(1) - Battery	1	1		
FUGP - Probation/Parole Hold	2		2	
Total	31	3	3	25



Monthly Case Overview Report

Printed On: 03/03/23 13:40

Reporting Period: 02/01/2023 - 02/28/2023

Village of Mukwonago Police - 1122

	Total
	70
911 Call	1
Administrative/Informational	17
Ambulance Request	1
Animal Complaints-Bite	1
Assist w/ Civil Matter	1
Criminal Damage - Other	1
Criminal Damage-Public	1
Debris in Roadway	1
Disorderly Conduct	3
Disorderly Conduct: Harassment	1
Dog at large	1
Drug/Narcotic Law Investigatio	1
Emergency Detention/M.O.	2
Fraud Complaint	1
Hit and Run	1
Juvenile Trouble	1
Liquor - Possession	1
Liquor - Underage Possession	1
Marijuana-Possession	7
Motor Vehicle Theft/Stolen Veh	1
OWI/DWI-Liquor	1
Possess Forged	1
Public Order Crimes	7
Retail Theft >\$200	1
Sex Offense	1
Simple Assault	1
Suspicious Circumstance	1
Theft - All Others <\$50	3
Theft - All Others >\$200	1
Theft From Yards \$50-\$200	1
Traffic Complaint	1
Traffic Offense/Traffic Other	4
Warrant Service	2



Traffic Crash List

Printed On: 03/03/23 13:41

Village of Mukwonago Police							
Date Time	Case#	Crash#	Officer	Total Units	Total Injured	Total Killed	Crash Type
02/21/2023 14:41		23-000022	Kirkpatrick, Cory-ckir37	2	0	0	C
02/19/2023 01:30		23-000021	Rogers, Richard-rrog49	2	0	0	C
02/18/2023 11:22		23-000020	Kirkpatrick, Cory-ckir37	2	0	0	C
02/23/2023 18:13		23-000019	McKinney, Daniel-dmck44	2	0	0	C
02/23/2023 09:55		23-000018	Pitcher, Peter-ppit38	2	0	0	C
02/22/2023 12:37		23-000017	Pitcher, Peter-ppit38	2	0	0	C
02/11/2023 15:49		23-000016	McKinney, Daniel-dmck44	2	0	0	C
02/12/2023 12:49		23-000015	Pitcher, Peter-ppit38	3	0	0	C
02/03/2023 13:06		23-000014	Pitcher, Peter-ppit38	2	0	0	C
02/04/2023 13:29		23-000012	Wilson, Chet-cwil47	2	0	0	C
02/01/2023 16:34		23-000010	Pinkowski, Shaun-spin42	2	0	0	C
Village of Mukwonago Police				23	0	0	

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Police Contacts - Village

First Shift	1421
Second Shift	800
Third Shift	450
911 Calls	96
TOTAL CALLS	2767

**Eagle Lake Patrol
All Calls/Contacts****Police Contacts - Town**

First Shift	348
Second Shift	597
Third Shift	596
911 Calls	31
TOTAL CALLS	1572

**Phantom Lake Patrol
All Calls/Contacts**

<u>TOTAL CONTACTS</u>	4339
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FLEET MILES AND GAS USAGE

	<u>24</u> <u>22 Chev</u>	<u>26</u> <u>21 Ford</u>	<u>28</u> <u>20 Dodge</u>	<u>30</u> <u>22 Chev</u>	<u>32</u> <u>18 Ford</u>	<u>33</u> <u>19 Chev</u>	<u>34</u> <u>17 Ford</u>	<u>36</u> <u>16 Ford</u>	<u>38</u> <u>22 Chev</u>
Speed End	35924	6883	13422	33711	NA	12191	90620	98010	24894
Speed Beg	33263	6197	13422	32524	NA	12023	90533	97980	21614
Total Miles	2661	686	0	1187	NA	168	87	30	3280
Total Gas	247	30	20.9	113	NA	24.8	12	9	296.5

Respectfully Submitted,

Chief Daniel J. Streit
Village of Mukwongo Police Department

03/03/2023
 User: AUSTIN
 Dry: MFDINTREY2
 Type Procedures

VILLAGE OF MUKWONAGO
 Interfacility Summary - Year to Date
 Posting Dates: 01/01/2023-02/28/2023

Page: 1

Type	Procedures	Charges	Minutes	Payments	Adjustments
DNG	A0382 BASIC SUPPORT ROUTINE SUPPLIES	18 226.23	1,299	191.54	37.59
DNG	A0392 ALS DEFIBRILLATION SUPPLIES	0 .00	0	29.25	91.75
DNG	A0394 ALS IV DRUG THERAPY SUPPLIES	1 15.43	103	.00	.00
DNG	A0398 ALS ROUTINE DISPOSABLE SUPPLIES	49 2,280.08	3,619	1,319.73	3,495.17
DNG	A0422 AMBULANCE 02 LIFE SUSTAINING	64 885.12	4,664	509.64	223.29
DNG	A0425 DNG MILEAGE	1,200 9,720.00	5,566	7,250.01	2,093.82
DNG	A0425 GROUND MILEAGE	0 .00	0	92.42	339.58
DNG	A0427 ALS-EMERGENCY DNG	22 37,400.00	2,548	16,127.53	1,851.10
DNG	A0429 BLS-EMERGENCY DNG	18 28,800.00	2,301	14,962.76	1,644.60
DNG	A0434 CRITICAL CARE DNG	35 77,000.00	4,139	32,152.08	3,146.98
DNG	U7030 NORMAL SALINE SOLUTION INFUS	0 .00	0	5.38	5.62
DNG	93005 ELECTROCARDIOGRAM, TRACING	4 500.00	311	179.56	151.44
DNG	94760 NONINVASIVE EAR OR PULSE OXIMETRY	1 35.00	77	23.70	11.30
DNG	TOTAL	1,412 156,861.86	24,627	72,843.60	13,092.24
Other	A0382 BASIC SUPPORT ROUTINE SUPPLIES	0 .00	0	2.74	.00
Other	A0390 ALS - ADVANCED LIFE SUPPORT MILEAG	0 .00	0	8.22	18.78
Other	A0398 ALS ROUTINE DISPOSABLE SUPPLIES	1 22.45	0	.00	.00
Other	A0422 AMBULANCE 02 LIFE SUSTAINING	1 13.83	0	10.83	.00
Other	A0425 GROUND MILEAGE	24 618.80	0	239.02	235.41
Other	A0427 ALS-EMERGENCY INTERFACILITY	1 1,700.00	0	800.87	1,103.06
Other	TOTAL	27 2,355.08	0	1,061.68	1,357.25
TOTAL		1,439 159,216.94	24,627	73,905.28	14,449.49

ebix, Inc.

03/03/2023
AUSTIN
MEDINTERV2
Financial Class

Year to Date Intercept Report
VILLAGE OF MUKWONAGO
Posting Dates: 01/01/2023 - 02/28/2023
Encounters Procedures Charges

Page: 1

BIG BEND VERNON FIRE DEPT	0	0	3,675.00	500.00	.00	.00	525.00
EAGLE FIRE DEPT	7	7	4,725.00	470.61	679.39	1.00	525.00
EAST TROY EMS	9	9		12,500.00	.00	1.00	525.00
Report Total	16	16	8,400.00	13,470.61	679.39	1.00	525.00

ebix, Inc.

Incident Type Report (Summary)

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
111 - Building fire	4	1.29%	488,400.00	82,500.00	570,900.00	99.65%
112 - Fires in structure other than in a building	1	0.32%				
116 - Fuel burner/boiler malfunction, fire confined	1	0.32%	1,000.00	1,000.00	2,000.00	0.35%
Total: 6		Total: 1.94%	Total: 489,400.00	Total: 83,500.00	Total: 572,900.00	Total: 100.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
321 - EMS call, excluding vehicle accident with injury	143	46.13%				
3212 - Interfacility Transfer	79	25.48%				
3213 - Intercept	32	10.32%				
322 - Motor vehicle accident with injuries	3	0.97%				
Total: 257		Total: 82.90%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
411 - Gasoline or other flammable liquid spill	2	0.65%				
412 - Gas leak (natural gas or LPG)	2	0.65%				
424 - Carbon monoxide incident	1	0.32%				
440 - Electrical wiring/equipment problem, other	1	0.32%				
Total: 6		Total: 1.94%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 5 - Service Call						
531 - Smoke or odor removal	1	0.32%				
551 - Assist police or other governmental agency	1	0.32%				
571 - Cover assignment, standby, moveup	3	0.97%				
Total: 5		Total: 1.61%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 6 - Good Intent Call						
611 - Dispatched and cancelled en route	17	5.48%				
622 - No incident found on arrival at dispatch address	1	0.32%				
651 - Smoke scare, odor of smoke	2	0.65%				
671 - HazMat release investigation w/no HazMat	1	0.32%				
Total: 21		Total: 6.77%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
733 - Smoke detector activation due to malfunction	2	0.65%				
735 - Alarm system sounded due to malfunction	2	0.65%				
740 - Unintentional transmission of alarm, other	1	0.32%				
743 - Smoke detector activation, no fire - unintentional	2	0.65%				
745 - Alarm system activation, no fire - unintentional	6	1.94%				
746 - Carbon monoxide detector activation, no CO	2	0.65%				
Total: 15		Total: 4.84%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Total: 310		Total: 100.00%	Total: 489,400.00	Total: 83,500.00	Total: 572,900.00	Total: 100.00%

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND						
Revenues						
Dept 4100 - TAXES						
150-4100-411100	GENERAL PROPERTY TAX	198,732.00	33,122.00	16,561.00	165,610.00	16.67
150-4100-411101	FIRE DEPT REFERENDUM	406,349.00	67,724.84	33,862.42	338,624.16	16.67
Total Dept 4100 - TAXES		605,081.00	100,846.84	50,423.42	504,234.16	16.67
Dept 4300 - INTERGOV T REVENUES						
150-4300-434400	EMS ACT102 GRANT	19,032.00	0.00	0.00	19,032.00	0.00
150-4300-434700	STATE FIRE DUES PROGRAM	41,600.00	0.00	0.00	41,600.00	0.00
Total Dept 4300 - INTERGOV T REVENUES		60,632.00	0.00	0.00	60,632.00	0.00
Dept 4620 - PUBLIC SAFETY						
150-4620-432000	FIRE DEPT CHARGES FOR SERVICES	100.00	1,170.00	630.00	(1,070.00)	1,170.00
150-4620-432500	AMBULANCE COUNTY COLLECTIONS	23,000.00	0.00	0.00	23,000.00	0.00
150-4620-473000	EBIX AMBULANCE REVENUE	540,460.00	169,604.10	110,757.57	370,855.90	31.38
150-4620-473700	EBIX FIRE REVENUE	4,312.00	0.00	0.00	4,312.00	0.00
150-4620-474100	EBIX INTERFACILITY ALS& BLS	367,376.00	0.00	0.00	367,376.00	0.00
150-4620-474200	EBIX INTERFACILITYCRITICALCARE	137,995.00	0.00	0.00	137,995.00	0.00
Total Dept 4620 - PUBLIC SAFETY		1,073,243.00	170,774.10	111,387.57	902,468.90	15.91
Dept 4700 - INTERGOV T CHARGES FOR SERVICE						
150-4700-434700	STATE FIRE DUES PROGRAM	39,200.00	0.00	0.00	39,200.00	0.00
150-4700-473100	FIRE/AMBULANCE SERVICE TO TOWN	198,732.00	33,122.00	33,122.00	165,610.00	16.67
150-4700-473101	FIRE DEPT REFERENDUM - TOWN	406,349.00	0.00	0.00	406,349.00	0.00
Total Dept 4700 - INTERGOV T CHARGES FOR SERVICE		644,281.00	33,122.00	33,122.00	611,159.00	5.14
Dept 4800 - MISC REVENUE						
150-4800-489000	DONATIONS RECEIVED	0.00	120.00	0.00	(120.00)	100.00
150-4800-489900	MISC. REVENUES	0.00	1,010.00	725.00	(1,010.00)	100.00
Total Dept 4800 - MISC REVENUE		0.00	1,130.00	725.00	(1,130.00)	100.00
Dept 4810 - INTEREST REVENUE						
150-4810-487100	INTEREST REVENUE	660.00	520.69	0.00	139.31	78.89
Total Dept 4810 - INTEREST REVENUE		660.00	520.69	0.00	139.31	78.89
Dept 4820 - COMMERCIAL REVENUE						
150-4820-488000	SALE OF OWNED PROPERTY	0.00	150.00	150.00	(150.00)	100.00
Total Dept 4820 - COMMERCIAL REVENUE		0.00	150.00	150.00	(150.00)	100.00
Dept 4900 - OTHER FINANCING SOURCES						
150-4900-493000	FUND BALANCE APPLIED	48,173.00	0.00	0.00	48,173.00	0.00

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND						
Revenues						
Total Dept 4900 - OTHER FINANCING SOURCES		48,173.00	0.00	0.00	48,173.00	0.00
TOTAL REVENUES		2,432,070.00	306,543.63	195,807.99	2,125,526.37	12.60
Expenditures						
Dept 5140 - ADMINISTRATIVE & GENERAL						
150-5140-511000	SALARIES & WAGES	21,895.00	3,649.16	1,824.58	18,245.84	16.67
150-5140-511200	SOCIAL SECURITY	1,675.00	279.16	139.58	1,395.84	16.67
150-5140-515200	RETIREMENT	2,025.00	339.34	169.67	1,685.66	16.76
150-5140-515400	HEALTH	2,244.00	372.16	186.08	1,871.84	16.58
150-5140-515900	OTHER FRINGE BENEFITS	30.00	5.00	2.50	25.00	16.67
Total Dept 5140 - ADMINISTRATIVE & GENERAL		27,869.00	4,644.82	2,322.41	23,224.18	16.67
Dept 5221 - FIRE ADMINISTRATION						
150-5221-511000	SALARIES & WAGES	582,982.00	62,181.24	41,454.16	520,800.76	10.67
150-5221-511100	OVERTIME	45,687.00	2,144.12	1,634.61	43,542.88	4.69
150-5221-511200	SOCIAL SECURITY	48,093.00	4,721.05	3,163.09	43,371.95	9.82
150-5221-515200	RETIREMENT	83,110.00	8,503.79	5,696.32	74,606.21	10.23
150-5221-515400	HEALTH	96,142.00	21,922.74	7,307.58	74,219.26	22.80
150-5221-515900	OTHER FRINGE BENEFITS	3,438.00	255.53	255.53	3,182.47	7.43
150-5221-521900	PROFESSIONAL SERVICES	23,000.00	13,621.81	4,236.55	9,378.19	59.23
150-5221-521901	IT PROFESSIONAL SERVICES	250.00	0.00	0.00	250.00	0.00
150-5221-522100	WATER-SEWER	2,600.00	0.00	0.00	2,600.00	0.00
150-5221-522200	ELECTRIC	20,000.00	3,242.03	3,242.03	16,757.97	16.21
150-5221-522500	TELEPHONE	11,000.00	1,254.29	652.43	9,745.71	11.40
150-5221-522600	INSURANCE PREMIUMS	88,000.00	22,944.53	0.00	65,055.47	26.07
150-5221-522900	SOFTWARE SUPPORT/MAINTENANCE	32,500.00	0.00	0.00	32,500.00	0.00
150-5221-531100	OPERATIONAL SUPPLIES	6,000.00	740.41	580.74	5,259.59	12.34
150-5221-531300	FIRE PREVENTION MATERIALS	3,000.00	0.00	0.00	3,000.00	0.00
150-5221-532400	MEMBERSHIP DUES	1,300.00	532.30	287.40	767.70	40.95
150-5221-533500	TRAINING & TRAVEL	7,000.00	32.00	32.00	6,968.00	0.46
150-5221-534600	CLOTHING ALLOWANCE	3,500.00	252.55	252.55	3,247.45	7.22
150-5221-539500	REPAIRS & MAINTENANCE	500.00	0.00	0.00	500.00	0.00
150-5221-539900	OTHER	7,100.00	438.70	438.70	6,661.30	6.18
Total Dept 5221 - FIRE ADMINISTRATION		1,065,202.00	142,787.09	69,233.69	922,414.91	13.40
Dept 5222 - FIRE SUPPRESSION						
150-5222-511000	SALARIES & WAGES	14,517.00	1,043.75	942.75	13,473.25	7.19
150-5222-511200	SOCIAL SECURITY	1,111.00	79.88	72.13	1,031.12	7.19
150-5222-515200	RETIREMENT	752.00	43.73	35.53	708.27	5.82
150-5222-531100	OPERATIONAL SUPPLIES	6,000.00	319.59	319.59	5,680.41	5.33
150-5222-534600	CLOTHING ALLOWANCE	3,000.00	0.00	0.00	3,000.00	0.00
150-5222-535100	MOTOR FUEL & OIL	10,000.00	405.42	405.42	9,594.58	4.05
150-5222-539500	REPAIRS & MAINTENANCE	25,000.00	554.49	554.49	24,445.51	2.22
Total Dept 5222 - FIRE SUPPRESSION		60,380.00	2,446.86	2,329.91	57,933.14	4.05
Dept 5223 - FIRE TRAINING						
150-5223-511000	SALARIES & WAGES	21,020.00	847.90	543.90	20,172.10	4.03
150-5223-511200	SOCIAL SECURITY	1,608.00	64.86	41.61	1,543.14	4.26

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND						
Expenditures						
150-5223-515200	RETIREMENT	801.00	60.66	39.84	740.34	7.57
150-5223-531100	OPERATIONAL SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
150-5223-533500	TRAINING & TRAVEL	3,000.00	859.20	0.00	2,140.80	28.64
Total Dept 5223 - FIRE TRAINING		27,429.00	1,832.62	625.35	25,596.38	6.68
Dept 5231 - AMBULANCE						
150-5231-511000	SALARIES & WAGES	183,084.00	18,975.65	11,491.20	164,108.35	10.36
150-5231-511200	SOCIAL SECURITY	14,006.00	1,451.05	879.07	12,554.95	10.36
150-5231-515200	RETIREMENT	7,614.00	1,150.21	723.30	6,463.79	15.11
150-5231-515400	HEALTH	1,000.00	96.38	0.00	903.62	9.64
150-5231-515900	OTHER FRINGE BENEFITS	50.00	0.00	0.00	50.00	0.00
150-5231-521900	PROFESSIONAL SERVICES	59,000.00	18,053.59	4,016.58	40,946.41	30.60
150-5231-531100	OPERATIONAL SUPPLIES	57,500.00	5,527.51	3,496.17	51,972.49	9.61
150-5231-531500	POSTAGE	500.00	53.55	19.20	446.45	10.71
150-5231-535100	MOTOR FUEL & OIL	20,000.00	1,636.24	1,636.24	18,363.76	8.18
150-5231-539500	REPAIRS & MAINTENANCE	13,000.00	800.96	800.96	12,199.04	6.16
Total Dept 5231 - AMBULANCE		355,754.00	47,745.14	23,062.72	308,008.86	13.42
Dept 5232 - AMBULANCE TRAINING						
150-5232-511000	SALARIES & WAGES	9,666.00	778.64	638.14	8,887.36	8.06
150-5232-511200	SOCIAL SECURITY	739.00	59.56	48.80	679.44	8.06
150-5232-515200	RETIREMENT	333.00	2.71	1.22	330.29	0.81
150-5232-531100	OPERATIONAL SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
150-5232-533500	TRAINING & TRAVEL	3,000.00	823.06	262.50	2,176.94	27.44
Total Dept 5232 - AMBULANCE TRAINING		14,738.00	1,663.97	950.66	13,074.03	11.29
Dept 5233 - REFERENDUM FUNDED STAFFING						
150-5233-511000	SALARIES & WAGES	416,355.00	0.00	0.00	416,355.00	0.00
150-5233-511100	OVERTIME	30,139.00	0.00	0.00	30,139.00	0.00
150-5233-511200	SOCIAL SECURITY	34,157.00	0.00	0.00	34,157.00	0.00
150-5233-515200	RETIREMENT	52,463.00	0.00	0.00	52,463.00	0.00
150-5233-515400	HEALTH	127,553.00	0.00	0.00	127,553.00	0.00
150-5233-515900	OTHER FRINGE BENEFITS	3,449.00	0.00	0.00	3,449.00	0.00
150-5233-531100	OPERATIONAL SUPPLIES	6,000.00	0.00	0.00	6,000.00	0.00
150-5233-533500	TRAINING & TRAVEL	3,000.00	0.00	0.00	3,000.00	0.00
150-5233-581100	EQUIPMENT LESS THAN \$5000	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 5233 - REFERENDUM FUNDED STAFFING		679,116.00	0.00	0.00	679,116.00	0.00
Dept 5700 - CAPITAL OUTLAY EXPENDITURES						
150-5700-571300	FIRE DEPT CAPITAL EQUIP	18,000.00	0.00	0.00	18,000.00	0.00
150-5700-571400	AMBULANCE CAPITAL EQUIP	18,000.00	0.00	0.00	18,000.00	0.00
150-5700-572100	FIRE ADMINISTRATION	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 5700 - CAPITAL OUTLAY EXPENDITURES		38,000.00	0.00	0.00	38,000.00	0.00
Dept 5880 - USE OF GRANTS/DONATIONS						
150-5880-580501	GRANT EXPENDITURES (MISC)	0.00	4,941.90	4,941.90	(4,941.90)	100.268

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND						
Expenditures						
Total Dept 5880 - USE OF GRANTS/DONATIONS		0.00	4,941.90	4,941.90	(4,941.90)	100.00
Dept 5900 - OTHER FINANCING USES						
150-5900-592000	TRANSFERS TO OTHER FUNDS	66,791.00	0.00	0.00	66,791.00	0.00
150-5900-592500	TRANSFER TO DESIGNATED FUNDS	30,000.00	0.00	0.00	30,000.00	0.00
150-5900-593000	TRANSFER TO TOWN OF MUKWONAGO	66,791.00	0.00	0.00	66,791.00	0.00
Total Dept 5900 - OTHER FINANCING USES		163,582.00	0.00	0.00	163,582.00	0.00
TOTAL EXPENDITURES		2,432,070.00	206,062.40	103,466.64	2,226,007.60	8.47
Fund 150 - FIRE/AMBULANCE FUND:						
TOTAL REVENUES		2,432,070.00	306,543.63	195,807.99	2,125,526.37	12.60
TOTAL EXPENDITURES		2,432,070.00	206,062.40	103,466.64	2,226,007.60	8.47
NET OF REVENUES & EXPENDITURES		0.00	100,481.23	92,341.35	(100,481.23)	100.00