

Village of Mukwonago
Notice of Meeting and Agenda

REGULAR VILLAGE BOARD MEETING
Wednesday, October 18, 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. 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.

5.1 Approval of Minutes of Special Village Board Meeting September 7, 2023, Regular Village Board meeting of September 20, 2023, Special VB Meeting Minutes of September 20, 2023, Special Village Board Meeting of October 4, 2023.

[2023-09-07 Special VB DRAFT Minutes.docx](#)

[2023-09-20 DRAFT VB Minutes.docx](#)

[2023-09-20 Special VB DRAFT Minutes.docx](#)

[2023-10-04 DRAFT Special VB Minutes.docx](#)

5.2 Approve Accounts Payable Vouchers in the amount of \$385,781.42.

[100423 VB AP Packet.pdf](#)

5.3 Approve Resolution 2023-51 Amending the 2023 Adopted Budgets for the General Fund, Community Development, Capital Equipment, Capital Improvement and Debt Service Funds.

[RESOLUTION 2023-51 \(Amend 2023 Budget - Various Funds\).pdf](#)

- 5.4 Approve **RESOLUTION 2023-53** an Amendment to the Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement entered into on May 13, 2021, to add language concerning the settlement of referendum funded expenditures and the establishment of an assigned fund balance as part of the original annual settlement process.

[RESOLUTION 2023-53 MOU Town Village Fire Agmt Amendment](#)

[EXHIBIT A - Amendment to Amended Joint Mukwonago FIRE and EMS Department Agreement](#)

- 5.5 Approve an Adopt-a-Road program for the Village of Mukwonago.

[Adopt A Road Program](#)

[1YK1019-Final Amended Adopt a Road Terms and Conditions.DOCX](#)

[1YK1039-Final Amended Adopt a Highway Volunteer Release of Liability Waiver Form.DOCX](#)

- 5.6 Approve **Resolution 2023-37** to approve the Employee Handbook Update. *(This item was unanimously approved at the 9-6-23 COW)*

[2023 Summary of Employee Handbook changes - September COW.pdf](#)

[RESOLUTION 2023-37 \(Employee Handbook Update\)](#)

[Employee Handbook-2023 FINAL Approved.pdf](#)

6. Other Items for Approval

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

- 6.1 Discussion and possible action to approve **RESOLUTION 2023-52** an Intergovernmental Agreement for the provision of municipal sewer and municipal water utility service in an area subject to development between the Village of Mukwonago and the Village of Vernon.

[RESOLUTION 2023-52 IGA Vernon Water Sewer Agreement.docx](#)

[1YE0705-Intergovernmental Agreement Vernon Water Sewer - updated by snk.DOCX](#)

7. Joint Village & Town Protective Services Committee Recommendations, Trustee Scott Reeves

- 7.1 Discussion and possible action on Fire Department Policy Revisions #11, 31, 34.
[JPS Policy Items from 10-16-23.pdf](#)

8. Planning Commission Recommendations

Discussion and possible action on the following Plan Commission Recommendations

- 8.1 Discussion and action on **ORDINANCE 1023** for a Comprehensive Plan Map Amendment from Open Space/Recreational and Primary Environmental Corridor to Medium Lot Single Family II and Primary Environmental Corridor at the northwest corner of Small Farm Road and Holz Parkway; Parcel MUKV 1971-139-002; Abdulaziz Sanqur, applicant, as recommended by the Plan Commission.

[Staff - Small Farm Lt 26 - Comp Plan Amend.pdf](#)

[ORDINANCE 1023 - Comp Plan Amend Small Farm Lt 26v2.pdf](#)

- 8.2 Discussion and action on **ORDINANCE 1024** for a Zoning Map Amendment from M-1 Light Industrial to R-1 Single Family Medium Lot Residential District and PUD-Planned Unit Development Overlay at the northwest corner of Small Farm Road and Holz Parkway; Parcel MUKV 1971-139-002; Abdulaziz Sanqur, applicant, as recommended by the Plan Commission.

[Staff - Small Farm Lt 26 - Rezoning.pdf](#)

[ORDINANCE 1024 - Small Farm Lot 26 Rezoning.pdf](#)

- 8.3 Discussion and action on **RESOLUTION 2023-55** for an Extraterritorial Review of a Certified Survey Map at N9022 Army Lake Road in the Town of East Troy; Parcel P ET 1000009; V2G Surveying, applicant; Dennis DeGrave/Francis DeGrave Life Estate, owner, as recommended by the Plan Commission.

[Staff - Degrave ETZ.pdf](#)

[Town Resolution DeGrave.pdf](#)

[RESOLUTION 2023-55 Degrave ETZ.pdf](#)

[ETZ - CSM DEGRAVE.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 \$1,050,263.72.

[101823 VB AP Packet.pdf](#)

- 9.2 Discussion and action on final review of 2024 proposed General Fund Budget and forward to public hearing on November 15, 2023.

[Final Proposed GF Budget 10-18-2023.pdf](#)

10. Health and Recreation Committee, Trustee John Meiners

Discussion and possible action on the following items

- 10.1 Discussion and possible approval of Special Event permit for Brooklife Church Fall-o-Rama on October 28, 2023. Event will be held at Brooklife Church parking lot from 5 pm - 7 pm.

[10-29-2023 - Brooklife Church - Fall-o-Rama.pdf](#)

- 10.2 Discussion and possible action to approve participation in the East Troy Mukwonago Bike Trail grant re-submittal and approve the MOU at a cost share of \$2,700.

[East Troy Bike Trail Grant Re-Submittal.pdf](#)

11. Public Works Committee, Trustee Eric Brill

Discussion and possible action on the following items

- 11.1 Discussion and possible action to replace the Village Hall Elevator Fire Panel.

[Village Hall Elevator Fire Panel Agenda Cover Report.docx](#)

[Village Hall Elevator Fire Panel Purchase Requisition.docx](#)

[Fire Alarm Repair Proposal for Village of Mukwonago Municipal Building.pdf](#)

11.2 Discussion and possible action to approve **RESOLUTION 2023-57** a Resolution to approve the Letter of Credit elimination for IDC at 600 Perkins Drive.

[RESOLUTION 2023-57 LOC Elimination IDC.pdf](#)

12. Protective Services, Trustee Scott Reeves

Discussion and possible action on the following items

12.1 Police Report for the Month of September *(For Information Only, No Action Required)*

[Monthly Report September 2023.pdf](#)

13. 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; and pursuant to **Wis. Stats. § 19.85(1)(e)** (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) for negotiation with WE Energies.

14. 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

15. 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.

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Thursday, September 7, 2023

Time: **5:30 pm**

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

Call to Order

President Winchowky called the meeting to order at 5:30pm.

Roll Call

Board Members Present

Eric Brill
Darlene Johnson
Ken Johnson
John Meiners
Scott Reeves
Fred Winchowky

Also Present

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Wayne Castle, Utilities Director

Excused

Dale Porter

New Business

Preliminary review of the 2024 Annual Budget.

Finance Director Doherty reviewed the preliminary Capital Budget and Debt Service and the Fire Department Budget.

It was determined to use $\frac{1}{2}$ ARPA funds for the first phase of the Fiber Project and $\frac{1}{2}$ for the Well $\frac{3}{4}$ Radium Plant.

It was noted revenue in Impact Fees is severely lower leading to challenges.

It was noted following the Fire Department Budget, the Town will review next week and the Village Board can approve after that.

Adjournment

Meeting adjourned at 6:48pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer

MINUTES OF THE VILLAGE BOARD OF TRUSTEES MEETING Wednesday, September 20, 2023

Time: **6:30 pm**

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

Call to Order

President Winchowky called the meeting to order at 6:30pm.

Roll Call

Board Members Present

Eric Brill
Dale Porter
Darlene Johnson
Ken Johnson
John Meiners
Scott Reeves
Fred Winchowky

Also Present

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Chris DeMotto, Assistant Police Chief
Jeff Stien, Fire Chief
Jerad Wegner, Village Engineer
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Nathan Bayer, Attorney

Pledge of Allegiance

Comments from the Public

Jeff Searl was present representing Milwaukee Tool. He noted they were at the Planning Commission last week and Milwaukee tool requested combining two lots and temporary parking lot to make it more permanent. On the agenda tonight, on behalf of Milwaukee Tool look forward to growing in the community.

David Boebel, 815 Park View Lane, was present to discuss the Hwy 83 property and negotiations with Brohn Builders. He asked the Board to consider leaving this loan alone. He expressed his concerns for this contract. He discussed the Capital Fund Balance Policy and suggested they reassess priorities. Suggests the police garage is important.

Scott Reeves, 207 Lincoln Ave. stepped down to remind everyone this year the planters were graciously planted by Thomas Greenhouse. They recently switched out the flowers to a fall blend just in time for fall fest. He asked everyone to please thank them.

Presentations

Proclamation honoring Benjamin Padilla on his achievement of Eagle Scout

Ben Padilla was honored with a proclamation for achieving the rank of Eagle Scout. His project included building dug outs for baseball at field park.

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 Minutes of July 19, 2023 and August 16, 2023.
- 6.2 Motion to approve Accounts Payable Vouchers in the amount of \$1,968,593.62.
- 6.3 Motion to approve a Patrol Squad purchase for a 2023 Chevy Tahoe from Ewald in the amount of \$45,519
- 6.4 Approve **Resolution 2023-40** a Resolution to Certify the Village of Mukwonago is exempt from the County Library Levy.
- 6.5 Approve **Resolution 2023- 44** A Resolution to adopt an update to the Village of Mukwonago Fund Balance Policy.
- 6.6 Approve **Resolution 2023-43** A Resolution to adopt an update to the Village of Mukwonago Capital Improvement Planning Policy.
- 6.7 Approve **Resolution 2023- 47** a Resolution to adopt an update to the Village of Mukwonago Capitalized Fixed Asset Policy
- 6.8 Approve **Resolution 2023 -45** a Resolution to approve a Contract for Maintenance Assessment Services with Associate Appraisal Consultants for 2024-2026.
- 6.9 Approve **Resolution 2023 -46** a Resolution to approve a Contract for Exterior Revaluation Services with Associated Appraisal and Consultants.
- 6.10 Approve to Award the Indian Head Park Sign Project to Poblocki Signs in the amount of \$62,610.
- 6.11 Approve the new electric service for the Miniwaukan Park restrooms with WE Energies.
- 6.12 Approve **Resolution 2023-50** a resolution documenting the annual liquor license quota calculation for the Village of Mukwonago.
- 6.13 Approve a Temporary Class "B" Retailer's License for the annual St. James Catholic Parish Fish Fry held at 830 E Veteran's Way, held on 10/6/2023, 11/3/2023, 12/1/2023, 1/5/2024, 2/2/2024, 3/1/2024, 4/5/2024, and 5/3/2024.
- 6.14 Approve an Original Reserve "Class B"/Class "B" combination Fermented Malt Beverage and Liquor License application for Zip Main, LLC d/b/a The Block, at 944 & 950 Main Street, Mukwonago, WI 53149, Bradley Zajork, Agent.
- 6.15 Approve an Original Reserve "Class B"/Class "B" Combination Fermented Malt Beverage and Liquor License Application for That Place LLC, d/b/a That Place Restaurant, 1015 E Veteran's Way, Mukwonago, WI 53149, Arturo Napoles, Agent.
- 6.16 Approve **Ordinance 1019** An Ordinance to Amend **Chapter 2 Administration; Article IV Officers and Employees; DIVISION 4 Finance Director.**
- 6.17 Approve **Ordinance 1020** an Ordinance to Amend **Chapter 2 Administration; ARTICLE IV Officers and Employees; Division 2 Public Works Director.**
- 6.18 Approve **Ordinance 1021** an Ordinance to amend **Chapter 2 Administration, ARTICLE IV Officer and Employees; Division 5 Utilities Director.**
- 6.19 Approve **CHARTER ORDINANCE 1022**, An Ordinance to amend Charter Ordinance **Chapter C, ARTICLE II Officers and Employees; Division 2 Clerk/Treasurer**

6.20 Approve **Resolution 2023 -41** a Resolution to approve the Stormwater Management Agreement with St. John's Evangelical Lutheran Church.

6.21 Approve **Resolution 2023-42** a Resolution to approve a Letter of Credit Elimination for Goodwill of Mukwonago.

Meiners/D Johnson motion to approve Consent Agenda Items 6.1 - 6.21. Unanimously carried.

Joint Village & Town Protective Services Committee Recommendations, Trustee Scott Reeves

Fire Reports

JPS Meeting was canceled for September. This was for Information Only, No Action Required.

Planning Commission Recommendations

Discussion and possible action to approve RESOLUTION 2023-48 for a Certified Survey Map for Empire/Milwaukee Tool; 929 Empire Drive; Parcels MUKV 1969-988-006 and MUKV 1969-988-001, as recommended by the Plan Commission.

Meiners/Brill motion to approve. Trustee D Johnson questioned about how long has Milwaukee tool been there. It was noted Milwaukee Tool acquired Empire Tool in 2014, prior to that it was about 1998-2001 Empire Tool was initially established in the Village. Unanimously carried.

Discussion and possible action to approve RESOLUTION 2023-49 for an Extraterritorial Review of a Four-Lot Certified Survey Map located at N9033 and N9025 Army Lake Road in the Town of East Troy, as recommended by the Plan Commission.

No action was taken on this item, due to a request of petitioner. It was sent back to the Plan Commission.

Site Plan and Architectural Reviews Approved: *(For Information Only, No Action Required)* PC-RESOLUTION 2023-09 for a parking lot at Empire/Milwaukee Tool; Empire Drive; Parcels MUKV 1969-988-006 and MUKV 1969-988-001.

It was noted this was approved by the Plan Commission. Trustee Brill noted they needed more parking they have been using a temporary gravel lot and they are paving lot with their expansion.

Finance Committee, Trustee Darlene Johnson

Discussion and possible action to approve Accounts Payable Vouchers in the amount of \$581,855.81.

D Johnson/K Johnson motion to approve. Unanimously carried.

Protective Services, Trustee Scott Reeves

Police Report for the Month of August. *(For Information Only, No Action Required)*

Village Administrator

Discussion and possible action to approve a contract extension of the purchase and sale agreement with Briohn Builders.

Meiners/Reeves motion to approve an a contract extension of the offer to purchase agreement with Briohn Builders.

Attorney Bayer noted he has reviewed and approved the extension.

Trustee D Johnson questioned if this wasn't approved what would happen.

Attorney Bayer noted due diligence would be extended to November because they had that initial option if you don't approve they won't go longer until 2024. The Village would have to pay to market this property.

Trustee Brill confirmed there is no building a road or anything tied to this agreement.

Administrator Schnook noted there is a plan but the board hasn't authorized any funds for this and it is not part of this agreement. It was part of TID 5 plan to provide access to the Sommers Property.

Roll Call: "Yes" Trustee Brill, K. Johnson, Meiners, Reeves, and Winchowky. "No" Trustees D. Johnson, and Porter. Motion carried 5-2.

Closed Session

Meiners/D Johnson motion to go into 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 and; pursuant to **Wis. Stats. § 19.85(1)(e)** (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) for negotiation on the Intergovernmental Agreement with the Village of Vernon, Red Brick Museum Lease, and WE Energies Property 6:57pm

Roll Call: "Yes" Trustee Brill, D. Johnson, K. Johnson, Meiners, Porter, Reeves, Winchowky. Unanimously carried.

Reconvene into Open Session

D Johnson/Reeves Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 8:11pm. Roll Call: "Yes" Trustee Brill, D. Johnson, K. Johnson, Meiners, Porter, Reeves, Winchowky. Unanimously carried.

Adjournment

Meeting adjourned at 8:11pm.

Respectfully Submitted,
Diana Dykstra, MMC
Village Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Wednesday, September 20, 2023

Time: **5:30 pm**

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

Call To Order

Meeting was called to order by President Winchowky at 5:30pm.

Roll Call

Board Members Present

Eric Brill
Dale Porter
Darlene Johnson
Ken Johnson
John Meiners
Scott Reeves
Fred Winchowky

Also Present

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Chris DeMotto, Assistant Police Chief
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Abby Armour, Library Director
Nathan Bayer, Attorney

Public Comment

No Public Comments

New Business

Discussion and review of the 2024 Governmental Fund Budgets.

Finance Director Doherty reviewed the preliminary budget. She explained there is a large decrease in Building Permit Revenue of about \$175,000 along with Health Insurance Premium increases around 18%. Interest Revenues are higher than typical this year but hard to measure moving forward. She proposed a 3% employee wage increase.

Administrator Schnook noted he has no comments.

Trustee Meiners felt this was a common sense solution to a problem.

Trustee Porter asked if the Village considered looking at self funded insurance as they have with the school to save money.

President Winchowky asked the Administrator, Finance Director and Personnel to review this for future budgets.

It was noted after the October Committee of the Whole they will have another budget workshop.

Adjournment

Meeting adjourned at 6:23pm

Respectfully Submitted
Diana Dykstra, MMC
Village Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Wednesday, October 4, 2023

Time: **6:30 pm**

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

Call to Order

President Winchowky called the meeting to order at 6:30pm.

Roll Call

Board Members Present

Eric Brill
Dale Porter
Darlene Johnson
Ken Johnson
John Meiners
Fred Winchowky

Also Present

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Chris DeMotto, Assistant Police Chief
Jeff Stien, Fire Chief
Jerad Wegner, Village Engineer
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Nathan Bayer, Attorney

Excused

Scott Reeves

New Business

Discussion and possible action to approve RESOLUTION 2023-54 an Existing Employer Option Resolution for the Wisconsin Public Employers' Group Health Insurance Program for the Village of Mukwonago.

Finance Director Doherty noted that Insurance is obtained through the state and they are starting a new portal for self enrollments. They felt there were questions about how we operate. They discovered the Village is signed up for the wrong plan. They are participating in a plan with dental but having the employee pay the fee for the Dental at 100%. They should be signed up for a plan that is "Deductible without Dental" Plan They can get dental but need to opt in. They never formally changed the plan. This resolution confirms that change and the Village can then go through open enrollment.

Meiners/Brill motion to approve. Unanimously carried.

Discussion and possible action to approve a Distribution Easement Underground with Wisconsin Electric Power Company for the Miniwaukan Restroom project.

DPW Bittner noted WE Energies is going to run power to this project run through an easement and they are asking for an easement until the transformer.

Brill/Porter motion to approve. Unanimously carried.

Discussion on the Utility Department Budgets, and update on proposed operations and capital budgets.

Utilities Director Castle and Finance Director Doherty reviewed the Utility Department budget. They are looking for possible direction on the Board meeting. Trustees asked if Utilities Director Castle could make recommendations on the direction for his budget by the Board Agenda.

Finance Director Doherty reviewed the rules regarding expenditure restraint. She noted under old rules could increase 7.7% and CPI. She was reviewing what we could add to our budget based on net new construction, levy could increase 7.4% about \$15,000 higher than estimated. She further noted that due to the aid for shared revenue, they are letting municipalities auto qualify next year, but they don't have the revenues, they will use fund balance for that gap.

Administrator Schnook noted there were studies he wanted to do which could qualify as those one time transfers. It was noted they could increase \$98,000 to meet for expenditure restraint with no penalty. This is using reserves in excess of the 25% saved and creating capacity.

Administrator Schnook noted that two years ago wanted training at the technical college, a Garbage study to a user fee, strategic planning, storm water utility expansion, comp plan update, wants to talk to department heads and discuss their questions.

The next Board meeting will have action to recommend the public hearing.

Adjournment

Meeting adjourned at 7:54 pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	9/27/2023	\$	106,504.56
Library Accounts Payable	9/15/2023	\$	20,457.54
Charter Communications/Spectrum (ach withdrawal)	9/11/2023	\$	1,800.67
US Bank (ach withdrawal)	9/25/2023	\$	14,097.86
We Energies (ach withdrawal)	9/11/2023	\$	39,779.68
Check Disbursement - Court	9/11/2023	\$	3,185.43
Check Disbursement - Invoice Cloud	9/11/2023	\$	153.75
Check Disbursement - Concert Series	9/7/2023	\$	4,000.00
Check Disbursement - Unemployment	9/11/2023	\$	304.00
Check Disbursement - Payroll Related	9/1/2023	\$	8,299.72
Check Disbursement - Payroll Related	9/13/2023	\$	94,002.75
Check Disbursement - Payroll Related	9/19/2023	\$	1,648.22
Check Disbursement - Payroll Related	9/27/2023	\$	91,547.24
Total for Approval:		\$	<u>385,781.42</u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

09/27/2023 02:02 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/05/2023 - 10/05/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 1/7

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: ABT MAILCOM						
2023TBP	PRE POSTAGE WALWORTH TAX BILLS	100-5142-531500	65.00	65.00	CLERK	10/05/2023
TOTAL VENDOR ABT MAILCOM				65.00		
VENDOR NAME: ALSCO						
IMIL1948984	PD MAT CLEANING SERVICE	100-5211-539400	42.66	42.66	POLICE	10/05/2023
IMIL1925172	PD MAT CLEANING SERVICE	100-5211-539400	42.66	42.66	POLICE	10/05/2023
TOTAL VENDOR ALSCO				85.32		
VENDOR NAME: AM TOWING						
W35500	3461 REPAIRS	150-5222-539500	544.15	544.15	FIRE	10/05/2023
W35523	SERIOUS CRASH VEHICLE TOW	100-5212-521900	316.00	316.00	POLICE	10/05/2023
TOTAL VENDOR AM TOWING				860.15		
VENDOR NAME: AMAZON CAPITOL SERVICES						
17WQRDC94LRL	400 WATT UPS BATTERY BACKUP	100-5323-531100	64.99	64.99	DPW	10/05/2023
1VM3DNMLL1F7	IT TOOLS FOR DPW SHOP	100-5323-531100	17.90	17.90	DPW	10/05/2023
1LFHDPTVLDK9	SOLAR STREET LIGHTS FOR INDIAN HEAD PARK	100-5521-531100	139.96	139.96	DPW	10/05/2023
11MTFDJQL4L4	PATCH CABLES	100-5323-531100	45.45	45.45	DPW	10/05/2023
1VRGFMGRGN9GV	OFFICE SUPPLIES	100-5142-531100	157.99	315.98	CLERK	10/05/2023
		100-5144-531100	157.99			
TOTAL VENDOR AMAZON CAPITOL SERVICES				584.28		
VENDOR NAME: AQUA-PURE OF WI						
1375	PHOSPHOROUS REMOVAL CHEMICAL	620-8010-824000	17,474.20	17,474.20	UTILITIES	10/05/2023
TOTAL VENDOR AQUA-PURE OF WI				17,474.20		
VENDOR NAME: AT & T MOBILITY						
287291370101091523	AT&T SEPTEMBER CELL PHONES AND CRADLEPOI	100-5211-522500	542.75	542.75	POLICE	10/05/2023
TOTAL VENDOR AT & T MOBILITY				542.75		
VENDOR NAME: BATTERIES PLUS						
P65375110	UPS FOR SCADA NETWORK	610-6200-662500	264.66	264.66	UTILITIES	10/05/2023
TOTAL VENDOR BATTERIES PLUS				264.66		
VENDOR NAME: BEAR GRAPHICS						
0924575	SVD ENVELOPES	100-5144-531200	231.03	231.03	CLERK	10/05/2023
TOTAL VENDOR BEAR GRAPHICS				231.03		
VENDOR NAME: C & M AUTO PARTS INC						
6079-373287	TORO 5910 BELT	100-5324-539500	15.64	15.64	DPW	10/05/2023
6079-373286	TORO 5910 BELT	100-5324-539500	46.71	46.71	DPW	10/05/2023
6079-373397	CAR 1 BATTERY REPLACEMENT	150-5222-539500	171.49	171.49	FIRE	10/05/2023
6079-373398	BATTERY CORE RETURN	150-5222-539500	(60.00)	(60.00)	FIRE	10/05/2023
6079-373548	SHOP SUPPLIES	100-5323-531100	43.97	43.97	DPW	10/05/2023
6079-373536	TORO 5910 OIL FILTER	100-5324-539500	10.77	10.77	DPW	10/05/2023
6079-373401	SHOP SUPPLIES	100-5323-531100	38.49	38.49	DPW	10/05/2023
TOTAL VENDOR C & M AUTO PARTS INC				267.07		
VENDOR NAME: CENTRAL OFFICE SYSTEMS						

09/27/2023 02:02 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/05/2023 - 10/05/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 2/7

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: CENTRAL OFFICE SYSTEMS						
80962264	COPIER INVOICE	150-5221-531100	92.00	92.00	FIRE	10/05/2023
80962193	SEPTEMBER LEASE PAYMENT 458	100-5142-531200	19.64	165.00	ALLOCATE	10/05/2023
		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						
4167941511	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	112.63	112.63	DPW	10/05/2023
4167941635	UNIFORM SERVICE	610-6920-693000	63.08	124.16	UTILITIES	10/05/2023
		620-8400-856000	61.08			
4168650878	UNIFORM SERVICE	610-6920-693000	96.82	193.64	UTILITIES	10/05/2023
		620-8400-856000	96.82			
4168650789	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	112.63	112.63	DPW	10/05/2023
TOTAL VENDOR CINTAS				543.06		
VENDOR NAME: CIVICPLUS						
262046	2023 ANNUAL WEBSITE MAINTENANCE	100-5142-521900	315.00	2,205.00	ALLOCATE	10/05/2023
		440-5511-531000	315.00			
		620-8400-852000	315.00			
		150-5221-521900	315.00			
		100-5521-531100	315.00			
		610-6920-692300	315.00			
		100-5211-521900	315.00			
TOTAL VENDOR CIVICPLUS				2,205.00		
VENDOR NAME: CJ & ASSOCIATES, INC						
0231967-IN	PD FLOORING BALANCE	430-5700-571100	16,027.00	16,027.00	POLICE	10/05/2023
TOTAL VENDOR CJ & ASSOCIATES, INC				16,027.00		
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY						
301186091423	COLUMBIA SOUTHERN TUITION - ZAJICHEK	100-5212-516300	845.00	845.00	POLICE	10/05/2023
323053091423	COLUMBIA SOUTHERN TUITION - KIRKPATRICK	100-5212-516300	845.00	845.00	POLICE	10/05/2023
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY				1,690.00		

09/27/2023 02:02 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/05/2023 - 10/05/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 3/7

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: CORE & MAIN LP						
T592591	HYDRANT AND WATER SERVICE PARTS	610-6452-665200	225.00	1,674.52	UTILITIES	10/05/2023
		610-6454-665400	1,449.52			
T383841	HYDRANT PARTS	610-6454-665400	931.50	931.50	UTILITIES	10/05/2023
TOTAL VENDOR CORE & MAIN LP					2,606.02	
VENDOR NAME: COUNTY MATERIALS CORPORATION						
3967883-00	CONCRETE BLOCKS	620-8010-827000	891.00	891.00	UTILITIES	10/05/2023
3965901-00	CONCRETE BLOCKS	620-8010-827000	1,511.00	1,511.00	UTILITIES	10/05/2023
TOTAL VENDOR COUNTY MATERIALS CORPORATION					2,402.00	
VENDOR NAME: CRIVELLO CARLSON S.C.						
5331-192851	AUGUST SERVICES	100-5130-521900	3,340.00	3,340.00	FINANCE	10/05/2023
5331-192853	PFAS ISSUE	610-6920-692300	80.00	80.00	FINANCE	10/05/2023
5331-192852	DEVELOPMENT WORK - ZIP MAIN	100-0000-211400	80.00	80.00	FINANCE	10/05/2023
TOTAL VENDOR CRIVELLO CARLSON S.C.					3,500.00	
VENDOR NAME: DYNAMIC AWARDS						
22239	NAMEPLATE	100-5111-531100	10.00	10.00	CLERK	10/05/2023
TOTAL VENDOR DYNAMIC AWARDS					10.00	
VENDOR NAME: ELECTION SYSTEMS & SOFTWARE						
CD2066774	GRANT-ACCESSIBLE VOTE EXPRESS	100-5144-521900	3,950.00	3,950.00	CLERK	10/05/2023
TOTAL VENDOR ELECTION SYSTEMS & SOFTWARE					3,950.00	
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS						
2584071	EMS SUPPLIES	150-5231-531100	3.55	3.55	FIRE	10/05/2023
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS					3.55	
VENDOR NAME: ENVIRONMENT CONTROL						
28878-613	VILLAGE HALL CLEANING	100-5160-521900	698.00	698.00	DPW	10/05/2023
TOTAL VENDOR ENVIRONMENT CONTROL					698.00	
VENDOR NAME: ETI LLC						
09/21/2023	LICENSE MANAGER SUPPORT	100-5142-522900	269.00	269.00	CLERK	10/05/2023
TOTAL VENDOR ETI LLC					269.00	
VENDOR NAME: FOTH INFRASTRUCTURE &						
86010		100-5632-521900	3,000.00	3,000.00	FINANCE	10/05/2023
TOTAL VENDOR FOTH INFRASTRUCTURE &					3,000.00	
VENDOR NAME: HASTINGS AIR-ENERGY CONTROL INC						
PS-I0000052	PLYMOVENT ANNUAL STATION 1	150-5222-539500	625.00	625.00	FIRE	10/05/2023
TOTAL VENDOR HASTINGS AIR-ENERGY CONTROL INC					625.00	
VENDOR NAME: HAWKINS WATER TREATMENT						
6578415	CHEMICALS FOR WATER TREATMENT	610-6300-663100	40.00	40.00	UTILITIES	10/05/2023
6575733	CHEMICALS FOR WATER TREATMENT	610-6300-663100	3,509.48	3,509.48	UTILITIES	10/05/2023
6575394	POLYMER FOR SLUDGE	620-8010-825000	2,690.10	2,690.10	UTILITIES	10/05/2023

09/27/2023 02:02 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/05/2023 - 10/05/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 4/7

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: HAWKINS WATER TREATMENT						
TOTAL VENDOR HAWKINS WATER TREATMENT				6,239.58		
VENDOR NAME: HIPPENMEYER, REILLY, BLUM, 55217	PROSECUTIONS	100-5130-521900	1,072.50	1,072.50	FINANCE	10/05/2023
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				1,072.50		
VENDOR NAME: HOOPSTER PERFORMANCE INC 6403	NEW SQUAD GRAPHICS	430-5700-571100	920.00	920.00	POLICE	10/05/2023
TOTAL VENDOR HOOPSTER PERFORMANCE INC				920.00		
VENDOR NAME: JAMES IMAGING SYSTEMS 1361370	COPIER SUPPLIES - STAPLES	100-5142-531200	16.68	140.14	ALLOCATE	10/05/2023
		100-5300-539900	14.76			
		100-5120-531100	6.21			
		100-5141-531100	7.95			
		100-5145-531100	13.18			
		100-5241-531200	2.23			
		100-5632-531200	2.61			
		100-5211-531200	17.48			
		150-5221-531100	18.12			
		410-5363-531200	1.40			
		440-5511-531200	15.84			
		500-5344-531200	3.43			
		610-6902-690300	10.22			
		620-8300-840000	10.03			
1359738	PD QUARTERLY COPIER FEES	100-5211-531200	110.13	110.13	POLICE	10/05/2023
TOTAL VENDOR JAMES IMAGING SYSTEMS				250.27		
VENDOR NAME: KETTLE MORaine PEST CONTROL 092023	MUSEUM PESTICIDE TREATMENT	100-5512-582100	175.00	175.00	DPW	10/05/2023
TOTAL VENDOR KETTLE MORaine PEST CONTROL				175.00		
VENDOR NAME: KUCHTA, SARAH 091423	REFUND PARK DEPOSIT 08/26/23	100-4820-485000	100.00	100.00	CLERK	10/05/2023
TOTAL VENDOR KUCHTA, SARAH				100.00		
VENDOR NAME: LANGE ENTERPRISES INC 85065	STREET SIGN	100-5348-531100	65.90	65.90	DPW	10/05/2023
TOTAL VENDOR LANGE ENTERPRISES INC				65.90		
VENDOR NAME: LWMMI WM000671530108	WINDSHIELD CLAIM / MOWER INCIDENT	100-5300-539900	450.00	450.00	FINANCE	10/05/2023
TOTAL VENDOR LWMMI				450.00		
VENDOR NAME: MARTENS PLBG & HTG INC 66139	MUSEUM AIR CONDITIONING REPAIRS	100-5512-582100	206.00	206.00	DPW	10/05/2023
TOTAL VENDOR MARTENS PLBG & HTG INC				206.00		
VENDOR NAME: MCDONOUGH SEPTIC						

09/27/2023 02:02 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/05/2023 - 10/05/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 5/7

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: MCDONOUGH SEPTIC						
I10465	HAULER STATION PORTABLE TOILET	620-8010-827000	95.00	95.00	UTILITIES	10/05/2023
I10471	PORTABLE RESTROOMS	100-5521-531100	95.00	95.00	DPW	10/05/2023
I10472	PORTABLE RESTROOMS	100-5521-531100	95.00	95.00	DPW	10/05/2023
I10473	PORTABLE RESTROOMS	100-5521-531100	420.00	420.00	DPW	10/05/2023
I10474	PORTABLE RESTROOMS	100-5521-531100	285.00	285.00	DPW	10/05/2023
I10470	PORTABLE RESTROOMS	100-5521-531100	95.00	95.00	DPW	10/05/2023
TOTAL VENDOR MCDONOUGH SEPTIC				1,085.00		
VENDOR NAME: MUKWONAGO AREA CHAMBER OF COMM						
092523	ROOM TAX DUE TO CHAMBER	100-0000-244000	3,671.96	3,671.96	CLERK	10/05/2023
TOTAL VENDOR MUKWONAGO AREA CHAMBER OF COMM				3,671.96		
VENDOR NAME: NAPA AUTO PARTS - SP018						
204252	TORO 5910 BELT	100-5324-539500	22.90	22.90	DPW	10/05/2023
204259	TORO 5910 BELT	100-5324-539500	27.64	27.64	DPW	10/05/2023
204268	TORO 5910 BELT	100-5324-539500	(30.01)	(30.01)	DPW	10/05/2023
TOTAL VENDOR NAPA AUTO PARTS - SP018				20.53		
VENDOR NAME: NORTHERN LAKE SERVICE INC						
2315983	COMPLIANCE SAMPLING-BACTI	610-6300-663200	180.00	180.00	UTILITIES	10/05/2023
TOTAL VENDOR NORTHERN LAKE SERVICE INC				180.00		
VENDOR NAME: PIEPERPOWER						
885725	BUILDING UPS BATTERY REPLACEMENT	340-5890-581100	3,995.00	3,995.00	POLICE	10/05/2023
TOTAL VENDOR PIEPERPOWER				3,995.00		
VENDOR NAME: POMPS TIRE SERVICE, INC						
60316647	3461 TIRE REPLACEMENT	150-5222-539500	954.48	954.48	FIRE	10/05/2023
TOTAL VENDOR POMPS TIRE SERVICE, INC				954.48		
VENDOR NAME: QUILL LLC						
34515782	TONER AND COPY PAPER	100-5211-531100	407.94	407.94	POLICE	10/05/2023
34515690	CLEANING SUPPLIES	100-5211-539400	123.97	123.97	POLICE	10/05/2023
34653728	COPY PAPER	100-5241-531100	2.86	179.97	ALLOCATE	10/05/2023
		100-5142-531100	21.42			
		100-5145-531100	16.95			
		100-5141-531100	10.20			
		100-5632-531100	3.35			
		100-5323-531100	18.95			
		100-5120-531100	7.97			
		100-5211-531100	22.44			
		150-5221-531100	23.27			
		410-5363-531100	1.80			
		440-5511-531100	20.34			
		500-5344-531100	4.41			
		610-6920-692100	13.12			
		620-8300-840000	12.89			
34604729	COPY PAPER - RETURNED DUE TO DAMAGE IN S	100-5145-531100	179.97	179.97	FINANCE	10/05/2023
2175571	COPY PAPER - RETURNED DUE TO DAMAGE IN S	100-5145-531100	(179.97)	(179.97)	FINANCE	10/05/2023

09/27/2023 02:02 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/05/2023 - 10/05/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 6/7

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: QUILL LLC						
	TOTAL VENDOR QUILL LLC			711.88		
VENDOR NAME: REINDERS, INC.						
6039641-00	TORO 5910 PARTS	100-5324-539500	404.89	404.89	DPW	10/05/2023
	TOTAL VENDOR REINDERS, INC.			404.89		
VENDOR NAME: SHERWIN-WILLIAMS						
0541-4	FIELD MARKING PAINT	100-5521-531100	253.80	253.80	DPW	10/05/2023
	TOTAL VENDOR SHERWIN-WILLIAMS			253.80		
VENDOR NAME: SOMMERS PAINTING LLC						
941	PD PAINTING	430-5700-571100	2,925.00	2,925.00	POLICE	10/05/2023
	TOTAL VENDOR SOMMERS PAINTING LLC			2,925.00		
VENDOR NAME: STERICYCLE						
8004699841	2023 SEPTEMBER VH SHREDDING SERVICES	100-5141-531100	48.32	96.64	ALLOCATE	10/05/2023
		100-5142-531100	24.16			
		100-5632-531100	24.16			
	TOTAL VENDOR STERICYCLE			96.64		
VENDOR NAME: STIEN JEFF						
SEPT 2023 MILEAGE	MABAS-WI CONFERENCE STIEN MILEAGE	150-5221-533500	239.08	239.08	FIRE	10/05/2023
092523	MABAS-WI CONFERENCE- STIEN	150-5221-533500	38.50	38.50	FIRE	10/05/2023
	TOTAL VENDOR STIEN JEFF			277.58		
VENDOR NAME: TERMINAL ANDRAE INC.						
62658	LIGHTS/SCADA UPGRADES WELLS 3, 4, AND 7	610-6200-662500	3,500.00	3,500.00	UTILITIES	10/05/2023
	TOTAL VENDOR TERMINAL ANDRAE INC.			3,500.00		
VENDOR NAME: THE EXPEDITERS INC						
3671	ANNUAL SANITARY SEWER TELEVISIONING	620-8030-531000	14,460.52	14,460.52	UTILITIES	10/05/2023
	TOTAL VENDOR THE EXPEDITERS INC			14,460.52		
VENDOR NAME: THE UNIFORM SHOPPE OF GREEN BAY INC						
334821	NEW OFFICER UNIFORMS	100-5212-534700	678.85	678.85	POLICE	10/05/2023
	TOTAL VENDOR THE UNIFORM SHOPPE OF GREEN BAY INC			678.85		
VENDOR NAME: T-MOBILE						
SEPTEMBER 2023	T-MOBILE INVOICE	150-5221-522500	429.70	429.70	FIRE	10/05/2023
	TOTAL VENDOR T-MOBILE			429.70		
VENDOR NAME: ULINE						
168602739	LAB SUPPLIES	620-8010-826000	543.30	543.30	UTILITIES	10/05/2023
	TOTAL VENDOR ULINE			543.30		
VENDOR NAME: USA BLUEBOOK						
INV00131972	LAB SUPPLIES	610-6300-663200	60.75	60.75	UTILITIES	10/05/2023
	TOTAL VENDOR USA BLUEBOOK			60.75		

09/27/2023 02:02 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/05/2023 - 10/05/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 7/7

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: VERIZON WIRELESS					
9944326421	2023 SEPTEMBER CELL BILL ACCT# 885503900	100-5323-522500 21.65	265.69	ALLOCATE	10/05/2023
		610-6920-692100 122.02			
		620-8400-851000 122.02			
9944326420	SEPTEMBER 2023 PHONE BILL	100-5141-522500 46.89	997.76	ALLOCATE	10/05/2023
		100-5241-522500 90.90			
		100-5323-522500 334.42			
		610-6920-692100 165.24			
		620-8400-851000 165.24			
		100-5632-522500 41.11			
		100-5300-522950 153.96			
TOTAL VENDOR VERIZON WIRELESS			1,263.45		
VENDOR NAME: WALWORTH CTY CLERK					
2023 DOG LICENSES	2023 WALWORTH COUNTY DOG LICENSE RECONCI	100-0000-243300 115.75	115.75	CLERK	10/05/2023
TOTAL VENDOR WALWORTH CTY CLERK			115.75		
VENDOR NAME: WE ENERGIES DELAFIELD					
061323	360 S MCKENZIE RD, MUKWONAGO WI 53149	EL480-5700-584900 2,886.14	2,886.14	DPW	10/05/2023
TOTAL VENDOR WE ENERGIES DELAFIELD			2,886.14		
VENDOR NAME: WISCONSIN POLICY FORUM					
2023 MEMBERSHIP DU	MEMBERSHIP	100-5141-532400 350.00	350.00	ADMIN	10/05/2023
TOTAL VENDOR WISCONSIN POLICY FORUM			350.00		
GRAND TOTAL:			106,504.56		

09/27/2023 08:49 AM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 37168 - 37193

Page 1/3

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
09/15/2023	GEN	37168	IMIL1937085	ALSCO	OUTSIDE SERVICES	531000	5511	29.16
09/15/2023	GEN	37169#	11RK-T3CR-7CMC	AMAZON CAPITOL SERVICES	OPERATIONAL SUPPLIES	531100	5511	90.26
			1HNL-JW7L-944H		METASPACE MAINTENANCE	531700	5511	148.09
			1TFK-NRL3-713H		THINGERY MAINTENANCE	531800	5511	114.51
			1HKY-V414-4NCH		THINGERY COLLECTION	533000	5511	293.21
			16JH-7Y9P-9QVF		PROGRAMMING	533100	5511	28.99
			1J7M-TM3W-63GH		PROGRAMMING	533100	5511	218.07
			1XN4-WNX3-6DW3		PROGRAMMING	533100	5511	100.31
			1W4R-CGM7-61QC		REPAIRS & MAINTENANCE	539500	5511	56.97
			1J7M-TM3W-C37M		BOOKS	532800	5700	276.38
			11MV-L9MN-9H6Q		AV MATERIAL	532900	5700	1,066.47
CHECK GEN 37169 TOTAL FOR FUN								2,393.26
09/15/2023	GEN	37170	49409	AMERICA AQUARIA	OUTSIDE SERVICES	531000	5511	111.99
09/15/2023	GEN	37171	9272023	ARCHIVE YOUR PAST	PROGRAMMING	533100	5511	203.88
09/15/2023	GEN	37172	2037712928	BAKER & TAYLOR INC.	BOOKS	532800	5700	892.53
			2037712929		BOOKS	532800	5700	108.62
			2037723113		BOOKS	532800	5700	239.59
			2037723114		BOOKS	532800	5700	78.12
			2037732791		BOOKS	532800	5700	125.31
			2037732792		BOOKS	532800	5700	406.98
			2037746689		BOOKS	532800	5700	237.79
			2037746690		BOOKS	532800	5700	44.40
			2037759919		BOOKS	532800	5700	28.47
			2037759920		BOOKS	532800	5700	122.04
			2037763629		BOOKS	532800	5700	752.71
			2037765560		BOOKS	532800	5700	15.30
			2037765561		BOOKS	532800	5700	778.84
CHECK GEN 37172 TOTAL FOR FUN								3,830.70
09/15/2023	GEN	37173	75447	BAYSCAN TECHNOLOGIES	OPERATIONAL SUPPLIES	531100	5511	405.00
09/15/2023	GEN	37174	2292	BERNSTEIN & ASSOCIATES, LLC	DONATED FUND EXPENDITURES	580600	5890	1,440.00
09/15/2023	GEN	37175	B6642762	BRODART	BOOKS	532800	5700	373.16
			B6642778		BOOKS	532800	5700	158.74
			B6645559		BOOKS	532800	5700	114.74
			B6651543		BOOKS	532800	5700	539.6

09/27/2023 08:49 AM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 37168 - 37193

Page 2/3

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
CHECK GEN 37175 TOTAL FOR FUN								1,186.29
09/15/2023	GEN	37176	81664410	CENGAGE LEARNING	BOOKS	532800	5700	28.79
			81679691		BOOKS	532800	5700	63.18
			81684283		BOOKS	532800	5700	30.39
			81723884		BOOKS	532800	5700	27.19
CHECK GEN 37176 TOTAL FOR FUN								149.55
09/15/2023	GEN	37177	2033321	CENTER POINT LARGE PRINT	BOOKS	532800	5700	28.67
			2033495		BOOKS	532800	5700	57.34
CHECK GEN 37177 TOTAL FOR FUN								86.01
09/15/2023	GEN	37178	5331-191491	CRIVELLO CARLSON S.C.	PROFESSIONAL SERVICES	521900	5511	60.00
09/15/2023	GEN	37179	7357842	DEMCO INC	COLLECTION MAINTENANCE & REPAIR	531600	5511	283.23
09/15/2023	GEN	37180	21490	DYNAMIC AWARDS	OPERATIONAL SUPPLIES	531100	5511	25.00
09/15/2023	GEN	37181	6117162	UNIQUE MANAGEMENT	OUTSIDE SERVICES	531000	5511	29.55
09/15/2023	GEN	37182	1046-F111269	UNITED STATES ALLIANCE FIRE P	CONTRACTUAL SERVICES	522000	5511	2,410.00
			1046-F111270		REPAIRS & MAINTENANCE	539500	5511	453.00
CHECK GEN 37182 TOTAL FOR FUN								2,863.00
09/15/2023	GEN	37183	34750413	GREAT AMERICAN FINANCIAL SVCS	CONTRACTUAL SERVICES	522000	5511	353.14
09/15/2023	GEN	37184	930028815	ILLINGWORTH KILGUST	REPAIRS & MAINTENANCE	539500	5511	793.00
09/15/2023	GEN	37185	9204371961	STRYKER SALES, LLC	DONATED FUND EXPENDITURES			** VOIDED **
			9204407040		DONATED FUND EXPENDITURES			** VOIDED **
09/15/2023	GEN	37186	3048395	IMPACT ACQUISITIONS, LLC	CONTRACTUAL SERVICES	522000	5511	393.40
09/15/2023	GEN	37187	8/23/23	KETTLE MORaine PEST CONTROL	REPAIRS & MAINTENANCE	539500	5511	95.00
09/15/2023	GEN	37188	785	KLASSY KLEANERS	OUTSIDE SERVICES	531000	5511	960.00
09/15/2023	GEN	37189#	504294890	MIDWEST TAPE	DIGITAL COLLECTIONS	534900	5511	838.99
			504204476		AV MATERIAL	532900	5700	121.97
			504242340		AV MATERIAL	532900	5700	158.21
			504275537		AV MATERIAL	532900	5700	34.90

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 37168 - 37193

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
				CHECK GEN 37189 TOTAL FOR FUN				1,154.16
09/15/2023	GEN	37190	23-148 REVISED	NORTHERN LASER SYSTEMS	METASPACE MAINTENANCE	531700	5511	1,083.00
09/15/2023	GEN	37191	34478187	QUILL LLC	OPERATIONAL SUPPLIES	531100	5511	10.87
			34490417		OPERATIONAL SUPPLIES	531100	5511	108.47
				CHECK GEN 37191 TOTAL FOR FUN				119.34
09/15/2023	GEN	37192	113054	ROMAN ELECTRIC CO., INC.	REPAIRS & MAINTENANCE	539500	5511	272.98
09/15/2023	GEN	37193	9204371961	STRYKER SALES, LLC	DONATED FUND EXPENDITURES	580600	5890	2,386.90
			9204407040		DONATED FUND EXPENDITURES	580600	5890	(250.00)
				CHECK GEN 37193 TOTAL FOR FUN				2,136.90
				Total for fund 440 LIBRARY FUND				20,457.54
				TOTAL - ALL FUNDS				20,457.54

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

09/27/2023 08:55 AM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 694
Banks: GEN

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/11/2023	GEN	694 (E)	CHARTER COMMUNICATIONS	SEPTEMBER 2023 MONTHLY BILL	100-5120-522500	37.80
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	100-5141-522500	15.99
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	100-5142-522500	144.27
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	100-5145-522900	70.50
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	100-5160-522500	29.45
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	100-5211-522500	460.35
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	100-5241-522500	41.07
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	100-5323-522500	74.15
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	100-5512-522500	177.96
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	150-5221-522500	369.27
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	410-5363-522500	4.58
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	440-5511-522500	295.13
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	500-5344-522500	2.29
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	610-6920-692100	38.93
		694 (E)		SEPTEMBER 2023 MONTHLY BILL	620-8400-851000	38.93
						1,800.67
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		1,800.67

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 1/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
ARMOUR ABBY							
61061	CERTIFIED PRODUCTS II	08/16/2023	09/22/2023	105.00	0.00	Paid	Y
	GRAVEL FOR KAYAK PAD	MROCKLEY					09/22/2023
	440-5890-580600	DONATED FUND EXPENDITURES		105.00			
ARMOUR ABBY							
61062	US BANK	08/23/2023	09/22/2023	(2,375.00)	0.00	Paid	Y
	CREDIT FOR TUBE RETURN	MROCKLEY					09/22/2023
	440-5511-531700	METASPACE MAINTENANCE		(2,375.00)			
BITTNER RONALD							
61063	SWEETWATER SOUND	08/28/2023	09/22/2023	4,738.00	0.00	Paid	Y
	PERFORMANCE STAGE SUBWOOFERS	MROCKLEY					09/22/2023
	340-5890-580601	DPW-DESIGNATED FUNDS EXPENDITURE		4,738.00			
BITTNER RONALD							
61064	TRACTOR SUPPLY #339	09/12/2023	09/22/2023	79.99	0.00	Paid	Y
	TRIMEC WEED PESTICIDE	MROCKLEY					09/22/2023
	100-5521-531100	OPERATIONAL SUPPLIES		79.99			
BONK JASON							
61065	DNR WS2 EM1 EPAY DEM SRVF	08/25/2023	09/22/2023	1.80	0.00	Paid	Y
	WRWA EXPO SERVICE FEE	MROCKLEY					09/22/2023
	610-6920-693000	MISC GENERAL EXPENSES		1.80			
BONK JASON							
61066	DNR WS2 EM1 EPAY DEM SALE	08/25/2023	09/22/2023	90.00	0.00	Paid	Y
	WRWA EXPO	MROCKLEY					09/22/2023
	610-6920-693000	MISC GENERAL EXPENSES		90.00			
BONK JASON							
61067	USPS PO 5657100149	09/07/2023	09/22/2023	4.85	0.00	Paid	Y
	FLUORIDE SAMPLE POSTAGE	MROCKLEY					09/22/2023
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		4.85			
BROWN DAVID							
61068	PIZZA RANCH - STEVENS POI	08/23/2023	09/22/2023	45.76	0.00	Paid	Y
	WRWA EXPO DINNER-FOR THREE PEOPLE	MROCKLEY					09/22/2023
	610-6920-693000	MISC GENERAL EXPENSES		45.76			

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 2/15

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 0002 US BANK							
BROWN DAVID 61069	BP#1962612R-STORE 4479 WRWA EXPO FUEL 610-6920-693000	08/24/2023 MROCKLEY	09/22/2023	29.00	0.00	Paid	Y 09/22/2023
	MISC GENERAL EXPENSES			29.00			
BROWN DAVID 61070	TRAVELODGE WRWA EXPO HOTEL 610-6920-693000	08/24/2023 MROCKLEY	09/22/2023	79.00	0.00	Paid	Y 09/22/2023
	MISC GENERAL EXPENSES			79.00			
CASTLE WAYNE A 61071	AMZN MKTP US*TQ6OT6AN2 SCADA NETWORK SWITCHES FOR WELLS 610-6200-662500	08/18/2023 MROCKLEY	09/22/2023	489.98	0.00	Paid	Y 09/22/2023
	MAINTENANCE-PUMPING			489.98			
CASTLE WAYNE A 61072	DNR WS2 EM1 EPAY DEM SRVF WATER LICENSE RENEWAL SERVICE FEE 610-6920-693000	08/24/2023 MROCKLEY	09/22/2023	0.90	0.00	Paid	Y 09/22/2023
	MISC GENERAL EXPENSES			0.90			
CASTLE WAYNE A 61073	DNR WS2 EM1 EPAY DEM SALE WATER LICENSE RENEWAL FEE 610-6920-693000	08/24/2023 MROCKLEY	09/22/2023	45.00	0.00	Paid	Y 09/22/2023
	MISC GENERAL EXPENSES			45.00			
CASTLE WAYNE A 61074	WISCONSIN WASTEWATER OPER WWOA CONFERENCE REGISTRATION 620-8400-854100	09/05/2023 MROCKLEY	09/22/2023	230.00	0.00	Paid	Y 09/22/2023
	EDUCATIONAL/TRAINING EXPENSES			230.00			
DEMOTTO CHRIS 61075	AMZN MKTP US*TR0NF3U32 BROCHURE HOLDERS 100-5211-531100	09/13/2023 MROCKLEY	09/22/2023	69.04	0.00	Paid	Y 09/22/2023
	OPERATIONAL SUPPLIES			69.04			
DEMOTTO CHRIS 61076	AMZN MKTP US*TR7LJ3Y60 CHAIRS 430-5700-571100	09/14/2023 MROCKLEY	09/22/2023	175.99	0.00	Paid	Y 09/22/2023
	POLICE DEPT CAPITAL EQUIP			175.99			

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 3/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
DOHERTY DIANA							
61077	GOVERNMENT FINANCE OFFIC	08/21/2023	09/22/2023	85.00	0.00	Paid	Y
	TAX COMPLIANCE FOR ISSUERS WEBINAR	MROCKLEY					09/22/2023
	100-5145-533500	TRAINING & TRAVEL		85.00			
DYKSTRA DIANA							
61078	APPLETON RESIDENCE INN	08/21/2023	09/22/2023	187.20	0.00	Paid	Y
	HOTEL WMCA CONFERENCE	MROCKLEY					09/22/2023
	100-5144-533500	TRAINING & TRAVEL		187.20			
DYKSTRA DIANA							
61079	TST* BOWL NINETY-ONE	08/22/2023	09/22/2023	37.03	0.00	Paid	Y
	CONFERENCE FOOD NOT INCLUDED	MROCKLEY					09/22/2023
	100-5142-533500	TRAINING & TRAVEL		37.03			
DYKSTRA DIANA							
61080	CITY OF APPLETON PARKI	08/23/2023	09/22/2023	6.00	0.00	Paid	Y
	PARKING	MROCKLEY					09/22/2023
	100-5144-533500	TRAINING & TRAVEL		6.00			
DYKSTRA DIANA							
61081	CITY OF APPLETON PARKI	08/23/2023	09/22/2023	6.00	0.00	Paid	Y
	PARKING	MROCKLEY					09/22/2023
	100-5144-533500	TRAINING & TRAVEL		6.00			
DYKSTRA DIANA							
61082	CITY OF APPLETON PARKI	08/25/2023	09/22/2023	6.00	0.00	Paid	Y
	PARKING	MROCKLEY					09/22/2023
	100-5142-533500	TRAINING & TRAVEL		6.00			
DYKSTRA DIANA							
61083	CITY OF APPLETON PARKI	08/25/2023	09/22/2023	6.00	0.00	Paid	Y
	PARKING	MROCKLEY					09/22/2023
	100-5142-533500	TRAINING & TRAVEL		6.00			
DYKSTRA DIANA							
61084	VBS*VONAGE BUSINESS	09/12/2023	09/22/2023	1,543.07	0.00	Paid	Y
	SEPTEMBER 2023 PHONE BILL	MROCKLEY					09/22/2023
	100-5141-522500	TELEPHONE		19.61			
	100-5142-522500	TELEPHONE		78.67			
	100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE		78.39			

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 4/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
	100-5241-522500	TELEPHONE		58.82			
	100-5632-522500	TELEPHONE		19.61			
	100-5323-522500	TELEPHONE		39.46			
	100-5512-522500	TELEPHONE		19.61			
	100-5120-522500	TELEPHONE		19.61			
	100-5211-522500	TELEPHONE		367.10			
	150-5221-522500	TELEPHONE		358.13			
	440-5511-522500	TELEPHONE		400.40			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		41.83			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		41.83			
GOURDOUX LINDA							
61085	TST* BOWL NINETY-ONE	08/22/2023	09/22/2023	8.69	0.00	Paid	Y
	CONFERENCE FOOD NOT INCLUDED	MROCKLEY					09/22/2023
	100-5142-533500	TRAINING & TRAVEL		8.69			
GOURDOUX LINDA							
61086	CITY OF APPLETON PARKI	08/25/2023	09/22/2023	21.00	0.00	Paid	Y
	D CLERK PARKING	MROCKLEY					09/22/2023
	100-5144-533500	TRAINING & TRAVEL		21.00			
GOURDOUX LINDA							
61087	HILTON APPLETON	08/25/2023	09/22/2023	270.00	0.00	Paid	Y
	D CLERK HOTEL FEE	MROCKLEY					09/22/2023
	100-5142-533500	TRAINING & TRAVEL		270.00			
ISELY MARY JO							
61088	EB LIBRARY MANAGEMENT	08/21/2023	09/22/2023	749.58	0.00	Paid	Y
	LIBRARY MANAGEMENT TRAINING	MROCKLEY					09/22/2023
	440-5511-533500	TRAINING & TRAVEL		749.58			
ISELY MARY JO							
61089	QP* MALONEAUTORACKS	08/22/2023	09/22/2023	35.90	0.00	Paid	Y
	LEG EXTENSION FOR KAYAK RACK	MROCKLEY					09/22/2023
	440-5890-580600	DONATED FUND EXPENDITURES		35.90			
KIM CATHRYN							
61090	GOODWILL RETAIL STORE	08/15/2023	09/22/2023	37.92	0.00	Paid	Y
	PROGRAM SUPPLIES	MROCKLEY					09/22/2023
	440-5511-533100	PROGRAMMING		37.92			

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 5/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN							
61091	WALGREENS #7039	08/17/2023	09/22/2023	41.99	0.00	Paid	Y
	PHOTO CONTEST	MROCKLEY					09/22/2023
	440-5511-533100	PROGRAMMING		41.99			
KIM CATHRYN							
61092	QDOBA 1857 CATERING	08/19/2023	09/22/2023	305.81	0.00	Paid	Y
	STAFF TRAINING LUNCH	MROCKLEY					09/22/2023
	440-5511-533500	TRAINING & TRAVEL		305.81			
KIM CATHRYN							
61093	SIGNUPGENIUS	08/23/2023	09/22/2023	11.99	0.00	Paid	Y
	MONTHLY SIGN UP CHARGE	MROCKLEY					09/22/2023
	440-5511-531700	METASPACE MAINTENANCE		11.99			
KIM CATHRYN							
61094	CHICAGO BOOKS & JOURNALS	08/24/2023	09/22/2023	135.08	0.00	Paid	Y
	POSTERS & BOOK MARKS	MROCKLEY					09/22/2023
	440-5511-533100	PROGRAMMING		135.08			
KIM CATHRYN							
61095	DIVILIFE.COM	08/30/2023	09/22/2023	24.00	0.00	Paid	Y
	WEBSITE ADD ON	MROCKLEY					09/22/2023
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		24.00			
KIM CATHRYN							
61096	SQ *SCHOOL DISTRICT OF WA	08/31/2023	09/22/2023	150.00	0.00	Paid	Y
	HORWITZ-DEREMER PLANETARIUM PASS	MROCKLEY					09/22/2023
	440-5890-580600	DONATED FUND EXPENDITURES		150.00			
KIM CATHRYN							
61097	USPS PO 5657100149	09/01/2023	09/22/2023	3.92	0.00	Paid	Y
	MAIL BOOK	MROCKLEY					09/22/2023
	440-5511-531500	POSTAGE		3.92			
KIM CATHRYN							
61098	LABORLAWCENTER, LLC	09/01/2023	09/22/2023	46.78	0.00	Paid	Y
	LABOR LAW POSTER	MROCKLEY					09/22/2023
	440-5511-531100	OPERATIONAL SUPPLIES		46.78			

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 6/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN							
61099	NETFLIX.COM	09/01/2023	09/22/2023	19.99	0.00	Paid	Y
	STREAMING SERVICE 9/1/23-9/30/23	MROCKLEY					09/22/2023
	440-5511-531800	THINGERY MAINTENANCE		19.99			
KIM CATHRYN							
61100	KWIK TRIP 28200002824	09/07/2023	09/22/2023	50.00	0.00	Paid	Y
	PRIZE	MROCKLEY					09/22/2023
	440-5511-533300	OUTREACH		50.00			
KIM CATHRYN							
61101	FORK IN THE ROAD	09/07/2023	09/22/2023	100.00	0.00	Paid	Y
	SLP PRIZE	MROCKLEY					09/22/2023
	440-5890-580600	DONATED FUND EXPENDITURES		100.00			
KIM CATHRYN							
61102	WM SUPERCENTER #1571	09/08/2023	09/22/2023	96.79	0.00	Paid	Y
	CLEANING SUPPLIES	MROCKLEY					09/22/2023
	440-5511-531100	OPERATIONAL SUPPLIES		96.79			
KIM CATHRYN							
61103	WALGREENS #7039	09/11/2023	09/22/2023	4.99	0.00	Paid	Y
	CARD	MROCKLEY					09/22/2023
	440-5511-531100	OPERATIONAL SUPPLIES		4.99			
KIM CATHRYN							
61104	WM SUPERCENTER #1571	09/12/2023	09/22/2023	11.96	0.00	Paid	Y
	BOTTLED WATER	MROCKLEY					09/22/2023
	440-5511-531100	OPERATIONAL SUPPLIES		11.96			
KIM CATHRYN							
61105	WALMART.COM 8009666546	09/13/2023	09/22/2023	53.53	0.00	Paid	Y
	CLEANING SUPPLIES	MROCKLEY					09/22/2023
	440-5511-531100	OPERATIONAL SUPPLIES		53.53			
KINDER MATTHEW							
61106	DNR WS2 EM1 EPAY DEM SRVF	08/16/2023	09/22/2023	0.90	0.00	Paid	Y
	WATER LICENSE RENEWAL SERVICE FEE	MROCKLEY					09/22/2023
	610-6920-693000	MISC GENERAL EXPENSES		0.90			

09/27/2023 08:57 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

Page: 7/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KINDER MATTHEW							
61107	DNR WS2 EM1 EPAY DEM SALE	08/16/2023	09/22/2023	45.00	0.00	Paid	Y
	WATER LICENSE RENEWAL FEE	MROCKLEY					09/22/2023
	610-6920-693000	MISC GENERAL EXPENSES		45.00			
KREISER ROBERT							
61108	WWW.DRONELOGBOOK.COM	08/18/2023	09/22/2023	100.00	0.00	Paid	Y
	DRONE TRACKING PROGRAM	MROCKLEY					09/22/2023
	100-5213-521900	PROFESSIONAL SERVICES		100.00			
KUBIAK MICHAEL							
61109	TOOLDISCOUNTER.COM	08/15/2023	09/22/2023	85.05	0.00	Paid	Y
	REPLACEMENT LOCK OUT TOOL	MROCKLEY					09/22/2023
	100-5212-539500	REPAIRS & MAINTENANCE		85.05			
KUBIAK MICHAEL							
61110	DAVID ALAN ALAN S SMOKEHO	08/31/2023	09/22/2023	125.18	0.00	Paid	Y
	NNO COMMITTEE DINNER	MROCKLEY					09/22/2023
	340-5890-580602	POLICE DESIGNATED FUND EXPENDITURES		125.18			
KUBIAK MICHAEL							
61111	US BANK	09/06/2023	09/22/2023	(85.05)	0.00	Paid	Y
	REPLACEMENT LOCK OUT TOOL REFUND	MROCKLEY					09/22/2023
	100-5212-539500	REPAIRS & MAINTENANCE		(85.05)			
KUBIAK MICHAEL							
61112	AMZN MKTP US*TR8742D72	09/12/2023	09/22/2023	49.49	0.00	Paid	Y
	10 PACK TOURNIQUETS	MROCKLEY					09/22/2023
	100-5212-531100	OPERATIONAL SUPPLIES		49.49			
MILLER KENNETH							
61113	STARBUCKS STORE 51920	08/22/2023	09/22/2023	42.00	0.00	Paid	Y
	COFFEE FOR SAFETY TRAINING	MROCKLEY					09/22/2023
	610-6920-693000	MISC GENERAL EXPENSES		21.00			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		21.00			
MILLER KENNETH							
61114	TRAVELODGE	08/24/2023	09/22/2023	79.00	0.00	Paid	Y
	WRWA EXPO HOTEL	MROCKLEY					09/22/2023
	610-6920-693000	MISC GENERAL EXPENSES		79.00			

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 8/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
MILLER KENNETH							
61115	WISCONSIN WASTEWATER OPER	09/05/2023	09/22/2023	60.00	0.00	Paid	Y
	WWOA MEMBERSHIP DUES	MROCKLEY					09/22/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		60.00			
MILLER KENNETH							
61116	THE HOME DEPOT #4921	09/05/2023	09/22/2023	24.78	0.00	Paid	Y
	GRIT TANK WEIR REPAIR	MROCKLEY					09/22/2023
	620-8010-827000	OPERATION SUPPLY/EXPENSE		24.78			
MILLER KENNETH							
61117	WISCONSIN WASTEWATER OPER	09/08/2023	09/22/2023	380.00	0.00	Paid	Y
	WWOA CONFERENCE REGISTRATION FOR 2	MROCKLEY					09/22/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		380.00			
MILLER KENNETH							
61118	KALAHARI RESORT - WI ECOM	09/10/2023	09/22/2023	139.00	0.00	Paid	Y
	WWOA CONFERENCEN HOTEL	MROCKLEY					09/22/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		139.00			
MILLER KENNETH							
61119	KALAHARI RESORT - WI ECOM	09/11/2023	09/22/2023	139.00	0.00	Paid	Y
	WWOA CONFERENCE HOTEL	MROCKLEY					09/22/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		139.00			
PETERSON RANDY							
61120	FIMCO SCHABEN AGSPRAY	08/18/2023	09/22/2023	41.59	0.00	Paid	Y
	SPRAYER PARTS	MROCKLEY					09/22/2023
	100-5324-539500	REPAIRS & MAINTENANCE		41.59			
PETERSON RANDY							
61121	HARBOR FREIGHT TOOLS 544	09/08/2023	09/22/2023	169.23	0.00	Paid	Y
	PARK SUPPLIES & QUICK HITCH	MROCKLEY					09/22/2023
	100-5324-539500	REPAIRS & MAINTENANCE		139.99			
	100-5521-531100	OPERATIONAL SUPPLIES		29.24			
SMITH JAMES A							
61122	WISCONSIN WASTEWATER OPER	09/05/2023	09/22/2023	190.00	0.00	Paid	Y
	WWOA CONFERNCE REGISTRATION	MROCKLEY					09/22/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		190.00			

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 9/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
STIEN JEFFREY R							
61123	FULLY PROMOTED	08/15/2023	09/22/2023	332.85	0.00	Paid	Y
	ROUSH CLOTHING	MROCKLEY					09/22/2023
	150-5221-534600	CLOTHING ALLOWANCE		332.85			
STIEN JEFFREY R							
61124	WAL-MART #1571	08/22/2023	09/22/2023	19.76	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					09/22/2023
	150-5221-531100	OPERATIONAL SUPPLIES		19.76			
STIEN JEFFREY R							
61125	WAL-MART #1571	08/25/2023	09/22/2023	30.39	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					09/22/2023
	150-5221-531100	OPERATIONAL SUPPLIES		30.39			
STIEN JEFFREY R							
61126	METRO MARKET #384	08/25/2023	09/22/2023	83.84	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					09/22/2023
	150-5221-531100	OPERATIONAL SUPPLIES		83.84			
STIEN JEFFREY R							
61127	AMZN MKTP US*T358D4T90	08/26/2023	09/22/2023	23.64	0.00	Paid	Y
	EMS SUPPLIES	MROCKLEY					09/22/2023
	150-5231-531100	OPERATIONAL SUPPLIES		23.64			
STIEN JEFFREY R							
61128	WAL-MART #1571	08/30/2023	09/22/2023	16.08	0.00	Paid	Y
	REHAB SUPPLIES	MROCKLEY					09/22/2023
	150-5231-531100	OPERATIONAL SUPPLIES		16.08			
STIEN JEFFREY R							
61129	5.11, INC.	09/03/2023	09/22/2023	197.40	0.00	Paid	Y
	STIEN CLOTHING	MROCKLEY					09/22/2023
	150-5221-534600	CLOTHING ALLOWANCE		197.40			
STIEN JEFFREY R							
61130	DRAGONFLY * MUKWONAGO	09/05/2023	09/22/2023	213.15	0.00	Paid	Y
	FICKAU CLOTHING	MROCKLEY					09/22/2023
	150-5221-534600	CLOTHING ALLOWANCE		213.15			

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 10/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
STIEN JEFFREY R							
61131	AMAZON.COM*TL50U2IO2	09/06/2023	09/22/2023	41.98	0.00	Paid	Y
	EMS SUPPLIES	MROCKLEY					09/22/2023
	150-5231-531100	OPERATIONAL SUPPLIES		41.98			
STIEN JEFFREY R							
61132	FULLY PROMOTED	09/06/2023	09/22/2023	196.35	0.00	Paid	Y
	STIEN CLOTHING	MROCKLEY					09/22/2023
	150-5221-534600	CLOTHING ALLOWANCE		196.35			
STIEN JEFFREY R							
61133	FULLY PROMOTED	09/06/2023	09/22/2023	195.02	0.00	Paid	Y
	FICKAU CLOTHING	MROCKLEY					09/22/2023
	150-5221-534600	CLOTHING ALLOWANCE		195.02			
STIEN JEFFREY R							
61134	AMZN MKTP US*TL9OJ7KJ1	09/08/2023	09/22/2023	25.98	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					09/22/2023
	150-5221-531100	OPERATIONAL SUPPLIES		25.98			
STIEN JEFFREY R							
61135	SP HALOIDRADIOS.COM	09/11/2023	09/22/2023	1,109.82	0.00	Paid	Y
	UHF MOBILE RADIOS	MROCKLEY					09/22/2023
	430-5700-571400	AMBULANCE CAPITAL EQUIP		369.94			
	430-5700-571300	FIRE DEPT CAPITAL EQUIP		369.94			
	150-5700-571300	FIRE DEPT CAPITAL EQUIP		369.94			
STIEN JEFFREY R							
61136	AMAZON.COM*TR3K12B32 AMZN	09/11/2023	09/22/2023	71.84	0.00	Paid	Y
	IV PUMP REPLACEMENT BATTERIES	MROCKLEY					09/22/2023
	150-5231-531100	OPERATIONAL SUPPLIES		71.84			
STIEN JEFFREY R							
61137	THE ANTENNA FARM	09/12/2023	09/22/2023	465.06	0.00	Paid	Y
	UHF-VHF ANTENNAS	MROCKLEY					09/22/2023
	430-5700-571300	FIRE DEPT CAPITAL EQUIP		232.53			
	430-5700-571400	AMBULANCE CAPITAL EQUIP		232.53			
STIEN JEFFREY R							
61138	5.11, INC.	09/13/2023	09/22/2023	120.75	0.00	Paid	Y
	FREISEMA CLOTHING	MROCKLEY					09/22/2023

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 11/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
	150-5221-534600	CLOTHING ALLOWANCE		120.75			
STIEN JEFFREY R							
61139	WAL-MART #1571	09/13/2023	09/22/2023	23.92	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					09/22/2023
	150-5221-531100	OPERATIONAL SUPPLIES		23.92			
STIEN JEFFREY R							
61140	AMZN MKTP US*TX3AL0ZL2	09/14/2023	09/22/2023	20.98	0.00	Paid	Y
	EMS SUPPLIES	MROCKLEY					09/22/2023
	150-5231-531100	OPERATIONAL SUPPLIES		20.98			
STREIT DANIEL							
61141	AMZN MKTP US*TQ8LK72R0	08/23/2023	09/22/2023	14.00	0.00	Paid	Y
	BATTERIES	MROCKLEY					09/22/2023
	100-5211-531100	OPERATIONAL SUPPLIES		14.00			
STREIT DANIEL							
61142	AMZN MKTP US*TQ14W12A1	08/24/2023	09/22/2023	32.85	0.00	Paid	Y
	OFFICER MEMO BOOKS	MROCKLEY					09/22/2023
	100-5212-531100	OPERATIONAL SUPPLIES		32.85			
SUKOWATY JAYME							
61143	METRO MARKET #384	08/22/2023	09/22/2023	26.40	0.00	Paid	Y
	REFRESHMENTS FOR SAFETY TRAINING	MROCKLEY					09/22/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		13.20			
	610-6920-693000	MISC GENERAL EXPENSES		13.20			
SUKOWATY JAYME							
61144	TRAVELODGE	08/24/2023	09/22/2023	79.00	0.00	Paid	Y
	WRWA EXPO HOTEL	MROCKLEY					09/22/2023
	610-6920-693000	MISC GENERAL EXPENSES		79.00			
SURA MATTHEW J							
61145	EXPEDIA 72648334440238	09/04/2023	09/22/2023	692.10	0.00	Paid	Y
	SURA TRAINING EMS EXPO	MROCKLEY					09/22/2023
	150-5221-533500	TRAINING & TRAVEL		692.10			
SURA MATTHEW J							
61146	APPLE.COM/BILL	09/08/2023	09/22/2023	0.99	0.00	Paid	Y
	APPLE STORAGE	MROCKLEY					09/22/2023
	150-5231-531100	OPERATIONAL SUPPLIES		0.99			

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 12/15

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

Purchase Card Vendor: 0002 US BANK

SURA MATTHEW J							
61147	DAVID ALAN ALAN S SMOKEHO	09/11/2023	09/22/2023	124.76	0.00	Paid	Y
	09/11 STAFF LUNCH	MROCKLEY					09/22/2023
	150-5223-531100	OPERATIONAL SUPPLIES		124.76			

SURA MATTHEW J							
61148	NIKE.COM	09/15/2023	09/22/2023	220.50	0.00	Paid	Y
	SURA CLOTHING	MROCKLEY					09/22/2023
	150-5221-534600	CLOTHING ALLOWANCE		220.50			

ZAESKE DEBBIE							
61149	INDEED JOBS	09/01/2023	09/22/2023	267.75	0.00	Paid	Y
	INDEED DISPATCHER APPLICATIONS	MROCKLEY					09/22/2023
	100-5211-521900	PROFESSIONAL SERVICES		267.75			

Total Purchase Card Vendor: 0002 US BANK	14,097.86	0.00
--	-----------	------

# of Invoices:	87	# Due:	0	Totals:	16,557.91	0.00
# of Credit Memos:	2	# Due:	0	Totals:	(2,460.05)	0.00

Net of Invoices and Credit Memos:	14,097.86	0.00
-----------------------------------	-----------	------

--- TOTALS BY GL DISTRIBUTION ---

100-5120-522500	TELEPHONE	19.61
100-5141-522500	TELEPHONE	19.61
100-5142-522500	TELEPHONE	78.67
100-5142-533500	TRAINING & TRAVEL	327.72
100-5144-533500	TRAINING & TRAVEL	220.20
100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE	78.39
100-5145-533500	TRAINING & TRAVEL	85.00
100-5211-521900	PROFESSIONAL SERVICES	267.75
100-5211-522500	TELEPHONE	367.10
100-5211-531100	OPERATIONAL SUPPLIES	83.04
100-5212-531100	OPERATIONAL SUPPLIES	82.34
100-5213-521900	PROFESSIONAL SERVICES	100.00
100-5241-522500	TELEPHONE	58.82
100-5323-522500	TELEPHONE	39.46
100-5324-539500	REPAIRS & MAINTENANCE	181.58

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	100-5512-522500	TELEPHONE		19.61			
	100-5521-531100	OPERATIONAL SUPPLIES		109.23			
	100-5632-522500	TELEPHONE		19.61			
	150-5221-522500	TELEPHONE		358.13			
	150-5221-531100	OPERATIONAL SUPPLIES		183.89			
	150-5221-533500	TRAINING & TRAVEL		692.10			
	150-5221-534600	CLOTHING ALLOWANCE		1,476.02			
	150-5223-531100	OPERATIONAL SUPPLIES		124.76			
	150-5231-531100	OPERATIONAL SUPPLIES		175.51			
	150-5700-571300	FIRE DEPT CAPITAL EQUIP		369.94			
	340-5890-580601	DPW-DESIGNATED FUNDS EXPENDITURE		4,738.00			
	340-5890-580602	POLICE DESIGNATED FUND EXPENDITURES		125.18			
	430-5700-571100	POLICE DEPT CAPITAL EQUIP		175.99			
	430-5700-571300	FIRE DEPT CAPITAL EQUIP		602.47			
	430-5700-571400	AMBULANCE CAPITAL EQUIP		602.47			
	440-5511-522500	TELEPHONE		400.40			
	440-5511-531100	OPERATIONAL SUPPLIES		214.05			
	440-5511-531500	POSTAGE		3.92			
	440-5511-531700	METASPACE MAINTENANCE		(2,363.01)			
	440-5511-531800	THINGERY MAINTENANCE		19.99			
	440-5511-533100	PROGRAMMING		214.99			
	440-5511-533300	OUTREACH		50.00			
	440-5511-533500	TRAINING & TRAVEL		1,055.39			
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		24.00			
	440-5890-580600	DONATED FUND EXPENDITURES		390.90			
	610-6200-662500	MAINTENANCE-PUMPING		489.98			
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		4.85			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		41.83			
	610-6920-693000	MISC GENERAL EXPENSES		529.56			
	620-8010-827000	OPERATION SUPPLY/EXPENSE		24.78			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		41.83			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		1,172.20			

09/27/2023 08:57 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 14/15

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			2,157.74	0.00		
	150 - FIRE/AMBULANCE FUND			3,380.35	0.00		
	340 - VILLAGE DESIGNATED FUND			4,863.18	0.00		
	430 - CAPITAL EQUIPMENT FUND			1,380.93	0.00		
	440 - LIBRARY FUND			10.63	0.00		
	610 - WATER UTILITY FUND			1,066.22	0.00		
	620 - SEWER UTILITY FUND			1,238.81	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5120 - MUNICIPAL COURT			19.61	0.00		
	5141 - VILLAGE ADMINISTRATOR			19.61	0.00		
	5142 - CLERK-TREASURER			406.39	0.00		
	5144 - ELECTIONS			220.20	0.00		
	5145 - FINANCE DEPARTMENT			163.39	0.00		
	5211 - POLICE ADMINISTRATION			717.89	0.00		
	5212 - POLICE PATROL			82.34	0.00		
	5213 - CRIME INVESTIGATION			100.00	0.00		
	5221 - FIRE ADMINISTRATION			2,710.14	0.00		
	5223 - FIRE TRAINING			124.76	0.00		
	5231 - AMBULANCE			175.51	0.00		
	5241 - BUILDING INSPECTOR			58.82	0.00		
	5323 - GARAGE			39.46	0.00		
	5324 - MACHINERY & EQUIPMENT			181.58	0.00		
	5511 - LIBRARY SERVICES			(380.27)	0.00		
	5512 - MUSEUM			19.61	0.00		
	5521 - PARKS			109.23	0.00		
	5632 - PLANNING DEPARTMENT			19.61	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			1,750.87	0.00		
	5890 - USE OF DESIGNATED FUNDS			5,254.08	0.00		
	6200 - PUMPING OPERATIONS			489.98	0.00		
	6300 - WATER TREATMENT OPERATIONS			4.85	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			571.39	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			24.78	0.00		
	8400 - ADMINISTRATIVE & GENERAL			1,214.03	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0366			85.00			
	0707			1,094.75			
	1051			45.90			
	1128			267.75			

09/27/2023 08:57 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 09/22/2023 - 09/22/2023
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	1275			153.76			
	2365			785.48			
	3049			105.40			
	3064			245.03			
	4175			100.00			
	5177			1,791.30			
	5311			(2,270.00)			
	5538			46.85			
	5724			1,038.35			
	6347			299.69			
	6370			3,188.81			
	6639			765.88			
	6721			174.67			
	7403			190.00			
	8389			863.78			
	8764			96.65			
	9625			210.82			
	9708			4,817.99			

09/27/2023 08:59 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 09/04/2023 - 09/11/2023
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: EFT
WE ENERGIES REPORT FOR BOARD

Page: 1/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4711025990 60841	WE ENERGIES 0700126680-00002 Well #3 Elec 610-6200-662200	08/28/2023 MROCKLEY 0700126680-00002 Well #3 Elec	09/06/2023	1,948.46 1,948.46	0.00	Paid	Y 09/06/2023
4711025990 60842	WE ENERGIES 0700126680-00003 Street Lights 100-5342-522200	08/28/2023 MROCKLEY 0700126680-00003 Street Lights	09/06/2023	4,082.94 4,082.94	0.00	Paid	Y 09/06/2023
4711025990 60843	WE ENERGIES 0700126680-00004 Greenwald 610-6200-662200	08/28/2023 MROCKLEY 0700126680-00004 Greenwald	09/06/2023	167.47 167.47	0.00	Paid	Y 09/06/2023
4711025990 60844	WE ENERGIES 0700126680-00005 Booster Station 610-6200-662200	08/28/2023 MROCKLEY 0700126680-00005 Booster Station	09/06/2023	518.64 518.64	0.00	Paid	Y 09/06/2023
4711025990 60845	WE ENERGIES 0700126680-00007 1240 N. Rochester 620-8020-821000	08/28/2023 MROCKLEY 0700126680-00007 1240 N. Rochester	09/06/2023	103.11 103.11	0.00	Paid	Y 09/06/2023
4711025990 60846	WE ENERGIES 0700126680-00008 Police Garage 100-5211-522200	08/28/2023 MROCKLEY 0700126680-00008 Police Garage	09/06/2023	40.10 40.10	0.00	Paid	Y 09/06/2023
4711025990 60847	WE ENERGIES 0700126680-00009 Fld Prk Baseball 100-5521-522200	08/28/2023 MROCKLEY 0700126680-00009 Fld Prk Baseball Lights	09/06/2023	48.51 48.51	0.00	Paid	Y 09/06/2023
4711025990 60848	WE ENERGIES 0700126680-000010 Fox River View 620-8020-821000	08/28/2023 MROCKLEY 0700126680-000010 Fox River View	09/06/2023	158.63 158.63	0.00	Paid	Y 09/06/2023
4711025990 60849	WE ENERGIES 0700126680-000011 DPW Elec 100-5323-522200	08/28/2023 MROCKLEY 0700126680-000011 DPW Elec	09/06/2023	433.29 433.29	0.00	Paid	Y 09/06/2023

09/27/2023 08:59 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 09/04/2023 - 09/11/2023
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: EFT
WE ENERGIES REPORT FOR BOARD

Page: 2/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4711025990 60850	WE ENERGIES 0700126680-000012 Fire 150-5221-522200	08/28/2023 MROCKLEY 0700126680-000012 Fire	09/06/2023	1,513.34 1,513.34	0.00	Paid	Y 09/06/2023
4711025990 60851	WE ENERGIES 0700126680-000013 police-CTH E N of 100-5211-522200	08/28/2023 MROCKLEY 0700126680-000013 police-CTH E N of Sugd	09/06/2023	22.48 22.48	0.00	Paid	Y 09/06/2023
4711025990 60852	WE ENERGIES 0700126680-000014 Hall 100-5160-522200	08/28/2023 MROCKLEY 0700126680-000014 Hall	09/06/2023	1,173.34 1,173.34	0.00	Paid	Y 09/06/2023
4711025990 60853	WE ENERGIES 0700126680-000014 Hall Gas 100-5160-522400	08/28/2023 MROCKLEY 0700126680-000014 Hall Gas	09/06/2023	16.38 16.38	0.00	Paid	Y 09/06/2023
4711025990 60854	WE ENERGIES 0700126680-000016 Miniwauken Park 100-5521-522200	08/28/2023 MROCKLEY 0700126680-000016 Miniwauken Park	09/06/2023	32.64 32.64	0.00	Paid	Y 09/06/2023
4711025990 60855	WE ENERGIES 0700126680-000017 Holz Elec 620-8010-821100	08/28/2023 MROCKLEY 0700126680-000017 Holz Elec	09/06/2023	8,413.25 8,413.25	0.00	Paid	Y 09/06/2023
4711025990 60856	WE ENERGIES 0700126680-000018 Parks 100-5521-522200	08/28/2023 MROCKLEY 0700126680-000018 Parks	09/06/2023	31.53 31.53	0.00	Paid	Y 09/06/2023
4711025990 60857	WE ENERGIES 0700126680-000019 Atkinson Pump 620-8020-821000	08/28/2023 MROCKLEY 0700126680-000019 Atkinson Pump	09/06/2023	430.88 430.88	0.00	Paid	Y 09/06/2023
4711025990 60858	WE ENERGIES 0700126680-000020 Well #6 610-6200-662200	08/28/2023 MROCKLEY 0700126680-000020 Well #6	09/06/2023	1,000.82 1,000.82	0.00	Paid	Y 09/06/2023

09/27/2023 08:59 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 09/04/2023 - 09/11/2023
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: EFT
WE ENERGIES REPORT FOR BOARD

Page: 3/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4711025990 60859	WE ENERGIES 0700126680-000021 DPW Gas 100-5323-522400	08/28/2023 MROCKLEY 0700126680-000021 DPW Gas	09/06/2023	50.15 50.15	0.00	Paid	Y 09/06/2023
4711025990 60860	WE ENERGIES 0700126680-000022 Concession 100-5521-522200	08/28/2023 MROCKLEY 0700126680-000022 Concession Building	09/06/2023	362.52 362.52	0.00	Paid	Y 09/06/2023
4711025990 60861	WE ENERGIES 0700126680-000023 Well #3 Gas 610-6200-662200	08/28/2023 MROCKLEY 0700126680-000023 Well #3 Gas	09/06/2023	10.89 10.89	0.00	Paid	Y 09/06/2023
4711025990 60862	WE ENERGIES 0700126680-000024 Parks-200 S 100-5342-522200	08/28/2023 MROCKLEY 0700126680-000024 Parks-200 S Rochester	09/06/2023	24.85 24.85	0.00	Paid	Y 09/06/2023
4711025990 60863	WE ENERGIES 0700126680-000027 Police 100-5211-522200	08/28/2023 MROCKLEY 0700126680-000027 Police	09/06/2023	1,538.87 1,538.87	0.00	Paid	Y 09/06/2023
4711025990 60864	WE ENERGIES 0700126680-000028 Miniwaukan 100-5521-522200	08/28/2023 MROCKLEY 0700126680-000028 Miniwaukan Pavilion	09/06/2023	23.27 23.27	0.00	Paid	Y 09/06/2023
4711025990 60865	WE ENERGIES 0700126680-000029 F. Park Sump Pump 100-5521-522200	08/28/2023 MROCKLEY 0700126680-000029 F. Park Sump Pump	09/06/2023	17.08 17.08	0.00	Paid	Y 09/06/2023
4711025990 60866	WE ENERGIES 0700126680-000031 Holz Gas 620-8010-821200	08/28/2023 MROCKLEY 0700126680-000031 Holz Gas	09/06/2023	10.89 10.89	0.00	Paid	Y 09/06/2023
4711025990 60867	WE ENERGIES 0700126680-000032 Well #4 Elec 610-6200-662200	08/28/2023 MROCKLEY 0700126680-000032 Well #4 Elec	09/06/2023	3,473.87 3,473.87	0.00	Paid	Y 09/06/2023

09/27/2023 08:59 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 09/04/2023 - 09/11/2023
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: EFT
WE ENERGIES REPORT FOR BOARD

Page: 4/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4711025990 60868	WE ENERGIES 0700126680-000033 Parks 100-5521-522200	08/28/2023 MROCKLEY 0700126680-000033 Parks	09/06/2023	117.92 117.92	0.00	Paid	Y 09/06/2023
4711025990 60869	WE ENERGIES 0700126680-000034 Street Lights 100-5342-522200	08/28/2023 MROCKLEY 0700126680-000034 Street Lights	09/06/2023	60.11 60.11	0.00	Paid	Y 09/06/2023
4711025990 60870	WE ENERGIES 0700126680-000036 Flashers 100-5211-522200	08/28/2023 MROCKLEY 0700126680-000036 Flashers	09/06/2023	11.18 11.18	0.00	Paid	Y 09/06/2023
4711025990 60871	WE ENERGIES 0700126680-000037 Well #4 Gas 610-6200-662200	08/28/2023 MROCKLEY 0700126680-000037 Well #4 Gas	09/06/2023	12.70 12.70	0.00	Paid	Y 09/06/2023
4711025990 60872	WE ENERGIES 0700126680-000038 Museum 100-5512-522200	08/28/2023 MROCKLEY 0700126680-000038 Museum	09/06/2023	261.10 261.10	0.00	Paid	Y 09/06/2023
4711025990 60873	WE ENERGIES 0700126680-000039 Well #5 610-6200-662200	08/28/2023 MROCKLEY 0700126680-000039 Well #5	09/06/2023	2,208.59 2,208.59	0.00	Paid	Y 09/06/2023
4711025990 60874	WE ENERGIES 0700126680-00043 Outdoor Stage 100-5521-522200	08/28/2023 MROCKLEY 0700126680-00043 Outdoor Stage	09/06/2023	27.87 27.87	0.00	Paid	Y 09/06/2023
4711025990 60875	WE ENERGIES 0709449777-00001 Library Gas 440-5511-522400	08/28/2023 MROCKLEY 0709449777-00001 Library Gas	09/06/2023	257.76 257.76	0.00	Paid	Y 09/06/2023
4711025990 60877	WE ENERGIES 0712697628-00001 Tower Radio Bldg 100-5211-522200	08/28/2023 MROCKLEY 0712697628-00001 Tower Radio Bldg	09/06/2023	23.75 23.75	0.00	Paid	Y 09/06/2023

09/27/2023 08:59 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 09/04/2023 - 09/11/2023
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: EFT
WE ENERGIES REPORT FOR BOARD

Page: 5/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4711025990 60878	WE ENERGIES 0712697628-00002 Mukw Dam 100-5254-522200	08/28/2023 MROCKLEY 0712697628-00002 Mukw Dam	09/06/2023	25.02 25.02	0.00	Paid	Y 09/06/2023
4711025990 60879	WE ENERGIES 0712697628-00003 PD Tower meter 100-5211-522200	08/28/2023 MROCKLEY 0712697628-00003 PD Tower meter #05662	09/06/2023	36.76 36.76	0.00	Paid	Y 09/06/2023
4711025990 60880	WE ENERGIES 0712697628-00004 1224 Riverton 620-8020-821000	08/28/2023 MROCKLEY 0712697628-00004 1224 Riverton	09/06/2023	94.59 94.59	0.00	Paid	Y 09/06/2023
4711025990 60881	WE ENERGIES 0712697628-00006 Well #7 610-6200-662200	08/28/2023 MROCKLEY 0712697628-00006 Well #7	09/06/2023	348.52 348.52	0.00	Paid	Y 09/06/2023
4711025990 60882	WE ENERGIES 0712697628-00007 School Crossing 100-5342-522200	08/28/2023 MROCKLEY 0712697628-00007 School Crossing Lights	09/06/2023	16.76 16.76	0.00	Paid	Y 09/06/2023
4709453909 60883	WE ENERGIES 0712697628-00008 Field Park Signage 100-5521-522200	08/28/2023 MROCKLEY 0712697628-00008 Field Park Signage	09/06/2023	31.99 31.99	0.00	Paid	Y 09/06/2023
4709453909 60884	WE ENERGIES 0700126680-00015 STREET LIGHTS 100-5342-522200	08/28/2023 MROCKLEY 0700126680-00015 STREET LIGHTS	09/06/2023	10,382.15 10,382.15	0.00	Paid	Y 09/06/2023
4698877953 60885	WE ENERGIES 0700126680-00006 Field Park 100-5521-522200	08/28/2023 MROCKLEY 0700126680-00006 Field Park	09/06/2023	65.21 65.21	0.00	Paid	Y 09/06/2023
4698877953 60886	WE ENERGIES 0700126680-000025 Tower 610-6200-662200	08/28/2023 MROCKLEY 0700126680-000025 Tower	09/06/2023	35.72 35.72	0.00	Paid	Y 09/06/2023

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

4698877953							
60887	WE ENERGIES	08/28/2023	09/06/2023	113.78	0.00	Paid	Y
	0700126680-00030 Andrews Street	MROCKLEY					09/06/2023
	100-5521-522200	0700126680-00030 Andrews Street		113.78			

# of Invoices:	46	# Due:	0	Totals:	39,779.68	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					39,779.68	0.00

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	1,173.34
100-5160-522400	GAS	16.38
100-5211-522200	ELECTRIC	1,673.14
100-5254-522200	ELECTRIC	25.02
100-5323-522200	ELECTRIC	433.29
100-5323-522400	GAS	50.15
100-5342-522200	ELECTRIC	14,566.81
100-5512-522200	ELECTRIC	261.10
100-5521-522200	ELECTRIC	872.32
150-5221-522200	ELECTRIC	1,513.34
440-5511-522400	GAS	257.76
610-6200-662200	FUEL OR POWER PURCHASED	9,725.68
620-8010-821100	WWTP ELECTRIC POWER	8,413.25
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	10.89
620-8020-821000	PUMPING POWER & FUEL	787.21

09/27/2023 08:59 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 09/04/2023 - 09/11/2023
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: EFT
WE ENERGIES REPORT FOR BOARD

Page: 7/7

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			19,071.55	0.00		
	150 - FIRE/AMBULANCE FUND			1,513.34	0.00		
	440 - LIBRARY FUND			257.76	0.00		
	610 - WATER UTILITY FUND			9,725.68	0.00		
	620 - SEWER UTILITY FUND			9,211.35	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5160 - VILLAGE HALL			1,189.72	0.00		
	5211 - POLICE ADMINISTRATION			1,673.14	0.00		
	5221 - FIRE ADMINISTRATION			1,513.34	0.00		
	5254 - DAMS			25.02	0.00		
	5323 - GARAGE			483.44	0.00		
	5342 - STREET LIGHTING			14,566.81	0.00		
	5511 - LIBRARY SERVICES			257.76	0.00		
	5512 - MUSEUM			261.10	0.00		
	5521 - PARKS			872.32	0.00		
	6200 - PUMPING OPERATIONS			9,725.68	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			8,424.14	0.00		
	8020 - LIFT STATIONS/PUMPING EQUIP			787.21	0.00		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/11/2023	GEN	37138	TREASURER STATE OF WI	AUG 2023 COURT FINES AND FEES	100-0000-242400	2,515.43
09/11/2023	GEN	37139	TREASURER WAUKESHA COUNTY	AUG 2023 COURT FINES & FEES	100-0000-243240	640.00
09/11/2023	GEN	37141	WALWORTH CTY TREASURER	AUG 2023 COURT FINES AND FEES	100-0000-243250	30.00
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		3,185.43

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/11/2023	GEN	695 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - AUGUST	100-5142-539900	5.74
		695 (E)		INVOICE CLOUD MONTHLY FEES - AUGUST	100-5241-539900	61.00
		695 (E)		INVOICE CLOUD MONTHLY FEES - AUGUST	410-5363-539900	29.00
		695 (E)		INVOICE CLOUD MONTHLY FEES - AUGUST	610-6920-692100	29.01
		695 (E)		INVOICE CLOUD MONTHLY FEES - AUGUST	620-8300-840000	29.00
						153.75
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		153.75

09/27/2023 09:05 AM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 37137
Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/07/2023	GEN	37137	CHERRY PIE	09/08/23 CHERRY PIE PERFORMANCE	340-5890-580603	4,000.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		4,000.00

09/27/2023 09:12 AM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 37140
Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/11/2023	GEN	37140	UNEMPLOYMENT INSURANCE	JUDITH PODANY UNEMPLOYMENT INSURANCE	100-5212-511000	304.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		304.00

09/27/2023 09:21 AM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 09/01/2023 - 09/01/2023
Banks: GEN

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/01/2023	GEN	37054	SECURIAN FINANCIAL GROUP INC	SEPTEMBER 2023 ACCIDENTAL INS	100-0000-215305	39.24
		37054		SEPTEMBER 2023 ACCIDENTAL INS	150-0000-215305	10.94
						<u>50.18</u>
09/01/2023	GEN	692 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 09/01/23	100-0000-215250	853.23
		692 (E)		RETIREMENT GW PR 09/01/23	150-0000-215250	1,296.72
						<u>2,149.95</u>
09/01/2023	GEN	693 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 09/01/23 ID	100-0000-215250	4,394.45
		693 (E)		RETIREMENT MS/ICMA PR 09/01/23 ID	150-0000-215250	200.00
		693 (E)		RETIREMENT MS/ICMA PR 09/01/23 ID	440-0000-215250	813.71
		693 (E)		RETIREMENT MS/ICMA PR 09/01/23 ID	500-0000-215250	2.41
		693 (E)		RETIREMENT MS/ICMA PR 09/01/23 ID	610-0000-215250	206.90
		693 (E)		RETIREMENT MS/ICMA PR 09/01/23 ID	620-0000-215250	482.12
						<u>6,099.59</u>
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		8,299.72

09/27/2023 09:22 AM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 09/13/2023 - 09/13/2023
Banks: GEN

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/13/2023	GEN	37142	MINNESOTA LIFE INSURANCE	OCTOBER 2023 LIFE INSURANCE	100-0000-215301	1,223.64
		37142		OCTOBER 2023 LIFE INSURANCE	150-0000-215301	197.23
		37142		OCTOBER 2023 LIFE INSURANCE	440-0000-215301	94.53
		37142		OCTOBER 2023 LIFE INSURANCE	500-0000-215301	0.38
		37142		OCTOBER 2023 LIFE INSURANCE	610-0000-215301	27.80
		37142		OCTOBER 2023 LIFE INSURANCE	620-0000-215301	209.79
						1,753.37
09/13/2023	GEN	697 (E)	EMPLOYEE TRUST FUNDS	OCTOBER 2023 HEALTH INSURANCE	100-0000-215300	53,780.04
		697 (E)		OCTOBER 2023 HEALTH INSURANCE	150-0000-215300	15,029.98
		697 (E)		OCTOBER 2023 HEALTH INSURANCE	440-0000-215300	5,576.11
		697 (E)		OCTOBER 2023 HEALTH INSURANCE	500-0000-215300	23.37
		697 (E)		OCTOBER 2023 HEALTH INSURANCE	610-0000-215300	3,258.18
		697 (E)		OCTOBER 2023 HEALTH INSURANCE	620-0000-215300	6,353.64
						84,021.32
09/13/2023	GEN	698 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 09/15/23	100-0000-215250	860.29
		698 (E)		RETIREMENT GW PR 09/15/23	150-0000-215250	1,256.81
						2,117.10
09/13/2023	GEN	699 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 09/15/23 ID	100-0000-215250	4,412.14
		699 (E)		RETIREMENT MS/ICMA PR 09/15/23 ID	150-0000-215250	200.00
		699 (E)		RETIREMENT MS/ICMA PR 09/15/23 ID	440-0000-215250	812.35
		699 (E)		RETIREMENT MS/ICMA PR 09/15/23 ID	500-0000-215250	1.03
		699 (E)		RETIREMENT MS/ICMA PR 09/15/23 ID	610-0000-215250	214.74
		699 (E)		RETIREMENT MS/ICMA PR 09/15/23 ID	620-0000-215250	470.70
						6,110.96
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS		94,002.75

09/27/2023 09:23 AM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 700
Banks: GEN

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/19/2023	GEN	700 (E)	UKG INC.	PAYROLL PROCESSING FEES AUGUST 2023	100-5111-539900	94.57
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	100-5120-539900	27.02
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	100-5141-539900	13.51
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	100-5142-539900	27.02
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	100-5145-539900	54.04
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	100-5211-539900	135.10
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	100-5212-539900	162.12
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	100-5213-521900	27.02
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	100-5241-539900	27.02
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	100-5300-539900	162.12
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	100-5632-539900	13.51
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	150-5221-539900	364.77
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	150-5233-531100	81.06
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	440-5511-534000	351.26
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	610-6902-690300	67.55
		700 (E)		PAYROLL PROCESSING FEES AUGUST 2023	620-8300-840000	40.53
						1,648.22
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		1,648.22

09/27/2023 02:34 PM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 09/27/2023 - 09/27/2023
Banks: GEN

Page 1/2

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/27/2023	GEN	37274	AFLAC	ACCOUNT# V1553 SEPTEMBER 2023	100-0000-215302	288.67
		37274		ACCOUNT# V1553 SEPTEMBER 2023	150-0000-215302	307.72
		37274		ACCOUNT# V1553 SEPTEMBER 2023	610-0000-215302	2.71
		37274		ACCOUNT# V1553 SEPTEMBER 2023	620-0000-215302	230.67
						829.77
09/27/2023	GEN	37275	MUKWONAGO PROFESSIONAL	SEPTEMBER 2023 FIRE UNION DUES	150-0000-215500	1,350.00
09/27/2023	GEN	37276	MUKWONAGO PROFESSIONAL POLICE	SEPTEMBER 2023 POLICE UNION DUES	100-0000-215500	750.00
09/27/2023	GEN	37277	VILLAGE OF MUKWONAGO MRA	SEPTEMBER 2023 FSA	100-0000-215350	2,858.22
		37277		SEPTEMBER 2023 FSA	150-0000-215350	875.82
		37277		SEPTEMBER 2023 FSA	440-0000-215350	30.00
		37277		SEPTEMBER 2023 FSA	610-0000-215350	5.82
		37277		SEPTEMBER 2023 FSA	620-0000-215350	265.35
						4,035.21
09/27/2023	GEN	37278	VILLAGE OF MUKWONAGO MRA	2023-09 REPLENISH MRA ACCOUNT	100-0000-216000	15,000.00
09/27/2023	GEN	702 (E)	DELTA DENTAL OF WISCONSIN	OCTOBER 2023 DENTAL PREMIUMS	100-0000-215304	438.64
		702 (E)		OCTOBER 2023 DENTAL PREMIUMS	150-0000-215304	20.98
		702 (E)		OCTOBER 2023 DENTAL PREMIUMS	440-0000-215304	40.50
		702 (E)		OCTOBER 2023 DENTAL PREMIUMS	610-0000-215304	9.40
		702 (E)		OCTOBER 2023 DENTAL PREMIUMS	620-0000-215304	0.36
						509.88
09/27/2023	GEN	703 (E)	DELTA DENTAL OF WISCONSIN	OCTOBER 2023 VISION PREMIUMS	100-0000-215303	118.18
		703 (E)		OCTOBER 2023 VISION PREMIUMS	150-0000-215303	30.02
		703 (E)		OCTOBER 2023 VISION PREMIUMS	440-0000-215303	35.92
						184.12
09/27/2023	GEN	704 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 09/29/23	100-0000-215250	862.64
		704 (E)		RETIREMENT GW PR 09/29/23	150-0000-215250	1,330.62
						2,193.26
09/27/2023	GEN	705 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 09/29/23 ID	100-0000-215250	4,387.72
		705 (E)		RETIREMENT MS/ICMA PR 09/29/23 ID	150-0000-215250	200.00
		705 (E)		RETIREMENT MS/ICMA PR 09/29/23 ID	440-0000-215250	816.85
		705 (E)		RETIREMENT MS/ICMA PR 09/29/23 ID	500-0000-215250	3.08
		705 (E)		RETIREMENT MS/ICMA PR 09/29/23 ID	610-0000-215250	196.3

09/27/2023 02:34 PM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 09/27/2023 - 09/27/2023
Banks: GEN

Page 2/2

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		705 (E)		RETIREMENT MS/ICMA PR 09/29/23 ID	620-0000-215250	477.78
						6,081.79
09/27/2023	GEN	706 (E)	TASC	FLEX ADMIN 10/01/23 - 12/31/23	100-5141-539900	18.06
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	100-5142-539900	36.12
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	100-5145-539900	72.24
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	100-5211-539900	198.66
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	100-5212-539900	198.66
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	100-5241-539900	36.12
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	100-5323-531100	180.60
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	100-5632-539900	18.06
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	150-5221-539900	126.42
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	150-5233-531100	72.24
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	440-5511-515900	144.48
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	610-6902-690300	72.24
		706 (E)		FLEX ADMIN 10/01/23 - 12/31/23	620-8300-840000	54.18
						1,228.08
09/27/2023	GEN	707 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - AUGUST 2023	100-0000-215200	33,540.93
		707 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	14,996.10
		707 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	5,302.52
		707 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	2,081.82
		707 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	3,463.76
						59,385.13
			TOTAL - ALL FUNDS	TOTAL OF 11 CHECKS		91,547.24

RESOLUTION 2023-51

A RESOLUTION AMENDING THE 2023 ADOPTED BUDGETS FOR THE GENERAL FUND, COMMUNITY DEVELOPMENT, CAPITAL EQUIPMENT, CAPITAL IMPROVEMENT, AND DEBT SERVICE FUND

WHEREAS, action by the Village Board of the Village of Mukwonago is required to amend the 2023 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 2023 Adopted Village Budget as follows:

		Revenue Budget Increase/(Decrease)	Expenditure Budget Increase/(Decrease)
FUND 100 – GENERAL FUND, FUND 430 – CAPITAL EQUIPMENT FUND, and FUND 480 – CAPITAL IMPROVEMENT FUND			
100-4900-493000	FUND BALANCE APPLIED	195,000	
100-5900-592000	TRANSFER TO OTHER FUNDS		195,000
430-4900-492000	TRANSFER FROM OTHER FUNDS	133,000	
430-5900-590500	TRANSFER TO FUND BALANCE		133,000
480-4900-492000	TRANSFER FROM OTHER FUNDS	62,000	
480-5900-590500	TRANSFER TO FUND BALANCE		62,000

Use of reserves to fund smaller dollar capital purchases as identified in the 2024 CIP.

FUND 200 – COMMUNITY DEVELOPMENT FUND, FUND 430 – CAPITAL EQUIPMENT FUND, FUND 480 – CAPITAL IMPROVEMENT FUND, and FUND 300 – DEBT SERVICE FUND			
200-4900-493000	FUND BALANCE APPLIED	127,610	
200-5900-592000	TRANSFER TO OTHER FUNDS		127,610
430-4900-493000	FUND BALANCE APPLIED	83,051	
430-5900-592000	TRANSFER TO OTHER FUNDS		83,051
480-4900-493000	FUND BALANCE APPLIED	293,279	
480-5900-592000	TRANSFER TO OTHER FUNDS		293,279
300-4900-492000	TRANSFER FROM OTHER FUNDS	503,940	
300-5900-590500	TRANSFER TO FUND BALANCE		503,940

Transfer Premiums (net of issuance costs) from debt proceeds recognized in Capital Funds to Debt Service Fund

Passed and adopted by Roll Call Vote this 18th day of October, 2023.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES

RESOLUTION NO. 2023-53

A RESOLUTION APPROVING AN AMENDMENT TO THE “AMENDED JOINT TOWN OF MUKWONAGO AND VILLAGE OF MUKWONAGO FIRE/EMS DEPARTMENT AGREEMENT” ENTERED INTO ON MAY 13, 2021

WHEREAS, on May 13, 2021, the Village and Town executed an “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement”; and

WHEREAS, both the Village and Town have determined that an increase in Fire Department staff is necessary to promote the health, welfare, and safety of each community and to provide the best Fire and Emergency response services to each community; and

WHEREAS, in recognition of the foregoing, in 2022 both the Village and Town passed a referendum agreeing to add \$406,349 to each community’s property tax levy for the purpose of funding 6 (six) additional Fire Department staff; and

WHEREAS, the referendum also intended to set up any excess fund balances to offset any future budgetary needs in relation to these new positions; and

WHEREAS, the Village and the Town wish to memorialize the aforementioned arrangement stemming from the 2022 referendums in each community by amending the existing “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement,” which was executed on May 13, 2021; and

WHEREAS, the Section VI of the existing “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement” states that “This agreement may be amended at any time by the mutual consent of the parties,” and each party gives such consent; and

WHEREAS, the Village and the Town freely enter this amendment in the mutual interests of both communities; and

WHEREAS, all other terms and conditions contained in the existing “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement” remain the same and unaffected by the amendments enumerated herein;

WHEREAS, the proposed document is attached as EXHIBIT A.

NOW THEREFORE BE IT RESOLVED, the Village of Mukwonago Board of Trustees hereby approves the AMENDMENT TO THE “AMENDED JOINT TOWN OF MUKWONAGO AND VILLAGE OF MUKWONAGO FIRE/EMS DEPARTMENT AGREEMENT” ENTERED INTO ON MAY 13, 2021.

Adopted and approved this 18th day of October 2023.

APPROVED:

Fred H. Winchowky, Village President

ATTESTATION:

Diana Dykstra, MMC
Village Clerk-Treasurer



**AMENDMENT TO THE “AMENDED JOINT TOWN OF MUKWONAGO AND
VILLAGE OF MUKWONAGO FIRE/EMS DEPARTMENT AGREEMENT” ENTERED
INTO ON MAY 13, 2021**

This Amendment to the existing “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement” is entered into by and between the Village of Mukwonago, a municipal corporation organized and existing under the laws of the State of Wisconsin with principal offices at 440 River Crest Court in said Village, hereinafter referred to as “Village,” and the Town of Mukwonago, a municipal corporation organized and existing under the laws of the State of Wisconsin with principal offices at W320S8315 Beulah Road in said Township, hereinafter referred to as “Town.”

RECITALS

WHEREAS, on May 13, 2021, the Village and Town executed an “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement”; and

WHEREAS, both the Village and Town have determined that an increase in Fire Department staff is necessary to promote the health, welfare, and safety of each community and to provide the best Fire and Emergency response services to each community; and

WHEREAS, in recognition of the foregoing, in 2022 both the Village and Town passed a referendum agreeing to add \$406,349 to each community’s property tax levy for the purpose of funding 6 (six) additional Fire Department staff; and

WHEREAS, the referendum also intended to set up any excess fund balances to offset any future budgetary needs in relation to these new positions; and

WHEREAS, the Village and the Town wish to memorialize the aforementioned arrangement stemming from the 2022 referendums in each community by amending the existing “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement,” which was executed on May 13, 2021; and

WHEREAS, the Section VI of the existing “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement” states that “This agreement may be amended at any time by the mutual consent of the parties,” and each party gives such consent; and

WHEREAS, the Village and the Town freely enter this amendment in the mutual interests of both communities; and

WHEREAS, all other terms and conditions contained in the existing “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement” remain the same and unaffected by the amendments enumerated herein;

NOW THEREFORE, the Village and the Town agree to amend the existing “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement” as follows:

SECTION V, PART “G” IS CREATED AS FOLLOWS:

In 2022, a referendum was passed by both the Village and Town adding \$406,349 to each community’s property tax levy on an ongoing basis for the purpose of funding (six) 6 additional Fire Department staff. This levy amount is in addition to the annually agreed upon contribution by both entities to the joint department and one-twelfth (1/12th) is remitted monthly to the department. Expenditures that are funded by the referendum are tracked in a segregated sub-set of accounts in the Fire Department Fund. Any excess referendum revenues over these expenditures are retained in a restricted fund balance at year end to cover future increases in costs for these six (6) staff members.

SECTION V, PART “E” IS AMENDED BY ADDING THE FOLLOWING LANGUAGE AT THE END OF THE EXISTING CLAUSE:

The annual settlement excludes any excess revenues from referendum activity as described in the previous section. The Village and Town may, on an annual basis and if agreed to jointly, make a motion to retain some or all of the annual settlement for a specific purpose or to establish or replenish an assigned fund balance to offset any future budgetary shortfalls. The assigned fund balance is to be maintained at an amount no less than \$150,000.

EFFECTIVE DATE

These Amendments shall be effective upon signing.

These amendments to the “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement” shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns, or such public boards committees, commissions or entities as shall succeed substantially to the rights, powers, and duties of the parties hereto respectively.

IN WITNESS WHEREOF, the amendments enumerated herein are incorporated into the existing “Amended Joint Town of Mukwonago and Village of Mukwonago Fire/EMS Department Agreement” that was executed on May 13, 2021, and executed on behalf of the Village and the Town by the signatures below.

Dated this 18th day of October 2023.
VILLAGE OF MUKWONAGO

Fred Winchowky, Village President

Diana Dykstra, Village Clerk-Treasurer

Dated this ____ of _____ 2023.
TOWN OF MUKWONAGO

Peter Topczewski, Town Chairman

Kathy Karalewitz, Administrator/ Clerk-Treasurer



Agenda Item Cover Report

Date: 9/28	Committee/Board: Public Works Committee
Submitted by: Ron Bittner	Department: Public Works Director
Date of Committee Action: October 4, 2023	Date of Village Board Action: October 18, 2023

Subject:

Adopt - A - Road Program

Executive Summary:

Adopt A Road program is an initiative that allows individuals, community groups, businesses, or organizations to volunteer their time and effort to help maintain and clean up a designated stretch of roadway within a community.

This program holds many benefits including litter reduction, community pride, cost savings, environmental stewardship, safety, beautification, and collaboration.

In addition to that, it helps the Village comply with their MS4 permit and storm water processes. Many other communities have moved to this program as well, and we would like to follow suit.

Fiscal Impact:

Executive Recommendation/Action:

Approve the request to launch an Adopt A Road Program.

☒ Attachments Included

Village of Mukwonago Adopt-a-Road Application/Permit

The Village of Mukwonago Public Works Department (The "Department") and the volunteer group (the "Group") named below, recognize the need and the desirability of litter-free roadways. The Group is hereby applying for a permit in the Village of Mukwonago Adopt-a-Road Program.

NAME OF ORGANIZATION: _____

GROUP NAME AS IT SHOULD APPEAR ON THE SIGN (14 SPACES MAXIMUM ON EACH OF TWO LINES).

CONTACT PERSON: _____

CONTACT DAY PHONE: _____ EVE. PHONE: _____ FAX: _____

CONTACT MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

GROUP MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

APPROXIMATE NUMBER OF PEOPLE PARTICIPATING IN EACH CLEAN-UP: _____

A minimum of three cleanups are required each year. Send Cleanup Reports to rbittner@villageofmukwonago.gov

ROAD SECTION YOU ARE INTERESTED IN ADOPTING:

ROAD SECTION _____ FROM _____ TO _____

ALTERNATE SECTIONS IN ORDER OF PREFERENCE:

ROAD SECTION _____ FROM _____ TO _____

ROAD SECTION _____ FROM _____ TO _____

By the signature below the Group acknowledges the hazardous nature of the work and agrees to the Village of Mukwonago Adopt-a-Highway Program TERMS AND CONDITIONS.

GROUP'S AUTHORIZED SIGNATURE: _____

(MUST BE 18 YEARS OR OLDER) TITLE: _____ DATE: _____

DO NOT WRITE BELOW THIS

LINE

The Department approves this permit for the Group to participate in the Village of Mukwonago Adopt-a-Road Program for the section identified above. The Group accepts the responsibility of picking up litter on this section of highway for the period beginning April 1, 20__ and expires on November 1, 20__. **The Department reserves the right to modify or cancel this permit at any time.**

Public Work Director

Date

Please complete this application and submit to: **Village of Mukwonago Public Works**, 440 River Crest Ct., Mukwonago, WI 53149, or Fax to: 262-363-7197, or Email: rbittner@villageofmukwonago.gov



Village of Mukwonago

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

VILLAGE OF MUKWONAGO ADOPT-A-ROAD PROGRAM TERMS & CONDITIONS

1. The Group and its members are not to be considered officers, employees, or agents of the Village of Mukwonago Public Works Department.
2. Any inquiries, claims, liabilities, suits, or costs thereof, whatsoever, arising from Group or Group members' activities relating to this permit shall be the sole responsibility of the Group or its individual members.
3. Participants in the Group agree to obey and abide by all laws relating to safety, and such terms and conditions as they may be required by the Department for special conditions that may exist in a particular adopted section. A volunteer form must be signed by all participants on the day of the event and returned to the Village after the event.
4. The Group shall plan for off-road parking or shuttle bus type of travel to the worksite. All vehicles at the pickup site shall be legally parked. Cars should be parked on the same side of the road.
5. The Group certifies that parents or guardians of minor children have been given approval and permission. A parent or legal guardian must sign after the minor child on the volunteer sheet for the minor to participate in the Group's activities. All participants shall be at least 11 years of age or in the sixth grade. The Group shall supply one (1) adult supervisor for every five (5) or six (6) workers.
6. The Group shall pick up litter a minimum of three (3) times a year between April 1 and November 1. The Group shall not work beyond its section limits.
7. The Group shall pick up required supplies and materials from the Village of Mukwonago Public Works Department building located at 630 E Veterans Way Mukwonago, Monday through Friday, 7 a.m. to 3:30 p.m.
8. The Group shall place filled trash bags at one (1) designated pickup site, preferably at the Group Sign.
9. After a litter pickup, the Group shall:
 - Call Public Works, 262-363-6447, for pickup.
 - Cleanup Report **Email:** rbittner@villageofmukwonago.gov.
10. Unused materials and supplies furnished by the Department may be retained by the Group during the agreement period. At the end of the period the materials and supplies must be returned as instructed by the Department.
11. The Group may keep any recyclable materials collected (aluminum may be cashed in for your group).
12. Partisan political groups (groups of people with common political opinions and purpose organized for gaining political influence, governmental control and for directing government policies) shall not be permitted to participate.

The Department Agrees to the Following:

1. Provide Adopt-a-Road sign(s) with the Group's name, traffic safety signs, safety vests and trash bags.
2. Remove the filled trash bags as soon as possible, after notification.
3. The Department reserves the right to refuse or revise portions of Group names when preparing signs.

www.villageofmukwonago.gov

SAFETY

1. Review all safety rules with all participants before proceeding to the highway segment.
2. All participants shall wear safety vests. Clothing should be light colored and cover arms and legs (to protect from plant saps and insects). Leather shoes, boots or sneakers with ankle support are suggested.
3. Properly deploy both traffic safety signs (orange, *WORKERS AHEAD*) during litter pickup.
4. Stay in the right of way. Only cross the road when necessary.
5. Do not enter the roadway or its shoulder areas to pick up trash.
6. Avoid areas of Poison Ivy, Wild Parsnip, or other noxious weeds. Report locations of Wild Parsnip. [wild parsnip pictures - Search \(bing.com\)](#)
7. Use bug spray to stay safe from mosquitoes and ticks.
8. Leave the wildlife alone.
9. Watch your footing. Stay away from and off steep slopes, standing water, trenches, or any type of drop off. Heavy rains can make a calm looking ditch dangerous with undercurrents that cannot be seen.
10. Avoid Construction Zone areas. If you have questions about constructions zone, please call the office.
11. Groups shall work only on one side of the road at a time, always facing traffic. Look up often to see when traffic is encroaching. Never turn your back on oncoming cars. When facing traffic and you see an out-of-control vehicle coming your way, it is more likely to avoid the danger.
12. Work only during daylight hours and in good weather. Stop working in bad weather, especially when visibility is reduced by fog, rain or snow.
13. Bags should not be overfilled. Overfilled bags can open and spill. Remember, the bags need to be lifted over the heads of the patrol workers who put the bags over the tailgate of our big trucks!
14. Glass and sharp objects should be wrapped in paper or placed in a paper bag before putting it in the plastic bag to avoid puncturing the bag or causing injury.
15. Avoid using headsets, which could interfere with hearing the oncoming traffic. Text after the cleanup – so your attention can be spent on your safety and the people you are with.
16. If the Group encounters closed containers or items suspected to be hazardous, do not touch the items!
 - i. For needles or drug paraphernalia call the Village of Mukwonago Police Department at 262-363-6435 and provide the location.
 - ii. For fluid filled containers: Call the Public Works Department office at 262-363-6447 with the location for pickup.
17. The Group shall not pick up litter on medians, bridges, in tunnels, on overpasses or around other structures that would pose a danger.



Village of Mukwonago

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

VILLAGE OF MUKWONAGO VOLUNTEER RELEASE OF LIABILITY

Date: _____ Location of activity: _____
Description: _____ Adopt-A-Road Litter Collection
Organization Name: _____
Contact Phone: _____ Email: _____
Address: _____
City: _____ Zip: _____
Emergency Contact Person for day of event:
Name: _____ Phone: _____

Release of Liability

I desire and agree to participate in this volunteer program and certify that I am physically fit to do so. In consideration for participation in the program, I agree to accept all risks associated with participation therein, including but not limited to the risk of injury to myself or damage to any personal property I have with me during the event. I further hereby covenant and agree not to sue, and further agree to release, discharge, indemnify and hold harmless the Village of Mukwonago and its employees, officers, officials, agents and volunteers (the "released parties") from all claims including those for property damage or personal injuries, costs, expenses and attorney's fees which may accrue as a result of my participation and attendance in this program. I understand and agree that the Village of Mukwonago and its officers, employees, agents and volunteers may by action or inaction, including negligence, contribute to or cause damage or injury to myself. The release and indemnity are not intended to apply for potential claims arising out of reckless or intentional acts.

Signatures: _____ Date _____

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____

16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____



Village of Mukwonago

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

VILLAGE OF MUKWONAGO ADOPT-A-ROAD PROGRAM PERMIT RENEWAL

☐

We WANT to continue our participation in the Adopt-a-Road Program

☐

We DO NOT Want to continue our participation in the Adopt-a-Road Program

Name of Organization: _____

Road Section: _____ From _____ To _____

Organization Mailing Address: _____

City, State, Zip: _____

Contact Person: _____

Contact Email address: _____

Contact Address: _____

City, State, Zip: _____

Contact Daytime phone #: _____

☐

We agree to the Terms & Conditions of the Village of Mukwonago Adopt-a-Road Program.

Organization's authorized signature w/ Title
(Must be 18 years or older)

Date

DO NOT WRITE BELOW THIS LINE

=====

Village of Mukwonago Public Works Dept. approves renewal of this permit for the Organization to participate in the Village of Mukwonago Adopt-a-Highway Program for the section identified above. The Organization accepts the responsibility of picking up litter on this section of highway for the period beginning April 1, 20____ and ending November 1, 20____.

The Public Works Dept. reserves the right to modify or cancel this permit at any time.

Village of Mukwonago Public Works Director

Date



Village of Mukwonago

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

VILLAGE OF MUKWONAGO ADOPT-A-ROAD PROGRAM TERMS & CONDITIONS

1. The Group and its members are not to be considered officers, employees, or agents of the Village of Mukwonago Public Works Department.
2. Any inquiries, claims, liabilities, suits, or costs thereof, whatsoever, arising from Group or Group members' activities relating to this permit shall be the sole responsibility of the Group or its individual members.
3. Participants in the Group agree to obey and abide by all laws relating to safety, and such terms and conditions as they may be required by the Department for special conditions that may exist in a particular adopted section. A volunteer form must be signed by all participants on the day of the event and returned to the Village after the event.
4. The Group shall plan for off-road parking or shuttle bus type of travel to the worksite. All vehicles at the pickup site shall be legally parked. Cars should be parked on the same side of the road.
5. The Group certifies that parents or guardians of minor children have been given approval and permission. A parent or legal guardian must sign after the minor child on the volunteer sheet for the minor to participate in the Group's activities. All participants shall be at least 11 years of age or in the sixth grade. The Group shall supply one (1) adult supervisor for every five (5) or six (6) workers.
6. The Group shall pick up litter a minimum of three (3) times a year between April 1 and November 1. The Group shall not work beyond its section limits.
7. The Group shall pick up required supplies and materials from the Village of Mukwonago Public Works Department building located at 630 E Veterans Way Mukwonago, Monday through Friday, 7 a.m. to 3:30 p.m.
8. The Group shall place filled trash bags at one (1) designated pickup site, preferably at the Group Sign.
9. After a litter pickup, the Group shall:
 - Call Public Works, 262-363-6447, for pickup.
 - Cleanup Report **Email:** rbittner@villageofmukwonago.gov.
10. Unused materials and supplies furnished by the Department may be retained by the Group during the agreement period. At the end of the period the materials and supplies must be returned as instructed by the Department.
11. The Group may keep any recyclable materials collected (aluminum may be cashed in for your group).
12. Contact information, directions, slogans, emails, phone numbers, text numbers, and web addresses are not allowed to be on the acknowledgement sign. Other contact may be edited at the discretion of the Village of Mukwonago Public Works Department.

The Department Agrees to the Following:

1. Provide Adopt-a-Road sign(s) with the Group's name, traffic safety signs, safety vests and trash bags.
2. Remove the filled trash bags as soon as possible, after notification.
3. The Department reserves the right to refuse or revise portions of Group names when preparing signs.

www.villageofmukwonago.gov

SAFETY

1. Review all safety rules with all participants before proceeding to the highway segment.
2. All participants shall wear safety vests. Clothing should be light colored and cover arms and legs (to protect from plant saps and insects). Leather shoes, boots or sneakers with ankle support are suggested.
3. Properly deploy both traffic safety signs (orange, *WORKERS AHEAD*) during litter pickup.
4. Stay in the right of way. Only cross the road when necessary.
5. Do not enter the roadway or its shoulder areas to pick up trash.
6. Avoid areas of Poison Ivy, Wild Parsnip, or other noxious weeds. Report locations of Wild Parsnip. [wild parsnip pictures - Search \(bing.com\)](#)
7. Use bug spray to stay safe from mosquitoes and ticks.
8. Leave the wildlife alone.
9. Watch your footing. Stay away from and off steep slopes, standing water, trenches, or any type of drop off. Heavy rains can make a calm looking ditch dangerous with undercurrents that cannot be seen.
10. Avoid Construction Zone areas. If you have questions about constructions zone, please call the office.
11. Groups shall work only on one side of the road at a time, always facing traffic. Look up often to see when traffic is encroaching. Never turn your back on oncoming cars. When facing traffic and you see an out-of-control vehicle coming your way, it is more likely to avoid the danger.
12. Work only during daylight hours and in good weather. Stop working in bad weather, especially when visibility is reduced by fog, rain or snow.
13. Bags should not be overfilled. Overfilled bags can open and spill. Remember, the bags need to be lifted over the heads of the patrol workers who put the bags over the tailgate of our big trucks!
14. Glass and sharp objects should be wrapped in paper or placed in a paper bag before putting it in the plastic bag to avoid puncturing the bag or causing injury.
15. Avoid using headsets, which could interfere with hearing the oncoming traffic. Text after the cleanup – so your attention can be spent on your safety and the people you are with.
16. If the Group encounters closed containers or items suspected to be hazardous, do not touch the items!
 - i. For needles or drug paraphernalia call the Village of Mukwonago Police Department at 262-363-6435 and provide the location.
 - ii. For fluid filled containers: Call the Public Works Department office at 262-363-6447 with the location for pickup.
17. The Group shall not pick up litter on medians, bridges, in tunnels, on overpasses or around other structures that would pose a danger.



Village of Mukwonago

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

VILLAGE OF MUKWONAGO VOLUNTEER RELEASE OF LIABILITY

Date: _____ Location of activity: _____
Description: _____ Adopt-A-Road Litter Collection
Organization Name: _____
Contact Phone: _____ Email: _____
Address: _____
City: _____ Zip: _____
Emergency Contact Person for day of event:
Name: _____ Phone: _____

Release of Liability

I desire and agree to participate in this volunteer program and certify that I am physically fit to do so. In consideration for participation in the program, I agree to accept all risks associated with participation therein, including but not limited to the risk of injury to myself or damage to any personal property I have with me during the event. I further hereby covenant and agree not to sue, and further agree to release, discharge, indemnify and hold harmless the Village of Mukwonago and its employees, officers, officials, agents and volunteers (the “released parties”) from all claims including those for property damage or personal injuries, costs, expenses and attorney’s fees which may accrue as a result of my participation and attendance in this program. I understand and agree that the Village of Mukwonago and its officers, employees, agents and volunteers may by action or inaction, including negligence, contribute to or cause damage or injury to myself. The release and indemnity are not intended to apply for potential claims arising out of intentional acts.

Signatures: _____ Date _____

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____

16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____



Village of Mukwonago

Office of the Finance Director & Human Resources

Diana Doherty (ddoherty@villageofmukwonago.gov)
 440 River Crest Court, Mukwonago, Wisconsin 53149
www.villageofmukwonago.gov

Direct Line: (262) 368-3118
 Main Office: (262) 363-6420
 Fax: (262) 363-6425

TO: Village Board
 RE: Employee Handbook 2023 Update
 Date: July 27, 2023

The below list summarizes the more significant changes in the updated Employee Handbook. Other changes in the handbook were made for clarity or because current processes no longer require certain stipulations. I would encourage you to review these changes prior to the committee meeting on August 2 so that we can focus our time on any questions you may have about the changes at the meeting.

Page	Topic	Change
7	Employment Verification	Specifies what information will be released and by whom
7	Accommodation	Expands on the Village's policy on reasonable accommodation requests; emphasizes that availability of a person's accrued leave does not factor in the accommodation consideration
15,65	Orientation Period & Employee Discipline	Language added to clarify "at will" status of employment
16	Residency	Exemption of Paid-on-Call and Paid-on-Premise personnel due to difficulty in filling these positions
18	On-Call	Addition of language pertaining to DPW & Utilities stipend (recommended for approval 9-1-21 COW) for hourly employees conducting weekend and holiday rounds
24	Payday	Explains Village's use of electronic time-cards
26	Conference attendance	Adds some stipulations for employees attending these types of events
28, 33	Compensation	Removes language pertaining to lump-sum performance-based increases, adds COLA plus 1% or plus 2% for employees meeting or exceeding evaluation criteria
41	Benefit Year	Removes the carry-over of unused personal time to be consistent with language under "Holidays" on page 45; Also specifies any Comp time earned in December must be paid out by year end if the employee is not able to use the time.
41	HRA	Removes this language as it's no longer offered to employees
43	Employee Assistance Program	Explains this benefit available to employees
43-44	Vacations	Changes the policy to offer 2 weeks upon hire and allows Village Administrator to approve any deviations to the policy to expedite

		hiring a new employee. Also adds the extra day of paid vacation for employees celebrating a milestone anniversary (Res. 2022-43)
46	Sick Leave	Reestablishes the maximum payout of 960 hours which was erroneously omitted in the last handbook update.
46	Sick Leave	Allows “negative” sick leave credits for an employee who has a communicable disease
47	Leave Donation Policy	Specifies donations will only be allowed during approved FMLA situations.
50	Retirement	Removes language that is no longer needed since all employees now contribute the same rate.
50	Tuition Reimbursement	Raises the annual amount from \$2,000 to \$4,500; adds language for how reimbursement will occur
54	FMLA	Additional language on what happens at the end of an FMLA event
79	Games	Removes obsolete language

VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES

RESOLUTION NO. 2023-37

**A RESOLUTION ADOPTING AN UPDATE TO THE EMPLOYEE HANDBOOK FOR
THE VILLAGE OF MUKWONAGO**

WHEREAS, the Village of Mukwonago has an established employee handbook, and

WHEREAS, this document is required to be updated periodically to reflect changes in statutes or processes in the Village; and

WHEREAS, the Finance Director completed the proposed changes that reflect direction from the Personnel Committee Chair and Legal Counsel shown in EXHIBIT A.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Mukwonago Board of Trustees, hereby approves the updated personnel handbook herewith attached and approves of the same at the August 16, 2023 Village Board meeting.

Adopted and Approved this 16th day of August 2023.

APPROVED:

Fred H. Winchowky, Village President

ATTESTATION:

Diana Dykstra, MMC
Village Clerk-Treasurer



VILLAGE OF MUKWONAGO

EMPLOYEE HANDBOOK



Revised: August 31, 2023
Adopted & Effective: September 20, 2023

This Employee Handbook, adopted September 20, 2023 by the Mukwonago Village Board, replaces and supersedes all previous issues, revisions and drafts of the Employee Handbook.

TABLE OF CONTENTS

	<u>Page</u>
I. GENERAL EMPLOYMENT POLICIES AND PRACTICES	1
A. Introduction	1
B. Disclaimer Statement	1
C. Municipal Calendar	1
D. Relationship with Union Contracts	1
E. Relationship to Mukwonago Community Library Personal Policy	1
F. Communications and Suggestions	2
G. Equal Employment Opportunity Policy	2
H. Personnel Records	2
I. Employment Classifications	3
J. Fingerprinting of Employees	4
K. Identification Badges/Cards	4
L. Job Transfers/Postings	5
M. Solicitation/Distribution	6
N. Employee Questions	6
O. Hiring Family Members	6
P. Voluntary Termination/Resignation	6
Q. Rehiring an Employee	7
R. Employment Verification Inquiries	7
S. Reasonable Accommodation Policy	7
T. Remote Work Arrangement Policy	8
Village of Mukwonago Remote Work Agreement	12
II. EMPLOYMENT CONDITIONS	15
A. Orientation Period	15
B. Work Schedules	15
C. Meal and Rest Periods	16
D. Residency	16
E. Smoking	17
F. Reporting Absences or Tardiness	17
G. Work Performance and Annual Review	17
H. Outside Employment	18
I. Concealed Carry	18
J. On Call	18
K. Dress Code	19
L. Political Activities	19
M. Occupational Health and Workplace Safety	19
N. Health Examinations	20
O. Emergency Closing of Village Hall	20

III.	EMPLOYEE COMPENSATION	23
A.	Overtime – Hourly Employees	23
B.	Call-In Pay	23
C.	Payday	24
D.	Mileage Reimbursements	24
E.	Lodging	24
F.	Meal Reimbursements	24
G.	Lodging	25
H.	Payroll Deductions	25
I.	Longevity	25
J.	Educational and Conference Leave	26
K.	Compensation Philosophy	26
	Position Classification, Compensation and Performance Evaluation	
L.	Program	30
IV.	EMPLOYEE BENEFITS	41
A.	Benefit Year	41
B.	Group Insurance Benefits	41
C.	Hospitalization and Surgical Care Insurance	41
D.	Continuation of Health Insurance	42
E.	Life Insurance	43
F.	Employee Assistance Program	43
G.	Vacations	43
H.	Holidays	44
I.	Sick Leave	45
J.	Leave Donation Policy	46
K.	Funeral Leave	48
L.	Military Leave	49
M.	Jury and Witness Duty	49
N.	Worker’s Compensation	49
O.	Retirement	50
P.	Tuition Reimbursement	50
Q.	Family and Medical Leave	50
V.	CONDUCT AND PERFORMANCE	56
A.	Cooperation and Courtesy	56
B.	Use of Village Property	56
C.	Code of Ethics	56
D.	Drug Free Workplace	57
E.	Drug and Alcohol Testing	58
F.	Prohibited Conduct and Personal Actions	58

G.	Workplace Violence Prevention Policy	59
H.	Workplace Harassment	59
I.	Employee Discipline	64
J.	Grievance and Appeals Procedure	66
K.	Complaint Procedure	71
VI.	USE POLICIES	75
A.	E-mail and Internet Use	75
B.	Electronic Communications Policy	76
C.	Cellular Equipment Policy	81
D.	Social Media Policy	85
E.	Vehicle Use Policy	89
F.	Village Hall Key Control Policy & Agreement Form	97
VII.	HANDBOOK RECEIPT	98,100

FORMS

1.	Remote Work Agreement	12
2.	Discrimination or Harassment Reporting Submission Form	63
3.	Grievance Submission Form	70
4.	Complaint Intake Form	74
5.	Electronic Communications Equipment Use Agreement	80
6.	Cellular Equipment Use Agreement	84
7.	Social Media Acknowledgement	89
8.	Vehicle Use Agreement	95
9.	Vehicle Use Agreement – Personally Assigned Vehicles	96
10.	Key Receipt Agreement	97
11.	Handbook Receipt Acknowledgement	98,100

I. GENERAL EMPLOYMENT POLICIES AND PRACTICES

A. Introduction

This Employee Handbook, "Handbook," is a summary of some of the employment policies, procedures, rules, and regulations of the Village of Mukwonago, "Village," affecting all employees. It has been prepared to acquaint all employees with these policies, procedures, rules, and regulations and to promote the orderly and efficient operation of the Village. It is every employee's responsibility to read, become familiar with, and follow the policies, procedures, rules, and regulations it contains.

Most questions should be answered in this Handbook. Questions regarding the Handbook, or matters which are not covered, should be directed to your Department Head or Designee.

B. Disclaimer Statement

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit or a contract of employment, express or implied. All Village non-represented employees are employed "at-will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Village or the employee.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the Village with or without notice. This Handbook, originally issued January 1, 2015, supersedes all previous handbooks, statements, policies, procedures, rules or regulations given to employees, whether verbal or written.

C. Municipal Calendar

The Village Fiscal Year is from January 1st through December 31st.

D. Relationship with Union Contracts

The provisions of this Handbook apply to all employees, to the extent they do not conflict with a union contract. In the event of a conflict, the union contract shall prevail.

E. Relationship to Mukwonago Community Library Personnel Policy

The Mukwonago Community Library Board adopted a Personnel Policy on November 15, 2018 establishing specific guidance for Library employees. Village policies shall be in effect where no Library Board policies exist, subject to the decisions of the Library Board.

F. Communications and Suggestions

The Village encourages all employees to express their views on matters concerning their jobs and interests. The Village values the comments and suggestions of its employees concerning work methods and operations. Employees should feel free, and are encouraged, to offer suggestions and/or seek advice on any matter of concern to them. Employee suggestions should be submitted in writing to the appropriate Department Head or Designee and should explain the present rule or method of operation, the proposed change, the reason for the proposed change and the benefit the employee believes will result from that change. The Department Head or Designee will respond to the employee within 30 days of receipt of the suggestion. If the Department Head or Designee does not respond within 30 days, the suggestion may be submitted directly to the managing Village Board Committee.

The Village believes the future goals of the Village and its employees will best be accomplished by our mutual efforts, and through direct and honest communications and relationships.

G. Equal Employment Opportunity Policy

It has been and shall continue to be Village policy to recognize the competence and ability of applicants for employment and existing employees. The Village will provide equal employment opportunities to all individuals regardless of their race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, military or veteran's status, membership in the national guard, state defense force or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, pregnancy, use or non-use of lawful products or on the basis of any other classes, status or characteristic prohibited by state, federal or local law. This policy applies to the Village's policies and practices concerning recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, recalls, training and the accessibility of facilities. In addition, it is the Village's policy that no employee will be subject to discipline, harassment, intimidation, or coercion for filing a charge or complaint alleging an unlawful employment decision or action, due to an employee's assistance or participation in an investigation, hearing or review by a court or government agency or because the employee opposed an unlawful employment practice or decision.

If you have a problem or concern in any matter relating to equal employment opportunity, please discuss it as soon as possible with your immediate Department Head or Designee, or the Village Administrator.

H. Personnel Records

The Village maintains personnel records and files for each employee. Employment records, including performance reviews, for the Police and Fire Departments will be the responsibility of the respective Department Heads or Designee and will be maintained at the respective Police and Fire Department's Administrative Buildings. Maintaining these files with up-to-date information is very important as it provides the Village with contact information in case of emergency, addresses for mailings, data for payroll purposes and information required for insurance programs and other benefits.

All employees must promptly notify the Village of any change in:

1. Address
2. Contact phone number
3. E-mail address (for payroll purposes)
4. Marital status (for benefit plan purposes)
5. Beneficiary or dependents indicated in your insurance policy
6. Number of dependents for withholding purposes
7. Party to be notified in case of emergency.

If you will be getting married, please notify the Village prior to the marriage so appropriate arrangements are made for your spouse regarding the benefit plans. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to check who you have designated as beneficiaries. In the event of your death, your listed beneficiary will receive any insurance benefits due. Be sure the listed beneficiary is the person you intend to receive the benefits. Additionally, the Village has legal requirements to communicate certain benefit information to your former spouse.

It is Village policy to protect the privacy of each employee and therefore the Village is committed to the confidential handling of every employee's personal information.

Consistent with applicable law, the Village will allow employees to inspect their personnel records twice a year and within seven (7) working days after the employee makes the written request for inspection.

I. Employment Classifications

Regular

Regular employees are those employees who have successfully completed their orientation period.

Full-Time

A full-time employee is one who is scheduled to work thirty-seven and one-half (37.5) hours or more each week and is reasonably expected to continue employment for longer than one year. Regular full-time employees are eligible for all Village benefits described in this handbook if they meet the eligibility criteria. Unless otherwise specified in this handbook, one (1) day is the equivalent of eight (8) hours.

Part-Time

A regular part-time employee is one who is scheduled to work less than thirty-seven and one-half (37.5) hours each week and is reasonably expected to continue employment for longer than one year. Regular part-time employees who work at least thirty (30) or more hours per week are eligible for prorated vacation, sick leave and holiday benefits based on the hours worked per week. The proration will be calculated against a forty (40) hour week. Employees working less than thirty (30) hours per week are not eligible for benefits unless otherwise eligible for statutory retirement. Ranges have been established for the proration of Village health insurance and HRA contributions and are explained in those sections of the handbook.

The timing of Village contributions towards benefits for newly eligible part-time employees will match requirements for a newly hired full-time employee.

If an employee who works less than thirty (30) hours per week transitions to a position where they will permanently work more than thirty (30) hours per week, eligibility for benefits begins on the date of transition, not on the employee's original hire date. Conversely, an employee who permanently transitions to less than thirty (30) hours per week will have benefits removed or reduced accordingly on the date of transition.

Paid-on-Call (Fire Department Only)

A paid-on-call employee is considered a part-time employee. Paid-on-call (POC) is paid for the time they are on the call or other related department approved activity. POC receive an hourly rate determined by their certifications for the time they are considered working. The hours worked by POC are not regularly scheduled and are random and variable. Because of this variability, POC employees who become eligible for benefits and decide to enroll in them will have contributions calculated based on a six (6) month look back period, which will continue to be evaluated every six (6) months for necessary adjustments.

Temporary

A temporary employee is one who holds a position, either part-time or full-time, for a limited period of time. Temporary employees are made aware of the limited term of their employment when they are hired. Temporary employees are not eligible for any Village benefits.

Emergency Personnel

Emergency personnel are made up of municipal units such as fire and police departments, public works, and utilities.

J. Fingerprinting of Employees

All new employees shall be fingerprinted by the Village Police Department as part of the employment process. Three (3) sets of fingerprint cards shall be taken:

1. State of Wisconsin Employment Card.
2. Federal Government Employment Card.
3. Village of Mukwonago Employee Card.

These fingerprint cards shall be forwarded to the various agencies for classification and search of their files. The Village of Mukwonago employee card shall be kept in the employee's personnel file for future reference, if needed.

K. Identification Badges/Cards

Village representatives, including elected and appointed officials, full or part-time employees, are required to carry a Village identification badge/card when conducting Village business away from their regular workplace. An employee must display his/her identification badge/card upon request. Identification cards are available through the Police Dept. The Fire Department does not use Village ID, they use Waukesha County ID.

L. Job Transfers/Postings

Whenever positions become available in the Village, they will be posted on the Village website.

1. Transfers

Any lateral job transfers by current employees must be approved by the Department Heads affected. If an employee is approved for a transfer, he or she will be required to serve an additional six (6) month orientation period regardless of having previously completed one.

Any employees who may be interested in filling an available vacant position may submit an application to the hiring Department Head. The successful applicant, whether selected from current employees or new applicants, will be chosen based on skill, ability, and qualifications for the position.

2. Promotion

Promotional opportunities are available to employees of the Village when vacancies arise, or the Village determines that there is a need to fill a position. The successful applicant, whether selected from current employees or new applicants, will be chosen based on skill, ability, and qualifications for the position. Any employee promoted to a higher-ranking position may be required to serve an orientation period.

3. Reinstatement

If an employee requests to return to his/her former position, the Department Head, with approval of the Personnel Committee, can authorize return to the former position if the position is vacant and the return is determined to be in the best interest of the Village.

4. Reassignment

The Village may change the duties and responsibilities of any position. If the changes are significant and assigned permanently, the position may be considered for job title and description change that more accurately reflects the new duties. If a position is reviewed and changes are made, the employee and Department Head or Designee will be asked to complete the appropriate forms, which will include the description of the employee's duties.

In the event of a complaint over a change work assignment, employees should perform the assigned task and then discuss the problem with the Department Head or Designee.

5. Reallocation

When the occupying position of an employee is reclassified to a different class, he or she is required to continue in the position of their newly assigned class. The Village may reduce the classification of the position whether it is filled or vacant and adjust the compensation rate when appropriate.

6. Layoff & Recall

If the Village determines to implement a layoff with or without recall rights, the employee to be laid off will be notified of any recall rights the Village has determined will be offered.

Layoffs will be determined by the Village Administrator in consultation with the affected Department Head(s) upon direction of the Village Board.

M. Solicitation/Distribution

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during working time. Employees who are not on working time, e.g., on lunch hour or breaks, may not solicit employees who are on working time for any cause or distribute literature of any kind to them. This policy includes solicitations via e-mail and other telephonic communication systems. Further, employees may not distribute literature or printed material of any kind in working areas at any time.

"Working time" does not include the time before the employee's scheduled workday begins, the time after the employee's scheduled workday ends or the employee's breaks or lunch period. "Working areas" includes all areas of the premises except the break room and the parking lot.

N. Employee Questions

Questions relating to an employee's work should be discussed with the employee's Department Head or Designee.

O. Hiring Family Members

It is the Village's policy to recruit, select and appoint the most qualified person for each Village position. The employment of qualified persons within the same family is not prohibited if the person has the required knowledge, skills or other job-related qualifications that warrant consideration for employment. However, it is required that either the current employee or the relative seeking a position make the relationship known to the appropriate authority (Village Board, Department Head, Fire & Police Commission). In no event will any applicant or employee receive preferential consideration because of their relationship to another Village employee, elected or appointed official and/or employee.

A supervising authority who does not discipline, promote or directly supervise a relative, (mother, father, child, spouse, brother, sister, mother-in-law or father-in-law, brother-in-law, sister-in-law, stepparents, step-children, step-siblings, step-grandchildren, grandparents or grandchildren) and/or their relatives will not be considered a violation of this policy.

P. Voluntary Termination/Resignation

Two (2) weeks written notice is requested if an employee resigns. An employee who has been with the Village longer than one (1) year and who resigns and gives two (2) weeks written prior notice will be paid his or her remaining accrued vacation and personal time. An employee who voluntarily terminates employment without giving two (2) weeks prior written notice automatically waives his or her right to payout of any accrued leave. Employees who have

been with the Village less than one year are not eligible for any payout of accrued time if they separate from the Village for any reason prior to their anniversary date.

Q. Rehiring an Employee

An employee who separates from the Village and who is later rehired will accrue any eligible length-of-service benefits based on the new rehire date. Any exceptions to this must be approved by the Village Board. A rehired employee's salary or wages must conform to the Village's adopted wage and salary ranges. If an employee's wage at the time of separation exceeds the range's current maximum for that position, the employee may be offered the maximum but may not exceed it. Any exceptions to this must be approved by the Village Board.

R. Employment Verification Inquiries

The Village is committed to protecting the privacy of each employee and maintaining the confidentiality of each employee's personal information to the extent allowed by law. Employment verification inquiries should be referred to and handled by the human resources (HR) department. Responses to written requests for verification of employment will be made on the form provided only when the request is accompanied by a former or current employee's signed authorization to release such information. A written verification of employment form that has been completed by the HR department will be returned directly to the requesting party. Telephone requests for verification of employment by prospective employers, financial institutions and residential property managers will be limited to confirming information stated by the external party.

S. Reasonable Accommodation Policy

It is the Village's policy to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA), Pregnant Workers Fairness Act (PWFA) as well as any State or local laws regarding protections for employees with disabilities in employment. The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

The Village will attempt to reasonably accommodate any applicant needing such accommodation in the hiring process. In addition, the Village will attempt to reasonably accommodate any qualified employee who is unable to perform the duties of the job due to a disability defined by local, state or federal law.

The Village will consider accommodation on a case-by-case basis considering various factors and based on an individualized assessment of each situation. If you have a disability and believe you need reasonable accommodation to perform the essential functions of your job, please contact Human Resources or your Department Head to request accommodation. You may make the request orally or in writing. Additional supporting documentation or information

may be requested to enable the Village to adequately address your request. If requested, you are responsible for providing the information in a timely manner and to engage with the Village in an interactive process concerning the disability. If the information provided is insufficient, the Village may direct you to see a healthcare professional of the Village's choosing and at the Village's expense, to better determine what accommodations may be available. The law does not require any specific accommodations and the Village will deny accommodations to the extent they impose an undue hardship on the Village operations. The availability of leave or another accommodation will be based on the medical needs of the employee and the ability of the Village to make the accommodation considering the employee's essential job functions. Such a determination will not take into account how much accrued leave any individual employee may have available.

All medical information provided will be maintained as confidential to the extent possible. The Village will not permit any form of discipline, reprisal, intimidation, or retaliation against an individual for requesting accommodation in good faith.

T. Remote Work Arrangement Policy

The ability to work remotely on a short-term basis is one of the flexible work arrangements that the Village of Mukwonago offers employees during temporary periods when physically being in the office is difficult for the employee. Arrangements are typically made to accommodate a short-term medical, family or personal need. This option may be offered when it benefits both the Village and the employee and requires Department Head approval. An arrangement made for an employee on medical leave must be made with the consent of the employee's health care provider.

Remote work arrangements do not change the terms and conditions of employment with the Village. As such, the Village has the right to refuse to make remote work available to an employee and to terminate a remote work arrangement at any time.

Equipment and Materials:

Telecommuters will be provided with the following equipment and materials:

- A laptop or desktop computer comparable to the computers being used by other Village employees. The appropriate device will be purchased and configured by IT.
- A printer, if job duties dictate the need.
- Software required by the position as determined by the Department Head and IT department. Software will be purchased and installed by IT.
- Virtual Private Network (VPN) provides access to software and/or files while working remotely. Employees will be responsible for saving all work-related files to the network.
- Village Hall employees will use their Vonage desk phones or a Vonage app on their cell phone when working remotely in order to assist with handling in-coming calls.
- The Village will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The Village will also reimburse the employee for other business-related expenses, such as shipping costs, that are reasonably incurred in

accordance with job responsibilities. The employee should follow usual company expense reimbursement policies and provide receipts.

All equipment, records, and materials provided by the Village shall remain the property of the Village and is for Village business-use only and may not be used by any individual other than the employee. The employee agrees to protect Village equipment, records, and materials against unauthorized or accidental access, use, modification, destruction, or disclosure. The employee agrees to report to the Department Head instances of loss, damage, or unauthorized access at the earliest reasonable opportunity. Employee may be held liable for damage to Village property due to lack of proper care.

Equipment supplied by the employee, if deemed appropriate by the Village, will be maintained by the employee. The Village accepts no responsibility for damage or repairs to employee-owned equipment.

The employee will be required to use a Village provided email account as their primary means of communication. The employee must provide the internet connection. The employee will be solely responsible for purchasing any additional hardware or software required for the internet connection and will be solely responsible for cost of installation and associated monthly fees. The Village reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Provisions and Conditions of Working Remotely

The employee and Department Head will review the feasibility of remote work based on the following criteria:

- Job Responsibilities: Determine if the job can be successfully performed remotely, including review of the work schedule.
- Workspace/Equipment: Assess equipment needs and workspace design considerations.
- Employee Competencies: Employees who work remotely are expected to adhere to the same processing deadliness, quality of work, and communication standards that are required of them when they are physically in the office.

Failure to meet these conditions may result in discipline or termination of work from home privileges.

Additional Considerations

1. There may be occasions when remote work is temporarily suspended because of unexpected events, emergencies, or village need.
2. The employee will establish an appropriate work environment within their home for work purposes. The Village will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
3. The Village assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home workspace and to practice the same safety habits as those

followed on the Village premises. Telecommuting employees are responsible for promptly notifying their Department Head of any injuries that occur in the employee's workspace during the agreed upon work hours. With regard to the employee's at-home workspace, the following guidelines should be followed:

- a. Post a list of emergency phone numbers (hospital, fire department and police department) at the alternate work site.
 - b. A first aid kit should be easily accessible, and supplies should be replenished as needed.
 - c. Keep a portable fire extinguisher easily accessible and serviced as needed and make sure smoke detectors are in working order.
 - d. Make sure to avoid unnecessary back, arm, neck, and eye strain when arranging the alternate work site. Adjust the computer screen so that it is approximately 18-26 inches from your eyes and its height is slightly below eye level.
 - e. Make sure the work area is kept clean and walkways are clear to prevent tripping or other injuries.
 - f. The work area should be adequately well-lit, heated, and ventilated for comfort while working. Computers, printers, and other electronics should be kept out of direct sunlight and away from heaters.
 - g. Storage must be organized to minimize risks of fire and spontaneous combustion. Heavy items need to be securely placed on sturdy stands close to walls.
 - h. All extension cords must include surge protectors and be plugged in to grounded outlets. Extension cords and other cables need to be tangle-free.
4. The employee understands that their personal vehicle will not be used for Village business unless specifically authorized by the Department Head. However, the employee may use their personal vehicle for travel to and from the Village's office, when necessary.
5. The employee and Department Head will agree on the number of days of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or email within 15 minutes during the agreed upon work schedule unless the employee has provided prior approved notice that he or she will be unavailable for a specified period.
6. Telecommuting employees will be required to enter their hours worked into an electronic UKG time sheet which must be submitted to their supervisor on the Friday of the week **prior to a pay day**. Important - overtime work must be approved in advance by the supervisor.
7. The employee and supervisor will periodically interact by phone, email and in-person meetings to check-in on duties and performance. Remote workers will be subject to scheduled performance reviews in the same manner and frequency as other Village employees.

8. Telecommuting is NOT designed to be a replacement for appropriate child, pet, or elder care. Although an individual employee's schedule may be modified to accommodate child/eldercare needs, the focus of the arrangement must remain on job performance and meeting business demands.
9. The availability of telecommuting as a flexible work arrangement for employees can be discontinued at any time at the discretion of the Village. The Village will make every effort to provide reasonable notice of such a change. There may be instances, however, where less or no notice is possible. In addition, Department Heads retain the right to terminate or modify this agreement on a temporary or permanent basis at its sole discretion.
10. The employee agrees to return Village equipment, records, and materials within 5 business days of the termination of this agreement. All Village equipment will be returned to Village by the employee for inspection, repair, replacement, or repossession within 5 business days of written notice.

Village of Mukwonago Remote Work Agreement

Name: _____

Department: _____

Position/Title: _____

Please review and/or provide the following information and sign in the space provided below.
The completed and signed form should be returned to your Department Head either in person
or via email no later than _____.

1.Cell Phone #:

2.Home Phone #:

3.Home Address:

4.Emergency Contact name, relationship, and telephone number:

5.Should you need additional equipment to work effectively from home, please check each
piece of equipment needed.

- ☐ Keyboard
- ☐ Mouse
- ☐ Monitor
- ☐ Headset
- ☐ Other (describe)

6.Additional conditions agreed upon by the teleworker and supervisor are as follows:

Please review the following telework parameters:

- I agree to all provisions as stated in the Village of Mukwonago's Remote Work Arrangements Policy
- I understand that when I am away from the office teleworking, I must comply with all organizational rules, policies, and procedures.
- I understand that my compensation, benefits, and work responsibilities will not change due to the telework arrangement.
- I understand that my telework work schedule will be consistent with my current work schedule and will not significantly change without the approval of my Department Head
- I understand that if I am eligible for overtime pay, I must get advance approval from my Department Head to work over 40 hours per week while teleworking.
- I understand that while teleworking, it is my responsibility to:
 - Maintain a safe work environment as outlined in the Remote Work Arrangement Policy
 - Protect any company equipment in my possession
 - Safeguard confidential work-related information
- I understand that I will not hold business visits or in-person meetings with business affiliates or co-workers at my home telework site.

Employee signature and Date

Department Head signature and Date

(Reserved For Future Use)

II. EMPLOYMENT CONDITIONS

A. ORIENTATION PERIOD

The orientation period is an extension of the recruiting process and provides the Department Head or Designee with the opportunity to judge an employee's potential for success in a new job. During this time, the employee will have the opportunity to demonstrate proper attendance, attitude, and ability toward job performance. If an employee does not successfully complete this orientation period or cannot perform the duties of the position, he or she will be subject to termination.

Generally, new employees are required to serve a twelve (12) month orientation period. The Department Head may extend the orientation period beyond this requirement, for up to an additional twelve (12) months if it is deemed to be in the interest of Village service.

If an employee is transferred to another job because of lack of performance, he or she will be required to be subject to an additional six (6) month orientation period in the new position.

If an employee has unsuccessfully completed any of the orientation periods referenced above or is unable to perform the duties that are required of the position, he or she will be subject to termination.

Nothing in this policy shall be construed as a promise or contract of continued employment. Employment following the orientation period shall continue at will.

B. Work Schedules

The normal workweek shall consist of a flexible time period. The FLSA work period shall be from 12:00 a.m. on Saturday until 12:00 a.m. the following Saturday. Normal work hours for departments are:

DPW, Water & Sewer Utilities

7:00 a.m. to 3:30 p.m. with one-half (½) hour unpaid lunch break from 12:00 noon to 12:30 p.m.

Bldg. Inspection

8:00 a.m. to 4:30 p.m. with one-half (½) hour unpaid lunch break from 12:00 noon to 12:30 p.m.

Office Hours

8:00 a.m. to 9:30 a.m.

Village Administration Office

8:00 a.m. to 5:00 p.m. with one (1) hour unpaid for lunch. Employees who wish to work a "flextime" schedule may take a one-half (1/2) hour unpaid lunch and accumulate up to 3 hours per week for use during that same week.

Office Hours (open to the public)

Monday thru Thursday: 8:00 a.m. to 5:00 p.m., Friday: 8:00 a.m. to 12:00 p.m. (except as required by law)

Clerk/Dispatchers

8:00 a.m. to 4:00 p.m., 4:00 p.m. to 12:00 a.m. and 12:00 a.m. to 8:00 a.m. with one-half (1/2) hour paid lunch.

Hours:

The Dispatch Center is operational continually (24 hours per day, every day)

Shifts:

A full-time clerk/dispatcher's work schedule: five (5) shifts on, two (2) off, four (4) on and two (2) off. A shift differential of fifteen cents (\$0.15) per hour shall be paid for any hours worked between 4:00 p.m. and 8:00 a.m., including overtime hours if the overtime hours are pre-approved by the Police Chief.

The Village reserves the right to change these hours with or without notice.

All "flextime" schedules allowed within any Village department must ensure proper coverage and completion of critical tasks during the stated work hours for each department. Each Department Head is responsible for documenting a policy for any ongoing flex schedule arrangements specific to the needs of their department and to ensure employees are following that policy.

C. Meal and Rest Periods

Employees working more than six (6) hours may take a thirty (30) minute unpaid lunch/meal period. This meal period should be taken at the midpoint of the employee's shift. Employees are also eligible for a fifteen (15) minute paid break daily at 9:30 a.m. or at the discretion of the Department Head, or Designee. Clerk/dispatcher meals are one-half (1/2) hour paid.

D. Residency

The Village Administrator, Emergency Personnel (as defined on page 4), and Police Department Administration must reside within a twenty-five (25) mile radius of the Village center (intersection of County Highway ES and State Highway 83), as measured on a map. Fire Administration residency restrictions as required by the Fire Commission. Paid-on-Call and Paid-on-Premise personnel of the Fire Department are exempt from this requirement.

E. Smoking

To promote a clean and healthy work environment for all employees, smoking is prohibited in all Village buildings, offices, meeting rooms, vehicles, work areas and on Village grounds except for specifically designated exterior areas.

F. Reporting Absences or Tardiness

In the event of illness or other absences, the employee must notify his/her Department Head or Designee at his/her earliest opportunity, and least thirty (30) minutes prior to the employee's starting time (two (2) hours for clerk/dispatchers). The employee must notify his or her Department Head or Designee each day of absence or of the expected length of the absence, e.g., funeral leave, vacation, sick, military leave, jury duty, etc. Failure to notify the Department Head or Designee within twenty-four (24) hours from the beginning of their work shift on the first day of absence may be cause for denial of use of sick leave credit for the period of absence. Employees who are absent from work due to illness or injury for three (3) consecutive workdays may be required to submit a doctor's certificate or other medical authorization prior to being permitted to return to work. A doctor's certificate may be required for any absence the day before or after a holiday. In the case of suspected abuse of sick leave, or to determine fitness for duty, the Administrator or Department Head, or Designee may request a doctor's excuse at any time. If an employee fails to submit the requested doctor's certificate, or the doctor's excuse is not acceptable to the Village (unless circumstances make it impossible to submit such an authorization), the employee will be considered to have voluntarily quit his or her job. This policy will be enforced consistent with the federal law on family and medical leave (FMLA).

G. Work Performance and Annual Review

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. Employees consistently demonstrating poor performance will receive coaching and training opportunities in conjunction with performance reviews to ensure that standards are met. Employees who fail to meet expectations will be subject to possible transfer, demotion, or separation. Employee performances will normally be reviewed annually by June 30th. Evaluations may be more frequent if deemed appropriate by the Department Head or Village Administrator.

Employees must maintain reasonable standards of work quality, consistent with experience and must accomplish work within the time limits established.

Employees will be evaluated by their respective Department Heads, who will review results with the Village Administrator. Department Heads will be evaluated by the Village Administrator, who shall review results with the Personnel Committee. Employees will have the opportunity to add comments to their evaluations. The Village Board will review the Village Administrator. The Fire and Police Departments report to the Fire Commission or Police Commission for all personnel matters.

All performance reviews will be signed by Department Heads and kept in the employee's personnel file.

Individual performance reviews may be used in conjunction with the "Wage" resolution as a factor in determining compensation increases. Additional information regarding performance reviews as they relate to compensation increases can be found in the Village's Compensation Philosophy, Section III Item K; and Position Classification, Compensation and Performance Evaluation Program Policy, Section III Item L.

H. Outside Employment

Full-time employees are discouraged from holding another full-time or part-time job if it is likely that in doing so the individual's efficiency or effectiveness as a Village employee may be impaired, if the nature of the outside employment is such that it will reflect adversely on the Village or if there is the potential for a conflict of interest. Full-time employees contemplating outside employment must secure the approval of their Department Head before accepting an offer of employment. Department Heads (except the Police Chief & Fire Chief) must secure the approval of the Personnel Committee before authorizing full-time employees to work on outside jobs. Police and Fire employees must get approval from their Department Head and respective Police or Fire Commission.

I. Concealed Carry

No employee is permitted to carry a weapon during working hours, except as otherwise authorized by the Village in the case of sworn law enforcement officers. A "weapon" is anything that is designed to injure or harm another person.

J. On Call

Due to the continuing growth of the Village of Mukwonago, and the added responsibilities that accompany that growth, it will be necessary for those employees now scheduled for weekend and holiday duty to be available "on call" for the entire weekend or holiday duty assignment.

Employees assigned to a weekend or holiday shift will be required to carry an electronic communication device and must be available to acknowledge the call within 15 minutes of receiving it. Employees are free to engage in any activities or travel outside the Village limits while on call; so long as the employees carry their electronic communication device with them at all times and can report for duty within a reasonable amount of time. When acknowledging the call, an estimated time for arrival must be provided. Protective Service employees will follow their respective procedures for responding to calls. A daily stipend of \$50 per Saturday, Sunday and Holiday will be paid to the non-exempt employee from the Utilities and from DPW who is designated to be on call. This is in addition to the regular pay they would receive for doing weekend rounds or responding to an emergency call.

Employees are reminded to use Village equipment rather than their own vehicles when performing Village work. For the employee's own protection and for insurance purposes, it is

important that an employee use Village equipment and trucks when performing any work, including on weekends and holidays.

K. Dress Code

All employees are expected to present themselves for work in neat and appropriate attire in light of the position held. Employees are expected to be clean and well-groomed at all times. Grooming standards will be required based on safety requirements. These standards are at the direction of the Village Board and can be modified from time to time.

The reaction of our customers, the public, is very much affected by an employee's appearance. Employees can show interest and pride in their employment by dressing and grooming based on the requirements of the position and by conducting themselves in a professional manner at all times.

Employees should discuss any questions about appropriate attire, personal appearance or grooming requirements for their job with the Department Head or Designee.

L. Political Activities

Employees are not allowed to take active part in any form of political campaigning and shall not be coerced to participate in any form of political campaigning, while on Village time or in uniform. Any violations shall be immediately reported to the District Attorney for investigation.

M. Occupational Health and Workplace Safety

The physical well-being of every employee and member of the public is a primary consideration in every Village activity, whether that activity involves heavy machinery or performing a simple routine task. To help mitigate workplace injuries and other health concerns, the Village has established different departmental procedures and policies for keeping workspaces and worksites as safe as possible. Employees must comply with the Village's safety programs. There are basic rules and procedures that apply between all departments including:

Equipment Operation – The Village requires that you learn how to properly operate all the equipment that you are required to use in the course of your duties. Never operate equipment unless you have first learned how to safely operate that equipment. If you have any questions about the use of Village equipment, see your Department Head or Designee before attempting to operate the equipment.

Reporting - Be sure to report all unsafe working conditions to your Department Head or Designee. If you do have an accident, no matter how minor the injury, report it immediately to your Department Head or Designee. You must complete the necessary accident reports as soon as possible after the accident. Failure to timely report an accident or to file the necessary accident reports could jeopardize your eligibility for worker's compensation benefits and could lead to disciplinary action.

Training Course Attendance - All designated employees will complete and attend the safety training courses requested by the Village. The employee will sign a completion form which will be kept in their personnel file. Failure to attend or complete the course in a reasonable time after the request could result in dismissal.

Immunizations – All Village employees with occupational exposure will be provided with Hepatitis and other appropriate vaccinations at no cost. The Village will maintain records of all vaccinations in a confidential file separate from the employee's personnel file.

Note that any Village employee who operates Village equipment or vehicles shall have an annual review of their driver's license and/or CDL. Driver's license reviews are performed by the Village Police Department. CDL licenses are reviewed through the Federal Motor Carrier Commercial Driver's License Drug and Alcohol Clearinghouse database. Employees whose job includes operating a motor vehicle shall keep their operator's license and all required endorsements current and valid and report any driver's license restrictions. Employees who are arrested, cited, or come under investigation for any criminal or traffic offense, both within and outside of the Village of Mukwonago, shall report the incident, in writing, to their Department Head as soon as practical. This includes driver's license traffic and OAWI violations.

N. Health Examinations

Employees may be required to receive periodic occupational examinations and/or tests, e.g., pulmonary function, hearing, TB skin and fit tests, to certify an employee's continued ability to perform job duties or to serve as a measure of disease control.

If there is reasonable cause to believe an employee has an illness that can be detrimental to the health of employees or the public, the Village may require the employee to have a health examination to indicate whether the employee has such an illness. In situations such as the COVID-19 pandemic, employees who may have encountered an infected individual must follow current Village issued protocols to monitor symptoms and take necessary precautions to limit exposure to other individuals.

O. Emergency Closing of Village Hall

When traveling conditions are hazardous or Village Hall conditions are dangerous, the Village Administrator may approve closing the Village Hall, in consultation with the Village President and taking into consideration the closure of the Mukwonago Area School District buildings or activities and other closures in the surrounding area.

When closure occurs, employees will be notified via phone contact information maintained by Human Resources. It is incumbent that this information is accurate and up to date. Further postings of the closure will happen on site at Village Hall (if possible), using the Village's emergency alert system, and on the Village's Facebook page.

Employees have the option of making up hours, taking accrued personal time, vacation time, or leave without pay for the missed time.

When weather conditions are not severe enough to warrant closing Village Hall, but employees are unable to get to work due to hazardous travel conditions, they have the option of making up hours, taking accrued personal time, vacation time, or leave without pay for the missed time.

(Reserved for future use)

III. EMPLOYEE COMPENSATION

A. Overtime and Compensatory Time - Hourly Employees

All hourly employees, except paid-on-call, who work more than forty (40) hours per week will receive compensation for overtime. Paid-on-call employees who work more than fifty-six (56) hours per week will receive compensation for overtime. Employees must receive approval from their Department Head or Designee before working any overtime hours. Work in excess of forty (40) hours per workweek shall be compensated at a rate of one and one-half (1-1/2) times the employee's base rate of pay. Clerk-dispatchers receive overtime for working over eight (8) hours per day or if required to work on a scheduled day off. One calendar day is defined as 12:01 a.m. to 12:00 a.m. Regular full-time hourly employees, called in to work on the following holidays will be paid double time with the approval of the Department Head or Designee: New Year's Day, Christmas Day and Thanksgiving. Clerk-dispatchers, whose regular work day occurs on a Village holiday, will be paid their regular hourly pay and are entitled to schedule an extra personal day according to Police Department policy.

Compensatory time is time allowed off in lieu of overtime pay for hours worked in excess of forty (40) over a week and will be earned at the rate of time and one-half for each overtime hour worked. Compensatory time may be permitted in lieu of overtime pay up to eighty (80) hours in a fiscal year. Compensatory time will be scheduled at the discretion of the Department Head. Compensatory time not scheduled off by December 1 in any year will be paid on the employee's final paycheck for that year at the employee's current rate of pay. Any planned use of compensatory time off should be scheduled with the employee's Department Head or Designee no less than two (2) days in advance. Before compensatory time may be used, the Department Head must approve it.

For purposes of determining over-time and compensatory time, forty (40) hours are hours actually worked by the employee. Paid time off during the work week does not count towards the forty (40) hours except in emergency situations such as snow plowing or water main breaks. Employees called in during emergency situations will be paid for hours worked in excess of forty (40) hours per week inclusive of any paid time off taken during that same week.

B. Call-In Pay

In the event full-time hourly employees in the Department of Public Works, Water Utility, or Sewer Utility are called for work after their normal workday has been completed, they shall receive a minimum payment of two (2) hours pay at time and one-half (1½). This provision shall not apply to hours contiguous to the scheduled workday. This call-in pay is only applicable to full-time hourly employees in the Department of Public Works, Water Utility, or Sewer Utility.

C. Payday

All employees shall be paid by direct deposit to a financial institution identified by the employee. The rules for direct deposit shall be as set forth by the administration of the direct deposit plan and can be modified.

The regularly scheduled payday is biweekly, every other Friday. However, if an employee's timecards are not turned in by payroll processing, which is 10:00 a.m. on Monday before payday, the employee's regularly scheduled payday will not fall on that Friday, but the next biweekly payday. If a holiday falls on a Friday, payday will be the last working day before the holiday period.

The Village utilizes a cloud-based timekeeping system for employees to record hours worked and any paid time off, taken within the pay period. All employees are required to enter paid-time-off hours taken on the day(s) in which they were not at work. It is the responsibility of all employees to ensure the data recorded is accurate. It is the responsibility of all Department Heads or Designee to review and approve these timesheets electronically. In specific cases where the employees time is provided in a manner other than through the timekeeping system, the Department Head or Designee must physically sign and date the document to indicate review and approval. An employee fraudulently reporting hours, or any Department Head falsely certifying timecards, may be suspended or dismissed.

D. Mileage Reimbursement

Employees who use their personal car for Village business shall be reimbursed at the current IRS rate.

E. Clothing Allowance

Water Utility employees, WWTP employees and Public Works employees are eligible to receive uniforms, rental and cleaning paid by the Village. The building inspectors are eligible to receive an annual clothing allowance of up to \$200. The police chief, assistant police chief and lieutenants are eligible to receive an annual clothing allowance of up to \$600. Clerk/dispatchers are eligible to receive an annual uniform allowance of up to \$250. The Fire Chief is eligible to receive an annual clothing allowance of up to \$500 and paid-on-call and paid-on-premise staff are eligible to receive an annual clothing allowance of up to \$50. All employees designated by the Village as requiring safety shoes shall receive an annual reimbursement credit of up to \$100. Reimbursements for any clothing or uniform allowances will be made upon submission of receipt.

F. Meal Reimbursements

Employees who pay for meals "out-of-pocket" while conducting Village business, such as attending a seminar or conference related to his or her duties are entitled to be reimbursed for their expense. The Village will not reimburse employees for alcoholic beverages. Meals will generally be reimbursed at a rate of \$13 for breakfast; \$17 for lunch; and \$25 for dinner.

When an employee is entitled to, and personally incurs the cost for two or more consecutive meals in a day, he/she may exceed the allowed maximum on one or more of those meals as desired, as long as the total allowable maximums for the consecutive meals are not exceeded and the costs were actually incurred. Each day is considered separately, i.e. savings do not accrue and cannot be applied to expenses claimed on another day. Meals already included in the conference registration cost or lodging are not separately reimbursable. All meal claims must be supported by a receipt. Itemized slips from travel card/credit cards are acceptable receipts. To be considered reasonable, a cost must generally be incurred outside the control of the individual. Generally, if the employee has a choice in the selection of the restaurant or the menu items, he/she is expected to stay within the maximums. Village issued credit cards may be used pursuant to the Village credit card policy. Employees who have exceeded the costs allowed must have receipts reviewed and approved by their Department Head or designee prior to submitting them for reimbursement or as support for a credit card transaction.

G. Lodging

The Village will reimburse employees required to stay away from their homes overnight while on Village business or attending a conference or seminar related to their duties for their lodging. Employees are expected to arrange for lodging facilities to minimize the cost as much as reasonably possible and to provide the Village's tax exemption certificate to the facility to avoid paying unnecessary taxes.

H. Payroll Deductions

Standard deductions from an employee's paycheck will include the following: State and Federal withholding tax; Social Security; Retirement (when eligible); Health Insurance, AFLAC or any other Section 125 cafeteria plans offered to eligible Village employees. The availability of any Section 125 plan is the sole discretion of the Village Board.

I. Longevity

After five (5) years of continuous service, an employee may be eligible to receive longevity compensation. Longevity is paid once each year during the first pay period in December. Longevity rates are as follows:

After five (5) years of service	\$250.00
After ten (10) years of service	\$350.00
After fifteen (15) years of service	\$450.00
After twenty (20) years of service	\$500.00

For those employees who leave employment by a voluntary separation or retirement, the Village will provide prorated longevity pay to that employee based on the number of months worked prior to leaving employment.

The Village reserves the right to change or eliminate the longevity rates with or without notice.

J. Educational And Conference Leave

Department Heads may authorize attendance at schools, seminars, meetings, etc. or other travel for work-related activities of employees under their supervision within budget guidelines. Registration fees will be paid for employees who attend such functions with the prior approval of the Department Head or Village Administrator within budget guidelines. Extracurricular activities that are sometimes available for employees to participate in during a conference, or as a benefit of belonging to an association, will not be funded by the Village.

Upon completion of the event, employees will submit a written report to their Department Head outlining conference topics; three-to-five things learned; and one new idea that could be implemented to improve a Village operation.

K. Compensation Philosophy

Definition and Purpose

The Compensation Philosophy is a statement that guides the design of the compensation system and strategy. The statement aligns total rewards (cash compensation and benefits) with the goals for recruitment and retention of employees. The philosophy takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a compensation philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the Village's overall goals.

Objectives

The Village of Mukwonago recognizes that its employees play a unique and significant role in the provision of municipal services. The Village endeavors to recruit, train and develop cohesive, high quality professional staff that will excel in providing public services. It is the compensation philosophy of the Village to provide a total compensation package (salary and benefits) to attract quality staff. As such, individual employee performance is also an important component of the Village's compensation system.

The Village has identified the following objectives in its compensation philosophy and program:

- Provide fair and equitable rates of pay to employees
- Develop a system that establishes a market rate for each position classification and states the minimum and maximum rates that the Village will pay individual employees in those classifications
- Establish rates of pay that allow the Village to successfully compete for, recruit and retain qualified employees with a higher level of prior related work experience while being fiscally responsible with public resources
- Ensure that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions

- Develop a pay system that allows employees to progress through the pay ranges as long as their performance consistently meets or exceeds expectations based on a formal annual performance evaluation
- Implement pay administration policies and procedures that ensure consistent application throughout the Village
- Ensure that the compensation program is understandable to employees, Department Heads, Village Board, and the public
- Allow the Village to retain experienced employees

Position Descriptions and the Classification Plan

Position descriptions comprise the basis of the compensation program. The position description outlines the primary purpose of the position; the essential functions, knowledge, skills and abilities required to perform the job; education and certifications required; as well as minimum and desired qualifications. To determine proper placement within the Village's classification plan, the following nine factors are considered and rated:

1. Education
2. Work Experience
3. Decision-making and Independent Judgement
4. Responsibility for Policy Development
5. Planning
6. Contact with Others
7. Supervisory Responsibilities
8. Working Conditions
9. Use of Technology or Specialized Equipment

Each position is scored based on the above criteria and grouped in the classification plan with other positions which are similarly scored. Pay ranges are based on these groupings in the classification plan, not on individual positions. Employees who possess qualifications outside of position requirements will generally not receive additional compensation for those qualifications.

The organization will review position descriptions at any time there is a major change in the composition of a position to ensure the position description remains accurate and up to date. The content of the position descriptions are the responsibility of the Village Administrator and Village Board.

Reclassification

Occasionally a position within the organization may undergo a significant change in duties in order to meet the needs of the organization. In that case, the position description will be reviewed and when applicable, updated with new areas of responsibility. Based on the significance of the change, the Village Board will determine if a change in salary is required. Reclassifications may be initiated by the Village Administrator, but staff may also request a review through the Village Administrator.

External Market Analysis

In order for the organization to attract and retain employees, it is necessary to evaluate the external market to determine if our total compensation package is appropriate. To remain

competitive, it is the intent of the Village to review the external market every five to seven years or more frequently when so determined by the Village Board. The municipalities selected for comparison are similar to the Village of Mukwonago and include cities and villages located near and around Mukwonago geographically and those which will be comparable as the Village grows. This group includes municipalities close to Mukwonago's current population and the projected population at the time of the next expected review of the external market.

In determining a municipality's comparability to the Village of Mukwonago, financial criteria is also used. Factors considered include: equalized value; property tax levy and tax rate; basic spending per capita; per capita income; operating spending per capita; general obligation debt and shared revenue.

Compensation Plan

The Compensation Plan for the Village includes the classification of positions with ranges established for each classification. Each range has a 35% spread based on the initial market survey's recommendation of the study's consultant. Employees move through the established ranges through Village Board approved cost of living adjustments (COLA) or merit-based increases based on performance. Performance evaluations must be completed by June 30th and submitted to the Village Administrator for review. Employees with performance ratings of meeting or exceeding expectations may be eligible to receive an increase in the beginning of the new budget year provided an allocation for COLA has been made by the Village Board as explained in Item XI of the Village's Classification, Compensation and Performance Evaluation Program Policy.

Employees with performance ratings of below expectations or needs improvement will not receive an increase until the performance rating improves to meeting expectations or higher.

Annually, the Village Board will review the compensation plan and may recommend changes due to factors such as recruitment and retention issues. Prior to preparing the annual budget, the Finance Director will present the current budget year's Compensation Plan classification ranges adjusted by a factor to maintain ranges comparable to the market. The annual adjustment to the ranges will be based on the average annual percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for the 12 months ending June 30. The CPI-U was chosen as it is representative of 89% of the total U.S. population. A negative CPI-U will result in no change to the established ranges for the subsequent budget year. The Village Board reserves the right to deviate from the compensation plan when, in sole judgment of the Board, market conditions or other circumstances dictate such a decision.

Compensation Plan Adjustment Implementation

Effective the date of implementation as determined by the Village Board, employees in positions where the pay rate is adjusted upward as a result of a market study or pay equity review will have their base rate brought up to the minimum pay established for the range in which the position is classified. Employees whose pay exceeds the established range will not be eligible for base rate increases but will not suffer a pay cut. Instead, the employees' base rates shall be frozen until such time as their pay range maximum exceeds their current base rate of pay. Employees whose base rate falls within their established range will not be eligible for a base rate adjustment solely based on the market study implementation.

Any future market adjustments will be handled in the same manner as described above. Some possible exceptions to base rate adjustments are described in the Classification, Compensation and Performance Evaluation Program Policy, under the Compensation Plan section, item V(k).

L. POSITION CLASSIFICATION, COMPENSATION AND PERFORMANCE EVALUATION PROGRAM POLICY

Classification Plan

I. Position Classification Plan.

The Village Board has adopted the following Position Classification Plan. The Classification Plan includes all non-represented positions in the Village, with the exception of temporary or seasonal positions. Each position will be placed in the Classification Plan with positions which scored similarly in the position evaluation process. Pay ranges based on external benchmarking are established for the classification and apply to all the positions within that classification.

Position descriptions outline the primary purpose of the position. Written descriptions for all positions will include the following:

- a. A position summary which explains the nature of the work responsibilities of the position;
- b. The essential duties and responsibilities;
- c. Position requirements such as the knowledge, skills, and abilities necessary for performance of the work;
- d. A statement of the education, experience and training required, and desired (if different) for recruitment;
- e. Specialized requirements such as licensures, certifications, or registrations;
- f. Physical requirements and working conditions

Each position is evaluated and scored using the following nine criteria:

1. Education
2. Work Experience
3. Decision-making and Independent Judgement
4. Responsibility for Policy Development
5. Planning
6. Contact with Others
7. Supervisory Responsibilities
8. Working Conditions
9. Use of Technology or Specialized Equipment

The scoring of the position determines its placement within the classification plan. Major changes to a position description will prompt a review against the scoring criteria to determine if a change in classification is warranted. The content of position descriptions are the responsibility of the Village Administrator and the Village Board.

II. Maintenance of Classification Plan

The Village Administrator has overall responsibility for the Classification Plan and has designated responsibility for the maintenance of it to the Finance Director. Any changes recommended by

the Finance Director will be reviewed and approved by the Village Administrator prior to recommendation to the Village Board for implementation.

Department Heads will be responsible for notifying the Finance Director of substantive changes in the nature of the duties, responsibilities, working conditions, or other factors affecting the classification of any existing position in their department. The Finance Director will work with the Department Head to review and analyze changes in position and determine whether the change in the nature or level of duties and responsibilities warrants a revision in the scoring of the position and/or a new title. The Finance Director will determine whether the changes result in a reassignment to a different pay range within the Classification Plan. Significant updates to position descriptions, the creation of new position descriptions and any recommendation to changes of the positions within the Classification Plan will be brought before the appropriate committee for approval and recommendation to the Village Board for adoption.

III. Classification of New Positions

The Finance Director will be responsible for the analysis and placement of new positions within the Village's Compensation Plan.

IV. Amendments of the Position Classification Plan

The Village Board will approve amendments to the Position Classification Plan by adding, changing, or deleting positions or classes of positions and pay ranges based on internal analysis, market comparisons, authorized budget allocation, and other relevant factors, based upon the Finance Director's recommendations and Village Administrator's review. The Village Board reserves the right to modify or eliminate all or any portion of the Classification Plan at any time.

Compensation Plan

I. Coverage of the Compensation Plan

The Village Board has adopted the following Compensation Plan. The Compensation Plan includes all non-represented position classifications in the Village, with the exception of temporary or seasonal positions.

II. Objectives

The Village recognizes that employees play a significant role in the provision of services in the community. The Village strives to recruit and retain high quality employees to provide public services. Please refer the Village of Mukwonago's Compensation Philosophy document for additional information on the objectives the Village Board seeks to achieve through its Compensation Plan.

III. Compensation Plan

The Compensation Plan is designed to establish and maintain a pay structure which attracts, motivates, recruits and retains qualified employees; is competitive with the local labor market; and recognizes and rewards individual employee performance. These objectives are accomplished through the use of:

- a. A formal position evaluation and classification system
- b. Competitive compensation structure with pay increases based on cost of living and/or performance factors as the Village budget allows.
- c. Pay ranges with an established minimum and maximum rate based on the external market and on the placement of the position within the Classification Plan.
- d. Performance evaluation as a major component of the Village's Compensation Plan and a basis for employee development. Employees may receive merit increases based on the results of individual employee performance evaluations as the Village budget allows.
- e. Annual review and evaluation of the overall Compensation Plan with communication to the Village Board of any recommended changes.
- f. The Compensation Plan, and/or individual wage adjustments, may be limited by budgetary constraints and be structured accordingly.

IV. Maintenance of Compensation Plan

As part of the annual budgetary process, the Village Administrator and Finance Director will review the status of the Compensation Plan and evaluate any amendments to maintain an up-to-date and competitive compensation structure. The Village Administrator will recommend to the Village Board any modifications to the plan based upon a study of local economic conditions, the financial state of the Village's budget, and market/merit conditions of position classifications and other relevant factors.

V. Pay Adjustments

The Finance Director will be responsible for implementing all pay adjustments approved by the Board. Pay adjustments may occur as a result of the following:

- a. **Cost-of-Living Adjustment (COLA):** The Village Board may grant a cost-of-living adjustment each fiscal year based on the recommendation of the Village Administrator and budgetary considerations. Only employees who achieve a Meets or Exceeds Expectations on their annual evaluation will be eligible for the cost-of-living increases which will go into effect at the beginning of the new budget year. The minimum and maximum values for each range will be adjusted annually based on the average annual percentage change in the Consumer Price Index for all Urban Consumers (CPI-U) for the 12 months ending June 30. The CPI-U was chosen as it is representative of 89% of the total U.S. population. A negative CPI-U will result in no change to the established ranges for the subsequent budget year. Employees who are at the minimum of the range prior to the CPI-U adjustment will be brought up to the new minimum (assuming a positive CPI-U) even if no other COLA or merit-based increases are granted.
- b. **Movement within Ranges:** An employee who receives an evaluation of Meets or Exceeds Expectations and who will not exceed the range maximum for his or her position classification will receive the COLA increase approved by the Village Board for the succeeding budget year. Increases will be effective for time worked beginning January 1 of the new budget year.

- c. Range Maximums:** An employee whose current pay exceeds the maximum established for his or her pay range will be kept at that base rate until the CPI-U adjusted range maximum catches up to the pay rate. At that point the employee will receive an increase not to exceed the CPI-U adjusted range maximum, assuming a performance rating of Meets or Exceeds Expectations.
- d. Performance-Based Increase:** Performance-based increases may be authorized by the Village Board in conjunction with the Village's Performance Evaluation Program. Performance increases are based on an individual employee achieving a "Meets Expectations" or "Exceeds Expectations" rating on the annual performance evaluation which must be completed and submitted to the Village Administrator by June 30th for the prior 12 month period. Department Heads must review all evaluations with the Village Administrator prior to discussing evaluation with the employee, particularly those evaluations which exceed expectations to ensure the eligibility for the increase. An additional 1% can be granted to employees who meet expectations and an additional 2% can be granted to employees who exceed expectations, provided that the budgetary funds are available to grant these performance-based increases.
- e. Demotion:** An employee may receive a decrease in pay due to a demotion to a lower level position assigned to a lower pay range. The Department Head will recommend a proposed pay level which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.
- f. Promotion:** An employee promoted to a position classification with a higher pay range, will be brought up to the minimum base rate for that range if his or her current rate is below that amount. An additional wage adjustment may be granted as the Village budget allows. The Department Head will recommend a proposed base rate which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.
- g. Reclassification:** When a position is reclassified resulting in the assignment of the position to a different pay range, the employee's pay may be adjusted in accordance with the pay range for the newly assigned classification. The Department Head (unless the position in question is a Department Head position) will recommend a proposed base rate which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.
- h. Transfer:** The Village Administrator may adjust the pay of an employee transferred to a new position within the range as recommended by the Department Head subject to confirmation by the Village Board.
- i. Other Increases:** Other pay increases may be granted from time to time with the approval of the Village Administrator and Village Board. For example, the assumption of duties outside of the normal scope of the position description may have an additional amount paid to the employee as compensation for those duties pending approval by the Village Board. This additional amount will be removed when the employee no longer performs the additional duties.

j. Qualifications Outside of Position Requirements: Position placement within the Classification Plan is based on the stated functions and requirements of the position. Employees who achieve certifications, educational degrees, or some other qualification outside of position requirements will generally not receive additional compensation for those qualifications although the Board may recognize such achievement with a one-time recognition.

k. Implementation of Compensation Plan Adjustments Based on External Market Studies or Equity Review: Employees in positions where the pay rate is adjusted upward as a result of a new market study or pay equity review will have their base rate brought up to the minimum established for the range in which the position is classified. Employees whose base rate falls within the established range will generally not receive a base rate adjustment. Employees whose pay exceeds the maximum will not be eligible for a base rate increase.

Exceptions to the above: The Board may approve an additional one time 1-3% increase to the base-rate for employees whose pay falls within 15% the bottom of the established range for their position's classification relative to the length of time they have been in the position. Increases may be granted in the following scenarios:

Years in Position	Adjustment
1-3 Years	0%
Over 3 and up to 8 Years	1%
Over 8 and up to 15 Years	2%
Over 15 Years	3%

VI. Amendments to the Compensation Plan

The Village Board reserves the right to modify or eliminate all or any portion of the Compensation Plan at any time.

Performance Evaluation Program

I. Coverage of the Performance Evaluation Program

The Village Board has adopted the following Performance Evaluation Program which is based on position-specific competencies. The Program will include all non-represented positions in the Village, with the exception of temporary or seasonal positions.

II. Objective

The primary objective of the Village of Mukwonago's Performance Evaluation Program is to encourage a high level of employee performance and recognize Village employees who exceed established competency standards utilizing an objective evaluation system. As such, the program will reward performance for those who exceed those standards in serving the citizens of the Village of Mukwonago. The Performance Evaluation Program also serves to identify areas

where employee improvement or development is needed in order to meet the established standards for the position.

III. Implementation

The Village Administrator, under the direction of the Village Board, is responsible for implementation of the Performance Evaluation Program.

IV. Definitions

Annual Evaluation Period: The annual performance evaluation period for employees will be on a twelve-month calendar basis, with evaluations due to the Village Administrator by June 30th

Competency: A required performance factor identified as essential for the position

Performance Increase: An annual increase in pay based on an employee exceeding established performance standards.

Performance Goal: A projected result using the S.M.A.R.T. criteria (see section XII for additional information).

Evaluator: An individual having supervisory authority over the employee. The Evaluator is designated as a Department Head, Department Supervisor or the Village Administrator. The Village Board will evaluate the performance of the Village Administrator.

V. Policy

- a. Individual employees' performance is formally evaluated annually on a twelve-month basis ending June 30th. All employees covered by this policy are evaluated based on their performance on established performance factors, defined performance levels, and approved goals.
- b. Eligible employees who have been promoted/transferred/demoted and are in an introductory period status may receive a performance increase upon completion of their introductory period.
- c. Employees who receive an overall rating of Below Expectations may be provided an opportunity to improve their performance at the Village's discretion. If the opportunity for improvement is granted by the Village, the employee will be placed on probationary status and a performance improvement plan will be developed and followed for the period specified in the plan. Improvement plans should not exceed 90 days. A 30-day extension may be granted if needed and approved.

VI. Performance Factors

Employees are evaluated on the basis of position specific performance competencies designed to measure significant dimensions of their performance. All performance factors are defined on the Performance Evaluation Form.

VII. Establishing Performance Goals

Goals will be established for each employee covered by the Performance Evaluation Program. Employees may have the opportunity to develop performance goals and discuss them with their Department Head to ensure conformity with unit objectives and the Village's goals and objectives for that particular office or department. For employees in their introductory period, the Department Head will develop the employee's initial goals. Department Heads must approve all employee proposed goals and will have the discretion to reject, change or establish alternate goals that best serve the department.

VIII. Rating Employee Performance

An employee's performance is evaluated based on the degree to which he or she demonstrates behaviors described within each pre-established performance competency and, where applicable, on attainment of performance goals. For each performance competency, the evaluator selects the level which most closely describes the employee's performance. The four (4) levels of performance ratings are:

- a. Exceeds Expectations:** Employee consistently performs above the established performance standard for the competency. In addition, the employee regularly makes positive contributions to the work unit that demonstrates creativity and initiative. Employee has complete understanding of all the requirements of the position and how they relate to the goals of the organization, the mission of the department and the needs of other departments. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses the job knowledge, skills and abilities required to successfully complete all assigned tasks efficiently and effectively. Only a small number of employees typically achieve this level of performance.
- b. Meets Expectations:** Employee maintains performance level in accordance with the established standard for the competency and performs position duties at or near full proficiency. Employee's work is completed accurately and on time and the employee works well with associates and the public. The majority of all employees perform at this level.
- c. Needs Improvement:** Employee is not meeting some of the performance standards for established competencies. Employee may be lacking some of the required knowledge, skills, and abilities required to perform some tasks to established standards. Coaching and additional training may be necessary to raise the employee's performance level.
- d. Below Expectations:** Employee is not meeting a significant number of performance standards established for the competencies required of this position. Employee lacks the required knowledge, skills and abilities and is unable to perform many of the tasks required of the position. Corrective measures are necessary and a formal performance plan should be implemented.

It is anticipated that ratings of "Exceeds Expectations" or "Below Expectations" are the exception, not the rule.

IX. Establishing Overall Ratings

Employees' overall performance ratings will be correlated to any merit increases that are authorized by the Village Board for the following budget year. Employees who receive a performance rating of Below Expectations may be placed on a performance improvement plan and will be ineligible for any pay increase until a Meets Expectations level is achieved.

X. Frequency of Ratings

An employee's performance is formally evaluated once during the calendar year with the following exceptions.

- a. Orientation Period:** An employee who is in an orientation period (generally 12 months) will be evaluated upon completion of the approved period. These evaluations should be submitted to the Village Administrator, no later than fifteen (15) calendar days prior to the close of the employee's orientation period. An employee may be terminated at any time after consultation with the Village Administrator.
- b. Extended Orientation Period:** If a new employee's overall performance is less than Meets Expectations and the employee is not terminated, the Department Head may request in writing to the Village Administrator, an extension of the employee's orientation period up to 90 additional days. The time frame specified in subparagraph (a.) above will apply to submission of the extended introductory period evaluation.
- c. Transfer/Resignation of an Evaluator:** A performance evaluation is submitted for an employee at the time of transfer, promotion, or resignation of the Evaluator, provided an employee performance evaluation has not been completed within ninety (90) days. This process facilitates the new evaluator's ability to evaluate the employee's entire rating period.
- d. Diminished Performance:** If at any time during the evaluation period an employee's performance diminishes and falls Below Expectations, the employee may be placed on probation, counseled and placed on a performance improvement plan as deemed appropriate by the Department Head and approved by the Village Administrator. The employee may be terminated at any time after consultation with the Village Administrator.

Evaluators are responsible for ensuring all documents are forwarded to the Village Administrator according to the time requirements outlined in this policy.

XI. Administration of Performance Evaluation Process

Annual Fund Allocation Process

The Village Administrator, working with the Village Board, will annually review the operation of the Performance Evaluation Program and the following process will be utilized in developing budget estimates of funds to be allocated to the various departments of the Village.

- a) The Finance Director will determine the dollar amount to allocate to each department based on the performance evaluation rating results submitted by June 30th and approved by the Village Administrator.
- b) Performance increase recommendations will be clearly supported by each respective employee's performance evaluation rating. The Village Administrator and Village Board will give final approval of all recommendations for performance-based pay increases.
- c) The total amount of funds dedicated to performance increases will be recommended for approval as part of the annual budget process.

Employee Performance Evaluation Administrative Process

- a. All evaluations are to be conducted using the performance competencies identified by the Department Head for the position.
- b. Evaluators should review performance notes and other documentation gathered throughout the evaluation period on individual employee's performance on the essential duties and responsibilities of the position, other performance factors and on the established goals for the evaluation period. Evaluators will also establish goals for the next evaluation period for each employee supervised.
- c. Employees should review information relative to their individual performance during the evaluation period in preparation for the evaluation.
- d. Supporting examples and/or commentary must be provided for ratings that are above or below the "Meets Expectations" standards. These comments should amplify or explain why or how you chose a particular level of performance.
- e. **Important! Evaluators will turn in their proposed Performance Evaluations to the Village Administrator *prior to* meeting and discussing them with the employee. If the proposed Performance Evaluation is acceptable, the Village Administrator will sign the evaluations and return them to the Evaluator for review with and signature from the employee. If the Performance Evaluation is not acceptable, the Village Administrator will discuss the evaluation with the Evaluator as to areas of the evaluation that are unacceptable and require modification.**
- f. Employees and evaluators sign the Performance Evaluation form to signify this process was accomplished.

XII. Performance Goals

Apply the S.M.A.R.T criteria to performance goals. These are designed to answer the Who, What, Where, When, Why and How of job expectations for the coming year.

- **Specific:** The goals should identify a specific duty, action, project or event.
 - Ask – What exactly will be accomplished?
- **Measurable:** Describe the measurements to be used to determine that the results or outcomes expected have been achieved.
 - Ask – How will I know when the goal has been reached; what defines a successful outcome?
- **Attainable:** Goals should challenge people to do their best, but they need to be attainable.
 - Ask – Is this goal reachable? What resources are needed to reach it?
- **Relevant:** Goals must directly pertain to the performance that is being managed.
 - Ask – Why is this goal significant to the employee's job or department?
- **Timely:** Goals must have starting and ending points. This will help employees focus their efforts, and to plan accomplishment of goals around day-to-day duties and crises.
 - Ask – When does this goal need to be achieved?

XIII. Monitoring Performance

While formal evaluations are an annual process, performance feedback should not be a once-a-year event, Department Heads and Supervisors should be providing feedback to their employees (both positive and negative) on a regular basis throughout the year regarding performance. Employees should never learn about an important issue for the first time during the annual review. The evaluation is not a substitute for recognition, coaching, or discipline that should occur throughout the year.

(Reserved for future use)

IV. EMPLOYEE BENEFITS

A. Benefit Year

The employee Benefit Year coincides with the Municipal Year. All employees are expected to schedule and use their vacation, personal and compensatory time during the benefit year. Department Heads are authorized to extend unused vacation up to 120 days into the succeeding year. Compensatory time, either earned after the first December payroll or scheduled and then cancelled due to a departmental emergency will be paid out in December.

B. Group Insurance Benefit

All regular full-time employees are eligible for group medical insurance benefits and a flexible spending account the first of the month after a full month of employment. An employee shall be eligible for life insurance pursuant to applicable State of Wisconsin Life Plan rules. The Village has the sole discretion to determine what insurance benefits will be provided and the level of benefits to be offered. Specific provisions regarding these benefits are explained in separate booklets.

Family or Single flexible spending contributions are defined as: If the employee has a family health plan they would receive the flexible spending family contribution of \$500 per year; if they have the single health plan or have waived participation in a health plan, they would receive the flexible spending single contribution of \$250 per year. Employees have 60 days from the end of the benefit year to submit receipts for reimbursement or 60 days from separation from the Village to submit receipts for reimbursement.

Employees may take advantage of basic dental coverage available through their health plan election as well as any supplemental Vision and Dental plans offered. Participation in dental and vision plans are at 100% employee cost.

Any questions concerning the Village's benefit programs should be directed to your Department Head or Designee or the Village Administrator.

C. Hospitalization and Surgical Care Insurance

The Village shall provide hospital and medical coverage insurance. The Village may, from time to time, change insurance carriers and/or plans.

Effective January 1, 2012, the Village will pay eighty-eight percent (88%) of the lowest Wisconsin Public Employers Group Health Insurance Program (State Health Plan) in the Village's primary service area (Waukesha County). The employee shall pay the premium difference between his/her plan and the Village's contribution through payroll deduction.

The Village provides a medical reimbursement account for employees and premium conversion program so employees may pay premium contributions and other costs of the health insurance plan on a pre-tax basis (effective May 1, 2001).

No employee shall make any claim against the Village for additional compensation in lieu of or in addition to the cost of his/her health insurance coverage.

The Village shall not provide two family health insurance plans for married employees if both parties are employed by the Village.

Part-Time employees who are eligible for the Wisconsin Public Employers Group Health Insurance Program (State Health Plan) will have the Village's cost of the benefit (i.e. the 88% the Village pays towards a Full-Time employee's premium) prorated based on the weekly hours the employee is regularly scheduled to work as indicated within the following ranges:

- 35 to 35.49 hours per week, Village will pay 88% of the Village's cost
- 30 to 34.99 hours per week, Village will pay 75% of the Village's cost
- 25 to 29.99 hours per week, Village will pay 63% of the Village's cost
- 20 to 24.99 hours per week, Village will pay 51% of the Village's cost
- Less than 20 hours per week, Village will pay 25% of the Village's cost

As an example, if the total premium of the lowest cost qualified plan within the Village's service area is \$20,000, the Village's cost for a Full-Time employee is \$17,600. The percentages stated in the ranges above are applied against the \$17,600 for eligible Part-Time employees to determine the Village's cost of the benefit. The employee pays the difference between that calculation and the total cost of the premium selected by the employee.

Eligible Fire Department Paid on Call or Paid on Premise employee proration of benefits are based on a fifty-six (56) hour full-time schedule:

- 49 to 55.49 hours per week, Village will pay 88% of the Village's cost
- 42 to 48.99 hours per week, Village will pay 75% of the Village's cost
- 35 to 41.99 hours per week, Village will pay 63% of the Village's cost
- 28 to 34.99 hours per week, Village will pay 51% of the Village's cost
- Less than 28 hours per week, Village will pay 25% of the Village's cost

D. Continuation Of Health Insurance

Employees are eligible for continuation of health insurance coverage when certain events occur.

Also, a spouse and/or dependent children insured in the Village group health plan may be eligible for continuation coverage, when certain events occur. Employees will be notified if the employee or a family member have a qualifying event and are eligible for continuing coverage.

Complete information about the circumstances under which an employee, a spouse and/or dependent children may become eligible for continuation coverage will be given to employees at the time they become covered in the Village group health plan.

E. Life Insurance

The Village shall provide and maintain life insurance for full-time employees at a benefit level equal to the nearest \$1,000 of the employee's salary, as provided by the Group Insurance Plan for Employees of Wisconsin Municipalities. The Village shall provide a copy of the plan to eligible employees. The Village will allow an employee to upgrade their policy limits and/or add dependent coverage through the Wisconsin State Retirement Program, provided such coverage is available, at the employee's expense.

F. Employee Assistance Program

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. The Village wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees three visits per issue each year and a 24-hour hotline answered by professional, degreed counselors. The Village encourages employees to use this valuable service whenever they have such a need. For questions or additional information about this program, employees may contact the HR department.

G. Vacations

Vacation time is provided so that employees may enjoy periods of rest and relaxation without loss of earnings.

Regular full-time employees will be eligible for vacations based on the following schedule

Two (2) weeks of vacation upon hire*

Three (3) weeks of vacation after five (5) years of employment

Four (4) weeks of vacation after ten (10) years of employment

Five (5) weeks of vacation after fifteen (15) years of employment

* Any exceptions to the stated schedule must be approved by the Village Administrator. New employees may take the vacation after 90 days of employment. Vacation time for new hires will be prorated for the remaining months of the benefit year, with a full week granted on January 1 of the subsequent year. If a new hire separates from the Village for any reason prior to their 1st anniversary date, they will forfeit any unused vacation time and will have any time already taken subtracted from their final paycheck or otherwise reimbursed to the Village.

Employees celebrating a milestone anniversary (year 5 and every 5-year increment thereafter) will receive an extra day off to be used within the calendar year of the milestone anniversary. This day will not be paid-out or carried over if not used in the year in which it is earned.

Vacations should be used in the benefit year in which they are accrued. Vacations are not cumulative. Vacation leave credit may be applied, at the written request of the employee and with the approval of the Department Head or Designee, to a period of absence due to sickness, injury, disability or military leave.

Vacation requests will be approved based on seniority until April 1st. All vacation requests submitted on or after April 1st if approved will be approved on a first come, first served basis. Clerk/dispatcher vacation requests are subject to Police Department policies.

Employees should submit their vacation requests to their Department Head or Designee at least thirty (30) days in advance to allow for scheduling needs of the department. If more than one employee requests vacation for the same time period, the first employee to make the request will receive the requested days off. Vacation schedules will be established by the Department Head based on the needs of the department, employee workloads and work schedules. Depending on the department, employees may not take vacation time during certain months when the workload is particularly heavy.

Vacation pay for hourly employees is computed based upon the current hourly rate of pay for an eight (8) hour workday. Vacation pay for salaried employees is based upon their annual salary divided by 2,080 hours to determine an hourly rate of pay. The hourly rate of pay is multiplied by the number of vacation hours taken with a full day considered to be eight (8) hours.

H. Holidays

Eight (8) hours of straight time pay based on the employee's current hourly rate will be paid to eligible regular full-time employees for the following holidays:

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day
Four (4) personal days

If a holiday falls on a Saturday, the preceding Friday will be the holiday. If a holiday falls on a Sunday, the following Monday will be the holiday. Employees must advise their Department Head or Designee of their choice of the personal days as soon as possible.

The holiday schedule will be established and posted each year in January. The four (4) personal days will be taken by mutual agreement of the employee and the Department Head. These days are not cumulative and personal days not used during the calendar year cannot be carried over to the next year. However, if an employee is required to work on any of the above days, for any period of time, commensurate time shall be authorized at the discretion of the Department Head or Designee. Clerk/dispatcher holiday requests are subject to Police Department policies. Police Department employees who must work on holidays may submit requests for twelve (12) holidays per year. If an employee leaves their employment or is hired during the year, allowed holidays will be considered prorated at one (1) holiday per month worked in that calendar year. Employees working less than one half (1/2) of the month will not receive a holiday proration for that month.

In order to be paid for a holiday an employee must be present during the Village's normal workday before and the normal workday after the holiday, unless the employee has received prior permission from the Village for these days off.

The day after Thanksgiving is not a holiday and will be considered an unpaid day for hourly employees who do not work. Employees will be eligible to take accrued leave with appropriate approval. However, the Village Hall will normally be closed on that day. The office may be open on the direction of the Village President.

I. Sick Leave

Employees will accrue one (1) day of sick leave for every month of service completed. Sick leave shall not accrue for any month in which the employee is absent for fifteen (15) or more sick days. Sick leave may be used when you or a member of your immediate family is ill, and it is necessary that you care for this person until other arrangements can be made, or when a death occurs in your immediate family. When illness develops, be sure to contact your Department Head or Designee as soon as you find it necessary to stay home. Up to three (3) days of sick leave may be permitted without requiring the employee to submit a doctor's certificate provided that the Department Head has had other satisfactory evidence of an illness. The Department Head, at his or her discretion, may require medical certification to justify the absence for those first three (3) days, whether the leave is for the employee or for the care of a qualifying family member.

After an employee has used three (3) consecutive days, a statement shall be furnished to the Department Head from the attending physician or other qualifying professional physician or nurse, certifying to the nature of the illness.

Failure to notify your Department Head or Designee within twenty-four (24) hours from the beginning of their work shift on the first day of absence may be cause for denial of use of sick leave credit for the period of absence.

Employees may accumulate a maximum of one hundred fifty (150) sick days. At retirement or employee resignation, and upon completion of no less than twenty (20) years of service to the Village, the Village will transfer up to 960 hours of the accrued sick leave credits directly to a Health Retirement Account (HRA) for the employee's future use.

Employees who retire or resign upon completion of no less than fifteen (15) years of service to the Village and up to twenty (20) years, may receive a prorated payout of the eligible accumulated days.

On December 17, 2013, the Village Board voted to eliminate the payout of sick leave upon retirement for new employees hired on or after January 1, 2014. The elimination of the sick leave payout benefit applies only to these new hires. This payout policy is further amended effective March 16, 2016, to add the following:

- Employees hired prior to 1/1/2014 in a part-time, less than thirty (30) hours per week capacity and who transition to a position where they are eligible for the sick leave accumulation benefit on or after 1/1/2014, will not be eligible for a future payout of accumulated sick leave
- Employees hired prior to 1/1/2014 who separate from the Village and who are later rehired, will not be eligible for a future payout of accumulated sick leave.

Employees eligible for sick leave credits but who do not have an accrued bank of time available to them may borrow future credits (up to a maximum of 40 hours) to offset otherwise unpaid time off when suffering from an illness that could be spread to others. Any use of these credits must be offset as future time is accrued until the hours are repaid. An employee who separates from the Village with a negative balance will have those hours deducted from their final paycheck.

An employee fraudulently using sick leave, or any Department Head falsely certifying sick leave, may be suspended or dismissed.

Excluded uses:

- Sick leave credit shall not accrue for any month in which the employee is absent for fifteen (15) or more sick days.
- Injury incurred in supplemental employment.

This policy will be enforced consistent with the federal family and medical leave (FMLA) law. The Village reserves the right to administer this policy within its sole discretion.

J. LEAVE DONATION POLICY

PURPOSE

The purpose of this policy is to establish procedures for an employee to receive donated sick leave time from fellow Village employees when the individual has an insufficient amount of accumulated sick days, vacation days, compensatory time, or other leave to provide for continued salary during an extended illness or other medical condition.

POLICY

It is the policy of the Village of Mukwonago to allow its employees who have exhausted their accumulated leave time, due to illness or medical condition, and who are on approved FMLA to seek donations of leave time from fellow employees, limited to the FMLA time remaining. It is

the intent of this policy to provide a mechanism for voluntary financial assistance to employees as well as to protect the interest of the Village by placing limits on the amount of time an employee may receive through donations from other employees.

ELIGIBILITY

All employees who have worked for the Village of Mukwonago for a minimum of 12 consecutive months, and who by contract or resolution, presently qualify for sick time benefits, shall be eligible to request a donation of leave time from other Village employees when the employee has an insufficient amount of accumulated sick days, or other leave to provide for continued salary during an illness or other medical condition of the employee. Employees who are not provided sick time benefits, either by contract or resolution shall be ineligible to receive donated leave time from fellow Village employees.

LIMITATIONS

1. No Village employee shall be permitted to use donated leave time until the employee has exhausted his/her entire sick leave, vacation time, compensatory time and holiday time.
2. Any individual employee will be permitted to request donation of leave time only one time during any 12-month period.
3. Sick leave in excess of 240 hours is eligible to be donated. However, the maximum amount of sick leave any one employee will be permitted to donate to another employee is 40 hours during any 12-month period. An individual must maintain their own sick bank of 240 hours in order to consider a donation of sick hours.
4. Leave donations must be in full day (8 hour) increments however, this may be prorated by Human Resources depending on how many employees have responded to the request for donated leave.
5. The maximum amount of leave any one employee may receive through donations of leave from other employees is 12 calendar weeks per request. The amount of leave is further limited to the amount of time actually remaining of the employee's approved medical leave.
6. Sick time may be donated to an employee who is seeking donated leave to care for the employee's child, spouse or parent, if the child, spouse or parent has a serious health condition as defined in Federal and Wisconsin statutes.
7. The Village is not responsible for providing any additional paid sick time to an employee other than which is required by collective bargaining agreement or Village policy. The Village is not responsible for providing additional paid sick time to an employee whose request for donated sick time is not able to be filled in whole or in part by donations of time off from other Village employees.

PROCEDURES

1. The Department Head shall provide Leave Donation Request forms for eligible employees' use. An employee will be required to have a physician sign the Leave Donation Request form certifying that the employee or the employee's child, spouse or parent has a serious health condition which prevents the employee from working or have the completed health provider certificate under the Family Medical Leave Act. The forms shall not require an employee to disclose any information about the nature of the illness or medical condition. All such medical information shall be treated as confidential

- and shall not be disclosed to unauthorized persons without the employee's consent. If the employee is unable to sign, the request may be submitted by a family member.
2. Any eligible Village employee, who wishes to solicit donations of sick leave in accordance with this policy, shall submit a completed Leave Donation Request form to his/her Department Head.
 3. The Department Head will verify the requesting employee is eligible to receive donated leave from fellow employees and, upon such verification, will notify Human Resources. Human Resources will communicate to Village employees that a request has been made and a form is available for those interested in donating time. The Leave Donation form will notify Village employees of only the name of the employee requesting donated leave and in what Department said employee works. No information regarding the illness or medical condition may be divulged without the employee's consent. Any consent from the employee should be received in writing.
 4. Employees wishing to donate sick time to a fellow employee shall complete the Leave Donation form, and then return the form to his/her Department Head or Human Resources.
 5. Human Resources, upon receipt of the Leave Donation forms, shall transfer up to twelve (12) weeks of donated leave from the donating employees' accounts to the requesting employee's sick leave account, up to the amount of remaining approved leave available.
 6. Human Resources shall notify the Department Head and the recipient employee of the number of hours credited to the employee's sick leave account.
 7. If the recipient employee returns to regular duty prior to exhausting the donated leave, the employee shall be allowed to retain up to 8 hours of the donated leave. Excess donated time not used (if significant) may be credited back to the donating employees' accounts on a pro-rated basis.
 8. Employees who have received donated leave time from other employees, shall not be entitled to any payout for any unused donated leave upon termination from Village employment.
 9. The recipient employee, while using donated sick leave, will **not** continue to earn sick leave and vacation leave for any month in which the employee is absent for fifteen (15) or more assigned workdays.

K. Funeral Leave

Time off with pay will be granted to full-time employees, who are actively employed, for an absence to attend the funeral or to handle related family matters caused by the death of an immediate family member as follows:

Three (3) Days (24 hours) for: mother, father, child, spouse, domestic partner, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-parents, step-children, step-siblings, step-grandchildren, step-grandparents, grandparents and grandchildren.

An employee shall not be compensated for any days on which he/she is not scheduled to work in that three (3) day period. The employee must attend the funeral of the deceased and furnish his/her Department Head or Designee with satisfactory proof of death, if requested.

L. Military Leave

An employee called to active military duty or to Reserve or National Guard training, or volunteering for the same, shall submit copies of the military orders to his/her Department Head or Designee as soon as possible. The Village will grant a military leave of absence without pay for the period of military service, in accordance with applicable Federal and State laws. Eligibility for reinstatement after the military duty or training is completed will be determined in accordance with applicable Federal and State laws.

M. Jury and Witness Duty

The Village complies with all applicable laws concerning jury and witness duty.

Employees shall be granted a leave of absence up to a maximum of 10 working days per calendar year and shall be compensated at their regular Village compensation rate, exclusive of overtime, and exclusive of travel compensation.

An employee will be deemed to be required to serve as a witness only in cases in which the employee is not a party and is compelled to attend by subpoena. Employees must provide proof of such subpoena service.

Upon return from witness or jury duty, and in return for compensation continuation, employees must present any jury or witness compensation, exclusive of travel compensation, paid to them.

N. Worker's Compensation

Each employee is covered by Worker's Compensation insurance in the event of an injury at work and the injury requires a doctor's attention. This insurance is fully paid by the Village of Mukwonago. Any accident, however minor, must be reported to your Department Head or Designee immediately, so the proper forms can be completed and submitted to the necessary parties. See the Human Resource Specialist for the accident report forms.

If an employee is injured in the course of employment, subject to Worker's Compensation, the Village shall pay the difference between the Worker's Compensation benefits and 80% of the employee's regular rate of pay for 365 days. In the case of non-represented police officers and Fire Department paid-on-call and paid-on-premise personnel, the Village shall pay the difference between Workers' Compensation benefits and 85% of the officer's regular rate of pay for a maximum of 365 days.

Workers' Compensation leaves extending longer than 3 days will be evaluated for FMLA eligibility. If eligible, FMLA will run concurrent to any workers' compensation leave.

Upon returning from a work-related injury, an employee may be required to provide a certification from the treating physician verifying he/she is able to safely perform his/her normal job tasks. In the event the treating physician identifies restrictions and/or limitations on an

employee's ability to perform his/her job responsibilities, the Village will consider whether it can provide a restrictive or light duty position.

O. Retirement

Effective January 1, 2001, employees were covered by the State of Wisconsin Retirement System, in accordance with Chapter 40 of the Wisconsin Statutes. The 2011 Act 10 and subsequent Collective Bargaining Agreements require the Village to pay the employer share of the WRS contribution for all eligible employees' permitted earnings. The employee's share of the WRS contribution shall be deducted, pre-tax, from the gross permitted earnings. . Effective January 1, 2001, the Village will also make a contribution equal to two and one half (2.5%) of a non-protective services employee's wages to a deferred compensation system. Total of both payments shall not exceed the amount paid for the protective services class under the WRS.

P. Tuition Reimbursement

Any employee may enroll in secondary education (beyond high school) course work that is: 1) in a field clearly related to the employee's current job assignment, and 2) offered by an accredited institution of higher learning. The following procedure shall apply. A request shall be made by the employee for approval prior to enrollment in the course to the employee's Department Head or Designee or, in the event the employee is a Department Head, to the Personnel Committee. Approval/denial of the request shall be in the discretion of the Department Head or Personnel Committee. Reimbursement shall be limited to \$4,500 per calendar year per employee for tuition only (not books). When an approved course is completed a copy of the grade report, with receipts for tuition and fees paid should be submitted for processing and payment. Reimbursement for previously approved courses will be made only if the employee receives a minimum grade of C or a certificate of satisfactory completion. Reimbursement will be processed through payroll in accordance with IRS Fringe Benefit reporting rules.

Q. Family and Medical Leave

The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide employees with the right to take unpaid leave when employees need time off from work to care for themselves or a family member who is seriously ill, to care for a newborn or newly adopted child or to attend to the affairs of a family member who is called to active duty in the military.

Eligibility for Leave

The Village will provide employees with family and medical leave under the FMLA if they have been employed by the Village for at least twelve (12) months and have worked 1,250 hours of employment, or 52 weeks and 1,000 hours for WFMLA, in the twelve (12) month period prior to the time the leave begins. Workers' Compensation injury leaves extending longer than 3 days will be evaluated for FMLA eligibility.

Leave Entitlement

Leave under the WFMLA and FMLA will run concurrently under circumstances where an employee's use of leave qualifies under both laws. Leave for a serious health condition under the FMLA may be taken intermittently or on a reduced leave schedule when medically necessary. Leave under the WFMLA may be taken intermittently or on a reduced schedule basis. An employee taking an intermittent or reduced schedule leave under the FMLA may be temporarily transferred to a position which better accommodates the leave.

WFMLA:

Employees are allowed up to 10 workweeks of unpaid leave in a calendar year as follows:

- Up to six (6) weeks of unpaid leave for the birth or adoption of a child.
- Up to two (2) weeks of unpaid leave for the care of a child, spouse, domestic partner, parent of a domestic partner, parent or parent-in-law with a serious health condition.
- Up to two (2) weeks of unpaid leave for the employee's own serious health condition that makes the employee unable to perform his or her duties.

FMLA:

Employees are allowed up to 12 workweeks of unpaid leave in a rolling calendar year beginning with the first date of a requested leave for any combination of the following:

- Birth, adoption or foster care placement of the employee's child.
- To care for the employee's spouse, child or parent who has a serious health condition.
- For the employee's own serious health condition.
- Due to any qualifying exigency arising as a result of the employee's spouse, son, daughter or parent serving on active military duty in a foreign country. The U.S. Department of Labor defines nine circumstances that constitute a "qualifying exigency":
 - Short-notice deployment (7 days' notice or less)
 - Attend military events/ceremonies and related activities related to active duty or call to active duty
 - Childcare and school activities
 - Financial and legal arrangements
 - Counseling
 - Spend time with a military member who is on temporary rest and recuperation leave
 - Post-deployment activities
 - Arrangements for elder care
 - Additional activities not encompassed in the other categories, but agreed to by the employer and employee

Employees are allowed up to 26 workweeks of unpaid leave in a single 12-month period to care for their parent, spouse, child or next of kin who is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran, and who has a serious injury or illness incurred or aggravated in the line of duty within the last five (5) years that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list.

Serious Health Condition

Under the FMLA/WFMLA, a "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Notifying the Village of Your Need for Family and Medical Leave

Employees requesting any leave which may qualify under this policy must notify the Village at least thirty (30) days before the date on which leave is to begin if the leave is foreseeable and as soon as practicable for an unforeseeable leave. A form to request family or medical leave is available from your department head. The failure to timely notify the Village of the need for leave may result in the delaying or denial of leave.

Generally, after an absence of 5 days, the Village will send the FMLA application and certification documents. Where the leave may be a qualifying leave, the employee must complete the documents and provide medical certification. The Village may treat undocumented absences as unexcused. The medical certification requirements of this policy do not preclude the Village from requesting medical certification for absences of less than 5 days.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Village's operations.

Certification

An employee taking leave involving the serious health condition of the employee or the employee's family member, or the serious injury or illness of a covered service member, may be required to provide medical certification completed by a health care provider within 15 days of the Village's request for certification. The Village may require second or third medical opinions, and/or re-certifications from employees taking FMLA/WFMLA leave, as it deems necessary, and as permitted by law.

An employee taking leave due to a qualifying exigency arising as a result of the employee's spouse, son, daughter or parent serving on active military duty in a foreign country may be required to provide documentation verifying the need for such leave. In such instances, the employee is required to provide the requested documentation within 15 days of the Village's request for the documentation.

Employees returning to work after the completion of FMLA/WFMLA leave for their own serious health condition will be required to submit a fitness-for-duty certification verifying their ability to perform the essential functions of their position.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, the Village requires that employees not provide any genetic information when responding to requests for medical information associated with FMLA leave. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Failure to comply with the certification requirements under this policy may result in the delay or denial of FMLA/WFMLA leave, in which case an employee's absences may be subject to the Village's regular attendance policies.

Substitution of Paid Leave for Unpaid FMLA and/or WFMLA

The Village requires employees to use accrued paid leave for unpaid FMLA leave. Employees may elect to use accrued paid leave for unpaid FMLA/WFMLA leave. Worker's Compensation leaves will run concurrently with any FMLA/WFMLA leave. Employees may not use accrued leaves to supplement worker's compensation benefits.

Health Care Coverage and Benefits While on Leave

An employee's health care coverage will not end because an employee is away from work for leave that qualifies under the FMLA or WMLA, unless the employee chooses to end coverage. Employees may elect to continue health care coverage insurance while on a family medical leave but must pay for the employee cost of coverage during the leave. Other employment benefits, such as group life and disability coverage, may be continued by the employee during the leave but the employee must pay for the employee cost of coverage. The election to continue health care coverage and the other benefits insurance must be made on the Benefit Election Form, which is available from your department head. The Village will notify you when payments are due for the continuation of coverage.

Return to a Position at the End of Leave

At the end of an employee's family and medical leave, he/she will be returned to his/her former position or, if the position is filled, to equivalent employment with the Village. If an employee wants to return to work before his/her leave is scheduled to end, the employee must notify his/her department head. If the reason for leave was due to the serious health condition of the employee, a fitness for duty certification form must be provided to the department head before returning to work. If this form is not received, the employee's return to work will be delayed until it is received. An employee's failure to submit a fitness for duty certification to return to work at the end of a medical leave of absence may result in termination of employment for non-disciplinary fitness reasons.

If an employee is unable to return to work at the end of FMLA leave due to continuing medical issues, the Village will engage with the employee to determine if a reasonable ADA accommodation is possible to enable the employee to return to work.

Failure to Meet Policy Requirements

If the employee fails to meet the requirements of this policy for family and medical leave, the request for leave may be denied until the requirements are met.

If you have any questions regarding the operation or interpretation of this family and medical leave policy, please contact your department head or Village administrator.

Employer Responsibility

The law requires that employers covered under the FMLA inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required (e.g., medical certification), as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

It is unlawful for any employer to: (1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for violation of the FMLA. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

(Reserved for future use)

V. CONDUCT AND PERFORMANCE

A. Cooperation and Courtesy

Employees are expected to cooperate with all Department Heads or Designees and all employees in the performance of their job duties. All employees are expected to treat each other with proper respect. Any conduct detrimental to the well-being and morale of the Village or its employees will not be tolerated. Good judgment, common sense and common courtesy are expected of all employees to both the public and your co-workers.

B. Use of Village Property

Village equipment such as computers, calculators, drafting machines, tools, machines, etc. is not to be removed from the premises for personal use at home unless authorized by the Department Head for a remote work arrangement. Use of Village vehicles for personal transportation or other personal needs is not permitted. Use of Village garages for personal automobile repair, washing, etc. is not permitted. An employee who is issued a traffic citation or parking ticket while on the job is personally responsible for the fine, whether he/she was driving a private car or a Village-owned vehicle. Fines issued for expired vehicle registrations on Village-owned vehicles will be paid or reimbursed by the Village.

Employees are prohibited from purchasing tools or items for personal use through the Village.

C. Code of Ethics

It shall be the duty of Village employees to comply with Wisconsin Statutes and Village Ordinances with respect to the proper and appropriate conduct of their positions.

Mindful of Village goals and objectives, Village employees:

- 1) Shall perform all mandatory, nondiscretionary, and ministerial duties of their positions within the time and in a manner required by law.
- 2) Shall devote attention to their duties, uphold the law and conduct Village business with fairness, integrity, and professionalism, with full regard to the public trust of the office.
- 3) Shall not receive any additional salary, benefits, or reimbursement for expenses for work performed pursuant to a Village contract for services where the employee is currently being compensated by the Village for that work under existing conditions of hire with the Village.
- 4) Shall never act in excess of lawful authority or commit an act forbidden by law within their official capacity.
- 5) Shall not, by act of commission or omission, in their capacity as employees of the Village, exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others or with the intent to obtain a dishonest advantage for themselves or for others.

- 6) Shall not in their capacity as employees make entry in an account, record book, return, certificate, report, or statement which in a material respect intentionally and knowingly falsifies.
- 7) Shall not under color of their position as a Village Employee intentionally solicit or accept for the performance of any service or duty anything of value including, but not limited to, any gift, loan, favor, or service, given for the purpose of influencing them in the discharge of official duties.
- 8) Shall not use Village property, facilities, or resources strictly for private or personal gain for themselves, family, or others.
- 9) Shall not use confidential information for their personal gain or benefit for that of family or others.
- 10) Shall act in what is conceived to be in the best interest of the citizens of the entire Village. Similarly, shall grant no special consideration or treatment to any citizen beyond that which is available to every other citizen.
- 11) Shall not participate either directly or indirectly in purchases for personal use for less than full value by utilizing discounts or tax exemptions allowed to the Village.

Nothing in this Code shall deny any employee the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes, or any other bona fide regulations of this State.

Employees shall be made aware of this Code at the time of their election, employment, or appointment. In the event an action is brought against a Village employee for violation of this code discipline, including discharge may be assessed.

D. Drug Free Workplace

The Village of Mukwonago's rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession or use of illegal controlled substances on all Village property and worksites. Any employee who engages in any of these actions on Village property, a work site or during work time may be subject to disciplinary action up to and including termination and/or referred for counseling or treatment.

The Drug-Free Workplace Act of 1988 requires all Village employees to report any convictions under criminal drug statute for violations occurring on the Village premises or off premises while conducting Village business. Report of a conviction must be made to your Department Head or Designee or the Village Administrator within five days of conviction. Failure to comply with this policy may be subject to disciplinary action up to and including termination.

Any employee who unintentionally ingests or is made to ingest a drug or controlled substance must immediately report this incident to a Department Head or Designee. The Department Head or Designee will then arrange for appropriate medical intervention to ensure the employee's health and safety.

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact the Village's Human Resources for referral to counseling or treatment

programs. Early diagnosis and treatment of chemical abuse is in the best interest of employees and the Village.

E. Drug and Alcohol Testing

Department Heads or Designees may order a drug or alcohol screening test when they have reasonable suspicion an employee is using or has alcohol or drugs in his/her system. A reasonable suspicion to request a drug or alcohol test is based on the totality of circumstances for the incident and includes:

1. Conduct or behavior out of the ordinary for the individual involved.
2. Information provided by reliable and credible sources.
3. Behavior characteristic of controlled substance or alcohol use including, but not limited to, unusual speech or difficulty in speaking, exhibiting an odor of alcohol or other controlled substance, problems with movement or concentration or diminished mental clarity.
4. If the employee is involved in a vehicular accident with a Village- or departmental-owned vehicle.
5. If the employee is required to maintain a commercial driver's license.
6. Other circumstances established by individual departmental policy.

Any employee reporting for work with alcohol, illegal drugs or non-prescribed drugs in his/her system will be placed on immediate suspension or unpaid administrative leave and will be subject to disciplinary action up to and including termination and/or referred for counseling or treatment. An employee must not report for work with legally prescribed drugs in his/her system if such drugs impair his/her ability to safely perform his/her job.

F. Prohibited Conduct and Personal Actions

This section contains a list of examples of misconduct that could result in discipline or termination.

The Village reserves the right to administer this policy within its discretion. The Village may discipline an employee for any behavior it considers detrimental to the interest of the Village and may terminate an employee immediately.

This list should serve as guidance for all Village employees, but should not be interpreted as exhaustive:

- Sexual, racial or other harassment of a fellow employee or anyone you come into contact with while working for the Village
- Failure of an employee to perform his/her duties as listed in the job description with competence and integrity
- Neglect of duty, contractual obligations or other rules and regulations
- Refusal or failure to obey legitimate orders from a Department Head or Designee
- Unwillingness to submit to a Department Head or Designee's authority or insulting behavior toward a Department Head or Designee
- Failure to respect confidentiality of records
- Recovering payment for time not actually engaged in business of the Village

- Frequent tardiness and absenteeism
- Falsification of forms or expense vouchers
- Reporting for work, or while at work, visibly displaying evidence of having consumed alcoholic beverages or illegal drugs, or having possession of such items
- Serious deliberate misuse of equipment or abuse of keys
- Acceptance of gifts or gratuities in violation of the code of ethics
- Failure to comply with the Village's safety program for the handling hazardous materials and/or mechanical equipment
- Threatening, attempting, or doing bodily harm to another person
- Threatening, intimidating, interfering with or using abusive language towards others.
- The unauthorized possession of weapons
- Making false or malicious statements concerning other employees, Department Heads or Designees, or residents.
- Use and/or consumption of alcoholic beverages or illegal drugs
- Failure to exercise good judgment, or being discourteous, in dealing with fellow employees or members of the public

G. Workplace Violence Prevention Policy

As an employer, the Village of Mukwonago is concerned about a safe workplace for employees. Toward that end, the Village will take reasonable steps to prevent acts of violence from being committed by, or against, Village employees while on Village property, or while engaging in Village business at other locations (non-Village facilities).

Workplace violence includes, but is not limited to, behavior that causes, or is reasonable likely to result in, harm or threat of harm to persons or property. Workplace violence includes, but is not limited to physical assault, threats, menacing behavior and/or intimidation.

An employee who commits an act of violence shall be subject to termination.

Procedure

An employee who is subjected to an act or threat of violence must report the incident immediately, or as soon as practical, to a Department Head or Designee, and/or the Police Department. An employee who observes an act of violence must immediately report the incident to a Department Head or Designee and/or the Police Department. No employee should intercede in any altercation if doing so could reasonably result in harm to the interceder.

The Village will investigate any incident or complaint of violence in the workplace and will take appropriate action.

H. Workplace Harassment

The Village of Mukwonago recognizes all employees have a right to work in an environment free from discrimination and harassing conduct.

The Village is firmly committed to maintaining a work environment free of discrimination. In keeping with this commitment, the Village will not tolerate harassment of Village employees by

anyone, including any Department Head or Designee, co-worker, vendor, customer or member of the public.

Harassment based on an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, or any other protected class, is expressly prohibited. Harassment on any of these bases will be subject to disciplinary action up to, and including, termination.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, military or veteran's status, citizenship status, sexual orientation, arrest record, conviction record, pregnancy, use or non-use of lawful products or on the basis of any other status or characteristic prohibited by state, federal or local law. The Village will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. The Village has developed the following guidelines prohibiting harassment for the benefit of all its employees. It is essential all employees be aware of and comply with these guidelines. The Village strongly disapproves of all forms and types of harassment and will take appropriate disciplinary action against any employee who violates this Policy.

Sexual Harassment

Sexual harassment deserves special mention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in situations where:

1. Submission to such conduct is an explicit or implicit term or condition of employment; or
2. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical conduct such as patting, pinching, or brushing against another's body. Sexual harassment also includes conduct directed by a person at another person of the same or opposite gender.

The Village prohibits its employees from any actions or words, which can be construed as harassment. Violations of this Policy will not be tolerated by the Village and may result in discipline up to and including immediate termination.

All Village employees are responsible for helping to ensure that harassment is avoided. If an employee has witnessed or feels he/she has been subject to any harassment of this nature, you

should immediately report the harassment to your Department Head, the Village Administrator or Personnel Committee Chair. The Village forbids retaliation against anyone who has reported harassment.

Supervisory Personnel

All supervisory personnel are responsible for documenting, in writing, and reporting all complaints of harassment to the Village Administrator or Personnel Committee Chair. Pending the outcome of the investigation, Department Heads are responsible for taking any immediate action necessary to prevent the recurrence of the harassing conduct, including taking any action necessary to limit the contact between the affected employees.

If the investigation confirms that the harassing conduct did occur, and that disciplinary action is appropriate, the Department Head is authorized to immediately implement disciplinary action.

The Village's policy is to investigate all harassment complaints thoroughly and promptly and take all appropriate action that may be necessary to end the harassment and to prevent this conduct from recurring. Employees who register complaints or make reports of harassment may request that their complaints or reports be made in confidence, and such requests will be honored to the extent possible. The Village will release no information regarding the initial report or the investigation unless required by law or if necessary for the purpose of taking disciplinary action.

All employees are required to cooperate with the investigation of harassment complaints. Failure to cooperate in an investigation of a harassment complaint, or making a false statement in a harassment complaint or investigation could subject you to discipline, up to and including discharge.

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of the complaint. Employees engaging in such acts will be subject to disciplinary action up to, and including, termination.

Those who feel they have been subjected to discrimination or harassment should follow the complaints procedure listed in this policy. Any complaint of this type will be thoroughly investigated, and appropriate action will be taken.

Reporting Procedure for Discrimination or Harassment

1. Reporting Discrimination or Harassment

If you believe you are experiencing discrimination or harassment, you are encouraged to notify the employee engaging in the conduct that the conduct is offensive and ask that it cease. If you are uncomfortable sharing your concern with the employee engaging in the conduct, you should report the instance of possible harassment immediately to your Department Head, Village Administrator or to the Personnel Committee chairperson.

a) Complaints must be filed in writing, utilizing the Village's reporting form.

- b) All complaints must be forwarded to the Village Administrator or Personnel Committee Chair. The Village Administrator, Personnel Committee Chair or his or her designee will initiate an investigation of all sexual harassment complaints.
- c) The investigation will be conducted in a timely, efficient, and thorough manner.
- d) The Village Administrator, Personnel Committee Chair, or his or her designee will be responsible for notifying the complainant that appropriate action has been taken regarding the complaint.
- e) Based on determinations made by the Village Administrator, Personnel Committee Chair or his or her designee, the Village Administrator or Personnel Committee Chair may recommend discipline up to and including termination of the alleged harasser to the Village Board.

2. The Responsibilities of Department Heads

Department Heads are responsible for ensuring employees are informed of the Village's policies and procedures relating to discrimination and harassment in the workplace.

- a) Upon receiving a complaint of discrimination or harassment, contact the Village Administrator or the Personnel Committee chairperson, if appropriate, to initiate an investigation.
- b) If you see behavior you believe could be perceived as harassment you must report the incident to the Village Administrator or the Personnel Committee chairperson.
- c) It is your responsibility, as part of the Village management, to educate yourself about the range of behaviors that can constitute discrimination or harassment and to be sensitive to the impact of such behaviors on employees and act appropriately.

3. Employee Responsibilities

Report any discrimination or harassment and cooperate with all investigations.

Under no circumstances is any employee permitted to retaliate against anyone filing a claim of harassment or for participation in a harassment investigation. Any such behavior may result in discipline up to and/or including termination.

Discrimination or Harassment Reporting Submission Form

(Name of Complainant) (Department) (Date)

Complaint Statement: / / Typed below OR / / See Attachment

Relief sought: / / Typed below OR / / See Attachment

(Signature of Complainant)

(Date)

(Signature of Department Head or Village Administrator
(or Personnel Committee Chair)

(Date Received)

I. Employee Discipline

It is the policy of the Village of Mukwonago to administer discipline fairly, reasonably, and impartially. Employees and the Village are best served when discipline is administered to correct actions rather than to punish. It is recognized that the varying nature of employment in the Village makes some infractions more serious in some departments than others. However, where no policy exists or a policy is not clear, the following will govern.

All disciplinary actions involving suspension without pay or termination require approval of the appointing authority prior to discipline being administered.

Procedure:

The continuing employment of Village employees is in most cases based on reasonable standards of job performance and personal and professional conduct. Disciplinary action for failure or refusal to meet these standards is subject to oral or written reprimand, suspension, demotion and dismissal.

Disciplinary action is not primarily intended to be punitive, but rather to maintain the efficiency and integrity of Village service. The nature and severity of the offense and the employee's prior record will be considered.

In any major disciplinary action, the pertinent information will be reviewed with the employee specifying the following: The basis for discipline, the specific reasons supporting the decision to discipline, the discipline to be imposed, the effective date, the right of the employee to be heard, and the right to challenge any discipline received.

The degree of discipline administered will depend on the severity of the infraction or the recurrence of infractions and will be in accordance with union contracts if applicable, and Village policies and procedures as well as local, state or federal laws and regulations.

It is the responsibility of each Department Head to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

Types of disciplinary action may include:

Verbal Warning

Applied to infractions of a relatively minor degree or in situations where the employee's performance needs to be discussed. The verbal warning should be given in private. Department Head or Designee should inform the employee that the Department Head or Designee is issuing a verbal warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action.

A verbal warning shall be documented in writing by the Department Head or Designee.

Written Warning/Reprimand

A written warning/reprimand will be issued in the event the employee continues to disregard a verbal warning or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file. The warning/reprimand should state the nature of the infraction and what corrective action must be taken by the employee to avoid further discipline.

A copy of the written warning/reprimand is to be handed to the employee at the conclusion of any disciplinary meeting or shortly thereafter, and a copy placed in the employee's personnel file.

Suspensions

- *Suspension* - Administered because of a severe infraction of policies or for repeated violations of more minor infractions. A suspension may be with or without pay. In either case, an employee evaluation form, along with supporting documentation, must be completed. A copy of the completed form must be given to the employee, and a copy placed in the employee's personnel file.
- *Suspension With Pay* - This type of suspension is given where a basis exists to take action but additional investigation is necessary and/or where the continued presence of the employee could compromise the evidence or Village property. Such suspension is an administrative matter; it is not a disciplinary action and may not be appealed through the Grievance Procedure or to the Police or Fire Commissions.
- *Suspension Without Pay* - An employee will be suspended without pay when the offense is of a serious enough nature or an employment pattern of more minor infractions diminish the value of the employee to the Village and is usually sufficient for termination. However, suspension is used when circumstances related to an employee's overall performance would not warrant immediate termination. The length of suspensions will vary with seriousness of the infraction and the totality of the circumstances. If the misconduct is substantiated, disciplinary action will be taken in accordance with the nature of the offense and the totality of the circumstances.

Demotion

Demotion is not normally a step in the disciplinary procedure. It is used in those instances where an employee has been promoted to a position but is unable to perform the responsibilities of that position. As such, it is more reflective of lack of effectiveness than of misconduct. Demotion is not to be used as a substitute for dismissal when dismissal is warranted.

Termination

An employee in his or her orientation period may be terminated at any time without cause and without the right of appeal. Notification of termination in writing shall be provided when an employee in an orientation period or of at-will status and a copy is to be filed in his/her personnel file.

The Village will endeavor to utilize progressive discipline whenever possible. However, the Department Head or designee shall have authority to determine what discipline is appropriate to the situation and may not follow the progressive steps in all circumstances.

J. GRIEVANCE AND APPEALS PROCEDURE

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues.

Definitions

1. "Days" as used in this policy is defined as any day that the Village Business Office is open.
2. "Employee Termination" as used in this policy section, shall not include the following:
 - a. Layoffs
 - b. Workforce reduction activities
 - c. Voluntary termination including, without limitation, quitting or resignation
 - d. Job abandonment
 - e. End of employment due to disability, lack of qualification or licensure or other inability to perform job duties
 - f. Retirement
 - g. Any other cessation of employment not involving involuntary termination
3. "Employee discipline" as used in this policy shall include any employment action that results in disciplinary action, which typically involves any of four (4) steps: verbal reprimand, written reprimand, suspension with or without pay, and termination of employment.
4. "Employee discipline," as used in this policy, shall not include the following:
 - a. Plans of correction or performance improvement
 - b. Performance evaluations or reviews
 - c. Documentation of employee acts and/or omissions in an employment file
 - d. Administrative suspension with pay pending investigation of alleged misconduct or nonperformance
 - e. Non-disciplinary wage, benefit or salary adjustments
 - f. Other non-material employment actions
 - g. Counseling meetings or discussions or other pre-disciplinary action
 - h. Demotion for reasons other than discipline, transfer or change in assignment
5. The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

Time Limits

Unless mutually agreed to in writing by the Employee and the Village in advance of the expiration of the timeline, the timelines provided in this policy must be strictly adhered to. Failure of the Employee to comply with the timelines will be deemed a waiver of the processing of the grievance and the grievance will be denied with no further appeal. The Employee may advance a grievance to the next step of the process if a response is not provided within the

designated timeframes. The Village may advance a grievance to the next step at the request of either the employee or the employee's supervisor.

Procedure

Informal Grievance Resolution: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. This discussion must occur within five (5) days of when the employee knew or should have known of the events leading to the grievance. Grievances related to termination may proceed straight to the Formal Grievance Procedure.

Formal Grievance Submission: The employee must file a written grievance at the appropriate step within ten (10) days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. The written grievance must contain:

1. Name of Grievant;
2. A statement of the pertinent facts surrounding the nature of the grievance;
3. The date the alleged incident occurred;
4. The work rule or policy allegedly violated including any safety rule alleged to have been violated, if applicable;
5. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion; and
6. The specific requested remedy.

Step 1. Department Head

The employee must file a written grievance with the Department Head within ten (10) days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. If the grievance involves actions of the Department Head, it shall be filed at Step 2.

The Department Head (or designee) will meet with the grievant within ten (10) days of receipt of the written grievance. The Department Head will provide a written response within ten (10) days of the meeting. The Department Head's written response to the grievance must contain:

1. A statement of the date the meeting between the Department Head and grievant was held;
2. A decision as to whether the grievance is sustained or denied; and
3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.

Step 2. Village Administrator

The employee may appeal the decision of the Department Head to the Village Administrator. The appeal must be in writing and must be submitted to the Administrator within five (5) days of the Department Head's written response to the grievant. If the grievance involves the actions of the Administrator, it shall be filed with

the Personnel Committee Chairperson, who shall follow the requirements and timelines of step 2.

The Village Administrator/Personnel Committee Chairperson will meet with the grievant within ten (10) days of receipt of the written grievance. The Village Administrator/Personnel Committee Chairperson will provide a written response within ten (10) days of the meeting. The Village Administrator/Personnel Committee Chairperson's written response to the grievance must contain:

1. A statement of the date the meeting between the Village Administrator/Personnel Committee Chairperson and grievant was held;
2. A decision as to whether the grievance is sustained or denied; and
3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.

Impartial Hearing: The grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Step 2 decision maker within five (5) days of the issuance of the Step 2 response. Depending on the issues involved, the hearing officer will determine whether a hearing is necessary, unless a hearing is required under the procedures established by the Village in a different applicable policy. The Village will work with the Impartial Hearing Officer and grievant to schedule a mutually agreeable hearing date should one be needed. If it is determined that no hearing is necessary, the matter will be decided based on the submission of written documents.

The Village Administrator/Personnel Committee Chairperson shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the Village. The IHO may be an employee of another municipality, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the Village.

Standard of Review: The IHO will adhere to specific guidelines set forth by the Village regarding hearing procedures. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence. The standard of review for the IHO is whether the decision of the Village was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the Village. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Village.

Impartial Hearing Officer Response: The Impartial Hearing Officer shall file a written response within thirty (30) days of the hearing date or the date of submission of written documents.

The Impartial Hearing Officer's written response to the grievance must contain:

1. A statement of the pertinent facts surrounding the nature of the grievance.
2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
3. A statement outlining the timeline to appeal the decision to the Village Board.

4. The IHO must sustain or deny the decision of the Village. The IHO has no authority to modify the Village's decision and may not grant in whole or in part the specific request of the grievant.

Review by the Village Board: The non-prevailing party may file a written request for review of the IHO's decision by the Village Board within ten (10) days of receipt of the Impartial Hearing Officer Response.

Normally the Village Board shall not take additional testimony or evidence; it may only decide whether the IHO reached an arbitrary or capricious decision based on the information presented to the IHO. The Village Board will review the record and make a decision. A written decision will be made within thirty (30) days of the filing of the appeal.

The Village Board's written decision regarding the grievance must contain a decision as to whether the grievance is sustained, denied or modified.

The Village Board shall decide the matter by a majority vote and the decision of the Village Board is final and binding and is not subject to further review.

General Requirements:

1. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
2. Granting the requested or agreed upon remedy at any step in the process resolves the grievance.

Grievance Submission Form

(Name of Grievant) (Department) (Date)

Grievance Statement: / / Typed below OR / / See Attachment

Relief sought: / / Typed below OR / / See Attachment

(Signature of Grievant)

(Date)

(Signature of Department Head or Designee
(or Village Administrator)

(Date Received)

COMPLAINT PROCEDURE

1. Policy Purpose

The purpose of this policy is to establish a procedure for submitting complaints. This policy does not apply to complaints of discrimination or harassment which are handled in accordance with the policy on discrimination and harassment. This policy also does not apply to complaints governed by established policies in the police and fire departments. This policy further does not apply to the submission of grievances, defined as an objection to personnel actions concerning *termination, discipline, and workplace safety*, and outlined at section V.J of the Village's Employee Handbook. The purpose of the procedure is to provide a channel of communication to address problems and concerns, while striving to be fair, clear, and reasonably accessible.

2. Policy Applicability

This policy provides for the establishment of procedures to deal with allegations concerning the conduct by Employees which violate the rules or policies of the Village, excluding discrimination and harassment, or which adversely affect the Village. Complaints may be submitted by elected officials, employees, or members of the public. This policy prohibits retaliation against any individual involved in the complaint procedure, including but not limited to, the complainant, accused or witnesses.

3. Informal Complaints

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

4. Complaint Procedure

This procedure does not apply to complaints of discrimination or harassment, to complaints governed by other departmental complaint policies or to grievances as defined in the handbook. This procedure applies to all complaints filed by Village Elected Officials, Officers, employees, and members of the public concerning the conduct of the Village Administrator and Employees which violates the rules or policies of the Village, excluding discrimination and harassment, or which adversely affects the Village.

Careful investigation and consideration of complaints and due regard for the rights of the people involved requires a procedure that balances the various interests of all involved. This procedure represents an appropriate balancing of those interests.

Upon receipt of a complaint regarding alleged inappropriate conduct, the Village will proceed consistent with the following procedures:

Allegations Regarding Conduct by Village Employees

1. Any complaint alleging inappropriate conduct by a Village employee should be submitted to a supervisor, department head or the Village Administrator, except in

the case that the complaint involves the Village Administrator which shall be processed in accordance with the procedure below. Any employee, supervisor, department head, officer or elected official who receives a complaint under this procedure must forward the complaint to the Village Administrator for investigation. The Village Administrator shall forward a copy of the complaint to the Chair of the Personnel Committee.

2. Allegations contained in a complaint must be reviewed by the Village Administrator or designee who shall have the power and authority to investigate or appoint an investigator and resolve the complaint or, when appropriate, to recommend appropriate action to the Village Board.
3. The investigator (Village Administrator, designee or appointed) will interview the complainant and document the complaint in writing. If the investigator determines further investigation is necessary, the investigation shall proceed.
4. The accused will be informed of the general nature of the complaint. The accused will be provided an opportunity to discuss the complaint with the investigator.
5. The investigator will interview any other individuals and review documentation as deemed necessary.
6. The investigator will retain a written record of the complaint and any interviews conducted or documentation provided.
7. If the investigator is someone other than the Village Administrator, the investigator will issue written findings to the Village Administrator within 10 days. If the Village Administrator is the investigator, the Village Administrator will finalize the investigation report within 10 days.
8. The Village Administrator will take steps necessary to address the findings, including, where appropriate, discipline up to and including termination of employment. Any resolution or discipline, including verbal warning or reprimand, will be documented together, with the original complaint and investigative materials, and retained by the Village.
9. Except as provided in the grievance procedure, there shall be no appeal of the findings or resolution. Any resolution that results in discipline will be appealable under the grievance procedure.

Allegations Regarding Conduct of Village Administrator

1. Any complaint alleging inappropriate conduct by the Village Administrator should be submitted to the Chair of the Personnel Committee. Any employee, supervisor, department head, officer or elected official who receives a complaint regarding the conduct of the Village Administrator must forward the complaint to the Chair of the Personnel Committee for investigation. The Chair of the Personnel Committee shall forward a copy of the complaint to the Village President.
2. Allegations contained in a complaint must be reviewed by the Chair of the Personnel Committee or designee who shall have the power and authority to investigate, or appoint an investigator, and resolve the complaint or, when appropriate, to recommend appropriate action to the Village Board.
3. The investigator will interview the complainant and document the complaint in writing. If the investigator determines further investigation is necessary, the investigation shall proceed.

4. The accused will be informed of the general nature of the complaint. The accused will be provided an opportunity to discuss the complaint with the investigator.
5. The investigator will interview any other individuals and review documentation as deemed necessary.
6. If the complaint remains unresolved following completion of the investigation, the Chair of the Personnel Committee shall submit written findings to the Village Board within 10 days.
7. The Village Board will take steps necessary to address the findings, including, where appropriate, discipline up to and including termination of employment.
8. Except as provided in the grievance procedure, there shall be no appeal of the findings or resolution.

Allegations regarding Elected Officials

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

Village Complaint Intake Form

A Complainant should be informed:

1. The Village will conduct a prompt investigation into complaints alleged.
2. The information provided will be confidential to the extent practical.

Complainant's Name: _____

Phone: _____ Email: _____

Name of Individual(s) complained against:

Name: _____ Department: _____

Job Title (if known): _____

Describe the conduct or violation alleged (include the rule or policy believed to have been violated):

Date of violation (if applicable): _____

Witnesses to alleged conduct (contact information if available):

Have you taken any other action to address this conduct? Describe below:

Intake Supervisor Name: _____ Date: _____
(please print)

Signature: _____

VI. USE POLICIES

A. E-mail and Internet Use

The Village computer system and electronic mail system are to be used for work-related matters only. All computer system hardware and software, all electronic files, and electronic messages (e-mail) and business records are the property of the Village, whether composed, received, or sent by the employee. Employees have no expectation of privacy related to the Village computer and e-mail systems.

The Village reserves the right to inspect an employee's computer, including its hard drive (HD) and other media at any time. The Village reserves the right to retrieve, monitor or review any messages, including deleted messages, in the Village system, and may disclose such messages for any purpose without notice to the employee and without seeking permission of the employee. Employees may not password the system without permission and without first revealing the password to the appropriate Village officer.

All employee statements in electronic messages and files are expected to be professional. Employees are expected to respect the confidentiality of messages sent to others. Employees may not access or review E-mail messages that are not distributed to them.

Employees may not use the Village computers to access the internet except for job related purposes. Employees shall not knowingly use, view, submit, publish, display or transmit on the Village system, any information utilizing the Internet for illegal purpose(s), conduct any gambling, betting or gaming activity, violating or infringing on the rights of any other person, containing defamatory, false, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive or otherwise biased, discriminatory or illegal material, or in violation of any Federal, State and/or local laws and regulations.

Village policies prohibiting sexual or other harassment are applicable to the e-mail system. Messages containing foul, inappropriate, or offensive language or those containing racial or ethnic slurs or sexual innuendo are prohibited.

Any employee who becomes aware of a violation of this policy must notify his or her Department Head or Designee or the Village Administrator. The Village will undertake a prompt and thorough investigation of any violation under this policy. The Village will, to the greatest extent possible, maintain the confidentiality of all those involved in the investigation. If an investigation confirms a violation of this policy, the Village will take appropriate disciplinary action up to and including discharge. An employee may also be subject to civil liability and criminal prosecution may result from certain actions.

All employees are required to cooperate with the investigation of violations of this policy. Failure to cooperate with an investigation or making a false statement in a complaint or investigation could subject you to discipline, up to and including discharge.

The Village reserves the right to modify or change the policies set forth above to comply with applicable law, to meet changing circumstances or for any other reason.

B. Electronic Communications Policy

Purpose

The Village provides electronic communications devices and systems to elected and appointed officials and staff to establish a secure, reliable, maintainable, and supportable method of communication for conducting Village business. Electronic resources are valuable assets that must be protected. It is in the Village's interest to maintain policies to prevent and prohibit illegal, mischievous, or otherwise harmful activities from occurring on Village-owned electronic communication systems.

Scope

- a) This policy applies to all Village-owned electronic communication systems or devices.
- b) This policy does not apply to employee-owned computers or other electronic devices being used on the Village's wireless network. However, employee-owned computers must remain strictly stand-alone and will not be permitted to be permanently connected to the Village network.
- c) All other policies, procedures, ordinances, and rules adopted by the Village governing employee conduct are applicable to the use of Village computer, data storage or network resources.
- d) This Policy shall not be construed in a manner that causes it to conflict with any Wisconsin or Federal law or any Village ordinance.

Definitions

- a) The terms "electronic communications systems" and "electronic communications device" include but are not limited to personal computers (PCs), laptops, data terminals, telephonic equipment, voice mail, e-mail, Internet and Intranet, cell phones, personal digital assistants (PDA'S) or handheld computers.
- b) Authorized Village staff means the Village Administrator or Department Head, his/her designee, or a departmental Computer Support Technician.

General Policy

- a) All electronic media including data, communications and information, i.e., information transmitted or stored on the electronic media systems of the Village, is the property of the Village of Mukwonago.
- b) The Village retains the right to access, inspect, monitor and/or disclose any data stored on any electronic communication device owned by the Village, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and/or any means of data input.
- c) Information stored, saved, or maintained on a Village-owned electronic communication device is considered public information and may be subject to public disclosure.
- d) Authorized Village staff have access to every electronic communication device at any time so as to be able to inspect and monitor the material contained thereon.

- e) Village-owned electronic communication devices may not be used for the transmission of data in a disruptive manner during any Village meeting except in the event of an emergency.
- f) Village-owned electronic communication devices may be used at home to view meeting packets or for doing Village business.
- g) Assigned electronic communication devices shall always be used in an appropriate and professional manner. The use of language inappropriate to the workplace is prohibited.
- h) Use of Village-owned electronic communication devices for the creation of offensive messages or documents, including racial slurs, sexual slurs, and obscene, vulgar, and other inappropriate language is strictly prohibited.
- i) Unless specifically exempt, information stored in any automated format is considered a public record. The user of any Village-owned laptop will be the custodian of the stored information so the Village can make the information available when requested in accordance with the provisions of applicable laws.
- j) Software that has not been properly licensed is illegal and the penalties are severe.
- k) Authorized Village staff may issue electronic communication devices, such as laptops or cell phones, to Village staff, appointed and elected officials to conduct Village business.
- l) All Village-owned electronic communication devices remain the property of the Village and must be surrendered at the completion of employment with the Village, upon termination of an official's term office or upon request of the Village Board.

Incidental Personal Use

Although occasional and limited personal use of computers is tolerated, subject to the limitations, conditions and regulations contained in this Policy, assigned laptop computers may not be used in any way that:

- a) Directly or indirectly interferes with Village operations of computing facilities or e-mail services.
- b) Is contrary to or damages the Village's interests.
- c) Results in any incremental costs to the Village.
- d) Interferes with any Village official's or employee's duties, performance, or other obligations to the Village. Examples include, but are not limited to excessive use of games, surfing the internet, etc.

Any personal use of Village-owned electronic communication devices is at the risk of the person engaging in the activity. The Village of Mukwonago is not responsible or liable for the consequences. Such use should be limited to individualized personal communications and not mass distribution of material. Using computer resources for incidental personal purposes to transmit material by instant message or electronic mail should be minimal. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the Village Board at any time.

Prohibited and Restricted Use

- a) To create or transmit material which is designed or likely to threaten, disturb, intimidate, or otherwise annoy or offend another, including but not limited to, broadcasting unsolicited messages, or sending unwanted mail after being advised it is unwanted.
- b) To create or transmit defamatory material.

- c) To gain unauthorized access to facilities or services accessible by the Village network and intended to be used for official Village business or to use such facilities or services in an unauthorized manner.
- d) To conduct business or engage in any "for profit" communications or activities.
- e) To access, view or obtain any "adult entertainment," sexually explicit, pornographic, or obscene material unless it is for work-related investigatory purposes.
- f) For political campaign purposes, including, but not limited to, using e-mail to circulate names, addresses, telephone numbers or other information generated from Village files.
- g) To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers or other information generated from Village files.
- h) To create or transmit material of an offensive nature, including racial or sexual slurs, obscene, vulgar and other inappropriate language, except for Police Dept. investigations.
- i) To represent oneself directly or indirectly as conducting Village business when using such equipment for incidental personal purposes.
- j) To create web pages. No personal web pages may be created, regardless upon what server they may reside. Web pages representing official Village information may be created in coordination with the Village Administrator's Office.
- k) To print lengthy documents except for Village purposes.
- l) For any purpose that would be a violation of any Village rules or ordinance, State or Federal law, regulation, or order.

Software

- a) All software running on Village computers must be properly licensed and proof of this licensing must be maintained by each Village department and/or the Clerk-Treasurer's Office.
- b) No software may be added or removed from Village computers or other electronic communication systems without prior approval from the appropriate Department Head.

Internal and Other Internet Electronic Mail

- a) Village computers have been equipped with firewall and anti-virus software intended to be used to access electronic mail (E-Mail), either internal or internet, or across the World Wide Web.
- b) Transmission of any material in violation of Federal or State laws or regulations is prohibited.
- c) While the internet is an effective network for its purpose, it is not and should not be considered a secure network and should not be relied on for the transmission of confidential or sensitive data or messages.
- d) Software may not be downloaded to any Village computers except when it is expressly permitted by this policy or policy of your department. Doing so could put the Village in jeopardy of violating software copyright laws and/or could contaminate the Village's network with viruses and other malicious software.

Security

- a) All Village, employees, staff and elected and appointed officials are expected to take reasonable precautions to protect Village-owned laptop computers assigned to them from damage, destruction, or theft.
- b) All Village employees, staff and elected and appointed officials are encouraged to take the appropriate steps to protect the security of networks and files by using assigned passwords and by taking all necessary steps to maintain the integrity of all passwords. No one should ever share their passwords with anyone or post them anywhere. The Village Administrator and Department Heads, and/or their designee(s) have the right to access all user and device passwords of Village-owned computers, networks, and data storage systems. Department Heads, and/or their designee(s), have the right to know all user and device passwords of their respective department's computers, networks, data storage systems and any other electronic device.
- c) Any suspected breach of security, damage, destruction, or theft of any Village owned computer or electronic device should be reported to the Village Administrator and/or your Department Head as soon as possible.

Electronic Communication Usage Agreement

CERTIFICATION

I, _____, certify I have read and understand
(Print Name)
The Village of Mukwonago's Electronic Communication Policy and will adhere to all provisions.

Signature Date

Received by:

Department Head Date

Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

Laptop Number

C. Cellular Equipment Policy

This section sets forth the Village's Policy on the use of cellular handheld Voice and Data Services Equipment, which includes cellular phones, smart phones and any other equipment that utilizes cellular signals to provide internet access, hereinafter collectively referred to as "cellular services." Should a laptop computer or tablet fall into this category, its possession and use must also comply with the Village's Electronic Communications Use Policy.

Cellular services provide authorized users with the capability to do one or more of the following from a handheld device:

- Send and receive e-mail and/or data
- Place and receive calls
- Remotely access files, calendars, address books and task lists
- Research and browse the web
- Access and run various applications

Assignment of Village Cellular Services

Job Requirements

Employees may be candidates for Village-assigned Cellular Services if they:

- are required to remotely access their email or calendar on a regular basis to carry out their job responsibilities;
- must remotely complete time sensitive work on a regular basis;
- have responsibilities related to emergency response or continuity of business services;
- can significantly increase productivity and/or reduce overall expenses by using Village assigned Cellular Services; or
- can otherwise establish cellular services are necessary.

Requests for Cellular Services

When a Department Head determines cellular services are needed for an employee's job responsibilities, the Department Head or Designee must submit a request to the Village Administrator for review and approval. Requests should document the need and benefit of using this technology, including service/device costs and cost justification. Cost savings that would be realized by consolidating services into one device to replace other devices such as a laptop, cellular phone, PDA or pager should be documented in the request. Whenever frequency of use does not justify an individual assignment cellular services should be shared or pooled to maximize savings. When pooling or sharing of cellular services does not meet operational needs, an employee may be individually assigned a wireless device and service.

If/when there is a significant change or anticipated change in the cellular service use, the Department Head or Designee should notify the Village Administrator to make arrangements to correct the plan.

Approvals

Because of the initial and ongoing costs associated with these devices and short product life cycles, care should be taken to approve the least expensive solution that meets user needs

and then only for employees who can clearly demonstrate this technology will help them perform their duties in a more efficient manner.

Employee Receipt of Cellular Services

Department Heads or the Village Administrator issuing the phone must provide a copy of this policy and an Acknowledgement of Receipt Form to any employee using any Village-assigned cellular services. The employee's Department Head or Designee or the Village Administrator is responsible for obtaining a signed Acknowledgement of Receipt form from those employees and keeping it on file for the duration of the employee's use of cellular services and any additional time determined by the Village's records retention schedule.

Review

Per departmental internal procedures, Department Heads or Designees familiar with an employee's usage are responsible for reviewing/approving monthly cellular service billings.

Annual review of Cellular Services usage may be used to determine if there is a continuing need for the equipment and services and if it is cost justified. Department Heads or Designees should inform the Village Administrator when the determination is made to disconnect or reassign service.

Annual Distribution of Policy

Human Resources will distribute this policy annually to Department Head or Designee and service approvers to ensure all employees who use cellular services receive the policy and have an acknowledgement form on file.

Employee Use of Cellular Services

a. Use of Wireless Devices

Village provided cellular services are intended for Village business. Personal use of is prohibited, except if the use falls under the identified incidental personal use circumstances identified in the electronic communication policy and calls otherwise permitted under a collective bargaining agreement. Examples of essential personal calls include arranging for care of a child or any other family emergency, to alert a family member of an unexpected delay due to a change in work schedule or to arrange for transportation or service in the event of car trouble, etc.

Departments must ensure compliance with the personal use restrictions articulated in this policy by implementing procedures so employees who use cellular services, or a designated staff member who is familiar with the employee's usage, should conduct periodic reviews of Wireless Service billing to identify personal calls prohibited by this policy.

When an employee is authorized to use an individually assigned wireless device, the Village may permit a personal cellular number to be added to a Village-owned device so long as no personal plan or device charges are billed to the Village's accounts and personal billing statements are kept separate from Village business billing account statements.

b. Safety

The safe use of cellular devices is of the utmost importance, thus employees are responsible for using them in a safe, prudent and legal manner. When driving a vehicle or operating potentially hazardous equipment, an employee's attention should be fully directed to that activity. As a general rule, cellular devices should be turned off in such situations, allowing voice calls to go into voicemail and email/text messages. If there is good reason for a phone call to be answered promptly, the employee should safely stop his/her activity or pull over to the side of the road before answering the phone.

Cellular Equipment Use Agreement

CERTIFICATION

I, _____, certify I have read and
(Print Name)

Understand the Village of Mukwonago's the Cellular Equipment Policy and will adhere to all provisions.

Signature Date

Received by:

Department Head or Designee Date

Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

D. Social Media Policy

Purpose

This policy establishes rules and guidelines concerning personal web pages or Internet sites when referencing the Village of Mukwonago, with the intent to ensure employees use appropriate discretion so as not to discredit the Village and its agencies. This policy will clearly identify prohibited activities by employees on social networking and other web sites, both on and off duty. Professionalism, ethics and integrity are essential to our work as we attempt to provide the best quality of governmental services to the community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and hold to these standards of conduct, whether on or off the job. This policy will ensure all employees treat any confidential material handled by your department appropriately.

Policy

The Village respects an employee's rights to use social networking sites as a medium of self-expression during non-work time. However, when statements include information about the Village that, by its nature, may compromise public confidence or cause significant disruption to the Village, the contents are restricted by this policy. This policy requires any employee who utilizes social networking sites off the job to take personal responsibility for all posts made as it reflects on them as a Village of Mukwonago employee and the Village as a whole. This policy applies to written or oral forums, internet websites, conversations, blogs, electronic mail and social networking sites.

Procedure

The following prohibited activity and guidelines apply to employees both on and off job:

- a) Unless in the performance of an authorized duty or with specific authorization by your Department Head, the Village Administrator or his or her designee, employee use of Village computers to access social networking sites (Facebook, MySpace, etc...), blogs or bulletin boards is prohibited. Some examples where authorization could be given are:
 - Investigation of an incident report.
 - A background investigation on an applicant.
 - A "dummy" account may be utilized in the course of such investigations (Police Department only).
- b) No Village electronic mail accounts may be used to register for or to respond to social media sites unless authorized by your Department Head, the Village Administrator, or his or her designee.
- c) Employees may not post, transmit, reproduce and/or disseminate information (text, pictures, video, audio, etc.) to the Internet or any other forum (public or private) that would tend to discredit or reflect unfavorably upon the Village or any of the Village's employees.
- d) Unless authorized by a Department Head or his or her designee, Village employees shall not release, either directly or indirectly, information concerning investigations, crimes, accidents, police department training or violations of law to persons outside the Village, except as allowed by policy, and shall treat as confidential the official business of the Village Police Department. Examples of some types of information are reports, photographs, video or audio recordings.

- e) Unless on a Police Department, Fire Department or Village website, this policy strictly prohibits the use of the Village of Mukwonago Police Department or the Mukwonago Fire Department name, uniform, logo, patches, badges, marked police or fire vehicles and any other indicia of identity on your social network site without written permission of the Chief of Police or the Fire Chief or their designee(s).
- f) Speech that disrupts the operations of the Village, undermines the authority of the Village and its management staff, or impacts the public perception of the Village, is not protected by the First Amendment.
- g) Employees are prohibited from posting content inconsistent with their duties and obligations. Offensive comments regarding protected classes (race, religion, sex, color, national origin, age, disability, ancestry, and sexual orientation), Village residents or the public in general, tend to undermine trust and confidence in the Village of Mukwonago and its agencies and violate Village policy.
- h) The Village strictly prohibits knowingly or recklessly posting of false information about the Village and its agencies, management, coworkers, public officials and others who have a relationship to or with the Village of Mukwonago.
- i) Employees may comment on issues of general or public concern (as opposed to personal grievances) so long as the comments do not disrupt the workplace, interfere with important working relationships or efficient work flow, or undermine public confidence in the officials of the Village and/or the Village of Mukwonago as a whole. The instances will be judged on a case-by-case basis.
- j) Matters of public concern are those matters of interest to the community as a whole, whether social, political or other reasons.
- k) Comments related to personal grievances may subject an employee to disciplinary actions if they constitute insubordination or if they otherwise violate any other rules or regulations of the Village or its agencies.
- l) The Village strictly prohibits the use of any social media for the purpose of harassment, intimidation or retaliation against any person by a member of this department.
- m) If you identify yourself as a Village of Mukwonago employee is clear you are expressing your own views and not those of the Village or your Department. Do not give the appearance that you are speaking or acting on behalf of the Village or your Department.

Employees should be aware posting on websites, including social networking sites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above referenced conditions.

- a) Village employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time – protect your privacy.
- b) Use a personal e-mail address (never your Village e-mail address) as your primary means of identification. Never use your Village e-mail or contact information as a means of identification.
- c) If you publish content to any non-Village Web site that has something to do with the work you do, with any subject associated with the Village or if there might be any implication of your association with the Village, use this disclaimer: "The postings on this site are my own and don't necessarily represent the Village's positions, strategies or opinions."

- d) Uphold all laws governing copyright, fair use, privacy, financial disclosure, defamation, libel and other similar issues. Do not post any copyrighted material unless:
 - you are the copyright owner,
 - have the express written permission of the copyright owner or
 - if it might be associated with the Village and you have received confirmation from the Village that use of such copyrighted material conforms to the doctrine of "fair use."
- e) Never post Village confidential or other proprietary information. Never publish or report on conversations meant to be private or internal to the Village.
- f) Do not cite or reference clients, citizens or suppliers without their approval.
- g) Respect your audience. Do not use ethnic slurs, personal insults, obscenity or engage in any other conduct that would not be acceptable in the Village's workplace. Show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory – such as politics or religion.
- h) Be aware of your association with the Village in online social networks. If you identify yourself as a Village employee, ensure your profile and related content is consistent with how you wish to present yourself with customers, partners, colleagues and clients.
- i) Violations of this policy may lead to disciplinary action.

Receipt for Social Media Policy

CERTIFICATION

I, _____, certify I have read and understand the
(Print Name)
Village of Mukwonago Social Media Policy and will adhere to all provisions.

Signature

Date

Received by:

Department Head or Designee

Date

Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

E. Vehicle Use Policy

Introduction

The operation of Village vehicles is necessary in conducting the day-to-day business of the Village of Mukwonago. The use of Village vehicles represents one of the greatest liabilities facing the self-insurance programs. Recognizing this, it is imperative the Village take reasonable steps to control the use of Village owned, leased and privately owned vehicles used while performing Village business. This policy sets forth the guidelines governing the operation of vehicles used in the performance of official Village business. Department Heads are responsible for implementation and enforcement of this policy for all vehicles and drivers assigned in their department.

Scope

This policy applies to all Village owned and leased vehicles operated on public roads and includes special use vehicles such as construction and excavation equipment designed to operate primarily off-road but driven on public roads to a job site. Where appropriate, this policy applies to the operation of privately owned vehicles used while performing official Village duties.

General Guidelines

- a) Only Village employees may be authorized to operate Village vehicles. Persons volunteering services to the Village are considered Village employees for purposes of this policy and may operate Village vehicles when their duties require travel as long as such travel is under the approval or direction of the Department Head and necessary in the course of performing official Village business e.g. police explorers, paid-on-call firefighters, EMTs and paramedics.
- b) Intentional abuse, moving violations, reckless operation or negligent actions while operating any Village vehicle may result in the suspension of the employee's use of a Village vehicle and may be grounds for further disciplinary action.
- c) Employees must obey all local, state and federal laws while operating Village vehicles and anytime personal vehicles are used on official Village business.
- d) Village vehicles are to be used only for official Village business and may not be used by employees for personal reasons except as detailed in Section 9.
- e) Village vehicles may be used to transport Village employees and individuals employed by firms or other governmental entities for the purpose of, and to promote, ridesharing/carpooling to a Village sanctioned meeting or event. Family members may not be transported in Village vehicles unless authorized by Department Head or Designee.
- f) When cargo, materials or tools are being transported, the driver is responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer.
- g) No person is allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating.
- h) The driver shall not operate any vehicle when normal vision is obstructed.
- i) No Village vehicle may be left unattended and unsecured with the motor running or the keys left in it. In the event of an emergency and the vehicle is left unsecured, the

operator must return as soon as possible to secure the vehicle or have another department employee secure it.

- j) The Village will not be responsible for the personal property left in Village vehicles.
- k) The Village reserves the right to conduct an annual driver record review for any employee using a Village vehicle. Employees whose job includes operating a motor vehicle, shall keep their operator's license and all required endorsements, current and valid. Members shall report any driver's license restrictions. Employees who are arrested, cited, or come under investigation for any criminal or traffic offense, both within and outside of the Village of Mukwonago, shall report this incident, in writing, to their Department Head as soon as practical. This includes driver's license traffic and OAWI violations. Department Heads will provide the Police Department with each employee's full name (first, middle initial and surname) and date of birth. The Department Head will receive a report for review. Reports will be shredded after review, unless restrictions or convictions are reported. The reports will be maintained in a secure location, pending the outcome of any necessary action(s).
- l) Employees operating a Village owned vehicle or their personal vehicle for Village business must obey all alcohol and drug use regulations as set forth by state law as well as alcohol and drug use rules issued by the Village.
- m) Installation and/or use of any speed detection devices in Village owned vehicles are prohibited except as required for law enforcement vehicles.
- n) Village vehicles may not be used to transport hitchhikers, jump-start vehicles or provide other vehicle services unless required by job duties or an emergency.
- o) Each Department Head will be responsible for ensuring that all of their employees who drive Village vehicles are aware of the provisions of the Vehicle Usage policy. This information may be conveyed in department work rules, vehicle usage logs, the Vehicle Usage Agreement (Attachment 2) or other administrative method as deemed appropriate by the Department Head.

Pre-Operation Inspection

- a) An employee who operates a Village vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle.
- b) Any defects that will affect safe operation of the vehicle will be promptly reported to the driver's Department Head or Designee.
- c) No employee may operate a Village vehicle in an unsafe condition.
- d) Any vehicle damage that is beyond normal wear and tear must be documented and reported to the employee's Department Head or Designee and The Village Administrator.

Operator's License

- a) A valid Wisconsin vehicle operator's license must be in the employee's possession at all times while operating a Village vehicle.
- b) In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid and in the possession of the driver.
- c) Any employee who operates a vehicle in the performance of official Village duties and whose operator's license is suspended or revoked must immediately report this information to the appropriate Department Head.

Parking and Garaging

- a) All Village vehicles should be parked or garaged in Village facilities which are nearest to either the location from which the normal driver or drivers are assigned to or the site or facility of actual use.

Take Home Vehicles

- a) The decision regarding assignment of Village vehicles allowed to be driven to and from work (commuting) must be upon recommendation of the employee's Department Head or Designee and considering the best interests of the Village and must be approved by the Village Administrator for short-term, specific uses, e.g. out-of-town training or conferences, and subject to Village Board approval for long-term daily use.
- b) Personal use of any assigned vehicle is restricted to commuting miles only except for *de minimus* use. *De minimus* means infrequent and irregular, which is further defined as no more than one time per month, or twelve times per year, on weekdays within Village limits.
- c) Requests for assignment of vehicles to be taken home must follow the same application, review and approval process as detailed in Section 7.1.
- d) When the Village Board has authorized an employee to use a Village vehicle for commuting purposes, the employee is required to follow Internal Revenue Service (IRS) regulations.
- e) Employees assigned Village vehicles that may be used for commuting purposes must submit usage reports on a monthly basis to their respective Department Head.
- f) No reimbursement to the Village may be made if the Village Board of Trustees has not determined that the parking or garaging of a Village vehicle at an employee's home is for the benefit of the Village.
- g) Village vehicles that are taken home overnight must be locked and secured in the responsible employee's driveway or other designated parking space which is in close proximity to the employee's residence.
- h) When an employee is on vacation or leave, his/her assigned vehicle should be made available for use by the respective department when practical.

Limitation on Usage

- a) Use of any Village vehicle is limited to Village Business unless approved by the Village Administrator.

Out of Town Travel and Meeting Attendance

- a) With Department Head approval, an employee may take a Village vehicle home prior to leaving for an out-of-town trip, attending a late evening or early morning meeting (or after returning from such trips/meetings) which would require a return to the work place outside of normal working hours.
- b) The employee may use the Village vehicle only for travel necessary to accomplish official Village business.

Trailers and Towing

- a) A driver whose vehicle is towing a trailer or other equipment must assure that the trailer hitch is securely latched, adequate for the load being towed, properly installed on the towing vehicle and that safety chains are properly attached.

- b) The driver must insure that the trailer or other towed equipment is supplied with proper lighting including brake lights, turn lights and running lights.

Leased or Rented Vehicles

- a) When it is necessary for a Village employee to use a short-term rental vehicle for Village business, the employee must purchase, at the Village's expense, optional comprehensive and collision damage coverage through the renting agency at the time the vehicle is rented.
- b) Long term leases will be insured through the Village's insurance program upon written notification of the lease to the Village Administrator.

Parked Vehicle

- a) Any vehicle left unattended must be legally parked in a designated parking space.
- b) Vehicles responding to emergency situations or those parked at job sites should be parked with due regard to safety and security considerations.
- c) Village vehicles not taken home must be secured in Village parking lots during non-working hours.
- d) When it is necessary to leave a vehicle at a job site overnight, the operator must insure the vehicle is parked and secured in an area that provides reasonable security.

Parking, Traffic Tickets and Locksmith Charges

- a) Village vehicle users are responsible for any parking or traffic tickets received while using a Village vehicle.
- b) Fines issued for expired vehicle registrations on Village-owned vehicles will be paid or reimbursed by the Village.
- c) The user is also responsible for any cost incurred as a result of locking keys in a vehicle or losing the vehicle's keys.

Use of Safety Restraints

- a) All Village vehicles must be equipped with seat belts and all occupants of Village vehicles must properly wear seat belts when the vehicle is in operation and when so equipped.
- b) The operator of construction, excavation and other off road equipment must use the occupant restraint system any time the vehicle is in operation.
- c) Employees are prohibited from removing, deactivating, modifying or otherwise altering any occupant restraint system installed by the manufacturer unless approved or instructed by the manufacturer.

Personally Owned Vehicles Used for Village Business

- a) The Village's liability insurance program provides limited coverage for employees while operating personally owned vehicles to conduct Village business. This coverage is limited to protection from claims made against the Village and the employee while operating in the course of employment. The Village's liability insurance coverage is excess over the employee's personal automobile liability insurance.
- b) The Village does not provide insurance coverage for physical damage to an employee's privately owned vehicle. Employees who use personally owned vehicles for Village business should confirm that their personal auto insurance policy provides coverage for this use.

- c) Employees who transport Village clients in their own vehicles and whose vehicle suffers damage during the transport may be eligible for partial reimbursement for damages.
- d) The employee must carry insurance coverage on the vehicle and proof of insurance must be provided prior to reimbursement payment.
- e) Damages will be covered to the amount of the deductible or five hundred dollars (\$500.00), whichever is less.
- f) Coverage is limited to incidents that occur while the employee is using his/her vehicle for official, authorized Village business.
- g) In the event of a vehicular accident, the employee must submit a police report.
- h) The employee must submit to his/her Department Head, a signed explanation of the damages that are not reportable to the police and a dated receipt for repairs, cleaning, etc.
- i) Department Heads will submit a recommendation for reimbursement to The Village Administrator. Any reimbursements will be paid from the Vehicle Physical Damage fund and an annual report of all reimbursements will be prepared.
- j) The Village will reimburse employees for actual necessary and reasonable mileage expenses incurred while on official authorized Village business. Commuting expenses between an employee's residence and his/her normal place of employment are not reimbursable. All travel must be authorized by the Department Head to be reimbursable. Mileage reimbursement will be equal to that authorized by the IRS for use of an employee's personal vehicle while on authorized business. (Example: miles x IRS rate less fuel purchased on Village credit card = reimbursable amount)
- k) Motorcycles, mopeds, bicycles, all-terrain vehicles and other similar type methods of transportation are prohibited from use for Village business travel purposes.

Public Works Vehicles

- a) All Village employees in the Department of Public Works are instructed to refer to their departmental Vehicle Operation and Repair resources regarding the operation of Public Works Department vehicles.

Law Enforcement Vehicles

- a) Police Department personnel must comply with all applicable departmental rules and policies concerning the use of department vehicles.

Accident Reports

- a) Any accident involving a Village owned, rented, leased or privately owned vehicle used in the performance of Village business is to be handled as follows:
 - 1st Summon medical care for any injured parties.
 - 2nd Notify appropriate law enforcement authorities and cooperate fully with the investigation.
 - 3rd Notify employee's Department Head or Designee. The Department Head should notify the Village Administrator as soon as possible.
- b) The Department Head is responsible for initiating the department investigation of the accident, preparing a statement detailing the accident, securing repair estimates for Village vehicles and recommending any follow-up preventative actions.
- c) When the Village driver is determined to be at fault in a vehicle accident, the Department Head or Designee may recommend disciplinary action subject to review.

Qualified Non-Personal Use Vehicles

- a) Clearly marked police and fire vehicles - a vehicle that a police officer or fire fighter who is always on call must use for commuting. The governmental unit prohibits any personal use (other than commuting) of the vehicle outside the limit of the police officer's arrest powers or the fire fighter's obligation to response to an emergency. A police or fire vehicle is clearly marked if, through a painted symbol or words, it is easy to see the vehicle is a police or fire vehicle. A marking on a license plate is not a clear marking for this purpose.
- b) Unmarked vehicles used by law enforcement officers if the use is officially authorized - Personal use must be necessary to help enforce the law, such as being able to report directly from home to a stakeout site or to an emergency. Use for vacation or recreation trips cannot qualify as an authorized use.

Interlock Devices

- a) If a Village vehicle is required to have an interlock device installed, the employee responsible for causing the installation shall be responsible for paying the cost of such installation, as well as being subject to disciplinary action up to and including termination.

Vehicle Use Agreement

Please print or type:

Driver Name – First, Middle, Last Driver License Number State

Department Birth Date Work Telephone

PROVISIONS

All Vehicles

1. The provisions of this agreement are applicable to all Village of Mukwonago employees.
2. I currently possess a valid Wisconsin driver license or a commercial driver license ((CDL) and will immediately notify my Department Head whenever my license is revoked, restricted or suspended.
3. I understand the Village may request my driving record from the WI Dept. of Transportation.
4. I understand only Village employees are authorized to operate Village vehicles.
5. I understand Village vehicles may be used to transport individuals employed by firms or governmental entities for the purpose of ridesharing/carpooling to a Village sanctioned meeting or event.
6. I understand family members cannot be transported in Village vehicles unless authorized by Department Head, or Designee.

Squad Cars

1. I will comply with the Vehicle Use Policy and the additional provisions specifically pertaining to the law enforcement vehicles.

Personal Use Restrictions - All Village Owned Vehicles

Personal use is permitted only for personally assigned vehicles and limited to commuting miles and *de minimus* use. Commuting miles are defined as travel from home to your permanent work site and from the permanent work site to your home.

CERTIFICATION

I certify I have read and understand the Village of Mukwonago Vehicle Use Policy and will adhere to all provisions.

Driver Signature Date

Department Heads: Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

Vehicle Use Agreement – Personally Assigned Vehicles

Please print or type:

Driver Name – First, Middle, Last Driver License Number State

Department Birth Date Work Telephone

PROVISIONS

All Vehicles

1. The provisions of this agreement are applicable to all Village of Mukwonago employees.
2. I currently possess a valid Wisconsin driver license or a commercial driver license and will immediately notify my Department Head or Designee whenever my license is revoked, restricted or suspended.
3. I understand the Village may request my driving record from the WI Dept. of Transportation.
4. I understand only Village employees are authorized to operate Village vehicles.
5. I understand Village vehicles may be used to transport individuals employed by firms or governmental entities for the purpose of ridesharing/carpooling to a Village sanctioned meeting or event.
6. I understand family members cannot be transported in Village vehicles unless authorized by the Department Head, or Designee.

Personally Assigned Vehicles

1. I will maintain accurate records of all business miles or daily commutes.
2. I understand assigned take home vehicles are restricted to commuting use only, except for *de minimus* use.
3. I will submit my Personal Use of Village Vehicle report monthly.

Squad Cars - I will comply with the Vehicle Use Policy and the additional provisions specifically pertaining to the law enforcement vehicles.

Personal Use Restrictions

Commuting miles are defined as travel from home to your permanent work site and from the permanent work site to your home.

CERTIFICATION

I certify I have read and understand the Village of Mukwonago Vehicle Use Policy and will adhere to all provisions.

Driver Signature Date

Department Heads: Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

F. Village Hall Key Control Policy & Agreement Form

This policy is established to provide control, stability and direction for internal key and key card issuance to grant legitimate access to Village personnel and elected officials, monitor and track status changes to allow or restrict access as appropriate.

Keys are issued to individuals by the Village Clerk-Treasurer and/or designee. Any individual losing a key must notify their Department Head or immediate supervisor immediately to ensure against compromise of the system. Upon notice of the compromised area due to lost or stolen keys, the Clerk-Treasurer will replace all affected cores and reissue keys. Requests to re-issue keys shall be made in writing to the Clerk-Treasurer.

Key Receipt Agreement

I, hereby acknowledge the receipt of the key(s) described below. I understand that the key(s) issued are the property of the Village of Mukwonago and are not to be duplicated in any form or loaned to anyone. I agree that it is my responsibility to promptly report any loss or theft of said key(s) and said key(s) are to be returned upon request or when my need for them no longer exists.

Employee Name:	
Key Identifier:	
Issued By:	
Signature:	

VII. HANDBOOK RECEIPT

This Handbook has been prepared to help employees become familiar with Village policies. The Village may change, amend or delete some of the policies, procedures and benefits contained in this Handbook at any time, with or without notice.

The language in this Handbook is not intended to create, nor is it to be construed to constitute, an agreement or contract of employment, expressed or implied, for any length or period of time between the Village and any one or all of its employees. Nor is this Handbook intended to constitute a promise of any benefits to any Village employee, rather, it is a summary of some Village policies.

The Village does not guarantee any employee continued employment for any definite period of time. Village employees are employees "at will," meaning either the Village or the employee may terminate the employee's employment at any time for any reason, with or without cause and with or without notice. No person employed by the Village, except the Village Administrator, with approval of the Village Board, has authority to enter into an agreement with any employee for employment for a specific period of time. Any such agreement must be in writing and approved by the Board.

I, _____, acknowledge I have received and read the Village of Mukwonago Employee Handbook and understand the provisions contained therein. I understand the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the Village at any time, with or without prior notice.

I understand that I am required to provide current emergency contact information to be maintained in the Village's payroll system. I have verified the emergency contact information is current and accurate.

I understand this employee handbook supersedes any previous handbook or policies I may have received, making them void.

I further understand the Village's Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand, as a non-represented employee, my employment is "at-will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and, if at will, my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

Employee Signature

Date

Department Head Signature

Date

NOTE: One copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Employee Handbook.

(Intentionally blank)

VII. HANDBOOK RECEIPT

This Handbook has been prepared to help employees become familiar with Village policies. The Village may change, amend or delete some of the policies, procedures and benefits contained in this Handbook at any time, with or without notice.

The language in this Handbook is not intended to create, nor is it to be construed to constitute, an agreement or contract of employment, expressed or implied, for any length or period of time between the Village and any one or all of its employees. Nor is this Handbook intended to constitute a promise of any benefits to any Village employee, rather, it is a summary of some Village policies.

The Village does not guarantee any employee continued employment for any definite period of time. Village employees are employees "at will," meaning either the Village or the employee may terminate the employee's employment at any time for any reason, with or without cause and with or without notice. No person employed by the Village, except the Village Administrator, with approval of the Village Board, has authority to enter into an agreement with any employee for employment for a specific period of time. Any such agreement must be in writing and approved by the Board.

I, _____, acknowledge I have received and read the Village of Mukwonago Employee Handbook and understand the provisions contained therein. I understand the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the Village at any time, with or without prior notice.

I understand that I am required to provide current emergency contact information to be maintained in the Village's payroll system. I have verified the emergency contact information is current and accurate.

I understand this employee handbook supersedes any previous handbook or policies I may have received, making them void.

I further understand the Village's Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand, as a non-represented employee, my employment is "at-will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and, if at will, my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

Employee Signature

Date

Department Head Signature

Date

NOTE: One copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Employee Handbook.

VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES

RESOLUTION NO. 2023-52

A RESOLUTION APPROVING THE INTERGOVERNMENTAL AGREEMENT FOR THE PROVISION OF MUNICIPAL SEWER AND MUNICIPAL WATER UTILITY SERVICE IN AN AREA SUBJECT TO DEVELOPMENT, BETWEEN THE VILLAGE OF VERNON AND THE VILLAGE OF MUKWONAGO.

WHEREAS, MUKWONAGO and VERNON are authorized under Wis. Stat. § 66.0301 (2) to contract with each other and form an intergovernmental agreement for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law, including, but not limited to water and sewer services; and

WHEREAS, there has been proposed a new development of single-family residences, known as the Hein Development, that would take place within the boundaries of both MUKWONAGO and VERNON; and

WHEREAS, both MUKWONAGO and VERNON recognize this project as promoting the welfare of each of their respective communities; and

WHEREAS, because the completed development will be in both communities, each community desires to set uniform standards in the area of development, which includes the furnishing of water and sewer services to all properties within the Hein Development; and

WHEREAS, VERNON, which does not have a water or sewer utility, wishes to have the VERNON residents in the Hein Development area served directly by MUKWONAGO'S water and sewer utility, and billed as direct retail customers of MUKWONAGO'S water and sewer utility; and

WHEREAS, MUKWONAGO has determined that serving the properties in the Hein Development in this manner may benefit the financial health of its water and sewer utilities by increasing the customer base by having non-Mukwonago property owners helping to pay a portion of the capital costs; and

WHEREAS, VERNON agrees to cover all costs associated with expansion of the existing Mukwonago water and sewer utilities to serve the new properties in VERNON, including but not limited to installation and expansion of all pipes, sewer lines, water and sewer facilities, an associated equipment and installation related expenses, including but not limited to engineering services associated therewith, and

WHEREAS, the proposed document is attached as EXHIBIT A.

NOW THEREFORE BE IT RESOLVED, the Village of Mukwonago Board of Trustees hereby approves the Intergovernmental Agreement for the provision of municipal sewer and

municipal water utility service in an area subject to development, between the village of Vernon and the Village of Mukwonago.

Adopted and Approved this 18th day of October 2023.

APPROVED:

Fred H. Winchowky, Village President

ATTESTATION:

Diana Dykstra, MMC
Village Clerk-Treasurer



**INTERGOVERNMENTAL AGREEMENT FOR THE PROVISION OF
MUNICIPAL SEWER AND MUNICIPAL WATER UTILITY SERVICE IN AN
AREA SUBJECT TO DEVELOPMENT, BETWEEN THE VILLAGE OF
MUKWONAGO AND THE VILLAGE OF VERNON**

This AGREEMENT is entered into this day of by and between the Village of Mukwonago, organized and existing under the laws of the State of Wisconsin with principal offices at 440 River Crest Court, Mukwonago, Wisconsin, ("MUKWONAGO") and the Village of Vernon, a Municipal Corporation organized and existing, under the laws of the State of Wisconsin with principal offices at W249S8910 Center Drive, Big Bend, Wisconsin, ("VERNON"), as follows:

RECITALS

WHEREAS, MUKWONAGO and VERNON are authorized under Wis. Stat. § 66.0301 (2) to contract with each other and form an intergovernmental agreement for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law, including, but not limited to water and sewer services; and

WHEREAS, there has been proposed a new development of single-family residences, known as the Hein Development, that would take place within the boundaries of both MUKWONAGO and VERNON; and

WHEREAS, both MUKWONAGO and VERNON recognize this project as promoting the welfare of each of their respective communities; and

WHEREAS, because the completed development will be in both communities, each community desires to set uniform standards in the area of development, which includes the furnishing of water and sewer services to all properties within the Hein Development; and

WHEREAS, VERNON, which does not have a water or sewer utility, wishes to have the VERNON residents in the Hein Development area served directly by MUKWONAGO'S water and sewer utility, and billed as direct retail customers of MUKWONAGO'S water and sewer utility; and

WHEREAS, MUKWONAGO has determined that serving the properties in the Hein Development in this manner may benefit the financial health of its water and sewer utilities by increasing the customer base by having non-Mukwonago property owners helping to pay a portion of the capital costs; and

WHEREAS, VERNON agrees to cover all costs associated with expansion of the existing Mukwonago water and sewer utilities to serve the new properties in VERNON, including but not limited to installation and expansion of all pipes, sewer lines, water and sewer facilities, an associated equipment and installation related expenses, including but not limited to

engineering services associated therewith,

NOW THEREFORE, in consideration of the following mutual covenants and conditions, VERNON and MUKWONAGO agree as follows:

A. GENERAL TERMS

1. MUKWONAGO shall promptly apply to the Public Service Commission of Wisconsin (PSC) pursuant to Wis. Administrative Code PSC 184.03 for authorization to construct municipal water facilities and initiate service in VERNON. Installation of municipal water facilities and provision of water service to the Hein development in VERNON are contingent upon MUKWONAGO receiving authorization from the PSC and shall not commence until such authorization is obtained.
2. VERNON shall pay the cost of the initial installation of municipal water and municipal sewer system improvements and associated appurtenances, including but not limited to design, construction management, obtaining necessary approvals (including extensions of MUKWONAGO'S service areas) and acquisition of easements, material costs associated with any needed changes in the sizing of Mukwonago's existing utility lines to serve the new properties in VERNON necessary to serve the Hein development. In the event it becomes necessary to acquire easements within Mukwonago necessary to provide service exclusively for the benefit of VERNON, MUKWONAGO may exercise its powers of eminent domain, but if it declines to do so, MUKWONAGO authorizes VERNON to exercise its powers of eminent domain under Wis. Stat. § 32.02(1). All costs associated with the acquisition of easements within Mukwonago necessary to provide service exclusively for the benefit of VERNON shall be borne by VERNON. All easements obtained by VERNON for the water and sewer systems shall include language authorizing MUKWONAGO'S utilities to utilize the easements to install, operate, maintain, supplement, repair, enlarge, reconstruct, relocate, inspect and/or extend underground facilities, pipeline or pipelines with valves, hydrants, tie overs, main laterals and service laterals, together with all necessary and appurtenant equipment and including cathodic protection apparatus used for corrosion control, as deemed necessary by MUKWONAGO, for the operation of the system(s).
3. All new municipal water and municipal sewer system improvements shall be consistent with MUKWONAGO Village Code and Utility specifications, all applicable State and Federal regulations, and must be approved by the MUKWONAGO engineering department and utilities before installation.

B. SERVICE AREA AND CAPACITY

1. Subject to the terms of this Agreement, to any physical or geographic (elevation) limitations, and VERNON and/or MUKWONAGO obtaining all necessary approvals from third-party regulatory agencies, MUKWONAGO shall provide sanitary sewer and municipal water service to the lands contained within the portion of the Hein Development that fall within the existing boundaries of the Village of Vernon. (The parties will affix a final plat of the Hein Development delineating community boundaries upon finalization and submission of said

plat.) (the "VERNON Service Area"). Nothing in this Agreement obligates MUKWONAGO to ever expand its water and sewer utility service area to serve any other VERNON properties, or properties in any other community.

2. MUKWONAGO shall provide sanitary sewer service to the VERNON Service Area solely for domestic strength wastewater.
3. MUKWONAGO shall install appropriately sized water meters at each residence's connection point to its lateral, and these meters shall be maintained by MUKWONAGO consistent with its meter maintenance policies.

C. SANITARY SEWER SERVICE

1. The VERNON Service Area shall be served by a sanitary sewer main that will be extended from an existing MUKWONAGO main.
2. MUKWONAGO shall own, operate, and maintain the sanitary sewer system located within VERNON boundaries. VERNON shall be responsible for costs associated with planning, designing and construction of improvements or other changes to MUKWONAGO'S sewerage system downstream of the connection point as needed to provide service to any MUKWONAGO'S service areas, including any interceptor connection to MUKWONAGO'S sewerage system, to the extent that such new system facilities are required to adequately provide service to VERNON.
3. Any proposed additional or substitute connection point(s) to MUKWONAGO'S sanitary sewer system must be approved by MUKWONAGO.
4. All state and local regulations regarding separation and elimination of clearwater from sanitary wastes shall be strictly adhered to and enforced by both parties.
5. VERNON hereby agrees to comply with Chapter 86 of MUKWONAGO'S Municipal Code, now in existence or enacted or amended at any time during the existence of this Agreement or any extension thereof. In the event it has not done so to date, VERNON shall adopt, within 60 days of the effective date of this Agreement, a sewer use ordinance substantially in conformance with Chapter 86, Division 2 ("Connection to Wastewater Works") of MUKWONAGO'S Municipal Code and all other applicable state, county, or regional rules. Such ordinance shall require all VERNON users of MUKWONAGO'S system to comply with all applicable ordinances, rules and regulations of MUKWONAGO, and VERNON shall strictly enforce said regulations.
6. The parties agree that MUKWONAGO shall have the right to inspect all users within the VERNON Service Area and if, from any inspection, it is determined by MUKWONAGO that any deleterious waste is improperly entering the system, or that either VERNON or a user are violating any ordinance, rule or regulation or this Agreement, the user and VERNON will be notified in writing and shall be required to cease and desist such discharge immediately in the

case of deleterious waste and within five (5) days if some other violation. In the event VERNON and/or user fail to take corrective action (or in the alternative to satisfactorily assure MUKWONAGO that corrective action will be taken within a specified period of time), MUKWONAGO may pursue any and all remedies available to achieve compliance.

7. Sewer Service Connections

- a. No permit for any additional connection to MUKWONAGO'S collection system shall be issued without prior written notice to MUKWONAGO. VERNON agrees that it will ensure that no permits are issued for any improvement involving new connections to the sewerage system unless the applicant first pays all applicable fees and the aforementioned written notice is given to MUKWONAGO. VERNON shall pay a contract connection charge equal to the sewer impact fee and sewer connection fee charged by MUKWONAGO for new connections in MUKWONAGO.
- b. All installations of residential connection laterals shall be approved by MUKWONAGO'S designated inspector and installed by a licensed plumber. Upon issuance of an installation permit, VERNON'S inspector shall forward a copy of the permit to MUKWONAGO. In addition, VERNON'S inspector shall advise MUKWONAGO by e-mail or telephone of the location and date of construction of each lateral. This notification by VERNON to MUKWONAGO shall be given no later than 24 hours prior to the date of construction. MUKWONAGO may conduct spot inspections to determine compliance with MUKWONAGO requirements. VERNON shall collect MUKWONAGO'S fees associated with these services and forward the fees promptly to MUKWONAGO.
- c. After each connection is completed, VERNON shall provide MUKWONAGO with a compliance report certified by VERNON'S plumbing inspector that the connection was inspected and was made in accordance with all state and local regulations. All building connection laterals shall be installed by a plumber licensed by the State of Wisconsin. VERNON shall also have the right to inspect any work performed relating to water service connections. All connections to the system shall meet the requirements of Chapter 86 of the Municipal Code of MUKWONAGO.

8. Sewage Treatment Rates

- a. MUKWONAGO and VERNON have discussed and agree that the initial sewer rates will be set at the then current rates charged to MUKWONAGO ratepayers.
- b. Changes to rates for service shall be adopted by resolution of the Village Board as established in the MUKWONAGO Municipal Code, and shall be on a reasonable and non-discriminatory cost of service basis.

D. WATER SERVICE

1. MUKWONAGO shall own, operate, and maintain the municipal water system located

within the VERNON boundaries.

2. Water Service Charges.

- a. MUKWONAGO and VERNON have discussed and agree that MUKWONAGO shall serve the VERNON residents as "Retail Customer(s)". Rates to be paid by the end-user(s) in the VERNON Service Area shall be the same as those set by the PSC for MUKWONAGO customers.
- b. Changes to rates for service shall be as established by the PSC.
- c. The water user charge volume shall be determined as metered at the user's residence.

3. Water Connections

- a. No permit for any additional connection to MUKWONAGO'S water system shall be issued without prior written notice to MUKWONAGO. VERNON agrees that it will ensure that no permits are issued for any improvement involving new connections to the water system unless the applicant first pays all applicable fees and the aforementioned written notice has been given to MUKWONAGO. VERNON shall pay a contract connection charge equal to the water impact fee charged by MUKWONAGO for new connections in MUKWONAGO.
- b. All installations of residential connection laterals shall be approved by MUKWONAGO'S designated inspector and installed by a licensed plumber. Upon issuance of an installation permit, VERNON'S inspector shall forward a copy of the permit to MUKWONAGO. In addition, VERNON'S inspector shall advise MUKWONAGO by e-mail or telephone of the location and date of construction of each lateral. This notification by VERNON to MUKWONAGO shall be given no later than 24 hours prior to the date of construction. MUKWONAGO may conduct spot inspections to determine compliance with MUKWONAGO requirements. VERNON shall collect MUKWONAGO'S fees associated with these services and forward the fees promptly to MUKWONAGO.
- c. After each connection is completed, VERNON shall provide MUKWONAGO with a compliance report certified by VERNON'S plumbing inspector that the connection was inspected and was made in accordance with all state and local regulations. All building connection laterals shall be installed by a plumber licensed by the State of Wisconsin. VERNON shall also have the right to inspect any work performed relating to water service connections. All connections to the system shall meet the requirements of Chapter 86 of the Municipal Code of MUKWONAGO and Schedule X-1 of MUKWONAGO'S water rate tariff as filed with the PSC.

E. **BILLING DATES AND PROCEDURES FOR SEWER AND WATER-
PAYMENT TERMS**

1. MUKWONAGO will provide wastewater treatment and collection operation and maintenance services and water services to the VERNON Service Area and the users of those utilities shall be liable for payment for all charges relating to these services. MUKWONAGO shall bill the users for all charges on a cycle consistent with their billing of MUKWONAGO utility customers. All invoices shall be paid in full within their prescribed amount of time after the date of billing, and if not so paid, the account(s) shall be considered delinquent. Payments received by MUKWONAGO after the said date may be subject to a late payment charge as determined by MUKWONAGO.
2. VERNON shall place delinquent charges on property tax bills at the request of MUKWONAGO. MUKWONAGO shall notify VERNON of all delinquent bills on or before October 15, annually. VERNON shall forward all collections on delinquent charges obtained through the tax bills to MUKWONAGO within 30 days of receipt.
3. To the extent it is deemed necessary by MUKWONAGO, VERNON shall cooperate with MUKWONAGO in providing any disconnection notices that need to be provided to utility customers in VERNON.

F. DISPUTES

1. At least sixty (60) days before initiating dispute resolution to enforce this Agreement, the party contemplating such dispute resolution shall notify in writing the other party and request a meeting to discuss and resolve the matter in contention. Prior to initiating any dispute resolution, all outstanding charges due and owing shall be satisfied. The party receiving such notification shall make itself available at reasonable times and places for such discussions and attempted resolution. The parties represent that they will each make a good faith effort to resolve any disputes that may arise between them. This procedure for dispute resolution shall not apply to emergency or exigent circumstances.
2. Upon failure of either party to comply with the terms and provisions of this Agreement, or with any rules and regulations set forth by the Wisconsin Department of Natural Resources or United States Environmental Protection Agency or other authorities who have legal jurisdiction in these matters, the aggrieved parties may sue in any court of competent jurisdiction for declaratory judgment or other relief as may be provided by law. The prevailing party in any such litigation shall recover its reasonable attorney fees and costs from the other party.
3. The rights and obligations of VERNON and its users shall include those set forth in Wis. Stat. § 66.082 1.

G. EFFECTIVE DATE

The Effective Date of this Agreement shall be _____, _____, 2023.

H. TERM OF CONTRACT

This Agreement shall be evaluated for renewal once every 20 years to address any significant

changes and/or unforeseen events or circumstances.

I. EFFECT OF AGREEMENT

MUKWONAGO and VERNON recognize that this Agreement is the product of a unique set of circumstances. Accordingly, it is mutually acknowledged that many of the provisions contained herein are unique unto themselves and should not be seen as precedent for any future agreement between MUKWONAGO and other entities.

J. SEVERABILITY

If a court of competent jurisdiction declares any clause, provision, or section of this Agreement invalid, the invalidity of such clause, provision or section shall not affect the remaining provisions.

K. FORCE MAJEURE

If either party shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure material, failure of power, restrictive governmental laws or regulations, riots, insurrection, war or other reason of a like nature not the fault of the party, the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

L. NO THIRD-PARTY BENEFICIARIES

This Agreement is intended solely for the benefit of VERNON and MUKWONAGO, and no third party (other than successors and permitted assigns) shall have any rights or interest in any provision of this Agreement, or as a result of any action or inaction of the parties in connection therewith.

M. ENTIRE AGREEMENT; AMENDMENT

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof. There are no restrictions, promises, warranties, covenants, or undertakings other than those expressly set forth in this Agreement, and this Agreement supersedes all prior negotiations, agreements and undertakings between the parties with respect to the subject matter hereof. All Exhibits referenced herein are attached hereto and incorporated herein by this reference. No waiver, amendment, modification, or variation in the terms of this Agreement shall be valid unless in writing and signed by both parties.

THIS AGREEMENT shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns, or such public boards committees, commissions or entities as shall succeed substantially to the rights, powers, and duties of the Parties hereto respectively.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of MUKWONAGO pursuant to a motion adopted by the Village Board on the ____ day of _____2023.

Fred Winchoski, Village President, Board of Trustees

Countersigned:

Diana Dykstra, Village Clerk-Treasurer

IN WITNESS WHEREOF, this Agreement has been executed on behalf of VERNON pursuant to a motion adopted by the Village Board on the ____ day of _____2023.

Karen Schuh, Village President, Board of Trustees

Countersigned:

Brad Calder, Village Clerk-Treasurer



Agenda Cover Report

Date: 10/16/2023	Committee/Board: Joint Protective Services
Submitted by: Chief Jeffrey Stien	Department: Fire
Date of Committee Action: 10/16/2023	Date of Village Board Action: 10/18/2023

Subject:

Policy Revisions #11, 31, 34. Highlighted yellow are changes and additions, highlighted red are deletions.

Executive Summary:

Annual review and updates for promotional process

Fiscal Impact:

None

Executive Recommendation/Action:

Recommendation approval of Policies as revised

☐ **Attachments Included:**

- Policy 11 – Shift Operations r13
- Policy 31 – Tuition Reimbursement r2
- Policy 34 – Promotional Procedures r2

		MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURES	
Duty Company Shift Operations		Approved by: Chief Jeffrey R. Stien	
POL #11	Draft Date: 3/1/00	Revision Date: 1/22/09, 4/28/09, 3/19/12, 5/6/13, 2/24/14, 11/13/14, 4/23/15, 01/20/2021, 09/05/2023	Effective Date: 05/06/13, 2/24/14, 11/13/14, 4/23/15, 01/20/2021

PURPOSE: To establish procedures for maximizing fire fighter and EMS personnel safety when responding and dealing with emergency medical calls.

SCOPE: This procedure is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the Chief of the Department who will be responsible for the results of any deviation.

- A. **Duty Company The Shift** make-up will consist of a Chief Officer, Captain and/or Lieutenants, and a combination of Firefighters and EMT's. **The on-duty full-time staff will also respond with the duty company that is on call.**
- B. The Company Officer will take charge of the company. He/she will assist the members with knowledge of the equipment and their driving skills, will oversee personnel scheduling training and maintaining the company's integrity.
- C. **Duty company The Shift** responsibilities are to cover EMS calls, motor vehicle accidents, grass fires, motor vehicles fires, investigation calls (fire and CO alarms), and service calls.
 - a. **Probationary Members:**
 - i. **No certifications- Part-time Staff** On every 6 days 1800-0600hrs, highly encouraged to respond to calls and be at station on weekends to know staff and apparatus inventory.
 - ii. **Any certification- (Fire or EMS)- Part-time Staff** on every 3 days 1800-0600hrs and respond to any call.
- D. Training for the **Duty Company the Shift** will be completed monthly, having a lesson plan available to the Captain/Lieutenant at the monthly Officers meeting. If a member of a **Duty Company the Shift** is not able to attend his/her own **duty company Shift** training for a particular month, he/she must make plans to attend a training of another **duty company Shift**.
- E. **Duty Companies The Shift** will provide coverage between the hours of 18:00 and 06:00 on weekdays and weekends of their scheduled day. Shifts are on a rotating schedule. **Duty Companies The Shifts** are strongly encouraged to provide coverage 06:00-06:00 on weekends.
- F. While on-call, members will remain or work 2 miles from the edge of the Village and/or the Town of Mukwonago. Staying at the station during the shift is an available option.

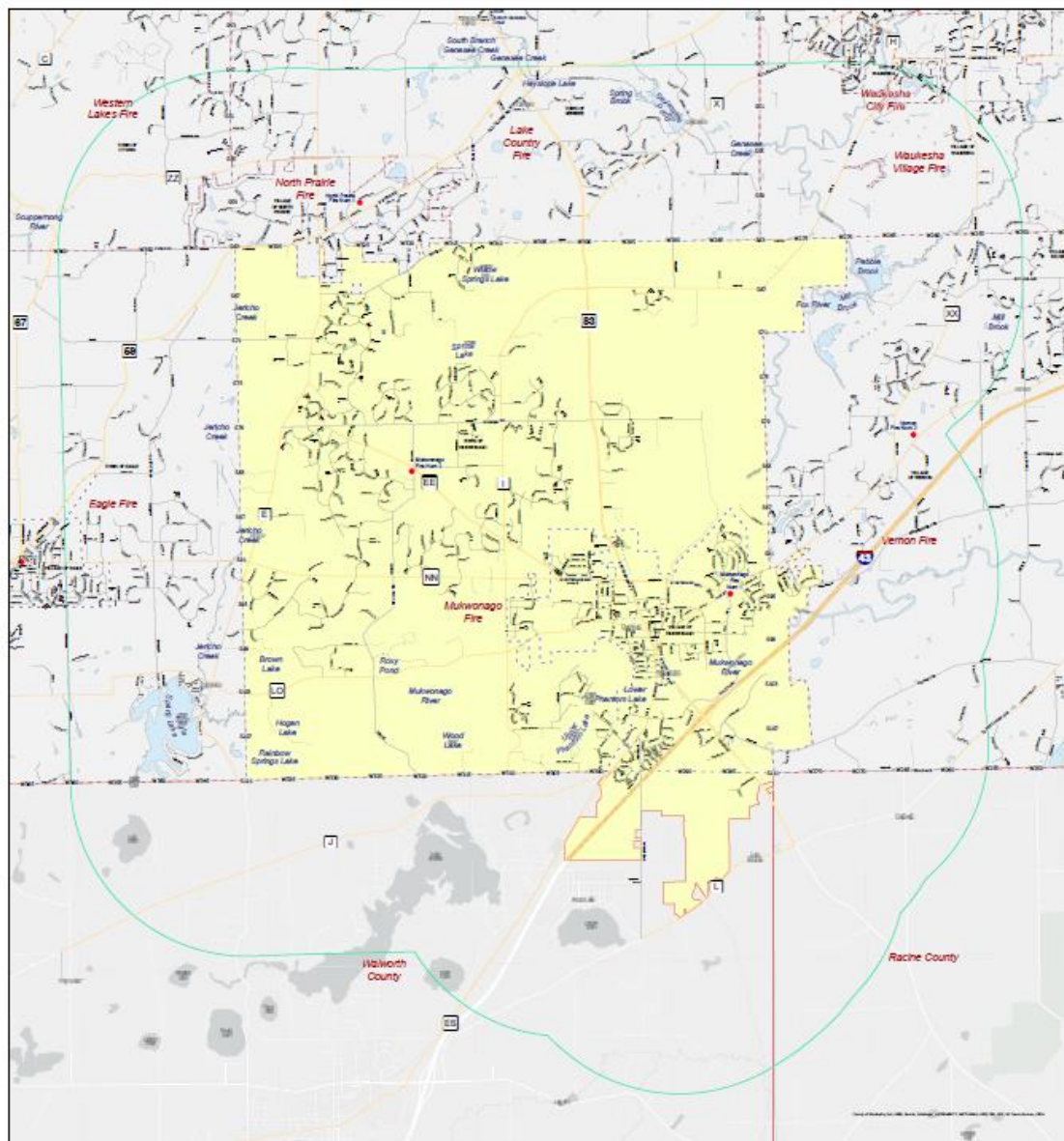
Memberships who live just outside the response area can request a variance in writing to the Fire Chief justifying the variance.

- G. Any members who are unable to respond must obtain coverage of equal or greater training. This coverage is based on the primary duties of the member at the **Duty Company** **the Shift** level. This includes Chief Officers, Captains, Lieutenants, MPO's, Firefighters, Firefighter/EMT's, EMT's and Probationary Members.
- H. When responding to standby requests individuals will respond to the station non-emergency.
- I. **Paid On Premise (POP) Daytime Position expectations but not limited to:**
- Coverage time is **0600-0600hrs** seven days a week on premises. **The shift can be split between 2- 12 hours shifts daytime and nighttime.**
 - Priority of the shift is emergency calls, apparatus checks, station duties, inspections, **public education events** and Chief requests.
 - **If the shifts are not filled by the week of, then the positions can be filled by either two EMT-P or higher or two EMTB/AEMT/I or higher.** All positions are cross trained unless otherwise authorized by the Chief.
 - When you report to work you will be showered, shaved, dressed and ready to respond to calls.
 - You will have time to relax, have breakfast and prepare for the 0745hrs Company meeting. Work time will start immediately following the Company meeting. Downtime is allowed daily at 1600hrs if all work is completed and there are no special requests. **The down time is a privilege and should not be expected.**
 - POC personnel will have priority when signing up for shifts **if they have completed the POP checklists and are on file.**
 - **You will work a minimum of six-hour blocks. If you are unable to work these six hour blocks you can get authorization from the Chief or designee with a reasonable explanation of why you are unable to work these blocks of hours.**
 - You can be put on a shift rotating schedule that does not exceed 48 hours in a pay period. You can sign up for additional shifts the week prior to the following week shift if it does not exceed 54hrs in a pay period, including all paid hours.
 - **If you sign up to have your shift start at 1200hrs it is expected that you have already had your lunch and are coming in to start working.**
 - If you cannot fulfill your shift, you are responsible to get your own replacement coverage unless otherwise authorized by the **Duty Officer or** Chief **or designee.**
 - If there is an open shift and you do not have permission to sign up for that shift you can contact your Duty Officer within 24 hours of the shift, and they can schedule you (ex. You are a AEMT and you want to fill an open EMT-P shift)
 - You will work a minimum average of 24 hours a pay period.
 - You will attend fire training the first week of the month, this can be nighttime or if there is a daytime training that is acceptable.

- You will attend one EMS training a month, BLS if you are an EMT-B/AEMT and ALS training if you are an EMTI or higher. If there is special training, we want you to attend you will be informed of that training the same month. You will stay current with your EMS training and assignments.
- Any EMT-P fill in for 3488 shifts will be paid at the POP/PT rates.
- In the event there is no Duty Officer on the schedule an additional POP shift will be available for that period
 - i. Priority given to Paramedic status.

J. Scheduling Procedure

- The Chief or designee will be responsible for scheduling POP/PT. during the week and the Duty Officer will schedule the weekend shifts.
- Submit availability for POP shifts on Crew Sense by the 15th of the month for the coming month's shifts. Example, submit October's availability by September 15th. The Chief or designee will then assign POP shifts on the 15th of that month for the next month's shifts. If the shift is unfilled after the 15th and you want that shift, please call/text/email the Chief or designee to be placed on that shift.



Mukwonago Fire Dept w/ 2 Mile Buffer

Street Centerlines
Interstate
Interstate
Ramp
US

State
County
Local Major
Local
Private

City Division
Boundaries
Mukwonago
Fire

Other Fire
Agencies
Two Mile
Buffer



Prepared by the Waukesha County
Land Information Office
Jan 2021

		MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURES	
Tuition Reimbursement		Approved by: Chief Jeffrey R. Stien	
POL # 31	Draft Date: 08-30-12	Revision Date: 7/27/16, 09/19/2023	Effective Date: 9/24/12, 7/27/16

PURPOSE: The purpose of this policy is to outline expectations regarding reimbursement for tuition/books/fees for courses taken by personnel.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure rests with the Chief of the Department who will be responsible for the results of any deviation.

- A. In order to receive reimbursement for tuition/books/fees, personnel must receive a grade of B or higher for graded courses; a certificate/course completion letter for non-graded courses; or a license.
- B. Personnel must pay for all tuition/books/fees should they ***not*** successfully complete a course. Any practical or written retest will not be paid for by the department.
- C. Detailed receipts including date must be turned in along with an official copy of a transcript, certificate, course completion letter or license prior to any reimbursement of tuition/books/fees.
- D. The Mukwonago Fire Department will reimburse tuition, books and fees if books are returned to MFD for the following courses:
 - a. EMT-Basic d. FFI g. Insp I j. D/O-Pumper m. PADI Open Water
 - b. AEMT e. FFII h. FOI k. D/O-Aerial n. PADI Adv. Open
 - c. EMT-IV Tech f. Inst I i. FOII l. HM Ops o. Dive Rescue 1
- E. Personnel seeking reimbursement for any other course not listed above must have the course and amount of reimbursement approved by the Fire Chief or designee. Submit Training Request form to the Fire Chief or designee prior to registering for the course.

F. Classifications:

- a. **Probationary personnel:** Fire classes will be paid for at time of course by the department. EMS courses will be reimbursed by the department at the time of licensure or certification. If a probationary member leaves the department prior to completing their probation period, they will reimburse the department on a

pro-rated basis based on 18 months average probation. (Ex. 60 days of service out of the 547.5 days= $0.11 \times \$600$ costs= \$66.00. $\$600 - 66 = \534.00 repay to FD).

- b. **Personnel that have completed probation:** Fire classes will be paid for at time of course by the department. EMS courses will be reimbursed by the department at the time of licensure or certification. There is no financial obligation for an active member to reimburse the department if they were to leave for any cause due to their prior time commitment.

G. If a member leaves the department prior to two (2) years of active service, due to voluntary resignation or termination, after successful completion and certification then the member will reimburse the department on a prorated length of service for all EMS/Fire/ Dive courses. (Ex. Member has 60 days of service out of the 730 days= $0.08 \times \$600$ costs= \$48.00. $\$600 - 48 = \552.00 member to repay to FD)



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Promotional Procedures

Approved by: Chief Jeffrey R. Stien

POL #34

Draft Date:
1/31/2012

Revision Date: 03/22/12,
05/6/13, 09/05/2023

Effective Date: 05/06/13

PURPOSE: The purpose of this policy is to provide a standard, written source of department promotional procedures which will promote the effective and efficient operation of the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all officers and members of this department. It is the responsibility of all members to familiarize themselves with the promotional procedures.

Each of the job promotional procedures are outlined on the following pages. Each position will begin on a new page.

LIEUTENANT

Promotional Procedure

All department personnel applying for the position of Lieutenant shall submit a letter of intent along with a resume to the Fire Chief **or designee**. Resume must include educational and training experience, certifications or degrees received, and relative work experience.

Minimum Requirements:

1. 5 years minimum fire service experience **in the fire service**.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer I certification, or the ability to obtain within one **(1) year**.
following promotion to this position.
5. Current Wisconsin Fire Instructor I certification, or the ability to obtain within two **(2) years**.
following promotion to this position.
6. Current Wisconsin Driver Operator/Pumper or MPO certification or the ability to obtain within two **(2) years**. **following promotion to this position.**
7. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
 - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - b. Shall have attended a minimum of 18 fire and EMS training courses annually.
 - c. Shall have attended **or excused from**, 75% of the scheduled department business meetings.

Testing may include and not limited to:

Written Examination:

A written examination relative to the position of Lieutenant will be administered by the Chief or **his/her** designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

Oral Interviews:

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief **or designee**, which may include but not limited to current Officer(s) within the Mukwonago Fire Department, **current officer(s)** from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview. The oral interview will count for 30% of the total promotional process.

Performance Evaluation:

A performance evaluation will be completed by officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

Seniority Credit:

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed 1%
- 9-12 years completed 2%
- 13-16 years completed 3%
- 17-20 years completed 4%
- over 20 years completed 5%

Eligibility List:

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

Promotion to Lieutenant:

In the event of a Lieutenant's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Lieutenant they will be on a probationary status for 6 months.

Probation status for six (6) months from time of promotion

CAPTAIN

Promotional Procedure

All department personnel applying for the position of Captain shall submit a letter of intent along with a resume to the Fire Chief or designee. Resume must include educational and training experience, certifications or degrees received, and relative work experience.

Minimum Requirements:

1. 7 years minimum fire service experience to include 2 years as a Fire Officer and 2 years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer I certification.
5. Current Wisconsin Emergency Services Instructor I (aka. Fire Instructor I) certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one (1) year following promotion to this position.
8. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
 - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - b. Shall have attended a minimum of 18 fire and EMS training courses annually.
 - c. Shall have attended or excused from 75% of the scheduled department business meetings.

Testing may include and not limited to:

Written Examination:

A written examination relative to the position of Captain will be administered by the Chief or his/her designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination. The written examination will count for 30% of the total promotional process.

Oral Interviews:

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief or designee, which may include but not limited to current officer(s) within the Mukwonago Fire Department, current officer(s) from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview. The oral interview will count for 30% of the total promotional process.

Performance Evaluation:

A performance evaluation will be completed by officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

Seniority Credit:

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed 1%
- 9-12 years completed 2%
- 13-16 years completed 3%
- 17-20 years completed 4%
- over 20 years completed 5%

Eligibility List:

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

Promotion to Captain:

In the event of a Captain's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Captain they will be on a probationary status for 6 months.

Probation status for six (6) months from time of promotion

DEPUTY CHIEF

Promotional Procedure

All department personnel applying for the position of Deputy Chief shall submit a letter of intent along with a resume to the Fire Chief **or designee**. Resume must include educational and training experience, certifications or degrees received, and relative work experience.

Minimum Requirements:

1. 7 years minimum fire service experience to include three (3) years as a Fire Officer, and two (2) years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer **II** certification.
5. Current Wisconsin Emergency Services Instructor I (**aka. Fire Instructor I**) certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one **(1)** year following promotion to this position.
8. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
 - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - b. Shall have attended a minimum of 18 fire and EMS training **courses** annually.
 - c. Shall have attended **or excused**, 75% of the scheduled department business meetings.

Testing may include and not limited to:

Written Examination:

A written examination relative to the position of Deputy Chief will be administered by the Chief or **his/her** designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

Oral Interviews:

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief **or designee**, which may include but not limited to current Officer(s) within the Mukwonago Fire Department, **current officer(s)** from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview. The oral interview will count for 30% of the total promotional process.

Performance Evaluation:

A performance evaluation will be completed by Officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

Seniority Credit:

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed 1%
- 9-12 years completed 2%
- 13-16 years completed 3%
- 17-20 years completed 4%
- over 20 years completed 5%

Eligibility List:

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

Promotion to Deputy Chief:

In the event of a Deputy Chief's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Deputy Chief they will be on a probationary status for 6 months.

Probation status for six (6) months from time of promotion

ASSISTANT CHIEF

Promotional Procedure

All department personnel applying for the position of Assistant Chief shall submit a letter of intent along with a resume to the Fire Chief or designee. Such Resume must include educational and training experience, certifications or degrees received, and relative work experience.

Minimum Requirements:

1. 10 years minimum fire service experience to include five (5) years as a Fire Officer, and four (4) years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer II certification.
5. Current Wisconsin Emergency Services Instructor I (aka. Fire Instructor I) certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one (1) year following promotion to this position.
8. Have met the following membership standards for the previous two (2) years within the Mukwonago Fire Department.
 - Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - Shall have attended a minimum of 18 fire and EMS trainings annually.
 - Shall have attended or excused, 75% of the scheduled department business meetings.

Testing may include and not limited to:

Written Examination:

A written examination related to the position of Assistant Chief will be administered by the Chief or his/her designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

Oral Interviews:

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief, which may include but not limited to current Officer(s) within the Mukwonago Fire Department, current officer(s) from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview.

The oral interview will count for 30% of the total promotional process.

Performance Evaluation:

A performance evaluation will be completed by officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

Seniority Credit:

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed 1%
- 9-12 years completed 2%
- 13-16 years completed 3%
- 17-20 years completed 4%
- over 20 years completed 5%

Eligibility List:

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

Promotion to Assistant Chief:

In the event the Assistant Chief's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Assistant Chief they will be on a probationary status for 6 months.

Probation status for six (6) months from time of promotion



PLANNING COMMISSION

October 10, 2023, at 6:30 pm
Mukwonago, WI

COMPHENSIVE PLAN AMENDMENT MUKV 1971-139-002

Project Summary

Request:	Comprehensive Plan Map Amendment
Applicant:	Abdulaziz Sanqur (Owner: Salwa Mohsen Hussain Aljaafar, Mother)
Location:	Northwest corner of Small Farm Rd and Holz Pkwy
Acreage:	5.5284 acres
Current Use:	Industrial
Future Use:	Open Space/Recreational
Zoning Classification:	M-1 Limited Industrial District

Planning Staff Review

Comp Plan Amendment The applicant is petitioning to amend the 2035 Land Use for the parcel (Lot 26) at the Northwest corner of Small Farm Rd and Holz Pkwy from the proposed future land use of Open Space/Recreational and Primary Environmental Corridor to Medium Lot Single Family II and Primary Environmental Corridor. The request to amend the 2035 Comp Plan Map of these parcel (Lot 26) aligns with the surrounding lands current and future land use plan. The Village collaborated with Waukesha County Planning office to determine that Residential Use would be less disruptive and have a smaller footprint in the Environmental Corridor than Manufacturing or Commercial development.



Recommendation:

Recommend approval to the Village Board for the proposed Comp Plan Amendment of the parcel at the Northwest corner of Small Farm Rd and Holz Pkwy from Open Space/Recreational and Primary Environmental Corridor to Medium Lot Single Family II/Primary Environmental Corridor as set forth in Ordinance 1023 (as drafted OR as amended).

Attachments

1. Draft Ordinance 1023

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. 1023

**ORDINANCE AMENDING THE “COMPREHENSIVE PLAN 2035” FOR THE
VILLAGE OF MUKWONAGO**

WHEREAS, the Village Board is authorized by state law to adopt a comprehensive plan as defined in Sections 66.1001(1)(a) and 66.1001(2), Wis. Stats.; and

WHEREAS, the Village Board, upon recommendation of the Village Plan Commission, adopted a comprehensive plan on October 6, 2009 and amended/adopted on November 29, 2016; and

WHEREAS, the Village Board is authorized to amend the adopted comprehensive plan from time to time, upon recommendation of the Village Plan Commission; and

WHEREAS, the Village Board adopted a public participation plan that describes the way in which Village residents and other interested parties can participate in the revision of the adopted comprehensive plan; and

WHEREAS, the owner Abdulaziz Sanqur submitted a petition to the Village to amend the future land use map (Map 9) of the adopted comprehensive plan by changing the classification of the property at the Northwest corner of Small Farm Rd (MUKV 1971-139-002) and Holz Pkwy from Open Space/Recreational and Primary Environmental Corridor to Medium Lot Single Family II and Primary Environmental Corridor; and

WHEREAS, the petitioner's request constitutes a minor amendment as set forth in the adopted public participation plan; and

WHEREAS, the Village Plan Commission at their meeting on October 10, 2023 determined that additional opportunities for public participation (aside from the public hearing to be conducted by the Village Board) are not needed for this minor amendment owing to the limited nature of the request; and

WHEREAS, the Village Plan Commission reviewed the petitioner's request at their meeting on October 10, 2023, and found it to be a desirable change, recommending approval of the same; and

WHEREAS, the Village Plan Commission determined that the adopted comprehensive plan, with the proposed amendment, contains all required elements as required in Section 66.1001 (2) of Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED, the Village of Mukwonago Village Board does ordain as follows:

SECTION 1

The designation of the property located at the Northwest corner of Small Farm Rd (MUKV 1971-139-002) and Holz Pkwy on the future land use map (Map 9) is changed from Open Space/Recreational and Primary Environmental Corridor to Medium Lot Single Family II and Primary Environmental Corridor.

SECTION 2

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION 3

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the other portions of the Ordinance.

SECTION 4

This Ordinance shall take effect upon passage and publication as approved by law.

PASSED AND ADOPTED by the Village Board this 18th day of October 2023.

APPROVED:

Fred Winchowky, Village President

Countersigned:

Diana Dykstra, Village Clerk/Treasurer



PLANNING COMMISSION

October 10, 2023, at 6:30 pm
Mukwonago, WI

ZONING MAP AMENDMENT

MUKV 1971-139-002

Project Summary

Request:	Zoning Map Amendment
Applicant:	Abdulaziz Sanqur (Owner: Salwa Mohsen Hussain Aljaafar, Mother)
Location:	Northwest corner of Small Farm Rd and Holz Pkwy
Acreage:	5.5284 acres
Current Use:	Industrial
Future Use:	Open Space/Recreational
Zoning Classification:	M-1 Limited Industrial District

Planning Staff Review

Comp Plan Amendment The applicant is petitioning to amend the Official Zoning Map for the Village (Map 9) for the parcel (MUKV 1971-139-002) at the Northwest corner of Small Farm Rd and Holz Pkwy from the M-1 Light Industrial R-1 Single Family Medium Lot Residential District and PUD-Planned Unit Development Overlay. The request to amend the Official Zoning Map of the parcel (MUK V1971-139-002) aligns with the surrounding lands current zoning of R-1. The Village collaborated with Waukesha County Planning office to determine that Residential Use would be less disruptive and have a smaller footprint in the Environmental Corridor than Manufacturing or Commercial development.



Recommendation:

Recommend approval to the Village Board for the proposed Official Zoning Map Amendment of the parcel (MUKV 1971-139-002) at the Northwest corner of Small Farm Rd and Holz Pkwy from M-1 Light Industrial R-1 Single Family Medium Lot Residential District and PUD-Planned Unit Development Overlay as set forth in Ordinance 1024 (as drafted OR as amended).

Attachments

1. Draft Ordinance 1024

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. 1024

**AN ORDINANCE TO AMEND THE DISTRICT ZONING MAP OF THE VILLAGE OF
MUKWONAGO ON BEHALF OF THE VILLAGE OF MUKWONAGO FOR THE PROPERTY
LOCATED AT THE NW CORNER OF SMALL FARM RD AND HOLZ PKWY, PARCEL:
MUKV 1971-139-002**

THE VILLAGE BOARD of the Village of Mukwonago, Waukesha and Walworth Counties, Wisconsin, do ordain as follows:

SECTION I. Pursuant to the provision of Section 100.856 of the Municipal Code of the Village of Mukwonago, having received the recommendation of the Village Plan Commission, and after a public hearing duly called and held on the 10th day of October, 2023, the following legally described property is amended on the Village of Mukwonago Zoning District Map from M-1 Light Industrial District to R-1 Single Family Medium Lot Residential District and PUD-Planned Unit Development Overlay.

LOT 2 CSM #10415 VOL 99/78 REC AS DOC #3497172 BEING REDIV LOT 26 BLK 5 MEADOW PARK ESTATES ADDITION NO 3 PT SW1/4 SEC 25 T5N R18E

#MUKV 1971-139-002

SECTION II: The above referenced legal descriptions is graphically provided within attached Exhibit A.

SECTION III. All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION IV. Severability. If any portion of this Ordinance is invalid or unconstitutional, or the application of this Ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

SECTION V. Effective Date. This Ordinance shall take effect upon passage and publication as provided by law.

The remainder of this page left intentionally blank.

PASSED AND ADOPTED by the Village Board this 18th day of October 2023.

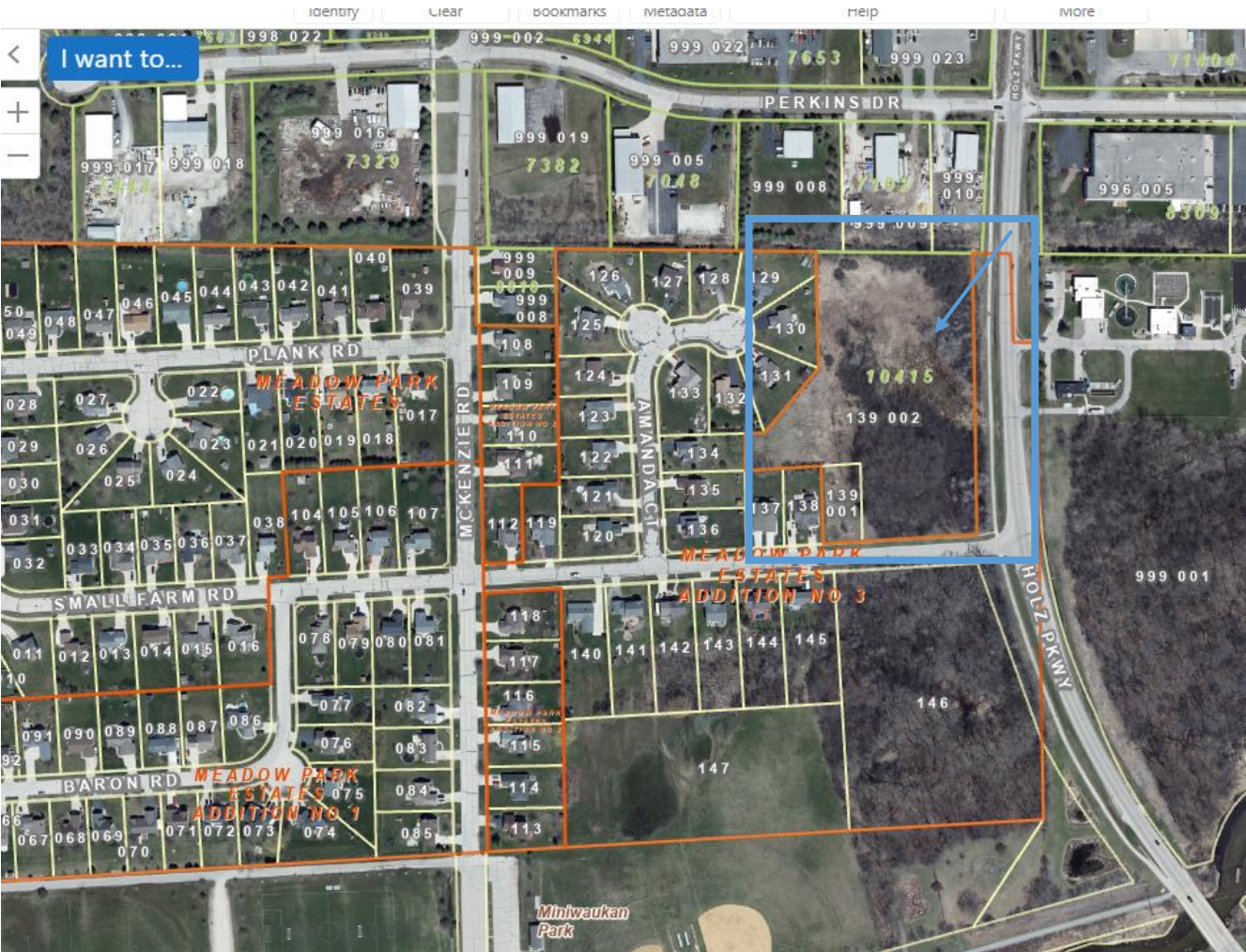
APPROVED:

Fred Winchowky, Village President

Countersigned:

Diana Dykstra, Village Clerk/Treasurer

EXHIBIT A





PLANNING COMMISSION

October 10, 2023, at 6:30 pm
Mukwonago, WI

EXTRATERRITORIAL REVIEW OF A CERTIFIED SURVEY MAP LOCATED N9022 ARMY LAKE RD IN THE TOWN OF EAST TROY, WALWORTH COUNTY

Project Summary

Request:	Extraterritorial review of a certified survey map
Applicant:	V2G Surveying (Dennis DeGrave/Francis DeGrave Life Estate, owner)
Location:	N9022 Army Lake Rd (Town of East Troy)
Parcel number:	P ET1000009 (Walworth County)

Planning Staff Review

CSM Request for N9022 Army Lake Rd., PET1000009, Daniel DeGrave – owner, Michael Greeson – applicant. This parcel is located off County Hwy ES in the Town of East Troy and they have submitted a certified survey map to create Lot 1. The Village is reviewing this survey in the Town because it is within the Village's extraterritorial review area. The Town of East Troy and Walworth County have already approved the certified survey map.



Potential Plan Commission Motion:

Recommend to the Village Board the approval of the proposed certified survey map as set forth in Resolution 2023-55 (as drafted OR as amended)

Attachments

1. Certified survey map & Town Resolution

2. Draft Resolution 2023-55

TOWN OF EAST TROY

N9330 Stewart School Road • P.O. Box 872
East Troy, Wisconsin 53120
Telephone (262) 642-5386
Fax (262) 642-9701

RESOLUTION APPROVING PETITION CSM/REZONE REQUEST

Whereas, the Planning Commission for the Town of East Troy convened on August 2, 2023; and

Whereas the applicant, Daniel DeGrave, Owner / Michael Greeson, Applicant, Parcel No. P ET 1000009 applied for a CSM / Rezone Request to separate five acres of land between highway ES and I 43 on the north east side of the storage units. The applicant would like to rezone the separated five acres from A3 to B3 in order to create a 40x80 or 40x100 steel building which will house a woodworking club; and

Whereas the Planning Commission noted that according to the 2050 plan this land is designated as a part of the business corridor and as non-conforming (under 20acres) the B3 designation would not become an issue. The applicant specified that the remainder of the land will be kept as A3 property and county zoning would prefer that a small triangle of land on the south west of the remainder of the property will have a lot line adjustment to absorb it into the one lot. The family is open to this change in the future; and

Whereas the owner gave a brief description of his business plan consisting of a 24-hour access wood shop that is operated much like a gym membership giving access to shop equipment to members by using a cell phone code or key fob. The applicant discussed the indoor and outdoor video surveillance system that he would use for security as well as the intention to have the building well insulated as to prevent noise issues, noting that his parents are the closest neighbors which will give him the unique ability to monitor for noise issues in real time; and

Whereas, the Planning Commission voted 5 yes with one recusal due to nepotism to approve the applicants' CSM / Rezone Request on August 2, 2023;

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission requests a motion by the Town of East Troy, Town Board to APPROVE the CSM / Rezone Request at N9022 Army Lake Road East Troy, WI 53120, Parcel No. P ET 1000009

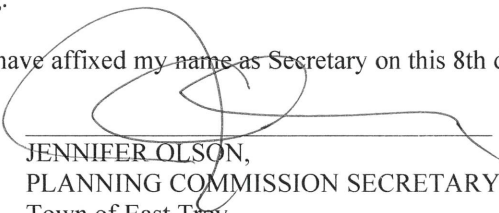
STATE OF WISCONSIN

SS

COUNTY OF WALWORTH

I, JENNIFER OLSON do hereby certify that I am the duly elected, qualified and acting Secretary of the Town of East Troy, Planning Commission and that the foregoing is a true and correct copy of a resolution duly adopted at a meeting of the Planning Commission, of the Town of East Troy held in said Town on the 2nd day of August, 2023, at which meeting a quorum was present and that said resolution is duly recorded in the minutes of said meeting.

IN WITNESS WHEREOF, I have affixed my name as Secretary on this 8th day of August, 2023.


JENNIFER OLSON,
PLANNING COMMISSION SECRETARY
Town of East Troy

VILLAGE OF MUKWONAGO RESOLUTION 2023-55

**RESOLUTION APPROVING A CERTIFIED SURVEY FOR A PROPERTY LOCATED AT
N9022 ARMY LAKE ROAD IN THE TOWN OF EAST TROY, WALWORTH COUNTY**

WHEREAS, Mike Greeson (applicant/surveyor) on behalf of the Dennis DeGrave/Francis DeGrave Life Estate, this property located at N9022 in the Town of East Troy and has submitted a 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 October 10, 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. The certified survey map must comply with the Town of East Troy's approval which was granted on August 8, 2023.
3. The property owner must pay all fees and charges that are owed to the Village.

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 18th day of October 2023.

VILLAGE OF MUKWONAGO

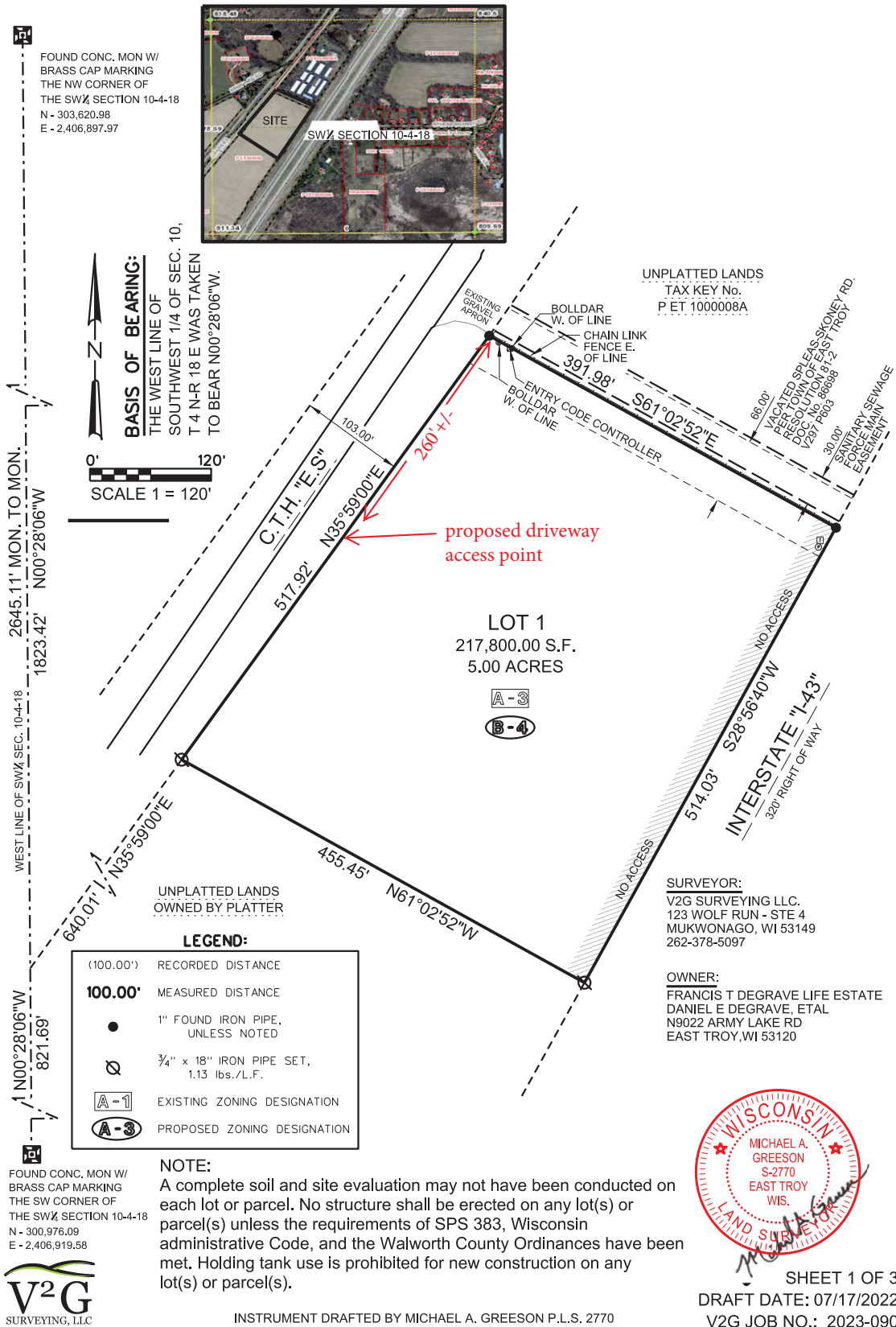
By: _____
Fred Winchowky, Village President

Attest: _____
Diana Dykstra, Village Clerk

PRELIMINARY

CERTIFIED SURVEY MAP NO. _____

PART OF THE SOUTHWEST 1/4 AND NORTHWEST 1/4 OF THE SOUTHWEST 1/4,
SECTION 10, TOWNSHIP 4 NORTH, RANGE 18 EAST, TOWN OF EAST TROY,
WALWORTH COUNTY, WISCONSIN.



PRELIMINARY

CERTIFIED SURVEY MAP NO. _____

PART OF THE SOUTHWEST 1/4 AND NORTHWEST 1/4 OF THE
SOUTHWEST 1/4, SECTION 10, TOWNSHIP 4 NORTH, RANGE 18
EAST, TOWN OF EAST TROY, WALWORTH COUNTY, WISCONSIN.

SURVEYORS CERTIFICATE:

I, MICHAEL A. GREESON, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY THAT I HAVE SURVEYED,
DIVIDED AND MAPPED THE FOLLOWING LAND BOUNDED AND DESCRIBED AS FOLLOWS:

I, MICHAEL A. GREESON, PROFESSIONAL LAND SURVEYOR, HERBY CERTIFY: THAT IN FULL COMPLIANCE WITH
THE PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF
THE TOWN OF EAST TROY AND THE COUNTY OF WALWORTH, AND UNDER THE DIRECTION OF FRANCIS T DEGRAVE
LIFE ESTATE, I HAVE SURVEYED, DIVIDED, AND MAPPED THIS CERTIFIED SURVEY MAP; THAT SUCH MAP
CORRECTLY REPRESENTS ALL EXTERIOR BOUNDARIES AND THE SUBDIVISION OF THE LAND SURVEYED; AND THAT
THIS LAND IS LOCATED IN PART OF GOVERNMENT LOT 2, OF SECTION 11, TOWNSHIP 4 NORTH, RANGE 18
EAST, TOWN OF EAST TROY, WALWORTH COUNTY, WISCONSIN, BEING MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT A FOUND CONCRETE MONUMENT WITH BRASS CAP MARKING THE SOUTHWEST CORNER OF THE
SOUTHWEST 1/4, SECTION 10, TOWNSHIP 4 NORTH, RANGE 18 EAST; THENCE N00°28'06"W ALONG THE WEST
LINE OF SAID SOUTHWEST 1/4, 821.69' TO A POINT; THENCE N35°59'00"E, 640.01' TO THE POINT OF
BEGINNING; THENCE CONTINUING N35°59'00"E, 517.92' TO A FOUND 1" IRON PIPE; THENCE S61°02'52"E,
391.98' TO A FOUND 1" IRON PIPE ON THE NORTHWESTERLY RIGHT OF WAY FOR "INTERSTATE-43"; THENCE
S28°56'40"W ALONG SAID RIGHT OF WAY, 514.03' TO A POINT; THENCE N61°02'52"W, 455.45' TO THE
POINT OF BEGINNING.

SAID PARCEL CONTAINING 5.00 ACRES MORE OR LESS.

SAID PARCEL SUBJECT TO ALL RIGHTS, RESERVATIONS, RESTRICTIVE COVENANTS AND EASEMENTS EITHER
RECORDED OR UNRECORDED.

THIS 17 TH DAY OF JULY, 2023.

MICHAEL A. GREESON, P.L.S. #2770

OWNERS CERTIFICATE:

I DANIEL E. DEGRAVE, ETAL (FRANCIS DEGRAVE LIFE ESTATE), HEREBY CERTIFY THAT I HAVE CAUSED THE
LAND DESCRIBED ABOVE TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED ON THIS CERTIFIED
SURVEY MAP IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 236.34 OF THE WISCONSIN STATE
STATUTES, THE TOWN OF EAST TROY AND WALWORTH COUNTY. WE ALSO CERTIFY THAT THIS CERTIFIED SURVEY
MAP IS REQUIRED TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL. (TOWN OF EAST TROY, VILLAGE OF
MUKWONAGO EXTRA TERRITORIAL AND WALWORTH COUNTY ZONING)

WITNESS THE HAND AND SEAL OF SAID OWNERS THIS ____ DAY OF _____, 2023.

DANIEL E. DEGRAVE, ETAL (FRANCIS T. DEGRAVE LIFE ESTATE)

STATE OF WISCONSIN)
) ss.
_____, COUNTY)

PERSONALLY CAME BEFORE ME THIS ____ DAY OF _____, 2023, THE ABOVE NAMED DANIEL
E. DEGRAVE ETAL (FRANCIS T. DEGRAVE LIFE ESTATE), TO ME KNOWN TO BE THE PERSONS
WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, _____ COUNTY, WISCONSIN.

MY COMMISSION EXPIRES ____.



INSTRUMENT DRAFTED BY MICHAEL A. GREESON



SHEET 2 OF 3
DRAFT DATE: 07/17/2023
V2G JOB NO.: 2023-090

PRELIMINARY

CERTIFIED SURVEY MAP NO. _____

PART OF THE SOUTHWEST 1/4 AND NORTHWEST 1/4 OF THE
SOUTHWEST 1/4, SECTION 10, TOWNSHIP 4 NORTH, RANGE 18
EAST, TOWN OF EAST TROY, WALWORTH COUNTY, WISCONSIN.

TOWN OF EAST TROY BOARD APPROVAL CERTIFICATE:

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE TOWN BOARD OF THE TOWN OF EAST TROY,

ON THIS _____ DAY OF _____, 2023.

JOSEPH KLARKOWSKI, CHAIRMAN

KIM BUCHANAN, CLERK

WALWORTH COUNTY ZONING AGENCY APPROVAL CERTIFICATE:

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE WALWORTH COUNTY ZONING
AGENCY, ON

THIS _____ DAY OF _____, 2023.

RYAN SIMONS, CHAIRMAN

VILLAGE BOARD OF MUKWONAGO APPROVAL (EXTRA-TERRITORIAL)

THIS CERTIFIED SURVEY MAP LOCATED WITHIN THE EXTRA- TERRITORIAL JURISDICTION OF THE VILLAGE OF
MUKWONAGO IS HEREBY APPROVED BY THE VILLAGE OF MUKWONAGO BOARD

THIS _____ DAY OF _____, 2023.

FRED WINCHOWKY, PRESIDENT

DIANA DYKSTRA, CLERK-TREASURER

VILLAGE BOARD OF EAST TROY APPROVAL (EXTRA-TERRITORIAL)

THIS CERTIFIED SURVEY MAP LOCATED WITHIN THE EXTRA- TERRITORIAL JURISDICTION OF THE VILLAGE OF
MUKWONAGO IS HEREBY APPROVED BY THE VILLAGE OF MUKWONAGO BOARD

THIS _____ DAY OF _____, 2023.

MATT JOHNSON, PRESIDENT

EILEEN SUHM, ADMINISTRATOR/TREASURER



INSTRUMENT DRAFTED BY MICHAEL A. GREESON



SHEET 3 OF 3
DRAFT DATE: 07/17/2023
V2G JOB NO.: 2023-090

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	10/12/2023	\$	1,050,263.72

Total for Approval: \$ 1,050,263.72

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

10/12/2023 02:57 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/19/2023 - 10/19/2023
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						
IMIL1952964	PD MAT CLEANING SERVICE	100-5211-539400	47.16	47.16	POLICE	10/19/2023
TOTAL VENDOR ALSCO				47.16		
VENDOR NAME: AMAZON CAPITOL SERVICES						
197VHRLJL19X	KEYBOARD ACCOUNTANT	100-5144-531100	27.99	27.99	CLERK	10/19/2023
1KKLC9VYRHR3	DPW SHOP 2 INCH WATER VALVE	100-5323-539500	327.42	327.42	DPW	10/19/2023
1NPPYHR3TPJ7	TRUCK #1 AND JOHN DEERE PARTS	100-5324-539500	55.96	55.96	DPW	10/19/2023
1YKQHXNF4W3T	TIRE MACHINE PARTS	100-5323-531100	7.26	7.26	DPW	10/19/2023
1KKLC9VYPHYT	2024 BUSINESS PRIME MEMBERSHIP	100-5142-532400	59.67	179.00	ALLOCATE	10/19/2023
		100-5145-532400	59.66			
		100-5300-532400	59.67			
TOTAL VENDOR AMAZON CAPITOL SERVICES				597.63		
VENDOR NAME: ASSOCIATED APPRAISAL CONSULTANT INC						
170649	OCTOBER ASESSMENT SVS	100-5153-521900	1,491.74	1,491.74	CLERK	10/19/2023
TOTAL VENDOR ASSOCIATED APPRAISAL CONSULTANT INC				1,491.74		
VENDOR NAME: AUGUST WINTER & SONS INC						
12-10131.300	PMNT :ATKINSON LIFT STATION	620-0000-000104	170,925.00	170,925.00	FINANCE	10/19/2023
TOTAL VENDOR AUGUST WINTER & SONS INC				170,925.00		
VENDOR NAME: BASSETT MECHANICAL						
6510909C	MAINTENANCE SERVICE CONTRACT	620-8400-852000	1,661.00	1,661.00	UTILITIES	10/19/2023
TOTAL VENDOR BASSETT MECHANICAL				1,661.00		
VENDOR NAME: BATTERIES PLUS						
P66179269	DPW & STATION #1 ALRM PANEL BATTERIES	100-5323-539500	39.76	152.94	DPW	10/19/2023
		100-5220-539400	113.18			
P65672496	EMS SUPPLIES - BATTERIES	150-5231-531100	15.36	15.36	FIRE	10/19/2023
TOTAL VENDOR BATTERIES PLUS				168.30		
VENDOR NAME: BOUND TREE MEDICAL LLC						
85105818	EMS SUPPLIES	150-5231-531100	308.00	308.00	FIRE	10/19/2023
TOTAL VENDOR BOUND TREE MEDICAL LLC				308.00		
VENDOR NAME: BRIGHTSPEED						
SEPTEMBER 2023	SEPTEMBER 2023 PHONE SERVICE	100-5142-522500	77.04	558.48	ALLOCATE	10/19/2023
		100-5211-522500	53.86			
		100-5323-522500	106.91			
		440-5511-522500	187.68			
		610-6920-692100	33.55			
		620-8400-851000	99.44			
TOTAL VENDOR BRIGHTSPEED				558.48		
VENDOR NAME: BROOKS TRACTOR						

22

10/12/2023 02:57 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/19/2023 - 10/19/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 2/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: BROOKS TRACTOR						
284289	LOADER MAINTENANCE	620-8010-825500	704.00	704.00	UTILITIES	10/19/2023
TOTAL VENDOR BROOKS TRACTOR				704.00		
VENDOR NAME: BUELOW, VETTER, BUIKEMA, OLSON						
SEPT 2023 ACTIVITY	GENERAL POLICE MATTERS	100-5211-521900	6,946.00	6,946.00	FINANCE	10/19/2023
TOTAL VENDOR BUELOW, VETTER, BUIKEMA, OLSON				6,946.00		
VENDOR NAME: C & M AUTO PARTS INC						
6079-373859	3451 BATTERY	150-5231-539500	342.98	342.98	FIRE	10/19/2023
TOTAL VENDOR C & M AUTO PARTS INC				342.98		
VENDOR NAME: CENTURY SPRINGS BOTTLING						
5527310	LAB SUPPLIES	620-8010-826000	77.48	77.48	UTILITIES	10/19/2023
5527304	VILLAGE HALL DRINKING WATER	100-5160-531100	5.99	5.99	DPW	10/19/2023
TOTAL VENDOR CENTURY SPRINGS BOTTLING				83.47		
VENDOR NAME: CINTAS						
4169249232	UNIFORM SERVICE	620-8400-856000	88.82	177.64	UTILITIES	10/19/2023
		610-6920-693000	88.82			
4169249112	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	112.63	112.63	DPW	10/19/2023
4170018904	UNIFORM SERVICE	610-6920-693000	88.06	176.12	UTILITIES	10/19/2023
		620-8400-856000	88.06			
4170018765	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	112.63	112.63	DPW	10/19/2023
TOTAL VENDOR CINTAS				579.02		
VENDOR NAME: CJ & ASSOCIATES, INC						
0232000-IN	DEPT TREASURER WORK STATION	100-5142-521900	3,203.89	3,203.89	CLERK	10/19/2023
TOTAL VENDOR CJ & ASSOCIATES, INC				3,203.89		
VENDOR NAME: CONLEY MEDIA, LLC						
6362410923-2	PUBLIC HEARING NOTICES	100-5632-531200	152.52	152.52	PLANNER	10/19/2023
TOTAL VENDOR CONLEY MEDIA, LLC				152.52		
VENDOR NAME: CORE & MAIN LP						
T199493	LARGE METER HEAD REPLACEMENTS	610-6453-665300	2,718.18	2,718.18	UTILITIES	10/19/2023
TOTAL VENDOR CORE & MAIN LP				2,718.18		
VENDOR NAME: DE LAGE LANDEN FINANCIAL						
81082354 - POLICE	PD COPIER LEASE	100-5211-531200	108.00	108.00	POLICE	10/19/2023

10/12/2023 02:57 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/19/2023 - 10/19/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 3/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: DE LAGE LANDEN FINANCIAL						
81082354	LEASE 10/15/23 - 11/14/23 KONICA 450I	100-5142-531200	19.04	160.00	ALLOCATE	10/19/2023
		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			
TOTAL VENDOR DE LAGE LANDEN FINANCIAL				268.00		
VENDOR NAME: DEPARTMENT OF ADMINISTRATION						
505-0000083279	EMAIL FILTER SEPTEMBER 2023	100-5111-522900	3.17	50.76	ALLOCATE	10/19/2023
		100-5120-522900	0.91			
		100-5141-522900	0.45			
		100-5142-522900	1.36			
		100-5211-522900	16.32			
		100-5241-522900	1.36			
		100-5300-522900	3.63			
		100-5512-522900	0.45			
		100-5632-522900	0.45			
		150-5221-522900	18.58			
		610-6920-692100	1.36			
		620-8400-851000	1.36			
		100-5145-522900	1.36			
TOTAL VENDOR DEPARTMENT OF ADMINISTRATION				50.76		
VENDOR NAME: DIGGERS HOTLINE INC						
230938301 DPW	STORM SEWER LOCATES	100-5344-539500	222.88	222.88	DPW	10/19/2023
230938301	DIGGERS HOTLINE FEE	610-6920-693000	222.88	445.76	UTILITIES	10/19/2023
		620-8400-856000	222.88			
TOTAL VENDOR DIGGERS HOTLINE INC				668.64		
VENDOR NAME: DOHERTY DIANA						
SEPT 2023 MILEAGE	SEPTEMBER 2023 MILEAGE REIMBURSEMENT	100-5145-533500	146.72	146.72	FINANCE	10/19/2023
TOTAL VENDOR DOHERTY DIANA				146.72		
VENDOR NAME: EBIX						
12814	EBIX INVOICE	150-5231-539500	7,133.37	7,133.37	FIRE	10/19/2023
TOTAL VENDOR EBIX				7,133.37		

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: ELEMECH INC						
18208	PORTALOGIC SUPPORT-HAULER STATION	620-8400-852000	1,500.00	1,500.00	UTILITIES	10/19/2023
TOTAL VENDOR ELEMECH INC				1,500.00		
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS						
2587112	EMS SUPPLIES	150-5231-531100	377.85	377.85	FIRE	10/19/2023
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS				377.85		
VENDOR NAME: ENVIROTECH EQUIPMENT						
22-0022010	JETTER NOZZLE REPAIR PARTS	620-8030-831000	231.40	231.40	UTILITIES	10/19/2023
TOTAL VENDOR ENVIROTECH EQUIPMENT				231.40		
VENDOR NAME: FAHRNER ASPHALT SEALERS						
8300017062	2023 MICRO SURFACING PROJECT	480-5700-584000	136,069.00	136,069.00	DPW	10/19/2023
TOTAL VENDOR FAHRNER ASPHALT SEALERS				136,069.00		
VENDOR NAME: FASTENAL COMPANY						
WIMUK98699	HARD HATS DPW	100-5323-534800	373.43	373.43	DPW	10/19/2023
TOTAL VENDOR FASTENAL COMPANY				373.43		
VENDOR NAME: FICKAU INC						
84527	SOLIDS PUSHING DEVICE	620-8010-827000	3,800.94	3,800.94	UTILITIES	10/19/2023
TOTAL VENDOR FICKAU INC				3,800.94		
VENDOR NAME: HAHN ACE HARDWARE						
SEPT 2023 UTILITIES	HARDWARE, PLUMBING PARTS, MISC SUPPLIES	610-6210-662300	14.38	101.01	UTILITIES	10/19/2023
		620-8010-827000	86.63			
SEPT 2023 LIBRARY	HARDWARE	440-5511-531100	50.36	50.36	LIBRARY	10/19/2023
SEPT 2023 FIRE	SUPPLIES	150-5231-539500	34.18	119.91	FIRE	10/19/2023
		150-5231-531100	2.16			
		150-5222-539500	15.29			
		150-5221-531100	68.28			
SEPT 2023 POLICE	HARDWARE SUPPLIES	100-5211-539500	14.38	14.38	POLICE	10/19/2023
SEPT 2023 DPW	PARK AND DPW SHOP SUPPLIES	100-5323-531100	57.82	194.32	DPW	10/19/2023
		100-5521-531100	136.50			
TOTAL VENDOR HAHN ACE HARDWARE				479.98		
VENDOR NAME: HAWKINS WATER TREATMENT						
6594239	CHEMICALS FOR WATER TREATMENT	610-6300-663100	2,716.39	2,716.39	UTILITIES	10/19/2023
TOTAL VENDOR HAWKINS WATER TREATMENT				2,716.39		
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,						
55282	PROSECUTIONS	100-5130-521900	1,140.00	1,140.00	FINANCE	10/19/2023
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				1,140.00		
VENDOR NAME: HORN OIL						

224

10/12/2023 02:57 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/19/2023 - 10/19/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 5/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: HORN OIL						
SEPT 2023	SEPTEMBER 2023 MONTHLY FUEL	100-5212-535100	2,868.60	10,148.12	ALLOCATE	10/19/2023
		100-5241-535100	82.25			
		100-5324-535100	3,124.40			
		150-5222-535100	2,016.70			
		150-5231-535100	564.07			
		610-6920-693300	999.27			
		620-8010-828000	492.83			
TOTAL VENDOR HORN OIL				10,148.12		
VENDOR NAME: HYDROCORP						
0074326-IN	CROSS CONNECTION SURVEY CONTRACT	610-6920-692300	1,788.00	1,788.00	UTILITIES	10/19/2023
TOTAL VENDOR HYDROCORP				1,788.00		
VENDOR NAME: JAMES IMAGING SYSTEMS						
1364725	COPIES KONICA 450I- 07/01/23 - 09/30/23	100-5142-531200	66.27	556.92	ALLOCATE	10/19/2023
		100-5300-539900	58.64			
		100-5120-531100	24.67			
		100-5141-531100	31.58			
		100-5145-531100	52.46			
		100-5241-531200	8.86			
		100-5632-531200	10.36			
		100-5211-531200	69.45			
		150-5221-531100	72.01			
		410-5363-531200	5.57			
		440-5511-531200	62.93			
		500-5344-531200	13.64			
		610-6902-690300	40.60			
		620-8300-840000	39.88			
TOTAL VENDOR JAMES IMAGING SYSTEMS				556.92		
VENDOR NAME: JOHNS DISPOSAL SVC. INC.						
1190722	SEPTEMBER GARBAGE/RECYCLING AND YARD WAS	410-5362-531000	27,060.94	50,577.58	DPW	10/19/2023
		410-5363-522000	20,181.04			
		410-5363-521900	3,335.60			
TOTAL VENDOR JOHNS DISPOSAL SVC. INC.				50,577.58		
VENDOR NAME: LIFE-ASSIST, INC.						
1367895	EMS SUPPLIES	150-5231-531100	545.90	545.90	FIRE	10/19/2023
TOTAL VENDOR LIFE-ASSIST, INC.				545.90		
VENDOR NAME: MACQUEEN EQUIPMENT						
W06478	STREET SWEEPER REPAIRS	100-5345-539500	3,482.39	3,482.39	DPW	10/19/2023
TOTAL VENDOR MACQUEEN EQUIPMENT				3,482.39		
VENDOR NAME: MARCO TECHNOLOGIES						

10/12/2023 02:57 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/19/2023 - 10/19/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 6/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: MARCO TECHNOLOGIES						
34998757	COPIER LEASE	620-8400-851000	89.90	179.79	UTILITIES	10/19/2023
		610-6920-692100	89.89			
TOTAL VENDOR MARCO TECHNOLOGIES				179.79		
VENDOR NAME: MEDLINE INDUSTRIES, INC						
2285764646	COMBIPORT / COMBIGUARD	150-5231-531100	280.91	280.91	FIRE	10/19/2023
TOTAL VENDOR MEDLINE INDUSTRIES, INC				280.91		
VENDOR NAME: MILWAUKEE PLATE GLASS						
0200697	STATION #1 SKYLIGHT REPLACEMENT	100-5220-539400	1,227.50	1,227.50	DPW	10/19/2023
TOTAL VENDOR MILWAUKEE PLATE GLASS				1,227.50		
VENDOR NAME: MJBARNES & ASSOCIATES, LLC						
20231002	WE ENERGIES PROPERTY APPRAISAL	100-5521-522000	1,800.00	1,800.00	DPW	10/19/2023
TOTAL VENDOR MJBARNES & ASSOCIATES, LLC				1,800.00		
VENDOR NAME: MONTAGE ENTERPRISES, INC						
107398	TIGER MOWER PARTS	100-5324-539500	77.79	77.79	DPW	10/19/2023
TOTAL VENDOR MONTAGE ENTERPRISES, INC				77.79		
VENDOR NAME: MUKWONAGO ROTARY CLUB						
3146	Q1 2023-2024 DUES / BREAKFAST	100-5142-532400	103.44	310.25	ALLOCATE	10/19/2023
		100-5632-532400	103.41			
		100-5211-532400	103.40			
TOTAL VENDOR MUKWONAGO ROTARY CLUB				310.25		
VENDOR NAME: MUNICIPAL LAW & LITIGATION						
10628	GFLP 20CV1292 & 22AP284 - DONATED LAND	100-5130-521900	120.00	120.00	FINANCE	10/19/2023
TOTAL VENDOR MUNICIPAL LAW & LITIGATION				120.00		
VENDOR NAME: MUNICIPAL PROPERTY INSURANCE CO						
2023 POLICY RENEWAL	9/30/23 TO 9/30/24 PROPERTY INSURANCE	100-5154-551200	22,106.90	60,690.00	FINANCE	10/19/2023
		100-5154-551600	100.00			
		150-5221-522600	216.45			
		440-5511-522600	9,360.25			
		440-5511-522600	361.00			
		610-6920-692400	13,007.62			
		620-8400-853000	15,537.78			
TOTAL VENDOR MUNICIPAL PROPERTY INSURANCE CO				60,690.00		
VENDOR NAME: NAPA AUTO PARTS - SP018						
205582	PHILLIPS BIT	100-5323-531100	1.76	1.76	DPW	10/19/2023
TOTAL VENDOR NAPA AUTO PARTS - SP018				1.76		

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: NORTH CENTRAL LABORATORIES						
493341	LAB SUPPLIES	620-8010-826000	459.49	459.49	UTILITIES	10/19/2023
TOTAL VENDOR NORTH CENTRAL LABORATORIES				459.49		
VENDOR NAME: NORTHERN LAKE SERVICE INC						
2316308	RIVER SAMPLING	620-8400-852100	327.45	327.45	UTILITIES	10/19/2023
2317101	COMPLIANCE SAMPLING-BACTI	610-6300-663200	230.00	230.00	UTILITIES	10/19/2023
2317141	COMPLIANCE SAMPLING-PFAS	610-6300-663200	460.00	460.00	UTILITIES	10/19/2023
2317264	COMPLIANCE SAMPLING-LEAD AND COPPER	610-6300-663200	66.00	66.00	UTILITIES	10/19/2023
TOTAL VENDOR NORTHERN LAKE SERVICE INC				1,083.45		
VENDOR NAME: PAL STEEL COMPANY						
97147S	STELL FOR PARK REPAIRS	100-5521-531100	566.34	566.34	DPW	10/19/2023
TOTAL VENDOR PAL STEEL COMPANY				566.34		
VENDOR NAME: PARKING LOT MAINTENANCE, INC						
2876	ASPHALT PATCH-HWY 83 SEWER COLLAPSE	620-8030-831000	15,000.00	15,000.00	UTILITIES	10/19/2023
TOTAL VENDOR PARKING LOT MAINTENANCE, INC				15,000.00		
VENDOR NAME: PHANTOM LAKES MGMT DISTRICT						
092623	PARK WILDLIFE MANAGMENT	100-5521-531100	2,000.00	2,000.00	DPW	10/19/2023
TOTAL VENDOR PHANTOM LAKES MGMT DISTRICT				2,000.00		
VENDOR NAME: POBLOCKI SIGN COMPANY						
109969	INDIAN HEAD PARK MESSAGE CENTER DOWN PAY	480-5700-584900	31,305.00	31,305.00	DPW	10/19/2023
TOTAL VENDOR POBLOCKI SIGN COMPANY				31,305.00		
VENDOR NAME: PRIMADATA						
63774	REPLENISH POSTAGE	610-6902-690300	602.33	1,204.65	ALLOCATE	10/19/2023
		620-8300-840000	602.32			
TOTAL VENDOR PRIMADATA				1,204.65		
VENDOR NAME: PROHEALTH CARE LAB BILLING						
10003716444	SEPTEMBER BLOOD DRAWS	100-5212-521900	74.26	74.26	POLICE	10/19/2023
TOTAL VENDOR PROHEALTH CARE LAB BILLING				74.26		
VENDOR NAME: PROHEALTH MEDICAL GROUP						
319818	PRE EMPLOYMENT PANEL	100-5300-521900	248.00	248.00	DPW	10/19/2023
TOTAL VENDOR PROHEALTH MEDICAL GROUP				248.00		
VENDOR NAME: PROHEALTH PHARMACY						
SEPTEMBER 2023	EMS SUPPLIES	150-5231-531100	382.46	382.46	FIRE	10/19/2023
TOTAL VENDOR PROHEALTH PHARMACY				382.46		
VENDOR NAME: PUBLIC SERVICE COMMISSION OF WI						
RA24-I-03980	WATER PSC ANNUAL FEES	610-6920-640805	2,105.41	2,105.41	UTILITIES	10/19/2023
TOTAL VENDOR PUBLIC SERVICE COMMISSION OF WI				2,105.41		
VENDOR NAME: QUILL LLC						

227

10/12/2023 02:57 PM
User: MROCKLEY
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
POST DATES 10/19/2023 - 10/19/2023
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 8/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: QUILL LLC						
34837244	COPY PAPER AND GENERAL OFFICE SUPPLIES	100-5241-531100	3.23	215.35	ALLOCATE	10/19/2023
		100-5142-531100	24.20			
		100-5145-531100	19.17			
		100-5141-531100	11.53			
		100-5632-531100	3.78			
		100-5323-531100	21.41			
		100-5120-531100	9.01			
		100-5211-531100	25.36			
		150-5221-531100	26.30			
		410-5363-531100	2.03			
		440-5511-531100	22.98			
		500-5344-531100	4.98			
		610-6920-692100	14.83			
		620-8300-840000	14.56			
		100-5141-531100	5.99			
		100-5142-531100	5.99			
TOTAL VENDOR QUILL LLC				215.35		
VENDOR NAME: RAY STADLER CONSTRUCTION CO., INC.						
12-10175.200 PMNT	MINIWAUKEN BATHROOM	480-5700-584900	218,111.46	218,111.46	FINANCE	10/19/2023
TOTAL VENDOR RAY STADLER CONSTRUCTION CO., INC.				218,111.46		
VENDOR NAME: REGISTRATION FEE TRUST						
100223 NEW SQUAD	VIN 1GNSKLEDXPR437629	100-5212-521900	169.50	169.50	POLICE	10/19/2023
TOTAL VENDOR REGISTRATION FEE TRUST				169.50		
VENDOR NAME: REINDERS, INC.						
6041046-00	TORO 5900 LIFT RAM	100-5324-539500	726.59	726.59	DPW	10/19/2023
6041492-00	TORO 5910 PARTS	100-5324-539500	236.54	236.54	DPW	10/19/2023
TOTAL VENDOR REINDERS, INC.				963.13		
VENDOR NAME: RICOH AMERICAS CORPORATION						
5068221864	MONTHLY COPIES	100-5632-531100	4.35	4.35	PLANNER	10/19/2023
TOTAL VENDOR RICOH AMERICAS CORPORATION				4.35		
VENDOR NAME: RIVER CREST TIRE & AUTO						
307004	UTILITY TRUCK TIRES	610-6920-693300	1,331.96	1,331.96	UTILITIES	10/19/2023
307015	UTILITY TRUCK TIRE REPLACEMENT	610-6920-693300	1,367.96	1,367.96	UTILITIES	10/19/2023
TOTAL VENDOR RIVER CREST TIRE & AUTO				2,699.92		
VENDOR NAME: SHERWIN-WILLIAMS						
3765-0	TOUCH UP PAINT FOR PIPING-BOOSTER STATIO	610-6210-662500	55.00	55.00	UTILITIES	10/19/2023
TOTAL VENDOR SHERWIN-WILLIAMS				55.00		
VENDOR NAME: SOMAR ENTERPRISES						
103089	2023 UNIFORM ALLOWANCE - PETTED	100-5213-534600	16.90	16.90	POLICE	10/19/2023
TOTAL VENDOR SOMAR ENTERPRISES				16.90		
VENDOR NAME: STANLEY WALTER SEPTIC						

228

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: STANLEY WALTER SEPTIC						
88840	WASTE HAULING-HWY 83 SEWER COLLAPSE	620-8030-831000	1,935.00	1,935.00	UTILITIES	10/19/2023
88841	WASTE HAULING-HWY 83 SEWER COLLAPSE	620-8030-831000	2,150.00	2,150.00	UTILITIES	10/19/2023
TOTAL VENDOR STANLEY WALTER SEPTIC				4,085.00		
VENDOR NAME: STERICYCLE						
8004815453	PD SHRED SERVICE	100-5211-521900	86.24	86.24	POLICE	10/19/2023
TOTAL VENDOR STERICYCLE				86.24		
VENDOR NAME: SYNERGY SERVICE GROUP						
408419	FLOW METER CALIBRATIONS	620-8400-852000	595.00	595.00	UTILITIES	10/19/2023
TOTAL VENDOR SYNERGY SERVICE GROUP				595.00		
VENDOR NAME: TACTICAL SOLUTIONS						
9867	REPLACE RADAR ANTENNA	100-5212-539500	310.00	310.00	POLICE	10/19/2023
9863	ANNUAL RADAR CALIBRATION AND CERTIFICATI	100-5212-539500	287.00	287.00	POLICE	10/19/2023
TOTAL VENDOR TACTICAL SOLUTIONS				597.00		
VENDOR NAME: TERMINAL ANDRAE INC.						
62830	SCADA NETWORK POLE INSTALL	610-6210-662500	500.00	1,000.00	UTILITIES	10/19/2023
		620-8010-827000	500.00			
TOTAL VENDOR TERMINAL ANDRAE INC.				1,000.00		
VENDOR NAME: THE EXPEDITERS INC						
3690	HWY 83 SEWER COLLAPSE	620-8030-831000	4,000.00	4,000.00	UTILITIES	10/19/2023
TOTAL VENDOR THE EXPEDITERS INC				4,000.00		
VENDOR NAME: THOMAS GREENHOUSE & GARDENS						
100093	MEMORIAL REES	340-5890-580601	350.00	350.00	DPW	10/19/2023
TOTAL VENDOR THOMAS GREENHOUSE & GARDENS				350.00		
VENDOR NAME: TTK ELECTRONICS						
141487	DOCKING STATION FOR LAPTOP	150-5700-571400	628.71	628.71	FIRE	10/19/2023
141421	LAPTOP FOR VEHICLE	430-5700-571300	1,995.00	1,995.00	FIRE	10/19/2023
TOTAL VENDOR TTK ELECTRONICS				2,623.71		
VENDOR NAME: TRACTOR SUPPLY CREDIT PLAN						
SEPTEMBER 2023	TRAILER JACK	620-8010-827000	64.99	64.99	UTILITIES	10/19/2023
TOTAL VENDOR TRACTOR SUPPLY CREDIT PLAN				64.99		
VENDOR NAME: TRILOGY CONSULTING LLC						
1587	UTILITY RATE CONSULTING	610-6920-692300	690.00	1,380.00	UTILITIES	10/19/2023
		620-8400-852000	690.00			
1588	ANALYSIS OF THE BLOCK TIF REQUEST	100-0000-211400	210.00	210.00	FINANCE	10/19/2023
TOTAL VENDOR TRILOGY CONSULTING LLC				1,590.00		
VENDOR NAME: UNITED LIQUID WASTE RECYCLING INC						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: UNITED LIQUID WASTE RECYCLING INC						
44305	SLUDGE HAULING	620-8010-825500	24,591.36	24,591.36	UTILITIES	10/19/2023
TOTAL VENDOR UNITED LIQUID WASTE RECYCLING INC				24,591.36		
VENDOR NAME: USA BLUEBOOK						
INV00149068	LAB SUPPLIES	620-8010-826000	61.82	61.82	UTILITIES	10/19/2023
INV00147293	LAB SUPPLIES AND SLUDGE SAMPLING EQUIPME	610-6300-663200	83.38	1,445.50	UTILITIES	10/19/2023
		620-8010-827000	158.95			
		620-8010-826000	1,203.17			
TOTAL VENDOR USA BLUEBOOK				1,507.32		
VENDOR NAME: VILLAGE OF MUKWONAGO						
2023 Q3 UTILITY	2023 SEPT QUARTERLY UTILITY BILLS	100-5521-522100	447.35	11,012.22	ALLOCATE	10/19/2023
		610-6300-663200	118.61			
		100-5521-522100	142.25			
		100-5160-522100	571.93			
		610-6300-663200	199.13			
		150-5221-522100	701.95			
		150-5221-522100	401.88			
		610-6300-663200	199.13			
		100-5521-522100	616.05			
		440-5511-522100	839.11			
		100-5512-522100	142.25			
		100-5521-522100	364.61			
		610-6300-663200	199.13			
		100-5323-522100	1,287.85			
		100-5211-522100	571.93			
		100-5521-522100	165.89			
		620-8010-827000	3,844.04			
		610-6300-663200	199.13			
TOTAL VENDOR VILLAGE OF MUKWONAGO				11,012.22		
VENDOR NAME: WANASEK CORP						
14651	WELL #7-NEW ISOLATION VALVES	610-6451-665100	8,738.00	8,738.00	UTILITIES	10/19/2023
TOTAL VENDOR WANASEK CORP				8,738.00		
VENDOR NAME: WAUKESHA COUNTY EMERGENCY						
567	STAFF IDS	150-5222-531100	1.50	1.50	FIRE	10/19/2023
TOTAL VENDOR WAUKESHA COUNTY EMERGENCY				1.50		
VENDOR NAME: WAUKESHA CTY TREASURER						
2023-10040029	FOX RIVER WAUKESHA COUNTY PARK PROJECT	620-8400-852100	25,000.00	25,000.00	UTILITIES	10/19/2023
TOTAL VENDOR WAUKESHA CTY TREASURER				25,000.00		
VENDOR NAME: WCTC						
S0811555	VEHICLE PURSUIT TRAINING	100-5215-533500	38.24	38.24	POLICE	10/19/2023
TOTAL VENDOR WCTC				38.24		

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: WI DEPT OF JUSTICE CIB L6812T 202309	BACKGROUND CHECKS	100-5211-521900	21.00	49.00	ALLOCATE	10/19/2023
		100-0000-242205	28.00			
TOTAL VENDOR WI DEPT OF JUSTICE CIB				49.00		
VENDOR NAME: WI DEPT OF TRANSPORTATION 395-0000324673	HWY 83 PROJECT	250-5700-586500	210,410.71	210,410.71	FINANCE	10/19/2023
TOTAL VENDOR WI DEPT OF TRANSPORTATION				210,410.71		
VENDOR NAME: WI STATE LAB OF HYGIENE 755678	COMPLIANCE SAMPLING-FLUORIDE	610-6300-663200	28.00	28.00	UTILITIES	10/19/2023
TOTAL VENDOR WI STATE LAB OF HYGIENE				28.00		
GRAND TOTAL:				1,050,263.72		

PRELIMINARY GENERAL FUND BUDGET FOR 9/20/23 WORKSHOP

		2021	2022	2023	2023	2023	2024	2024	2024		
		ACTIVITY	ACTIVITY	ERP AMENDED	ACTIVITY	PROJECTED	REVENUE	REVENUE	REVENUE		
DEPARTMENT	DESCRIPTION			BUDGET	THRU 06/30/23	ACTIVITY	BUDGET	% CHANGE	AMT CHANGE		
GENERAL FUND REVENUES											
4100	TAXES	3,381,192	3,418,752	3,648,555	2,866,210	3,645,084	3,731,074	2.26	82,519		
4300	INTERGOV T REVENUES	810,730	827,642	854,295	335,417	860,902	1,069,963	25.25	215,668		
4410	LICENSES	41,001	42,922	32,866	27,476	30,793	34,250	4.21	1,384		
4430	PERMITS & FEES	378,614	394,402	418,671	103,316	243,179	243,179	(41.92)	(175,492)		
4500	LAW & ORDINANCE VIOLATIONS	159,347	157,512	173,000	73,211	137,265	145,000	(16.18)	(28,000)		
4600	PUBLIC CHARGES FOR SERVICES	34,546	21,401	26,338	8,714	15,030	15,428	(41.42)	(10,910)		
4620	PUBLIC SAFETY	3,566	3,488	3,650	818	2,676	2,770	(24.11)	(880)		
4670	LEISURE ACTIVITIES	77,247	80,786	72,000	19,850	79,417	72,000				
4680	CONSERVATION & DEVELOPMENT	133		500				(100.00)	(500)		
4700	INTERGOV T CHARGES FOR SERVICE	175,783	240,080	202,833	100,992	201,284	201,732	(0.54)	(1,101)		
4800	MISC REVENUE	6,049	5,087	4,000	30,019	31,023	4,000				
4810	INTEREST REVENUE	11,446	84,805	68,000	174,024	313,993	160,937	136.67	92,937		
4820	COMMERCIAL REVENUE	20,428	23,976	24,500	11,037	15,851	23,800	(2.86)	(700)		
4830	OTHER GENERAL REVENUE	2,143	2,944								
4900	OTHER FINANCING SOURCES			39,000			256,000	556.41	217,000	use of fund balance	
ESTIMATED REVENUES - FUND 100		5,102,225	5,303,797	5,568,208	3,751,084	5,576,497	5,960,133	7.04	391,925		

GENERAL FUND EXPENDITURES		2021	2022	2023	2023	2023	2024	2024	2024	
		ACTIVITY	ACTIVITY	ERP AMENDED	ACTIVITY	PROJECTED	FINANCE REVIEW	FINANCE	FINANCE	
DEPARTMENT	DESCRIPTION			BUDGET	THRU 06/30/23	ACTIVITY	BUDGET	% CHANGE	AMT CHANGE	
Function: ADMIN										
5141	VILLAGE ADMINISTRATOR	128,342	156,521	196,051	78,328	180,402	271,929	5.55	75,878	\$65,000 for potential activities arising from Strategic Planning results
5241	BUILDING INSPECTOR	219,655	240,987	301,443	136,638	294,259	315,615	4.70	14,172	
5632	PLANNING DEPARTMENT	103,027	74,126	165,974	63,451	127,510	134,138	(19.18)	(31,836)	
5670	ECONOMIC DEVELOPMENT	50,656	48,158	56,113	16,906	45,215	42,895	(23.56)	(13,218)	
Total - Function ADMIN		501,680	519,792	719,581	295,323	647,386	764,577	6.25	44,996	
Function: FINANCE										
5145	FINANCE DEPARTMENT	40	51,752	71,273	22,426	66,242	75,287	5.63	4,014	
Total - Function FINANCE		40	51,752	71,273	22,426	66,242	75,287	5.63	4,014	
Function: CLERK										
5111	VILLAGE BOARD	71,532	50,240	70,563	24,233	63,999	72,363	2.55	1,800	
5112	HISTORIC PRESERVATION	337	12	290		50	290			

GENERAL FUND EXPENDITURES		2021	2022	2023	2023	2023	2024	2024	2024
DEPARTMENT	DESCRIPTION	ACTIVITY	ACTIVITY	ERP AMENDED BUDGET	ACTIVITY THRU 06/30/23	PROJECTED ACTIVITY	FINANCE REVIEW BUDGET	FINANCE % CHANGE	FINANCE AMT CHANGE
5142	CLERK-TREASURER	227,696	230,000	266,321	108,543	248,315	280,919	5.48	14,598
5144	ELECTIONS	13,450	20,652	28,150	8,496	16,090	31,650	12.43	3,500
5153	ASSESSMENT OF PROPERTY	17,657	22,436	22,050	9,016	23,110	181,200	721.77	159,150
5247	BOARD OF APPEALS	97	255	1,150		50	900	(21.74)	(250)
5431	ANIMAL POUND	2,420	2,420	2,600	2,420	2,420	2,500	(3.85)	(100)
Total - Function CLERK		333,189	326,015	391,124	152,708	354,034	569,822	45.69	178,698
Function: DPW									
5160	VILLAGE HALL	38,276	53,119	50,816	23,186	54,065	54,141	6.54	3,325
5220	FIRE STATION (VILLAGE)	16,306	12,947	8,706	5,299	8,198	8,983	3.18	277
5254	DAMS	12,243	18,109	10,226	6,652	11,783	12,807	25.24	2,581
5300	DPW GENERAL ADMINISTRATION	332,494	334,801	351,899	179,079	350,710	373,532	6.15	21,633
5323	GARAGE	53,061	65,828	68,148	28,471	62,248	84,259	23.64	16,111
5324	MACHINERY & EQUIPMENT	95,929	128,140	117,218	65,720	126,515	131,986	12.60	14,768
5341	STREETS & ALLEYS	21,105	15,589	20,205	4,970	9,867	14,691	(27.29)	(5,514)
5342	STREET LIGHTING	178,112	165,487	190,250	72,366	180,050	185,250	(2.63)	(5,000)
5343	CURBS GUTTERS & SIDEWALKS	25,723	23,865	5,572	35	2,557	2,970	(46.70)	(2,602)
5344	STORM SEWER	7,026	7,377	13,950	1,159	12,112	13,805	(1.04)	(145)
5345	STREET CLEANING	15,472	17,326	18,472	2,922	17,972	20,523	11.10	2,051
5346	BRIDGES & CULVERTS	27		1,530		1,000	1,519	(0.72)	(11)
5347	SNOW & ICE CONTROL	102,135	93,347	117,094	78,018	105,185	114,814	(1.95)	(2,280)
5348	STREET SIGNS & MARKINGS	17,958	15,308	20,800	9,090	16,820	24,742	18.95	3,942
5362	GARBAGE COLLECTION	3,149	5,697	4,073	2,942	6,000	5,529	35.75	1,456
5512	MUSEUM	11,989	11,780	11,940	5,309	11,420	11,875	(0.54)	(65)
5521	PARKS	156,471	191,788	196,770	76,010	194,936	220,159	11.89	23,389
5522	CELEBRATIONS	10,127	12,269	7,867	5,808	8,092	8,809	11.97	942
5611	FORESTRY	21,608	31,571	28,009	21,485	32,075	35,057	25.16	7,048
5613	WEED CONTROL	69	228	243	50	378	500	105.76	257
5660	STORMWATER MASTER PLAN	8,666	8,530	11,250	7,580	10,500	11,250		
Total - Function DPW		1,127,946	1,213,106	1,255,038	596,151	1,222,483	1,337,201	6.55	82,163
Function: POLICE									
5211	POLICE ADMINISTRATION	1,124,152	1,116,341	1,288,048	594,228	1,287,363	1,349,901	4.80	61,853
5212	POLICE PATROL	1,054,416	1,068,598	1,115,941	520,185	1,088,898	1,166,199	4.50	50,258
5213	CRIME INVESTIGATION	244,736	256,596	252,396	115,623	243,182	262,029	3.82	9,633
5215	POLICE TRAINING	8,728	7,996	12,000	1,628	7,500	12,000		
5235	EMERGENCY GOVERNMENT	826	834	2,000	834	1,000	2,000		
Total - Function POLICE		2,432,858	2,450,365	2,670,385	1,232,498	2,627,943	2,792,129	4.56	121,744
Function: COURT									
5120	MUNICIPAL COURT	38,255	37,733	38,954	23,372	38,834	39,567	1.57	613
Total - Function COURT		38,255	37,733	38,954	23,372	38,834	39,567	1.57	613

GENERAL FUND EXPENDITURES		2021	2022	2023	2023	2023	2024	2024	2024
		ACTIVITY	ACTIVITY	ERP AMENDED	ACTIVITY	PROJECTED	FINANCE REVIEW	FINANCE	FINANCE
DEPARTMENT	DESCRIPTION			BUDGET	THRU 06/30/23	ACTIVITY	BUDGET	% CHANGE	AMT CHANGE
Function: MISC-CROSSFUNCTIONAL									
5130	VILLAGE ATTORNEY	104,505	110,388	118,750	27,756	118,750	118,750		
5150	IT SERVICES		10,526	15,000	3,163	6,182	15,000		
5151	INDEPENDENT AUDITING	7,437	9,836	14,000	7,126	10,000	10,000	(28.57)	(4,000)
5154	RISK & PROPERTY INSURANCE	105,343	100,008	128,103	68,436	116,183	130,800	2.11	2,697
5191	UNCOLLECTED TAX	11,196				13,753			
5335	ENGINEERING	53,163	59,783	75,000	9,629	60,000	75,000		
Total - Function MISC-CROSSFUNCTIONAL		281,644	290,541	350,853	116,110	324,868	349,550	(0.37)	(1,303)
Function: FUND BALANCE									
5900	OTHER FINANCING USES	5,400		71,000	39,000	45,166	32,000	(54.93)	(39,000)
Total - Function FUND BALANCE		5,400		71,000	39,000	45,166	32,000	(54.93)	(39,000)
APPROPRIATIONS - FUND 100		4,721,012	4,889,304	5,568,208	2,477,588	5,326,956	5,960,133	7.04	391,925

Expenditure Restraint Limit:	5,961,609	7.07%
------------------------------	-----------	-------

Budgeted Revenues over (under) Budgeted Expenditures:	0
---	---

GENERAL FUND MAJOR COMPONENTS OF EXPENDITURES

	2021	2022	2023	2023	2023	2024	2024	2024
	ACTIVITY	ACTIVITY	ERP AMENDED	ACTIVITY	PROJECTED	FINANCE REVIEW	FINANCE	FINANCE
DESCRIPTION			BUDGET	THRU 06/30/23	ACTIVITY	BUDGET	% CHANGE	AMT CHANGE
COMPENSATION & BENEFITS	3,364,161	3,499,819	3,985,750	1,790,320	3,814,927	4,190,943	0.05	205,193
OPERATING EXPENDITURES	1,351,451	1,389,485	1,511,458	648,268	1,466,863	1,513,190	0.00	1,732
ONE TIME USE OF FUND BALANCE	5,400		71,000	39,000	45,166	256,000	2.61	185,000
	4,721,012	4,889,304	5,568,208	2,477,588	5,326,956	5,960,133	7.04%	391,925

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: 9/23/23

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: Brooklife Church
Mailing Address: 857 S RochesterSt City: Mukwonago State: WI Zip: 53149
Suite 300
Phone Number: 262-378-4470 Is the organization a 501(c)3 organization?: ☒ YES ☐ NO
Website Address: brooklife.org
Event Contact Person: Emile Gaylord
Mailing Address: Same City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: 262-378-4470 ext: 223 Cell Phone: _____
Email Address: egaylord@brooklife.org

EVENT INFORMATION

Name of the Event: Fall o-lama Date(s) of the Event: 10/29/23
Event Start Time: 5pm Event End Time: 7pm
Location of the Event: Brooklife Church Parking lot

- 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.

Fall event for families in community
after ~~multiple~~ village trick-or-treat.
food trucks, inflatables, carnival games

- F. Based on the class definitions found in the manual, what class is your event? ☐ CLASS I ☒ CLASS II
- G. Estimated # of participants: 300 Spectators: 3 Vendors: 3

RECEIVED
OCT 02 2023

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: mobile speaker system in parking lot 5-7pm
3
- 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
- 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).

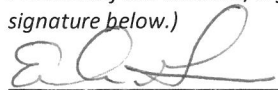
TERMINATION OF AN EVENT

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.

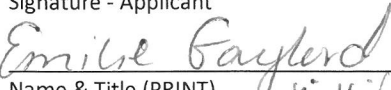
CERTIFICATION

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



Name & Title (PRINT)

Emilie Gaylerd
Life Assistant

9/23/23

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

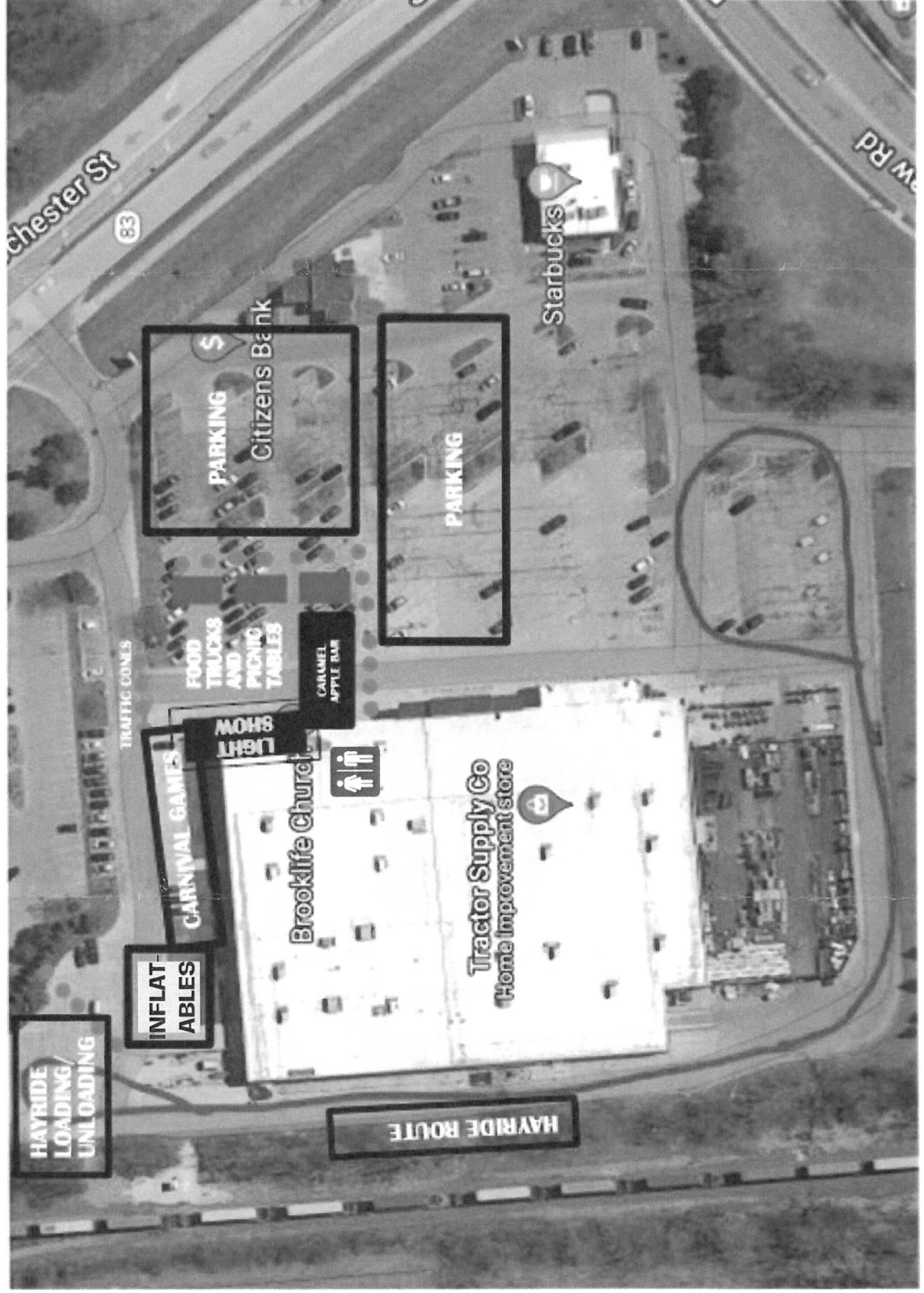
VILLAGE PERMIT AND OTHER FEES:

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

FALL - O - RAMA 2023 LAYOUT

ACTIVITIES: Inflatables, hayride, caramel apple bar, fall themed light show, food trucks and picnic table seating, photo booth.

Parking area coned off. Indoor bathrooms in front lobby.





Agenda Item Cover Report

Date: 10/12/2023	Committee/Board: Board of Trustees
Submitted by: Fred Schnook	Department: Administration
Date of Committee Action: N/A	Date of Village Board Action: 10/18/2023

Subject:

East Troy - Mukwonago Bike Trail

Executive Summary:

The Village of Mukwonago has participated with the Village of East Troy and the Town of East Troy in developing proposals to build a Bike Trail between our communities. The group, through the Village of East Troy, let an RFP to develop a proposal for a WI.DOT Transportation Assistance Program grant to that would help to fund the planning and/or design and engineering for a proposed recreational trail between Mukwonago and East Troy. This proposed trail has been in discussion for several years and would run adjacent to the Electric Railroad Line. The grant proposal would ask for \$400,000 in TAP funding and require a twenty percent (20%) match, if funded. The three principals involved would be the Village of East Troy, the Village of Mukwonago and the Town of East Troy. The grant proposal would be completed by Strand Associates (an independent contractor) and is estimated to cost \$8,000. The grant deadline is October 27th. All three jurisdictions will need to sign a mutually agreeable and updated resolution (attached) of support for the project and grant. The cost of developing the proposal and the cost of the match, if funded, would be split equally. The lead municipality, Administrative Entity and Grant Recipient would be the Village of East Troy.

At this time, we are gauging Board support to move forward with submitting a WI.DOT grant application and commitment of approximately \$2,700 to provide same.

Fiscal Impact:

\$2,700.00 for grant submittal.
\$26,666.00 if the planning grant is fully funded.

Executive Recommendation/Action:

It is the recommendation of the Administrator that the Village Board of Trustees support the updated MOU and expend \$2,700 toward the grant application for the Bike Trail.

 Attachments Included

**VILLAGE OF EAST TROY TAP APPLICATION
EAST TROY TO MUKWONAGO MULTI-USE PATH
NARRATIVE**

- 1. PROJECT DESCRIPTION AND OVERVIEW:** The proposed path will connect the Villages of East Troy and Mukwonago. It begins in East Troy at Church Street just north of Honey Creek and goes east off road through the old Trent Tube site following an old rail spur to Young Street and then north along Young Street to East Main Street. It then continues north and then east along the East Troy Electric Railroad (ETERR) corridor. It continues easterly predominantly in the rail corridor just north of CTH ES to the Village of Mukwonago's Indianhead Park where it ties into an existing path system. The approximate length of the project is 7 miles. Of that length, approximately 2.35 miles is on-road on low volume roads adjacent to the rail corridor. The off-road portion will be 10-feet wide with two-foot gravel shoulders. (See typical cross-section on Location/Alignment Plan) Most of the off-road alignment will be on the north side of the tracks in the 100-foot right of way of the ETERR. The on-road section will be five feet of paved shoulder on low volume local roads. (See location map/alignment plan) No bridges are required and no right of way acquisition is anticipated. There are no at grade crossings and no wetlands impacted. For safety purposes a fence is planned to separate the new path from the ETERR tracks.

Planning funds will be used engage a consultant to develop the needed intergovernmental agreements that solidify the roles of each community. They will also be used to be sure that local planning documents are updated to include the path.

- 2. PROJECT PLANNING & PREPERATION & LOCAL SUPPORT:** The project has been in the planning phase since 2016 when the East Troy Community Foundation initiated the idea of a path connecting the two communities. The East Troy Electric Railroad (ETERR), the Wisconsin Bike Federation, Rails to Trails and SEWRPC have shown great interest and support for this project.

The five municipalities have agreed in concept to the project and long-term maintenance is anticipated to be by the Villages of East Troy and Mukwonago and the Town of Mukwonago. The current plan is to enact an intergovernmental agreement forming an East Troy to Mukwonago Recreational Trail Authority (ETMRTA). These three communities have gone on record supporting this project and have set aside some funds and will budget additional funding for the anticipated local share.

- 3. PROJECT UTILITY & CONNECTIVITY:** The proposed path will connect the Villages of East Troy and Mukwonago. This path will serve the six camps and parks that are between the two villages. It will allow pedestrian and bike access to each village's centers of commerce and will serve as an arterial/ backbone path for future "spurs" to the Lake Beulah area and beyond. Once in Mukwonago, there is connectivity to paths that service the Milwaukee Metro area. This is considered a major link that will allow residents and visitors to use bikes or walk to the many

events held in each community every year. With the added connection to the paths in the Metro Milwaukee area, it will allow urban bicyclists the ability to safely reach East Troy and the less densely populated areas to the west.

4. **PROJECT BENEFIT:** Completing this project will provide a predominantly off-road connection between East Troy and Mukwonago. By having the new path residents may choose to bike to the villages for events and recreation reducing parking demands and pollution. The current access is on-road, CTH ES, which has considerable traffic and doesn't easily or safely accommodate pedestrians and bicycles due to narrow shoulders. The small areas that are proposed on road for this project are on low volume local streets.
5. **HISTORY OF SPONSOR SUCCESS, DELIVERABILITY AND COMMITMENT TO MULTIMODAL:** The Village of East Troy received funding for the construction of sidewalks as part of the CTH ES joint project with Walworth County. Sidewalks were installed along the east side of North Church Street to connect the Village Square commercial area with the East Troy Railroad station. This allows for the patrons of the East Troy Railroad to walk the few blocks easily and safely to the square. This work was completed in fall of 2021. The village also constructed the first phase of the Multi-Use Trail from the bridge over Honey Creek south adjacent to Mill Pond Park and connecting to the Brookstone Hills subdivision. This work was completed in the spring of 2022 and was funded locally.

The Village shows its commitment to multimodal through the above projects and in its planning documents. The Village's Comprehensive Plan indicates bike and pedestrian accommodations as a priority. In addition, this project is compliant with SEWRPC Vision 2050 recommendations of a well-connected bicycle and pedestrian network that improves access to activity centers, neighborhoods, and other regional destinations.

EXISTING PLANNING EFFORTS: Initial planning for this project began in 2016. Representatives of East Troy, Mukwonago, Town of Mukwonago, Walworth County, SEWRPC, East Troy Railroad, Rails to Trails Conservancy, and Wisconsin Bike Federation at that time agreed to work together to get this project moving forward. An application was submitted for funding to the 2020-2021 Multimodal Local Supplement (MLS) in 2019. Funding was not received. COVID 19 put this project planning on hold and in January 2023 the agencies again met and decided to move forward with the Village of East Troy as the lead to apply for Wisconsin DOT BILS TAP funding. Commitments to funding and proceeding with necessary agreements have been made at the January meeting. Additional meetings are planned to take place once the application has been submitted to work towards finalizing the needed agreements to move this project forward.

East Troy - Mukwonago Recreational Trail
Estimate of Probable Costs : Construction, Design, and Planning
3/17/2023

CONSTRUCTION

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Mobilization	LS	1	\$ 50,000.00	\$ 50,000.00
2	Traffic Control	LS	1	\$ 20,000.00	\$ 20,000.00
3	Construction Staking	LS	1	\$ 65,000.00	\$ 65,000.00
4	Removed Railroad Ties, Rails, and Appurtenances	LF	2,000	\$ 35.00	\$ 70,000.00
5	Filed Office Type B	EACH	1	\$ 6,500.00	\$ 6,500.00
6	Common Excavation Main Corridor	CY	36,960	\$ 15.00	\$ 554,400.00
7	1 1/4" Bass Agg Stone (6")	TON	15,967	\$ 14.00	\$ 223,538.00
8	3/4" Base Agg Stone (3")	TON	2,500	\$ 19.01	\$ 47,525.00
9	Asphaltic Surface (3")	TON	6,700	\$ 114.78	\$ 769,026.00
10	Sawing Asphalt	LF	200	\$ 1.49	\$ 298.00
11	Salvaged Topsoil	SY	25,000	\$ 1.39	\$ 34,750.00
12	Seed	LBS	350	\$ 8.00	\$ 2,800.00
13	Mulching	SY	25,000	\$ 0.29	\$ 7,250.00
14	Railing/Fencing (5' Chain Link)	LF	18,000	\$ 32.55	\$ 585,900.00
15	Signing & marking Allowance	LS	1	\$ 50,000.00	\$ 50,000.00
16	Detectable Warning Fields (DWF's)	SF	140	\$ 45.60	\$ 6,384.00
17	6" Concrete @ DWFs (Intersections)	SF	1,400	\$ 7.34	\$ 10,276.00
18	Clearing & Grubbing	STA	172	\$ 838.01	\$ 144,137.72
19	Marsh Excavation	CY	400	\$ 12.37	\$ 4,948.00
20	Geotextile Fabric for Low Areas, Type SAS	SY	75	\$ 1.91	\$ 143.25
21	3" Stone for Low Areas	TON	800	\$ 15.00	\$ 12,000.00
22	Culverts & Drainage	LS	1	\$ 30,000.00	\$ 30,000.00
23	Silt Fence	LF	50,000	\$ 1.98	\$ 99,000.00
24	Tracking Pads	EACH	12	\$ 622.94	\$ 7,475.28
SUBTOTAL					\$ 2,801,351.25
15% CONTINGENCY					\$ 420,202.69
Total of All Unit Price Bid Items					\$ 3,221,553.94

INFLATION ADJUSTMENT AT 7% PER YEAR:	2023	\$ 3,221,553.94
	2024	\$ 3,447,062.71
	2025	\$ 3,688,357.10
	2026	\$ 3,946,542.10

DESIGN ENGINEERING

DESIGN ENGINEERING CONSULTANT (10%)	\$ 394,654.21			
DOT DESIGN OVERSIGHT (7%)	\$ 225,508.78			
		80%	20%	
TOTAL DESIGN:	\$ 620,162.99	\$ 496,130.39	\$ 124,032.60	
CONSTRUCTION ENGINEERING (9%)	\$ 355,188.79			
DOT CONSTRUCTION OVERSIGHT (8%)	\$ 315,723.37			
TOTAL CONSTRUCTION:	\$ 4,617,454.26	\$ 3,693,963.41	\$ 923,490.85	
TOTAL DESIGN AND CONSTRUCTION:	\$ 5,237,617.24	\$ 4,190,093.79	\$ 1,047,523.45	

PLANNING STUDY CONSULTANT

Item No.	Description	Unit	Estimated Quantity	Unit Price	Price
1	INTERGOV'T AGREEMENTS	LS	1	\$ 15,000.00	\$ 15,000.00
2	RR AGREEMENT	LS	1	\$ 10,000.00	\$ 10,000.00
3	PLANNING DOC UPDATES	LS	1	\$ 5,000.00	\$ 5,000.00
PLANNING STUDY CONSULTANT TOTAL:					\$ 30,000.00

		80%	20%
TOTAL PROJECT:	\$ 5,267,617.24	\$ 4,214,093.79	\$ 1,053,523.45

MEMORANDUM OF UNDERSTANDING

Between The Village of Mukwonago, the Village of East Troy, and the Town of East Troy

This Memorandum of Understanding ("MOU") replaces the MOU for the below described project executed in February 2020.

The purpose of this Memorandum of Understanding is to provide a general outline and structure to the proposed Multi-Use Recreational Trail ("Project") between the Village of East Troy and the Village of Mukwonago, through the Town of East Troy in Waukesha and Walworth County, Wisconsin, with regards to their respective roles in the funding, coordination, design, construction and maintenance of the same. The Project is further detailed in Attachment A, materials from the 2023-2026 Transportation Alternatives Program (TAP) application that was submitted to the Wisconsin Department of Transportation for consideration on March 24, 2023. .

This MOU is not intended to be a complete or exhaustive detailed description or enumeration of all the duties, obligations, responsibilities, or benefits for any of the MOU Signatories, but is simply intended to be a guide to help identify the major duties and responsibilities of each party hereto and authorize the Village of East Troy to submit grant applications on behalf of the three entities to pursue funding of the project,. The three entities agree they will share costs associated with grant applications equally.

This MOU is subject to and conditioned upon obtaining funding and ultimately an execution of a Multi-Jurisdictional Agreement between the Village of Mukwonago, the Village of East Troy, and the Town of East Troy, as well as a License Agreement for use of the East Troy Electric Railroad Right of Way. Nothing in this MOU is binding but a reaffirmation that the proposed trail is a worthwhile community Project worth pursuing.

The Multi-Jurisdictional Agreement would name the Trail Authority and further define the responsibilities of each Signatory and would be the entity signing the License Agreement with the East Troy Electric Railroad ("ETERR"). The Trail Authority is provisionally named the East Troy to Mukwonago Recreational Trail Authority ("ETMRTA"). The proposed responsibilities are as follows:

1. Design, Construction, Construction Oversight and WDOT Oversight costs will be shared equally between the Municipal Signatories of the Multi- Jurisdictional Agreement. The ETERR has no cost responsibilities.
2. Maintenance costs of the completed Trail will lie with the underlying Village and Town as defined by the corporate limits.
3. This MOU becomes effective the day the last signature is obtained.

MOU – Villages of Mukwonago, East Troy, and Town of East Troy
Multi-Use Path Project

4. This MOU is subject to, shall be construed under, and applied consistent with laws of the State of Wisconsin, if any.
5. This MOU may be amended by the parties at any time upon mutual agreement and execution of a modifying instrument.
6. This MOU shall be considered the work of all parties hereto.

By: _____
Fred Winchowky,
Village of Mukwonago President

Date _____

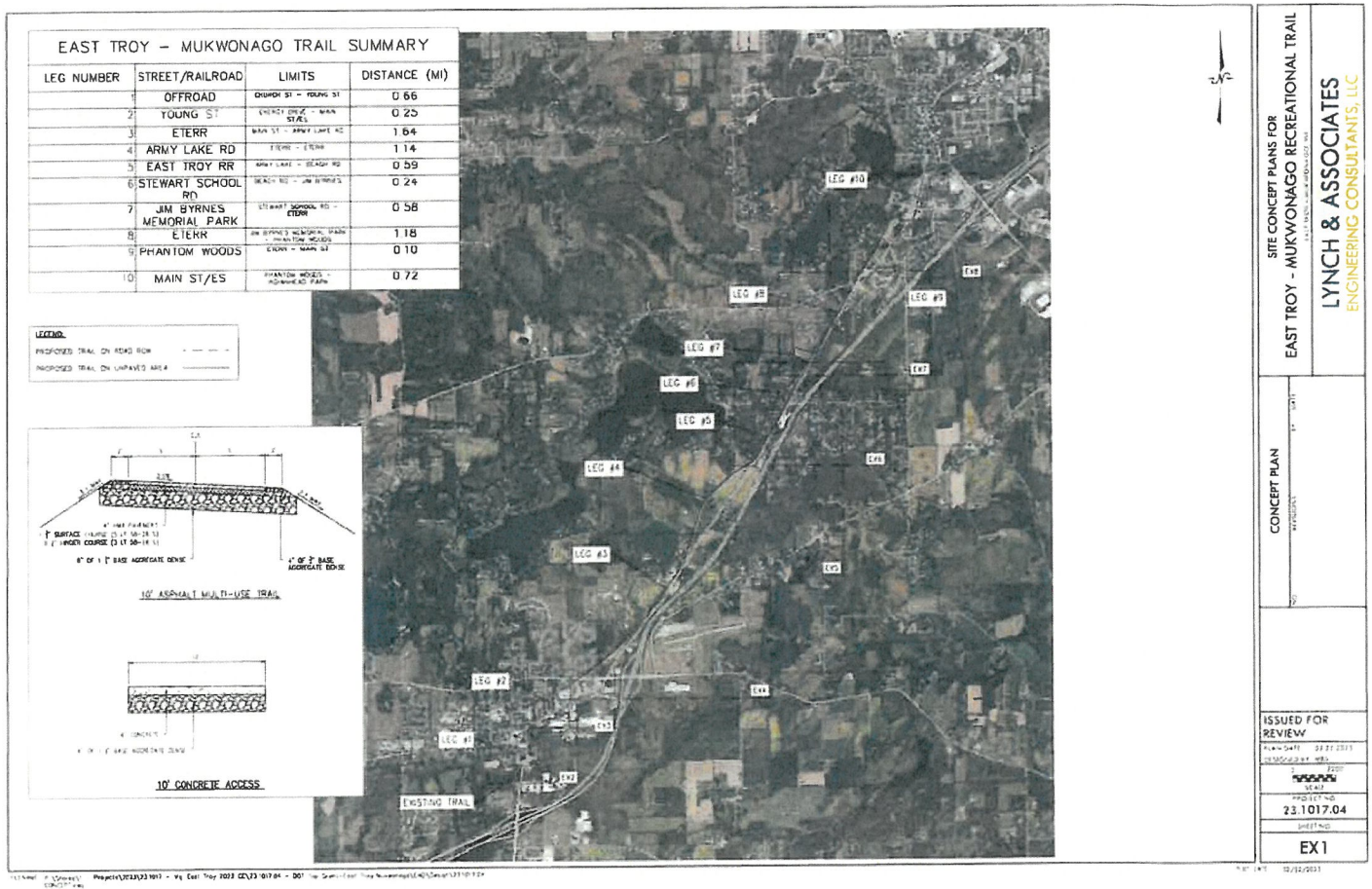
By: Robert M. Johnson
Robert M. Johnson
Village of East Troy President

Date 10/2/2023

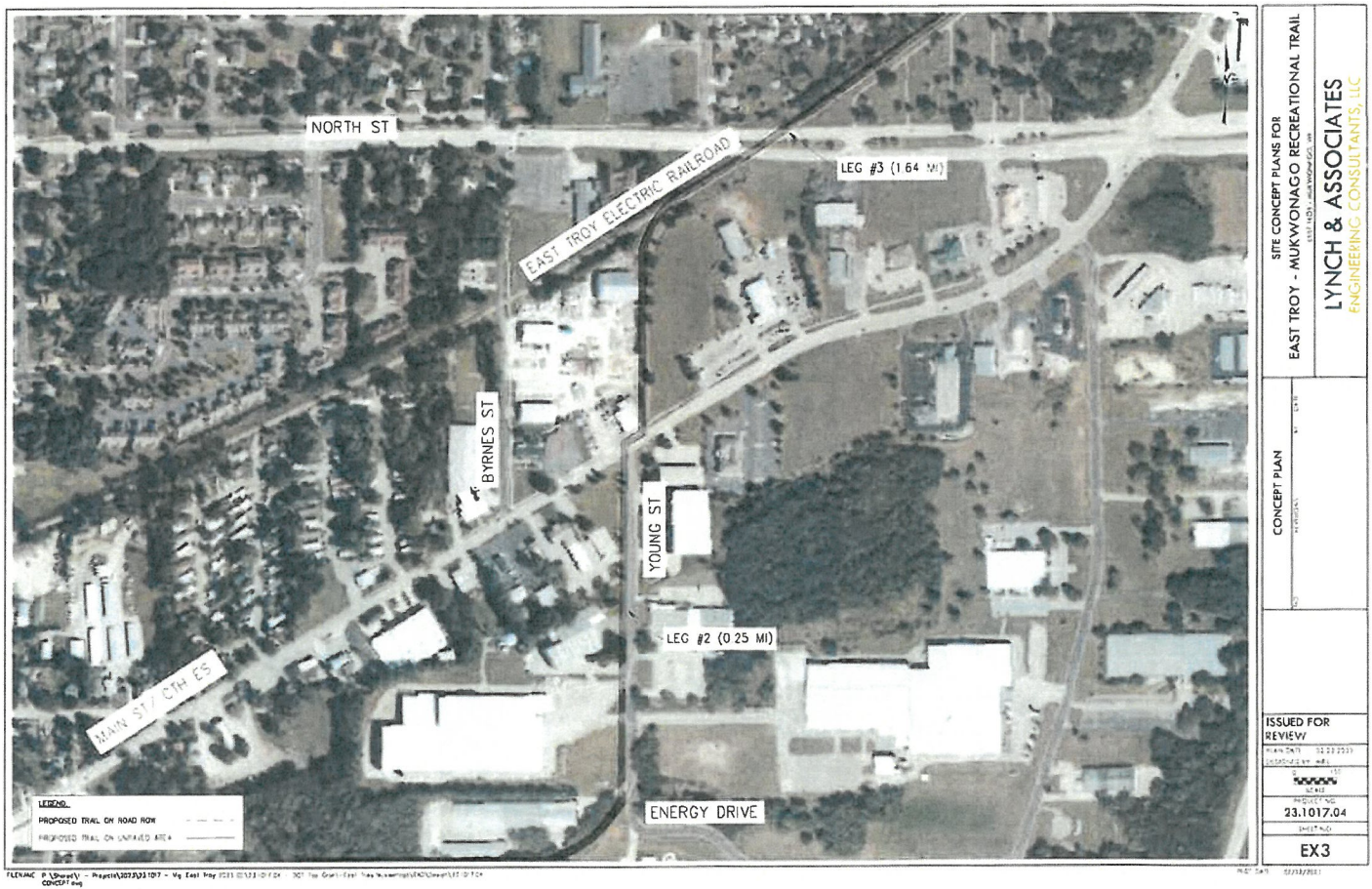
By: _____
Joseph S. Klarkowski
Town of East Troy Chairperson

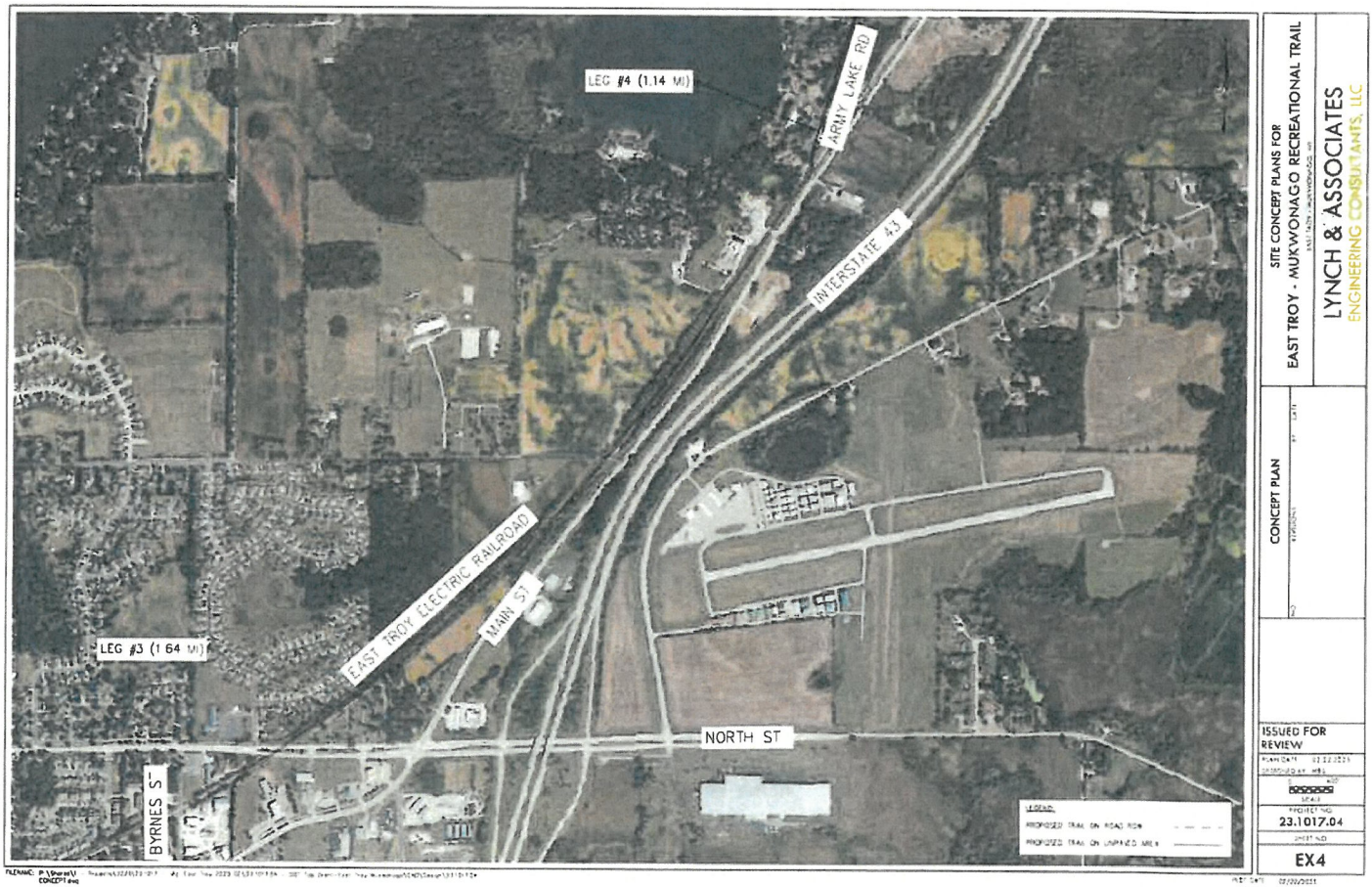
Date _____

Exhibit A



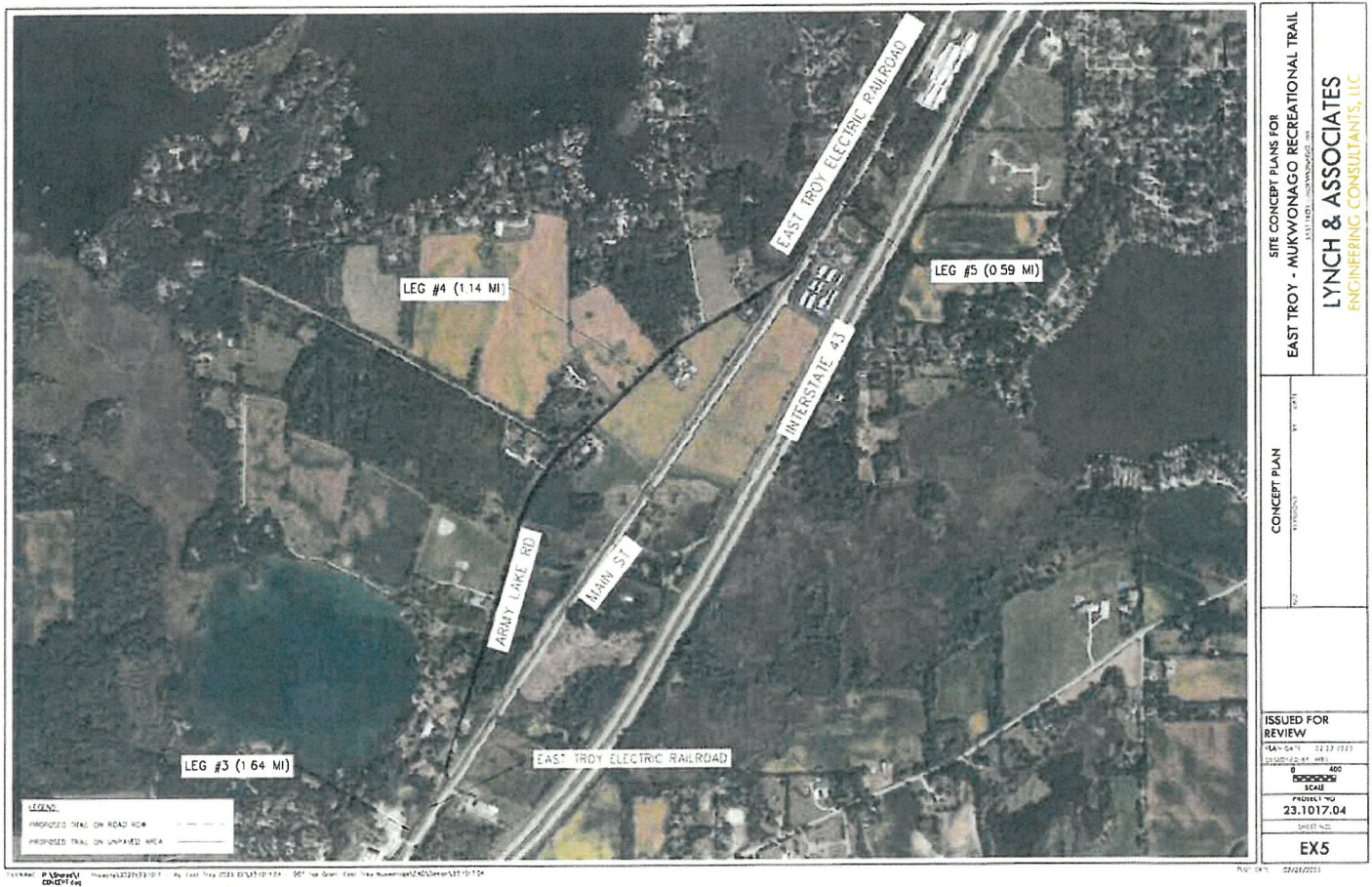


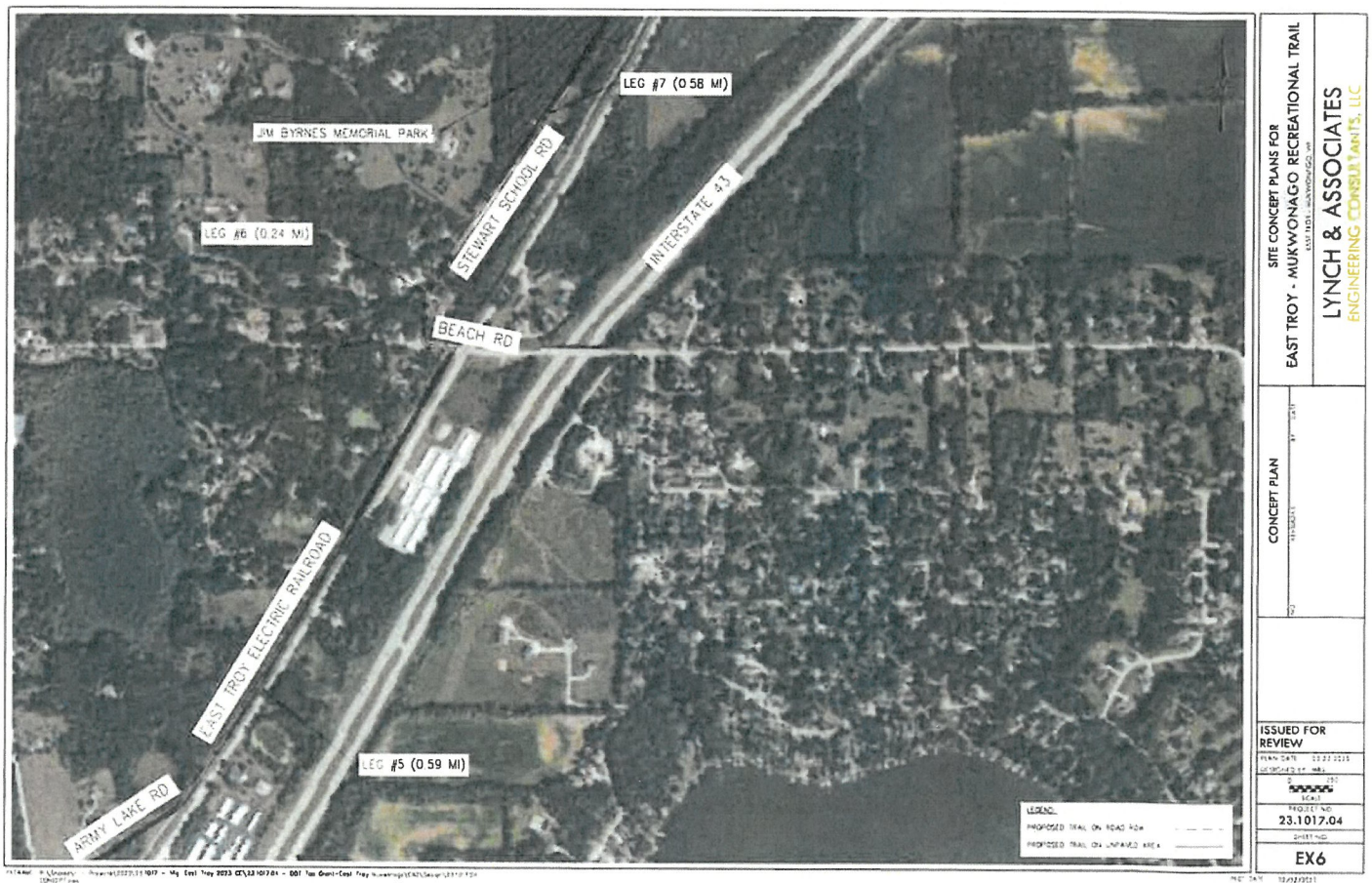




FILENAME: P:\000000\CONCEPT.dwg PROJECT: 23.1017.04 07/09/2021

SITE CONCEPT PLANS FOR EAST TROY - MUKWONAGO RECREATIONAL TRAIL ISSUED FOR REVIEW	
CONCEPT PLAN 07/09/2021	SCALE 1" = 100'
ISSUED FOR REVIEW PLAN DATE: 07/09/2021 PROJECT NO: 23.1017.04 SHEET NO: EX4	
LYNCH & ASSOCIATES ENGINEERING CONSULTANTS, LLC	









FILENAME: P:\Users\j... Project\231017.04 - East Troy - Mukwonago Recreational Trail.dwg Plot Date: 12/22/2024 10:00:00 AM Scale: 1"=100' Plot Size: 11x17" Plot Path: P:\Users\j... Project\231017.04 - East Troy - Mukwonago Recreational Trail.dwg

12/22/2024

SITE CONCEPT PLANS FOR
EAST TROY - MUKWONAGO RECREATIONAL TRAIL
SALT TROY, MUKWONAGO, WI

LYNCH & ASSOCIATES
ENGINEERING CONSULTANTS, LLC

CONCEPT PLAN

ISSUED FOR
REVIEW

PLAN DATE: 12/22/2024

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

PROJECT NO: 231017.04

Task Order No. 23-02
Village of East Troy, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Agreement for Technical Services dated February 16, 2023

Project Information

Services Name: Wisconsin Department of Transportation (WisDOT) Fiscal Year (FY) 2024 to 2028 Transportation Alternatives Program (TAP) Application Assistance

Services Description: Application assistance for WisDOT FY 2024 to 2028 TAP Solicitation.

Scope of Services

ENGINEER will provide the following services to OWNER for the preparation and submittal of an application for the WisDOT FY 2024 to 2028 TAP Solicitation. The application will be submitted by the WisDOT-established deadline of October 27, 2023. The potential TAP project generally includes a proposed multi-use path approximately 6 miles in length. The multi-use path will extend between the Village of East Troy and the Village of Mukwonago within the East Troy Electric Railroad right-of-way.

1. Review project design scope provided by OWNER.
2. Prepare an opinion of probable construction cost.
3. Prepare a project overview map.
4. Prepare a project narrative.
5. Communicate with the local Metropolitan Planning Organization about the project via e-mail, as appropriate.
6. Prepare a typical cross-section of the proposed bike path and existing roads that the proposed bike path will cross or run parallel to.
7. Attach a list of potential parcel acquisitions provided by OWNER, as appropriate.
8. Submit an OWNER-provided local resolution of support for the proposed project.
9. Submit draft application to OWNER for review.
10. Incorporate OWNER comments, as appropriate, and submit the final application to WisDOT.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order a lump sum of \$8,000.

OWNER REVIEW

Strand Associates, Inc.®

Village of East Troy
Task Order No. 23-02
Page 2
September 26, 2023

DRAFT

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of October 2, 2023. Services are scheduled for completion on October 31, 2023.

OWNER's Responsibilities

In addition to those items found in the associated Agreement for Technical Services, OWNER shall be responsible for the following:

1. Provide ENGINEER a detailed list of completed parcel acquisition documentation, if right-of-way was acquired by OWNER for the project.
2. Provide ENGINEER with an executed resolution in support of the project.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

VILLAGE OF EAST TROY

DRAFT

DRAFT

Joseph M. Bunker
Corporate Secretary

Date

Robert M. Johnson
Village President

Date



Agenda Cover Report

Date: 10/10/23	Committee/Board: Public Works Committee
Submitted by: Ron Bittner	Department: Public Works
Date of Committee Action: N/A	Date of Village Board Action: 10/18/23

Subject: Village Hall Elevator Fire Alarm Panel Replacement
Executive Summary: The 23-year-old fire panel is obsolete, and the parts are no longer produced to repair it. The new elevator panel will connect with the building alarm panel and be monitored by a single cellular caller. Cellular callers require only one dedicated phone line, eliminating the need for a redundant secondary line.
Fiscal Impact: The installation cost, including the first year of monitoring, is \$11,365.00.
Executive Recommendation/Action: Approval of the village hall elevator fire panel purchase and replacement in the amount of \$11,365.00.

☐ Attachments Included

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	10/10/23	NUMBER:	
-------	----------	---------	--

VENDOR NAME & ADDRESS:	SHIP TO:
USA Fire Protection 15775 W Schaefer Court New Berlin, WI 53151	DPW

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
DPW	Tracy Sealcoating Services	

BUDGETED ITEM?	Yes	BUDGETED SOURCE:	Capital Plan
-----------------------	-----	-------------------------	--------------

<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>ACCT #</u>
1		Village Hall Elevator Fire Panel Replacement and Cellular Caller Installation.		\$11,365.00	100-5160- 539500
			TOTAL	\$11,365.00	

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

--



USA Fire Protection

A Subsidiary of API Group, Inc.

- Full Service Fire Protection Contractor -

10/9/2023

Village of Mukwonago
440 Rivercrest Court
Mukwonago, WI 53149

Attention: Ron Bittner

Reference: Fire Alarm Elevator Recall Panel Repair for Mukwonago Municipal Building, 440 Rivercrest Court, Mukwonago, WI 53149

Dear Ron,

Thank you for the opportunity to provide you with pricing for the above referenced project which includes the following.

- 1) Provide and install 1 new addressable Fire Alarm Control Panel to replace the inoperable elevator recall fire panel.
- 2) Provide new standby batteries for new FACP.
- 3) Provide and install 1 new manual pull station near FACP.
- 4) Provide and install 4 new smoke detectors for new FACP for elevator recall functions.
- 5) Provide and install 4 new monitor modules to supervise the fire sprinkler system with new FACP.
- 6) Provide and install 1 new horn strobe by FACP.
- 7) Provide and install 1 relay module for elevator recall functions.
- 8) Provide and install new heat detector in elevator equipment room for shunt trip.
- 9) Provide and install cellular dialer for monitoring of the new FACP with first year of monitoring included.

Our price is- \$11,365 with first year of monitoring included

(Price valid for 30 days)

Monitoring after first year will be \$60/month billed annually as \$720.

Conditions

- 1) Our price is based on work to be done during normal working hours (7:00 am – 3:30 pm Monday through Friday).
- 2) Any additional work not listed will be on a Time & Material basis
- 3) Price does not include any drywall repairs and/or electrical work if applicable.
- 4) Price does not include tax or freight if applicable.

If you have any questions or need any additional information regarding the above-mentioned codes or your fire protection needs, please feel free to contact me at 262-754-6201 or Edgar.Fregoso@usafp.us

Customer Acceptance

United States Alliance Fire Protection Wisconsin, Inc.

Authorized Signature: _____

Printed Name: _____

Date: _____

Phone: _____

Purchase Order: _____

Site Contact: _____

Site Phone: _____

Edgar Fregoso
Inspections Sales Representative

Terms of payment are net thirty (30) days from date of invoice. Invoices may be rendered on a progress basis for work completed through the date of invoicing and purchaser agrees to pay such progress billings in full. Purchaser agrees that payment to seller shall not be contingent upon settlement of insurance claim or reimbursement by another party. A service charge will be charged and added to the price on all payments past due and owed by the purchaser under this contract at a monthly rate of 1.5% or at a rate allowed under applicable law. Purchaser shall pay any reasonable attorney fees incurred in the collection of past due accounts.

NEW BERLIN – 15775 W Schaefer Court, New Berlin, WI 53151 PH: 262-782-3311 Fax: 262-782-3539

APPLETON - 1080A North Perkins St, Appleton, WI. 54914 Ph: 920-836-3344 Fax: 920-836-3862

MADISON – Ph: 608-838-7181 Fax: 608-838-4868

RESOLUTION NO. 2023-57

**A RESOLUTION TO APPROVE THE ELIMINATION OF A LETTER OF
CREDIT FOR IDC AT 600 PERKINS DRIVE
IN THE VILLAGE OF MUKWONAGO**

WHEREAS, the Village Board of the Village of Mukwonago is required to approve an elimination in a Letter of Credit based on the satisfactory completion and/or acceptance of public infrastructure as required under the terms of the developer's agreement, and

WHEREAS, IDC has requested a Letter of Credit Elimination for the development located at 600 Perkins Drive Mukwonago, and

WHEREAS, the request includes lien waivers from Contractors performing parts of the work associated with the requested reduction, and a detailed breakdown request by category of work, and

WHEREAS, the Village Engineer has reviewed the request and the work completed for which the request is associated with and recommend that the current Letter of Credit be reduced as stated and as described in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED the Village Board of the Village of Mukwonago, Wisconsin, hereby approves the elimination of the Letter of Credit for Goodwill of Mukwonago.

Adopted and approved dated this 18th day of October 2023.

By: _____
Fred Winchowky, Village President



Attest: _____
Diana A Dykstra, Village Clerk-Treasurer

October 4, 2023

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

Re: IDC – 600 Perkins Drive
Letter of Credit Elimination

Dear President Winchowky:

A letter of credit was established in August 2022 for the redevelopment project by IDC at 600 Perkins Drive. The project involved the expansion of the existing storm water pond at the site and the regrading of a grass swale that drains to the pond. The value of the letter of credit for the storm water management improvements was \$31,860.

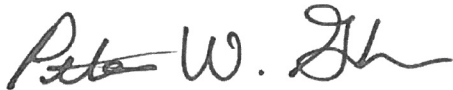
All storm water management improvements were completed in Fall of 2022. The 1-year warranty period has now expired, and the pond is functioning as intended. No reductions were made on the letter of credit to-date. We, therefore, recommend to you and the Village Board that the letter of credit be eliminated for this project.

The required final lien waivers are attached to this letter.

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

Respectfully,

RUEKERT & MIELKE, INC.



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

PWG:pwg

Enclosure(s)

cc: Fred Schnook, Village of Mukwonago
Diana Dykstra, Village of Mukwonago
Linda Gourdoux, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Wayne Castle, Village of Mukwonago
Erin Scharf, Village of Mukwonago
Tim Rutenbeck, Village of Mukwonago
Chief Jeff Stien, Village of Mukwonago
Chief Dan Streit, Village of Mukwonago
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

Final Unconditional Waiver of Lien

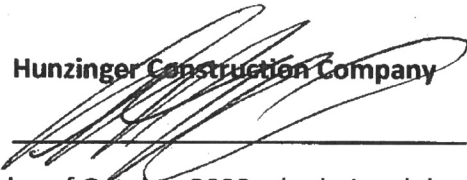
For value received we hereby waive our rights and claims for lien on land and buildings about to erected, being erected, erected, altered, or repaired and to the appurtenances thereunto in the amount of **Full and Final Payment**.

For: **Instrument Development Corp.**, owner.

By: **Hunzinger Construction Company**, contractor, for general construction and carpentry being situated

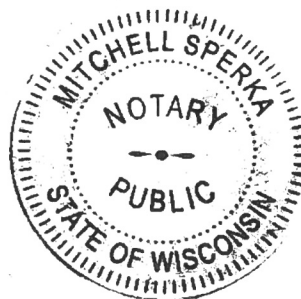
At: **820 Swan Dr., Mukwonago, State of Wisconsin.**

Described as: **IDC Precision**


Hunzinger Construction Company

This personally appeared before me the 2nd day of October 2023 who being duly sworn on oath, says that he is the Chief Financial Officer of Hunzinger Construction Company, Inc. and that he hereby acknowledges the execution of the foregoing instrument for and on behalf of the company.


Notary Public, State of Wisconsin
My Commission Expires: 6-30-2027



ATTACHMENT "B" - FINAL WAIVER

CONTRACTOR FINAL AFFIDAVIT, WAIVER AND RELEASE OF LIENS AND CLAIMS

OWNER: Instrument Development Corp

CONSTRUCTION MANAGER/GENERAL CONTRACTOR
(Herein referred to as "Contractor")

PROJECT: 22-077 IDC Precision

SUBCONTRACT DATE:
PURCHASE ORDER NO. 22077002

SCOPE OF WORK AND OR
MATERIAL PROVIDED:

Earthwork

FROM: New Berlin Grading, Inc.
STREET: 19400 W Lincoln Ave
CITY, ST: New Berlin, WI

I. Certification, Affirmations and Warranties

The undersigned, to support its entitlement to the requested payment, and for in consideration of payments made by **Hunzinger Construction Company, Inc.** ("Contractor") to the undersigned or to a Subcontractor, Material man, or Supplier of the undersigned, for work performed in the construction of the above referenced Project pursuant to the above-referenced Subcontract or Purchase Order, hereby affirms, certifies and warrants as follows:

1. Payment Request in the amount of **Full and Final payment**, represents the actual value of work performed through the above indicated payment request period for which payment is due under the terms of the Subcontract or Purchase Order (and all authorized changes thereto) between the undersigned and Contractor relating to the Project, including (i) all labor expended in the construction of the Project, (ii) all materials, fixtures, and equipment delivered to Project, (iii) all materials, fixtures and equipment for the Project stored off-site to the extent authorized by Contractor and for which payment therefore is permitted by Contractors contract with the Owner and all requirements of said contract with respect to materials stored off-site have been fulfilled, (iv) all services performed in the construction of the Project, and (v) all equipment used, for provided for use, in the construction of the Project. Such work including items (i) through (v) is hereafter collectively referred to as "work performed in the construction of the Project." The work performed in the construction of the project is in compliance with all the requirements of the Contract.
2. Except for retainage, if applicable, and except for those items specifically listed on an exhibit attached hereto, if any ("Exceptions"), there are no outstanding claims against Contractor and/or its sureties, the Owner of the Project and/or its lenders and guarantors, or the Project, in connection with the work performed in the construction of the Project.
3. The undersigned has not assigned to anyone any claim, any lien, or any right to file or perfect a lien, against Contractor and/or its sureties, the Owner of the Project and/or its lenders, or any and all successors and assignees of the above or the Project.
4. The undersigned has paid in full all laborers, and, subject to retainage and Exceptions, all Subcontractors, Suppliers, Material men, trade unions and others with respect to all work performed in the construction of the Project. No such party has filed or can properly file any claim, demand, lien, encumbrance or action against Contractor and/or its sureties, the Owner of the Project and/or its lenders, or the project.
5. The undersigned has not given or executed any security interest for or in connection with any materials, equipment, appliances, machines, fixtures or furnishings which have been or are to be placed upon or installed in the Project, and is conveying good title to the same to Contractor or the Owner.
6. The undersigned has paid all amounts due benefit funds, trade unions, applicable taxes, applicable fees, duties and other like charges relating directly or indirectly to the work performed in the construction of the Project.

7. The undersigned has complied with all applicable federal, state and local laws, codes, ordinances and regulations relating to the work performed in the construction of the Project.

8. The undersigned has the right, power and authority to execute this document.

II. Waiver and Release

In accord with the Subcontract Agreement or the Purchase Order, as applicable, the undersigned does hereby forever waive and release in favor of Contractor and its sureties, the Owner of the Project and its lenders, the Project and the title company or companies examining and/or insuring title to the Project, and any and all successors and assignees of the above, all rights that presently exist or hereafter may accrue to the undersigned by reason of work performed in the construction of the Project through **Full and Final Payment**, (1) to assert a lien upon the land and/or improvements comprising the Project, and (2) to assert or bring any causes of action, claims, suits and demands which the undersigned ever had or now has against Contractor and/or its sureties, the Owner of the Project and/or its lenders, or the Project, except to the extent of retainage and Exceptions.

III. Indemnification

The undersigned hereby agrees to indemnify and hold harmless Contractor and its sureties, and the Owner of the project and its lenders, and any and all successors and assignees of the above from any and all damages, costs, expenses, demands, and suits, (including reasonable legal fees) directly or indirectly relating to any cause of action, claim or lien filing by any party with respect to any (1) work performed in the construction of the Project or work which should have been performed in construction of the Project through **Full and Final Payment** except to the extent of retainage and Exceptions. (2) any rights waived or released herein, and (3) any misrepresentation or breach of any certification, affirmation or warranty made by the undersigned in this Affidavit, Waiver and Release of Liens, and upon the request of Contractor, its sureties, the Owner of the Project or its lenders, will undertake to defend such causes of action, claims or lien filings at its sole cost and expense.

Date: 6/12, 2023

New Berlin Grading, Inc.
(Subcontractor-Full Corporate Name)

By: [Signature]
(Authorized Signature)

Title: Controller
(Corporate Title)

Subscribed and sworn before me
This 12th day of June, 2023

Notary Public
My Commission Expires [Signature]
Notary Public
State of Wisconsin

*VILLAGE OF MUKWONAGO
POLICE DEPARTMENT*



MONTHLY REPORT

September 2023

Citation Totals by Offense

All Departments

Violation Date: 09/01/2023 through 09/30/2023

Court	Agency	Offense Code	Offense Description	Total
MKPD				
	Adult			
		346.14(1m)	Automobile Following Too Closely	3
		346.13(3)	Deviation From Designated Lane	1
		341.61(2)	Display Unauth. Veh. Registration Plate	2
		14-55	Fail To Clean Up Animal Waste	1
		346.46(1)	Fail/Stop At Stop Sign	4
		346.18(3)	Fail/Yield Right/Way From Stop Sign	1
		346.18(2)	Fail/Yield While Making Left Turn	1
		346.57(2)	Failure To Keep Vehicle Under Control	1
		346.48(1)	Failure To Stop For School Bus	3
		346.485(1)	Illegal Pass Of School Bus Reported	2
		341.15(3)(c)	Improper Display/Plates (Illegible)	2
		346.31(2)	Improper Right Turn	1
		346.89(1)	Inattentive Driving	2
		TR305.44	Motorcycle-Fail/Equip Mirror	1
		347.13(1)	No Tail Lamp/Defective Tail Lamp-Night	1
		341.04(1)	Non-Registration Of Auto, Etc	16
		341.03(1)	Operate After Rev/Susp Of Registration	1
		344.62(1)	Operate Motor Vehicle W/O Insurance	18
		344.62(2)	Operate Motor Vehicle W/O Proof Of Insurance	1
		347.13(3)	Operate Vehicle W/O Registration Lamps	1
		347.14(1)	Operate Vehicle W/O Stopping Lights	2
		343.05(3)(a)	Operate W/O Valid License	2
		343.44(1)(a)	Operating After Suspension	6
		346.63(1)(a)	Operating While Intox.	1
		347.06(1)	Operation W/O Required Lamps Lighted	1
		346.23(1)	Pedestrian, Bicyclist, Or Epamd Fyr	1
		346.935(2)	Possess Open Intoxicants In Mv	4
		961.41(3g)(b)	Possession of Controlled Substance	5
		346.57(4)(gm)1	Speeding on Expressway	1
		346.57(5)	Speeding Zone And Posted Limits	43
		943.20(1)(a)	Theft-Movable Property<=\$2500	1
		347.06(3)	Unclean/Defective Lights Or Reflectors	5
		346.87	Unsafe Backing Of Vehicle	1
		346.13(1)	Unsafe Lane Deviation	1
		347.48(2m)(b)	Vehicle Operator Fail/Wear Seat Belt	1
		346.37(1)(c)1	Violate Red Traffic Signal	2
Adult Grand Total				140

Citation Totals by Offense

All Departments

Violation Date: 09/01/2023 through 09/30/2023

Court	Agency	Offense Code	Offense Description	Total
MKPD	Juvenile			
		947.01(1)	Disorderly Conduct	1
		54-103	Possession of Nicotine/Tobacco by a Minor	1
			Juvenile Grand Total	2

Mukwonago Police Department
Tickets Totals (by Violation)

Issue Date: 09/01/2023 through 09/30/2023

Violation Description	Violation Code	Area	Total
Mhs - Park W/O Permit	82-212		18
		By Violation:	18
Park Left Wheel To Curb	82-1(A)		2
		By Violation:	2
		Total Tickets:	20



Monthly Case Overview Report

Printed On: 10/04/23 13:31

Reporting Period: 09/01/2023 - 09/30/2023

Village of Mukwonago Police - 1122

	Total
	67
Administrative/Informational	10
Ambulance Request	1
Assist Other Dept/Service/Request by Citizen	2
Bail-Personal Recog	1
Carrying a Concealed Weapon	1
Dangerous Drugs - Use	1
Disorderly Conduct	4
Drug/Narcotic Law Investigatio	1
Evidence Room	1
Found Property	1
Fraud	1
Fraud Complaint	3
Marijuana-Possession	5
Miscellaneous Information	1
OWI/DWI-Liquor	1
Paper Work Delivery	1
PI Accident	1
Public Order Crimes	2
Retail Theft \$50-\$200	3
Retail Theft >\$200	2
School Bus Violations	1
Sex Offense	1
Sexual Assault	1
Simple Assault	1
Station Contact	2
Theft - All	3
Theft - All Others >\$200	1
Theft From Auto >\$200	1
Traffic Offense/Traffic Other	9
Traffic Stop	1
Weapons-Discharge a Firearm	1
Well Being Check	2



Arrests by Statute Report

Printed On: 10/04/23 13:37

Reporting Period: 09/04/23 - 09/30/23

This report contains all arrest charges.

	Total	Felony	Misdemeanor	Non-Criminal	Ordinance
14-55 - Failure to Clean Up Animal Waste	1				1
346.48(1) - Fail/Stop for Unloading School Bus	1			1	
346.63(1)(a) - Operating While Intoxicated - 1st Offense	1			1	
346.63(1)(a) - Operating While Intoxicated - 2nd Offense	1		1		
54-1(1) - Retail Theft (Shoplifting)	1				1
54-1(24) - Theft (under \$2500.00)	1				1
54-1(V) - Possession of a Controlled Substance	5				5
54-103 - Possession of Nicotine or Tobacco Product by a Minor	1				1
940.19(1) - Battery	1		1		
941.231 - Carrying a concealed knife	1		1		
943.20(1)(a) - Theft - Movable Property (<=\$2,500)(UCR >=\$200)	2		2		
943.50(1m)(b) - Retail Theft - Intentionally Take - (<=\$500)(UCR \$50-\$199)	1		1		
943.50(1m)(b) - Retail Theft-Intentionally Take >\$500-\$5,000	3	3			
946.49(1)(b) - Bail Jumping-Felony	3	3			
947.01 - Disorderly Conduct	8		5		3
948.093 - Underage Sexual Activity	2		2		
961.41(3g)(b) - Possession of a Controlled Substance (Other than a Schedule I or II Narcotic)	1		1		
961.41(3g)(b) - Possession of Controlled Substance	1		1		
961.41(3g)(c) - Possession of Cocaine (2nd and subsequent)	1	1			
961.41(3g)(e) - Possession of THC	1		1		
FUGM - Fugitive Warrant Other Municipal	2			2	
FUGP - Probation/Parole Hold	2			2	
Total	41	7	16	6	12



Traffic Crash List

Printed On: 10/04/23 13:37

Village of Mukwonago Police

Date Time	Case#	Crash#	Officer	Total Units	Total Injured	Total Killed	Crash Type	EMS#
09/26/2023 17:10		23-000145	Rogers, Richard-rrog49	2	0	0	C	
09/26/2023 17:56	23-040390	23-000144	Wilson, Chet-cwil47	1	0	0	C	
09/21/2023 12:33	23-039622	23-000143	Wilson, Chet-cwil47	2	1	0	C	
09/25/2023 16:30		23-000142	Rogers, Richard-rrog49	2	0	0	C	
09/23/2023 07:15		23-000141	Rogers, Richard-rrog49	2	0	0	C	
09/21/2023 09:51		23-000140	Steinbrenner, Jason J-jste35	2	0	0	C	
09/21/2023 07:07	23-039568	23-000139	Steinbrenner, Jason J-jste35	2	0	0	C	
09/15/2023 15:07		23-000138	Gieszynski, Brian-bcie45	2	0	0	C	
09/16/2023 12:47		23-000137	Gieszynski, Brian-bcie45	2	0	0	C	
09/08/2023 15:01		23-000136	Pitcher, Peter-ppit38	2	0	0	C	
09/08/2023 15:01		23-000135	Pitcher, Peter-ppit38	3	0	0	C	
09/14/2023 11:17		23-000134	Kirkpatrick, Cory-ckir37	2	0	0	C	
09/14/2023 07:10		23-000133	McKinney, Daniel-dmck44	3	0	0	C	
09/08/2023 15:49	23-037587	23-000132	Pitcher, Peter-ppit38	2	1	0	C	
09/13/2023 12:05		23-000131	Gieszynski, Brian-bcie45	3	1	0	C	
09/11/2023 17:48		23-000130	Kubiak, Michael L-mkub41	2	0	0	C	
09/06/2023 07:20		23-000129	Rogers, Richard-rrog49	2	0	0	C	
Village of Mukwonago Police				36	3	0		

Police Contacts - Village

First Shift	1322
Second Shift	899
Third Shift	454
911 Calls	129
TOTAL CALLS	2804

**Eagle Lake Patrol
All Calls/Contacts****17****Police Contacts - Town**

First Shift	535
Second Shift	921
Third Shift	560
911 Calls	44
TOTAL CALLS	2060

**Phantom Lake Patrol
All Calls/Contacts****22**

<u>TOTAL CONTACTS</u>	4903
------------------------------	-------------

FLEET MILES AND GAS USAGE

	<u>24</u>	<u>26</u>	<u>28</u>	<u>30</u>	<u>32</u>	<u>33</u>	<u>34</u>	<u>36</u>	<u>38</u>
	<u>22 Chev</u>	<u>21 Ford</u>	<u>20 Dodge</u>	<u>22 Chev</u>	<u>17 Ford</u>	<u>19 Chev</u>	<u>23 Chev</u>	<u>18 Ford</u>	<u>22 Chev</u>
Speed End	57482	8398	16052	54021	80915	14050	NA	90976	45258
Speed Beg	54582	8251	15814	51525	NA	13917	NA	90913	43451
Total Miles	2900	147	238	2496	NA	133	NA	63	1807
Total Gas	290.6	9.5	32.1	226.8	12.5	23	NA	17.4	204.2

Respectfully Submitted,

Chief Daniel J. Streit
Village of Mukwongo Police Department