

Village of Mukwonago
Notice of Meeting and Agenda

REGULAR VILLAGE BOARD MEETING
Wednesday, June 19, 2024

Time: **6:30 pm**

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

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Comments from the Public

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

5. Presentations

5.1 Presentation on the Public Works Facility and Needs Assessment by Barrientos Design.

[Village of Mukwonago DPW Needs Assessment.pptx](#)

[Barrientos Design - Mukwonago DPW Study.pdf](#)

5.2 2023 Audit Presentation and motion to accept the of 2023 Audited Financial Report.

[Village of Mukwonago - AUD - 12-31-2023 - Final.pdf](#)

[Village of Mukwonago - Audit Results Report - Final.pdf](#)

[2023 report to the board.pdf](#)

6. Consent Agenda

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

6.1 Approve Minutes of May 15, 2024 Regular Village Board Meeting and June 5, 2024 Special Village Board Meeting.

[2024-06-05 Special VB Draft Minutes](#)

[2024-05-15 VB Minutes Draft](#)

6.2 Approve Accounts Payable Vouchers in the amount of \$584,727.93.

[060524 VB AP Packet.pdf](#)

6.3 Approve Phantom Junction Stage Rental on August 30, 2024 for Night of Worship from 12pm - 8pm, applicant Life Point Church Mukwonago.

[8-30-2024 PJS Rental LifePoint Church.pdf](#)

6.4 Approve a special event and stage application for Aesthetic Management & Artis Development (AMAD) Gold Coast Festival on Saturday August 24, 2024 from 11AM to 11PM at Indian Head Park and Phantom Junction Stage. *(Date may be adjusted based on availability and schedule of performers, event credit will be issued for a future date if necessary)*

[Ethan Keller Event Permit & Park App 8.24.24_Redacted.pdf](#)

[Ethan Keller Gold Coast Festival PLAN OF OPERATION for 8.docx](#)

6.5 Approve Class "A" Retail Fermented Malt Beverage License Applications for: 122 Arrowhead Enterprises, Inc. d/b/a Arrowhead BP, 122 Arrowhead Drive, Mukwonago; Judith Schwartz Agent

[Class A Beer Applications](#)

6.6 Approve Class "A"/"Class A" Retail Combination Fermented Malt Beverage and Intoxicating Liquor License Applications for:

1. 1060 Rochester Enterprises, Inc. d/b/a Rochester BP, 1060 Rochester St.; Judith Schwartz, Agent
2. 909 Greenwald Enterprises Inc., d/b/a Mukwonago Amoco, 909 Greenwald Ct.; Judith Schwartz, Agent
3. Aldi Inc., d/b/a Aldi #46, 111 East Wolf Run; Tammy Wright, Agent
4. B&A Trading LLC, d/b/a Andy Liquor Store, 411 Main Street; Amandeep Singh, Agent
5. Khasria Two Inc., d/b/a Village Wine & Liquor, 712 Main Street; Harjinder Khasria, Agent.
6. Kwik Trip Inc., d/b/a Kwik Trip #282, 1212 N Rochester St., Susan Michaelson, Agent
7. Ultra Mart Foods, Inc., d/b/a Metro Market #384, 1010 N Rochester St., Todd Glaser, Agent
8. VM Investments LLC, d/b/a Amann's Beer+Wine, 110 Chapman Farms Blvd (Lower Retail), Amandip Singh, Agent
9. Wal-Mart Stores East LP, d/b/a Wal-Mart #1571, 250 E Wolf Run, Charles Burns, Agent
10. Walgreen Co, d/b/a Walgreens #07039, 212 N Rochester St., Brian Marinello, Agent

[Class A Combo Beer Liquor Applications](#)

6.7 Approve Class "B"/Class C Combination Fermented Malt Beverage and Wine License Applications for:

1. Bee Well Cafe, 100 Main Street, Suite 1, Calaya Kostecki, Agent
2. Five Rice, Inc. d/b/a Five Rice Restaurant, 920 Greenwald Ct., Suite 100, Jianping Huang, Agent

[Class B C Combo Beer and Wine Applications](#)

6.8 Approve Class "B"/"Class B" Retail Combination Fermented Malt Beverage and Intoxicating Liquor License Applications for:

1. American Legion Community Post 375, 627 E Veteran's Way; Tammy Stelter, Agent
2. Blue Bay, Inc, d/b/a Blue Bay Restaurant, 927 Main Street; Victor Islami, Agent
3. FJ Partners LLC, d/b/a Sol De Mexico, 507 Main Street; Jose Jaimes-Lopez, Agent
4. Jays Lanes Inc., d/b/a Jay's Lanes, 326 Atkinson Street; Jeffrey Jay, Agent
5. Perseverance Corp, d/b/a Badger Burger Company, 200 S Rochester St.; Mark Weiss, Agent
6. Sandy's Miller Time, LLC d/b/a Sandy's Miller Time, 701 Main Street; Brian Anspach, Agent
7. Take A Big Bite, Inc., d/b/a Fork in the Road Restaurant, 215 N Rochester St.; Therese Hennessy, Agent
8. The Boneyard Pub & Grille, LLC, d/b/a Boneyard Pub & Grille, 215 Bay View Rd., Suite 200; James Fredric Jones, Agent

[Class B Combo Beer Liquor Applications](#)

6.9 Approve Class "B"/"Class B" Reserve Combination Fermented Malt Beverage and Intoxicating Liquor Renewal Applications for:

1. Crush, LLC d/b/a Crush Wine and Social, 110 Main Street; Paul Kwiecien, Agent
2. DAA Smokehouse LLC, d/b/a David Alan Alan's Smokehouse, 325 Bay View Rd., Suite D/E; Tina O'Bryan, Agent
3. El Pueblo, Inc, d/b/a Antiqua Real Restaurant, 355 Bay View Rd.; Marco Alarcon, Agent
4. Sarab Investments, d/b/a The Terraces At Aman's, 110 Chapman Farms Blvd; Amandip Singh Agent
5. That Place Restaurant, LLC, d/b/a That Place Trattoria, 1015 E Veteran's Way; Arturo Napoles, Agent
6. The Elegant Farmer, Inc., d/b/a The Elegant Cork, 1541 Main Street; Tina Schmidt, Agent

[Class B RESERVE Combo Beer Liquor Applications](#)

6.10 Approve **Resolution 2024-32** a Resolution adopting the updated Village Administrator Position Description.

[RESOLUTION 2024-32 Village Admin Position Desc \(BV Edits\)](#)

6.11 Approve **RESOLUTION 2024-33** Code of Conduct Policy for Elected and Appointed Officials in the Village of Mukwonago.

[RESOLUTION 2024-33 \(Code of Conduct Policy\).docx](#)

[Code of Conduct Final Draft 4-18-24](#)

6.12 Approve a Task Order to create our Water and Sewer System Master Plan

[Agenda Cover Letter_Uilities Master Planning Task Order](#)

[Task Order 2024-03 Water and Wastewater System Master Plan](#)

6.13 Approve **Resolution 2024- 34** a resolution to approve the Compliance Maintenance Report (CMAR) for 2023.

[Cover Report - CMAR 2023](#)

[RESOLUTION 2024-34 \(Annual CMAR\)](#)

[CMAR_2023_Draft](#)

6.14 Approve changing the color of the bear on future wayfinding signs to Black.

[Agenda Cover Report.docx](#)

[Village of Mukwonago Drawing 1\(2\).pdf](#)

[Village of Mukwonago Drawing 1\(3\).pdf](#)

[Village of Mukwonago Drawing 2\(2\).pdf](#)

- 6.15 Approve the Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention with the City of Milwaukee.

[Agenda Cover Report 2024 City of Milwaukee IGA](#)

[2024 RNC Police IGA - v2024.04.24](#)

- 6.16 Approve the purchase of a 2024 Chevy Tahoe squad car as budgeted.

[Agenda Cover Report 2024 squad](#)

[2024 CHEVROLET TAHOE 4WD PPV](#)

7. Other Items for Approval

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

- 7.1 Approve Class "A"/ "Class A" Combination Retail fermented Malt Beverage and Intoxicating Liquor Application for E and S Sweets LLC, d/b/a E and S Sweets, 211 N Rochester St, Unit D; Kristen Brill, Agent.

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

- 8.1 Monthly Fire Reports

[Incident-Type-Report-\(Summary\)_01-01-2024 to 05-31-2024.pdf](#)

9. Planning Commission Recommendations

Discussion and possible action on the following Plan Commission Recommendations

- 9.1 Discussion and action to approve **Resolution 2024-35** Conditional Use Permit for a drive-through facility associated with a new restaurant (Dunkin Donuts) located on the north side of Bay View Road, West of Sth 83, at MUKV 2014-987, applicant (Kardo Group, LLC), as recommended by the Plan Commission.

[Staff Report-20240605-Dunkin Donuts-SPAR and CU with Attachments](#)

[RESOLUTION 2024-35 Dunkin Donuts CUP](#)

- 9.2 *For Information Only*

- **PC Resolution 2024-07** A Plan Commission Resolution was approved for a Site Plan and Architectural Review for Dunkin Donuts Drive Through Parcel MUKV 2014987.

[PC RESOLUTION 2024-07 Dunkin Donuts SPAR](#)

10. Finance Committee, Trustee Darlene Johnson

Discussion and possible action on the following items

- 10.1 Discussion and possible action to approve Accounts Payable Vouchers in the amount of \$229,194.33.

[20240619 VB AP Packet.pdf](#)

- 10.2 Discussion and possible action to approve **Resolution 2024-36** Amending the 2024 Adopted Budgets for the Fire Department and Fire/Ambulance Designated Funds.
[RESOLUTION 2024-36 Amend 2024 Budget -150 & 320\).pdf](#)

11. Judicial Committee, Trustee Dale Porter

Discussion and possible action on the following items

- 11.1 Discussion and possible action on a renewal Class "B" Fermented Malt Beverage and Reserve "Class B" Intoxicating Liquor Application for Zip Main LLC, The Block, 950 Main Street, Mukwonago, WI.
[Cover Report The Block Liquor License.pdf](#)
[Zip Main The Block 2024 Application.pdf](#)
- 11.2 Discussion and possible action to approve a Temporary Class "B" license to sell Fermented Malt Beverages from Knights of Columbus 7048 at Mukwonago Farmers Market on June 26, July 3, 10, 7-17, 24, 31, August 7, 14, 21, 28 (*Note the Chamber has approved the operation plan adding this beverage vendor*)
[Temp License Knight of Columbus Redacted.pdf](#)
[MACC Farmers Market Special Events 6_2024](#)

12. Public Works Committee, Trustee Eric Brill

Discussion and possible action on the following items

- 12.1 Discussion and review on Crosswalk installation by Waukesha County (Cty ES/Front Street).
(This item was tabled for one year on 6-21-23)
[CTH ES at Front - Proj Overview.pdf](#)
[Agenda Attachment - Crosswalk.pdf](#)
[Ordinance Waukesha DPW.jpg](#)

13. Protective Services, Trustee Scott Reeves

Discussion and possible action on the following items

- 13.1 Police Report for the Month of May 2024 (*For Information Only, No Action Required*)
[Monthly Report May 2024.pdf](#)

14. Village President

- 14.1 Strategic Planning Process Update
- 14.2 Announcement of a grant award from the DOT Transportation Alternative Program for a Multi Use Trail Planning with the Village of East Troy in the amount of \$76,000.
[SE_East Troy to Mukwonago Multi-Use Path Planning Study \(002\).pdf](#)

15. Closed Session

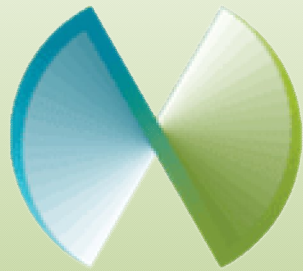
Closed session pursuant to **Wis. Stats § 19.85 (1) (g)** (Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation) concerning GFLP v Village of Mukwonago; and pursuant to **Wis. Stats. § 19.85(1)(e)**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

16. Reconvene into Open Session

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

17. Adjournment

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



BARRIENTOS
design & consulting

Village of Mukwonago DPW

Garage Facility Assessment & Expansion Study

#50916



Norman Barrientos
Principal Architect
norman@barrientosdesign.com



Alyssa McKinnon
Architectural Designer
amckinnon@barrientosdesign.com

Agenda

- Introduction to Project
- - Study & Scope
- Facility Conditions Assessment
 - Cost Estimate
- Facility Needs Program
- Conceptual Planning
 - Option 1
 - Option 2
- Cost Estimate & Phasing
- Schedule
- Operational Benefits Gained
- Next Steps

Introduction to Project



Existing Site



Site

6-acre lot with facility occupying 4.5 acres

Environmental Corridor

Wellhead & Water Tower (1966 & 1996)

Canadian Railroad

St. James Catholic Church



Main Building

(Green) Parking Garage, 8,400 SF, Built in 2000

(Purple) Repair Garage, 4,800 SF, Built in 1972

(Orange) Admin Offices

(Red) Crew Quarters

Also, Woodshop & Sign Shop

Yard Facilities Include –

Fuel Station

Cold Storage & Impound

Salt Shed & Sand Shed

Study & Scope

Task 1

Facility Conditions Assessment

- Review existing drawings & toured facility.
- Identified major facility hinderances
- Created a narrative based on building's current functions.
- Reviewed building condition and created cost Estimate to repair/replace existing structure.
- Compare building's insurable value with cost to repair/replace and created report.

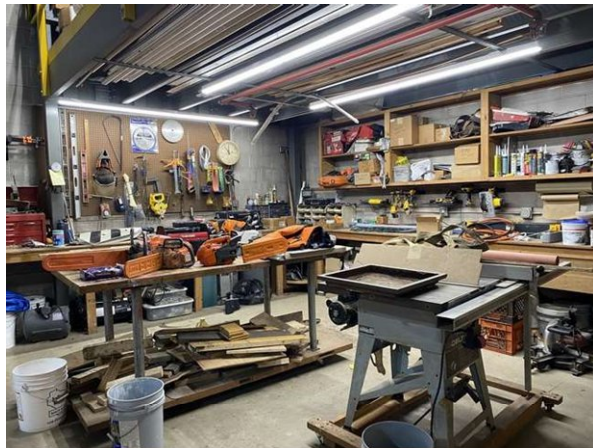




Task 2

Facility Needs Program

- Interviewed crew on operations and equipment usage.
- Created fleet composition and program needs based on interviews.
- Documented traffic flow & material intake.
- Developed relationship
- Assessed future growth & created optimal floor plan.

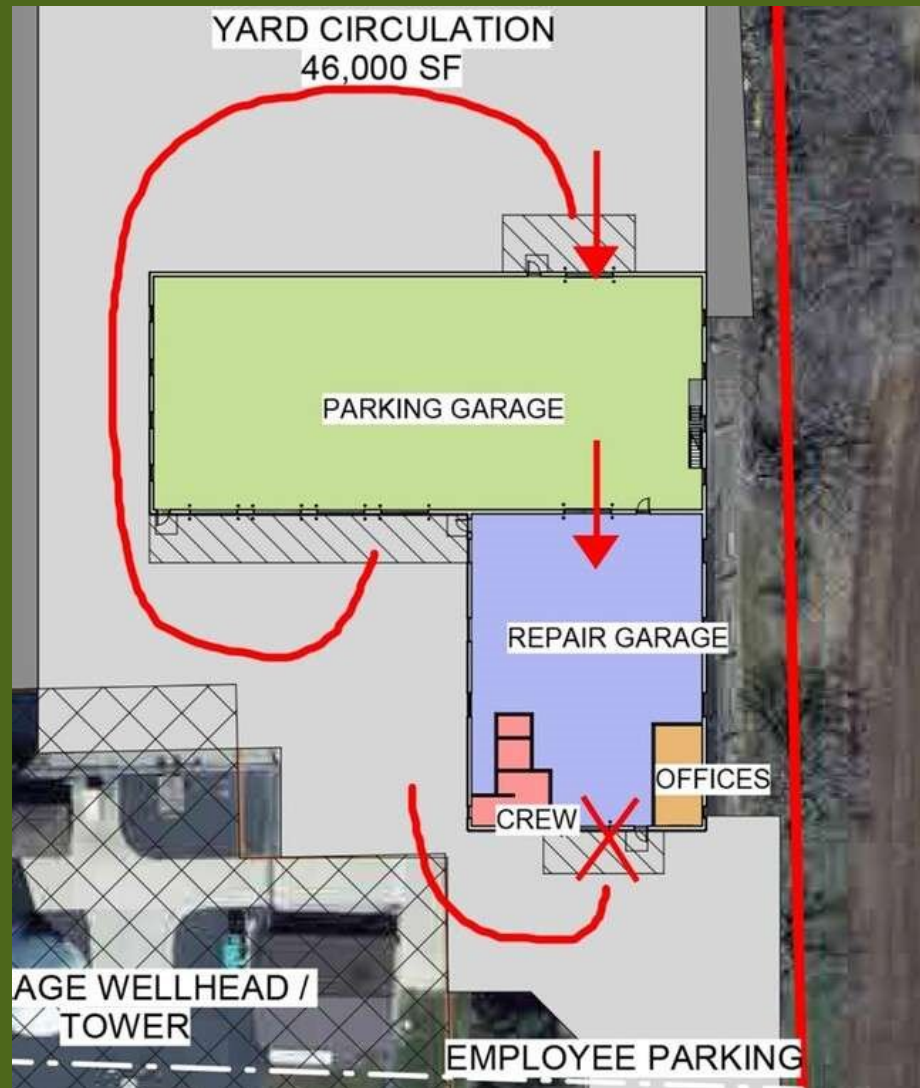


Task 3

Conceptual Planning

- Developed floor plans based on existing floor plan, GIS information & optimal floor plans.
- Created 2 conceptual floor plans with the additional 5-acres from St. James Catholic Church.
- Created schedule and cost estimate based on conceptual floor plans.
- Identified benefits & features of each option.

Facility Conditions Assessment & Cost Estimate



Existing Facility Conditions

- Circulation Issues
- Lack of parking in garage & low ceiling height
- Repair garage organization
- Lack of proper Crew Quarters
- Insufficient office space
- Lack of employee parking
- Overhead doors are insignificant
- Settlement Issue

Insured Value of
Facility

\$3,033,100

Item

Cost to Repair or
Replace

Slabs, Entries,
Superstructures

\$534,190

Exterior Enclosures

\$836,320

Interiors

\$2,000

Mechanical

\$268,800

Site Civil

\$559,425

Total Cost

\$2,552,653

FCA Cost Overview

This is the cost estimate to repair and renovate the existing facility back up to its maximum efficiency.

Exterior



Trench Drains -
Replace



Settlement (Parking Garage)



Roof Leaks - Repair

Interior



Deterioration on overhead
door from Salt Brine

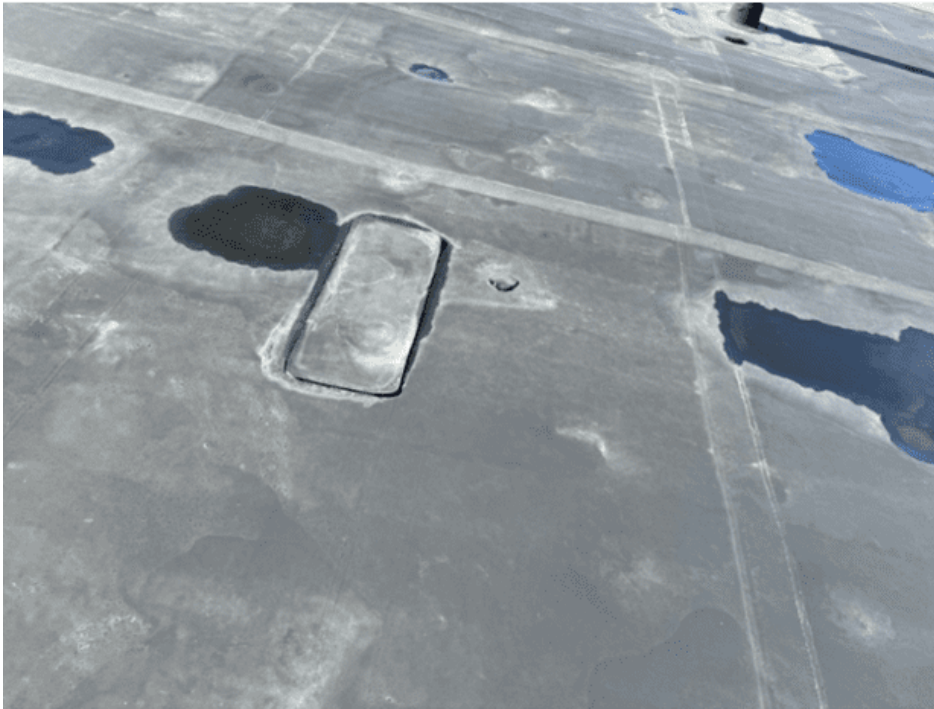


Damage from
Trucks



Damage on garage
opener from low ceiling

Roof



Improper patches with delamination
& ponding issues



Improper detailing & waterproofing

Yard Assets



Sand Shed rotting (demolish)



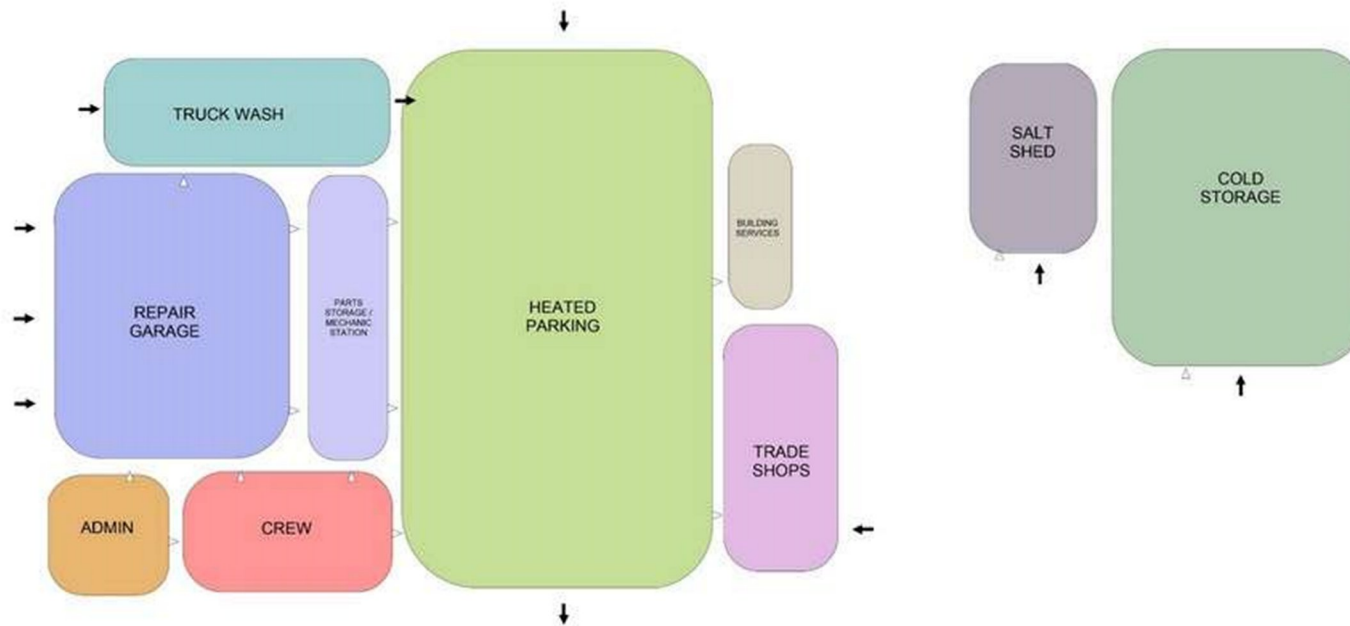
Impound storage structure is rotting & metal is damaged (demolish)

Facility Needs Program

Optimal vs. Existing SQFT

Function	Existing SQFT	Recommended SQFT
Heated Parking	6,900 SF	23,500 SF
Repair Garage	3,600 SF	8,300 SF
Trade Shops	1,200 SF	2,800 SF
Truck Wash	0 SF	3,000 SF
Parts Storage	450 SF	2,200 SF
Crew Quarters	450 SF	2,500 SF
Administration	300 SF	1,700 SF
Building Services	300 SF	1,000 SF
Total	13,200 SF	45,000 SF

Relationship Diagram



KEY

ADMINISTRATION 1,600 SF	PARTS STORAGE 2,700 SF
CREW 2,500 SF	BUILDING SERVICES 900 SF
HEATED GARAGE 21,500 SF	TRADE SHOPS 2,700 SF
REPAIR GARAGE 6,640 SF	COLD STORAGE 8,000 SF
TRUCK WASH 3,000 SF	SALT SHED / BRINE 4,300 SF
41,540 BUILDING SQFT	
← OVERHEAD DOOR	△ MAN DOOR



Optimal Floor Plan



Conceptual Planning

Option 1 & Option 2



Existing Site

Conceptual Floor Plans -

- Repair Garage 8,000 SF – 4 repair bays (2 heavy, 1 light & 1 small engine bay) Workbench, lifts, turnout cages, & fabrication alcove.
- Parking Garage 25,000 SF – 29 Parking stalls (10 heavy, 19 medium), field equipment storage, ice & water.
- Parts Storage 3,000 SF – Shelving & Consumables, Tire Rack, Field Applications, Power tools, Bulk Fluids, Loading Dock.
- Crew Quarters & Administration 4,400 SF – Lobby & Vestibule, Director & Supervisor offices, meeting room, storage, crew lockers, breakroom, patio area.
- Trade Shops 2,600 SF – Paint Shop, Pesticides, Carpentry Shop, Forestry, Electrical, & Sign Shop.
- Yard – Retaining Pond, Truck Wash, Sweeper Wash Basin, Cold Storage, Salt Brine, Sweeper Bin, Fuel Station. Compost, Tree Nursery, Parking, Bins, Dumpsters.

Option 1 – Drive-Thru, Single Aisle

Benefits

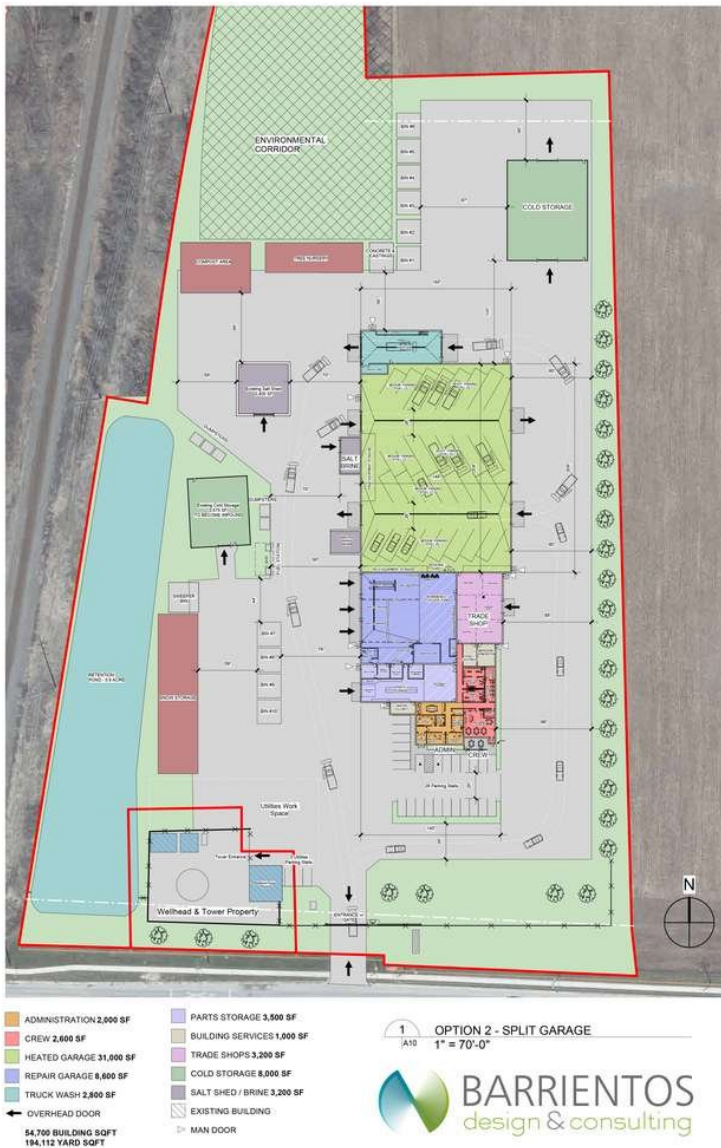
- Truck circulation is spacious & efficient. Best option for truck turn radius.
- Allowance for efficient usage for other Village Departments
- Easy access for employee & visitors to parking lot with separation from truck traffic.
- Privacy for crew functions
- Smallest SQFT option for Parking Garage.
- Ample space for Utilities department to perform work.



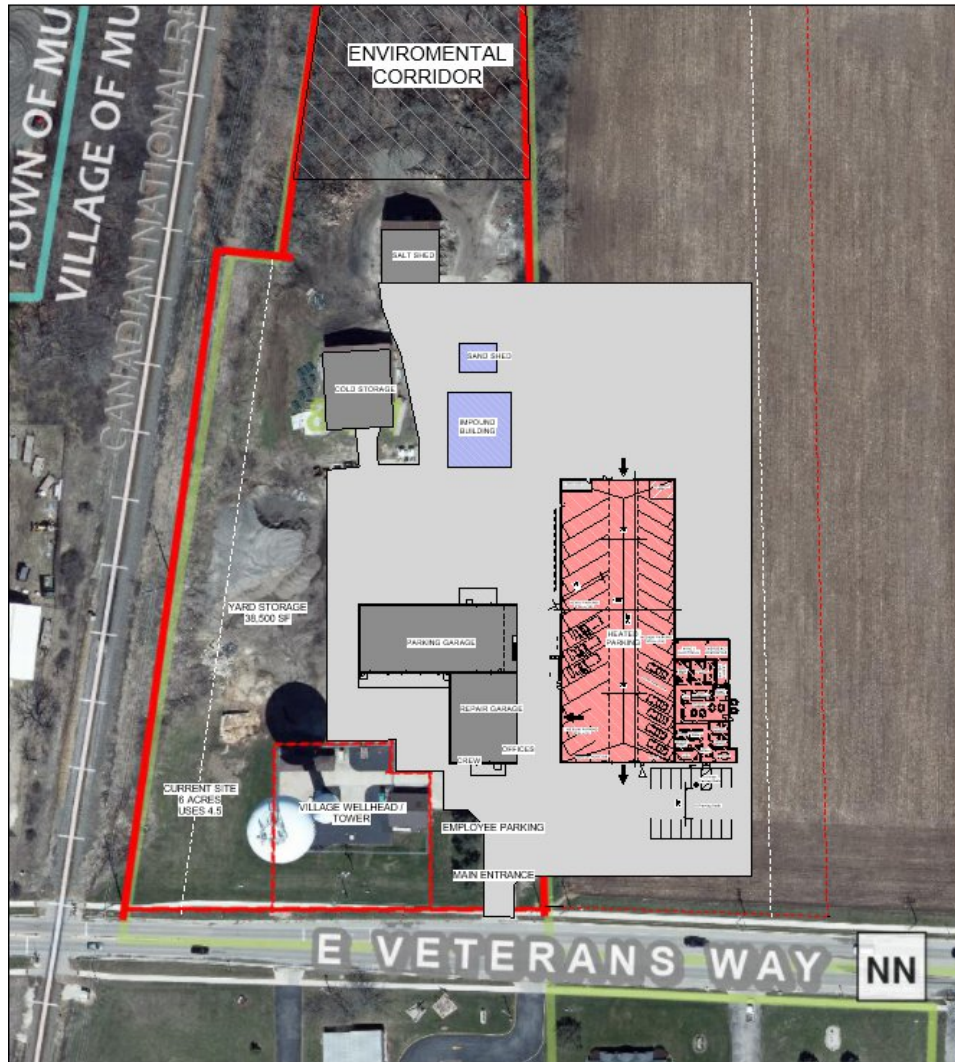
Option 2 – Drive-Thru, Double-Aisle

Benefits

- Easy access for employee & visitors to parking lot with separation from truck traffic.
- Formal upfront entrance to Admin and Crew Quarters.
- Trucks have options for paths to turn around. Circulation is spacious & efficient.
- Allowance for efficient usage for other Village Departments
- Options for Parking in Garage based on vehicles needs.
- Ample space for Utilities department to perform work.



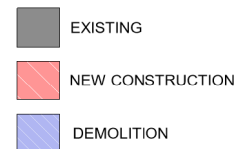
Cost Estimate & Phasing

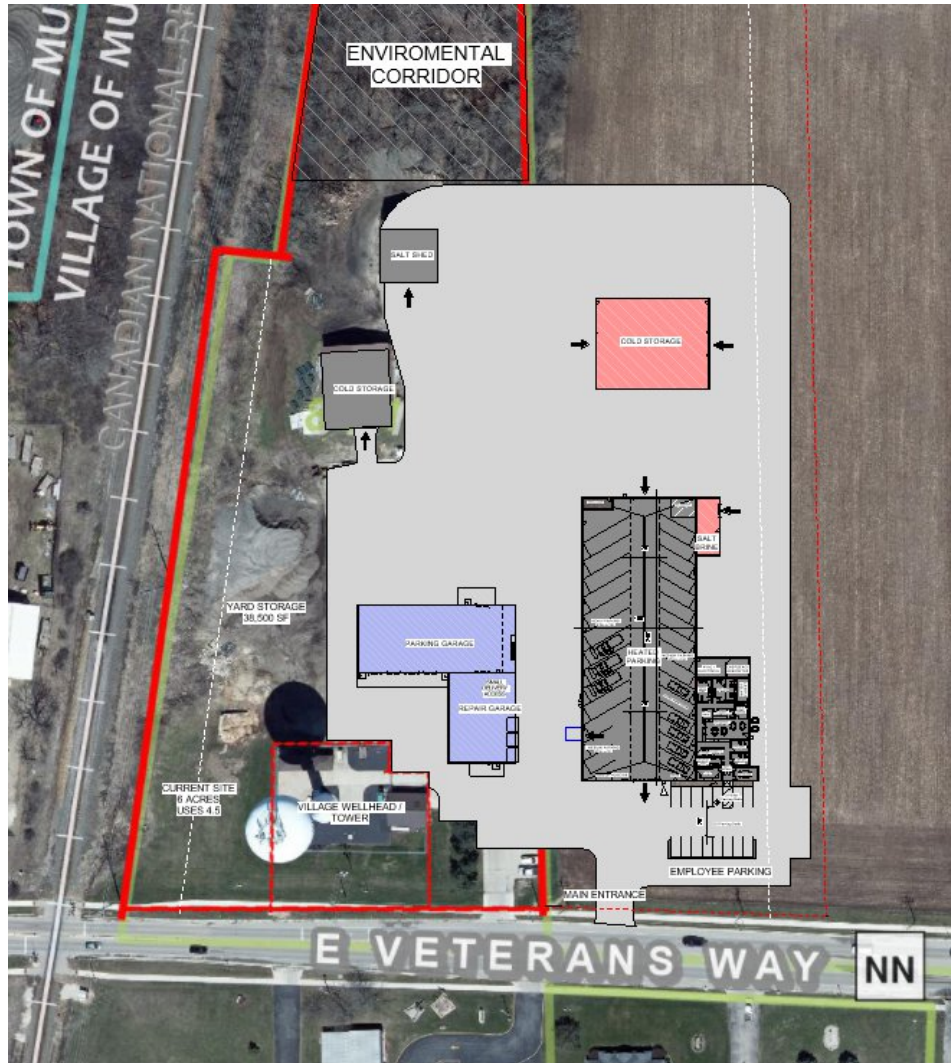


Phase 1 Demolition & New Construction

Demolition of Existing Police
Impound & Sand Shed

Construction of new
Heated Parking, Crew
Quarters & Admin.

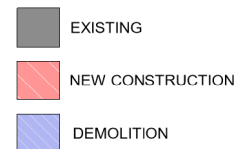


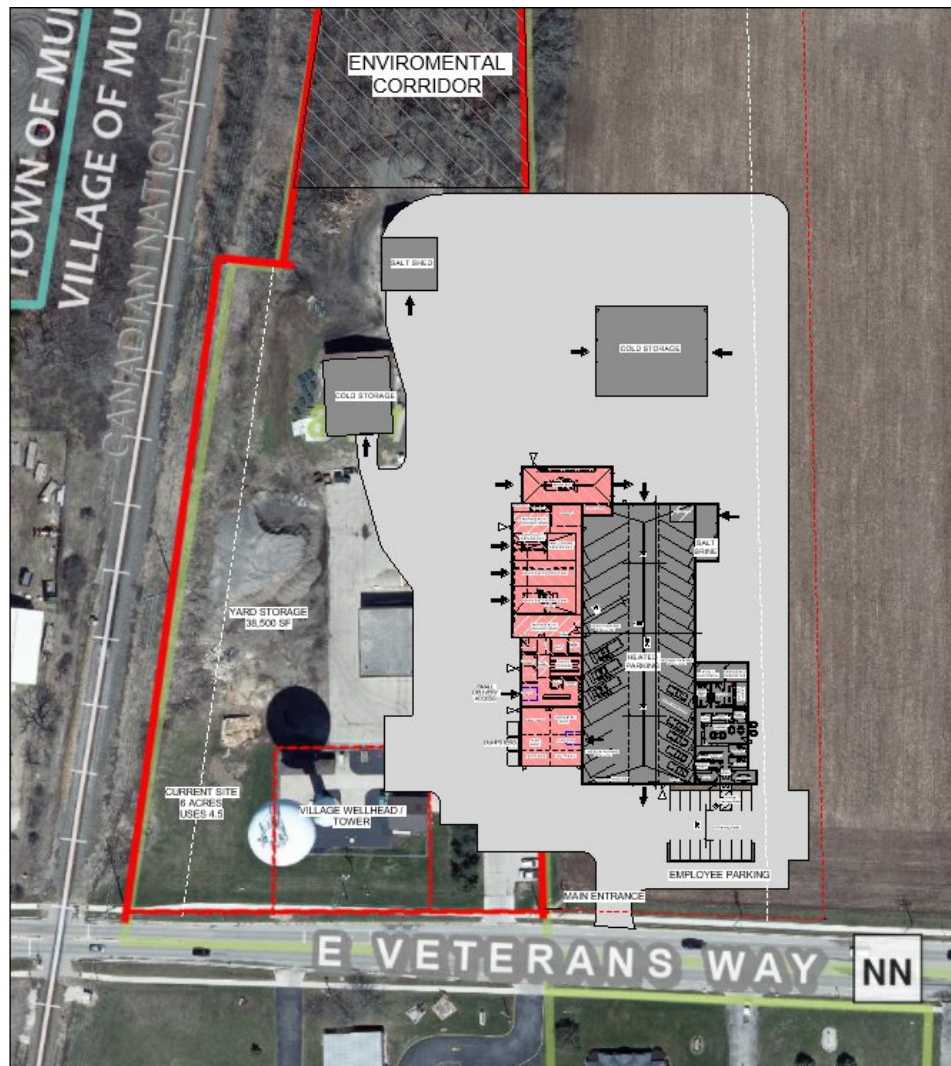


Phase 1.5 Demolition & New Construction

Demolition of Existing Garage

Construction of new
Trade Shops, Truck Wash,
Repair Garage, Parts
Storage & Salt Brine Storage





Phase 2 Demolition & New Construction

Demolition of Existing Garage

Construction of new
Trade Shops, Truck Wash,
Repair Garage, Parts
Storage & Salt Brine Storage



Phase 1 Cost Estimate (Construction)

Demolition

Item	Cost to Repair or Replace
Sand Shed, Impound Building, Site	\$91,644

Construction

Item	Cost to Repair or Replace
Heated Parking Garage	\$3,923,823
Building Services	\$144,144
Crew & Admin	\$1,003,200
Fuel Station Renovations	\$485,160
Site Work	\$392,040
	\$6,040,011

Soft Costs Cost Estimate Phase 1 Breakdown

Item	Cost to Repair or Replace
Construction Contingency (7%)	\$442,801
General Management Costs/GC/ CM Fee (2.5%)	\$151,000
Geo Tech & Survey Fees	\$10,000
Design Estimating Contingency (3%)	\$181,200
A/E Fees (5%)	\$302,001
	\$1,067,002

Phase 2 Cost Estimate (Construction)

Demolition

Item	Cost to Repair or Replace
Existing Repair & Parking, Utilities	\$303,600

Construction

Item	Cost to Repair or Replace
Repair Garage & Parts Storage	\$1,978,052
Truck Wash	\$529,726
Facility Trade Shops	\$556,160
Salt Brine Storage	\$410,000
Cold Storage & Yard	\$1,769,679
	\$5,547,217

Soft Costs Cost Estimate Phase 2 Breakdown

Item	Cost to Repair or Replace
Construction Contingency (7%)	\$388,305
General Management Costs/GC/ CM Fee (2.5%)	\$138,680
Geo Tech & Survey Fees	\$10,000
Design Estimating Contingency (3%)	\$166,417
A/E Fees (5%)	\$277,361
	\$980,763

Construction Cost Estimate Total

*Report does not include Salt Shed

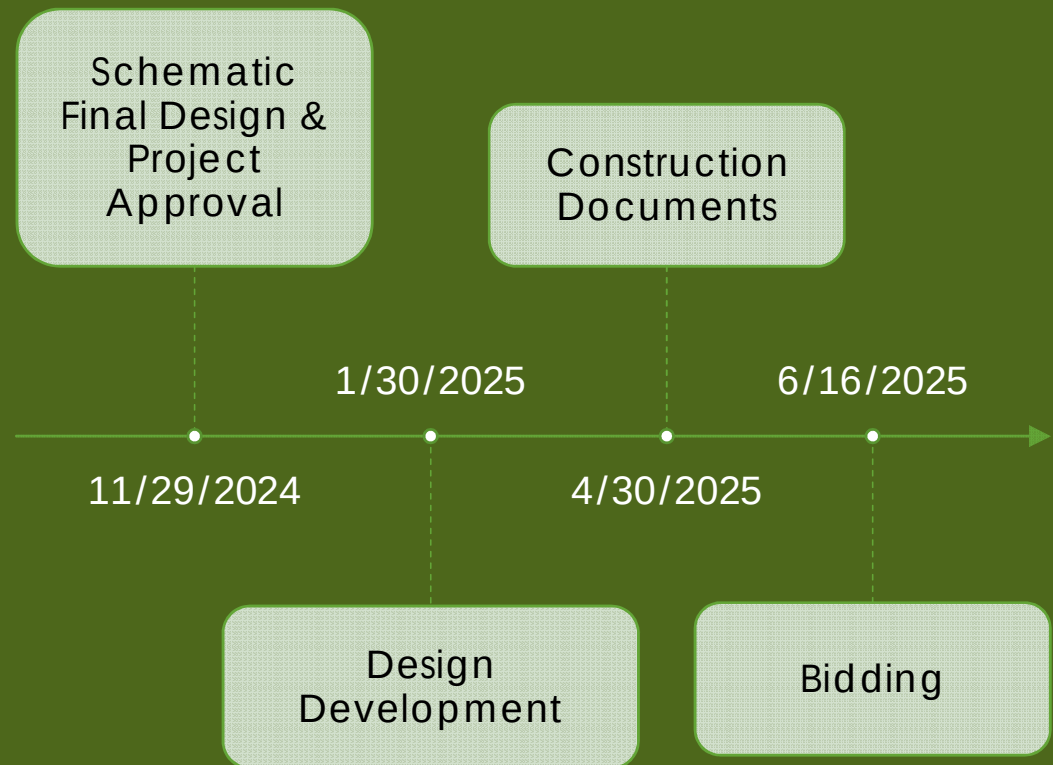
*Assumed construction in 2025-2026 with 6% inflation rate

Item	Cost to Repair or Replace
Phase 1	\$6,040,011
Soft Costs – Phase 1	\$1,067,002
Phase 1 Total	\$7,107,013
Phase 2	\$5,547,217
Soft Costs – Phase 2	\$980,763
Phase 2 Total	\$6,527,980
Total	\$13,634,993

Schedule

Schedule Milestones

- Currently gearing up for a ground-breaking launch
- Our new offerings will captivate the market
- Our marketing campaign will generate anticipation



Estimated Phase 1 Substantial Completion – 3/16/2026

Estimated Phase 2 Substantial Completion – 11/16/2026

Operational Benefits Gained

Yard Circulation & Turn Radius Issues

Widen Drive Aisles, 60'-100' Door Clearances,
Separated Employee Parking, Clear Truck Paths.

Benefits -

Efficient Traffic Flow, Protected Employee Vehicles,
Better Turn Radius, Better Access for Vendors.

Lack of Indoor Vehicle Parking

Parking Stalls for all DPW vehicles, Garage Standards
Ceiling Height, Crew Safety, Inventory Management

Benefits -

Longevity and Preservation of Vehicles, Vehicles
Protected from Elements, Designated Parking Stalls for
Inventory, Better Equipment Storage and Crew
Access.



Inefficient Repair Garage & Storage

Allocate 4 Repair Bays with Proper Equipment, Proper Storage including Locked Mechanic Room, Overhead Crane and Lifts, Proper PPE and Safety.

Benefits -

Better Repair Workflow, Secure Tools, Overhead Crane and Larger Lift Capacity, Parts Storage, Mechanic Office in Garage.



Lack of Proper Crew Quarters

Adequate Locker Rooms for Men & Women, Break Room with Outside Patio, PC Room for Training, Washer & Dryer, Offices, and Conference Room.

Benefits -

Proper Separation from Locker Room and Break Room Needs, Offices for all Supervisors, Formal Vestibule, Separate Crew Entrance, Adjacent Parking Lot.



Yard Storage Pertaining to Circulation

Consolidated Bins, Easy Access for Dumpsters, Vendor & Deliveries Loading Dock, Compost & Tree Nursery, Snow Storage, Tree Line Divider for Church.

Benefits -

Easy Access for Bins, Yard Functions behind Facility, Efficient Garage and Vendor Access, Utilities Work Area.

Upgraded Trade Shops

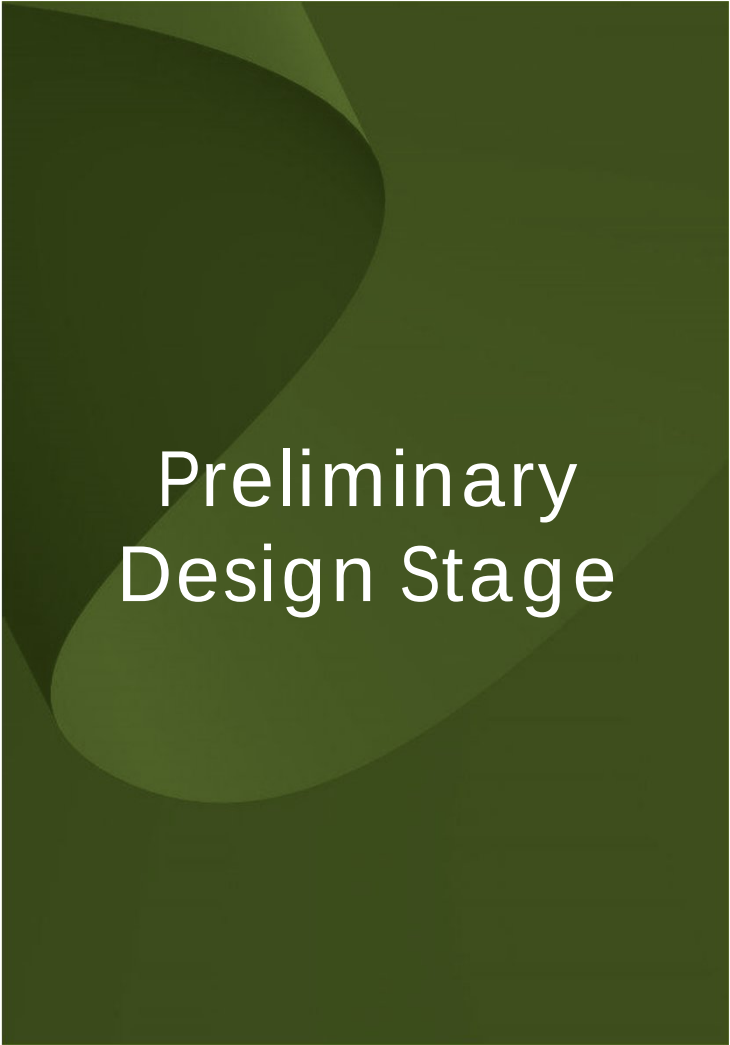
Proper Allocated Room Size, Ventilation and Overhead Door Access, Access to Building Services, Dedicated Storage that is no longer in Repair Garage.

Benefits -

Longevity and Preservation of Equipment, Better Storage, Easy Access to Crew Quarters, Overhead Door Access for Pick-ups or Drop-offs, Workbenches setup.



Next Steps



Preliminary Design Stage

We have identified important elements that need to be explored on a deeper level.

- Preliminary Design will include floor plans, elevations, sections, initial building engineering and utility needs.
- Develop engineer concept plans for grading, paving, stormwater management plan & utilities.
- Study traffic impacts, curb-cuts, utility upgrades, stormwater permits, zoning ordinances, soil exploration, and surveys.
- Zoning Change & CSM
- Develop updated cost estimate and schedule.

Estimated Time – Schematic 6 Months



Thank You

Find us at - www.barrientosdesign.com

Norman Barrientos, AIA
Principal Architect

norman@barrientosdesign.com

414-271-1812





Village of Mukwonago DPW

DPW Garage Facility Assessment & Expansion Options

June 19th, 2024

BARRIENTOS
design & consulting

205 W Highland Ave, Milwaukee, WI 53203



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allow for double-sided printing.

CONTACT

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Barrientosdesign.com

Barrientos Project

#50916



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Appendix

Schematic Design Proposal



SECTION 01

EXECUTIVE SUMMARY

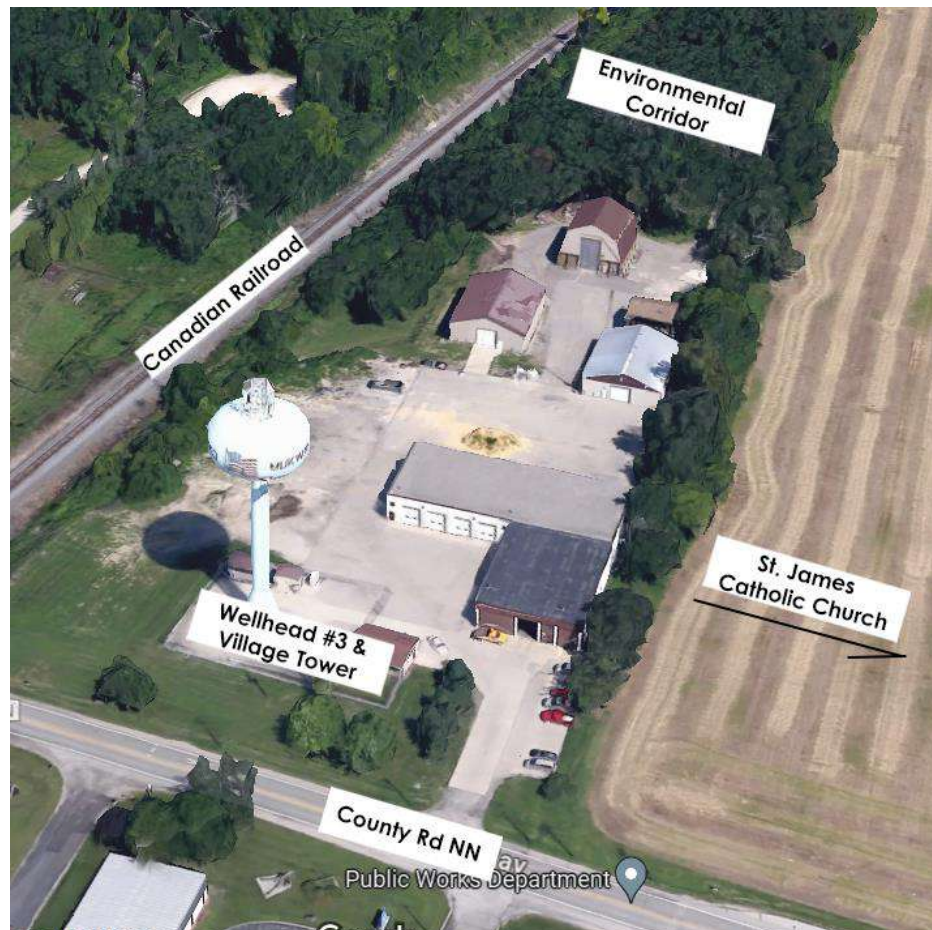
STUDY

This report was conducted to define the facility conditions for the Village of Mukwonago Department of Public Works Garage (DPW), assess various needs within the functions of the garage, and develop conceptual level design for a new and updated DPW.

The Architect, Barrientos Design & Consulting, was retained for this study and their work was executed in three Phases:

1. Facility Conditions Assessment
2. Facility Needs Program
3. Conceptual Planning

The study effort started in January 2024 and concluded in June of 2024.



EXISTING SITE HISTORY & BACKGROUND

The Public Works Department is located at 630 County Rd NN, Mukwonago, WI 53149. The buildings and yard function take up about 4.5 acres of the 6-acre lot due to the Village wellhead and environmental corridor contributing to site limitations.

This Facility currently has the following:

Vehicle & Equipment Parking, Truck Washing (No Designated Area), Parts Storage, Repair Garage, Sign and Woodshop, Supervisor Offices / Crew, Bulk Cold Storage, Impound Building, Fuel Station, Salt Shed, Sand Shed.

The DPW site is bordered on the West by the Canadian National RR tracks with a notable drop in topography to a natural retention pond. To the East is St. James Catholic Church. The Southern side is bordered by the municipal well and water tower as well as the County Road which is the site's main access point. It is noted that the DPW parcel significantly narrows on the northern side with an environmental corridor restricting the site.

The Village Wellhead was constructed in 1966, and the water tower was constructed in 1996. The Repair Garage, Yard, and Sand Shed were established in 1972. The DPW experienced a significant expansion and addition which finished in 2000, this included two offices built into the Repair Garage, the lockers, breakroom, bathrooms were renovated and the construction of the Parking Garage. This added 8,400 SF to the previous existing structure.

Following the last addition in 2000, the DPW Garage is now short of space for parking for their current fleet and the need for a truck wash causes inefficiencies. The ceiling heights are also not up to current garage standards. The Repair Garage is inadequately sized limiting the mechanic's workflow and storage. The crew quarters are severely lacking in size and insufficient for crew accommodation.

The Village has significantly grown and will continue to grow so plans should accommodate for future growth. In addition, the DPW currently acts as a hub for nearby facilities such as Utilities, Inspections, Fire Department and Police for fueling. If there was a dedicated truck washing area it would better serve the other Village departments.

STUDY SCOPE & METHODOLOGY

The purpose of this study was to assess the conditions of the current Department of Public Works Facility, ascertain the present and future space requirements, and create conceptual site and building diagrams for the Village of Mukwonago. The Village wishes to purchase land (prospect 5.2-acres) from the St. James Catholic Church to expand the DPW garage.

Barrientos Design will develop a relationship and optimal floor plan to determine the needed square footage. This would later conclude the results of two conceptual options using both the existing site and the proposed 5.2-acres. We explored two different garage designs with site configuration options. The tasks are as follows:

Task 1: Facilities Condition Assessment identified long-term repair required and set the costs for maintaining the facility as is.

Task 2: Facility Needs Program established the square footage, room types, layout relationships, and major features of the needed architectural and engineering systems, and recommended shop equipment package.

Task 3: Conceptual Planning explored expanding the current Garage by demolition and phasing of the work. The optimal plan shows the ultimate layout for the facility.

BARRIENTOS DESIGN & CONSULTING – Architectural Planning Services

- Norman Barrientos, AIA, - Principal Architect
- Alyssa McKinnon – Architectural Designer
- Rhett Surman – Roof Report (Garland Company)

TASK 1 – FACILITIES CONDITIONS ASSESSMENT

1. Reviewed existing drawings of the original building and recent renovations.
2. Created a base floor plan for planning and work identification purposes.
3. Toured DPW structures and documented their facility condition through photographs and plan notations.
4. Gathered data on past renovation work and costs over the past ten years.
5. Identified major facility hinderances in executing daily functions.
6. Wrote up a narrative of each building system identifying repairs, replacement, maintenance, or compliance needs and their costs. This covers the following building components to be reviewed:
 - Architectural enclosure
 - Structural systems
 - HVAC systems
 - Plumbing systems
 - Electrical systems, and power
 - Fixed maintenance equipment
 - Cold storage and Yard facilities, including salt sheds, cold storage, fuel station, stockpiles, fencing.
7. Reviewed site facilities conditions and developed a narrative describing their current state and their long-term repair needs. This includes:
 - Paving, drives, parking, lighting
 - Stormwater management
 - Village utilities
 - Impacts and coordination with surround Village services
 - Adjacent property uses.
8. Prioritized and phased renovation work over a ten-year schedule.
9. Developed a cost estimate of renovation items for the next 10 years.
10. Identify areas that would most benefit from continued renovation and use, and then areas that would be good candidates for demolition, or for use as other Village functions.

Below is the main facility buildings existing square footage:

Repair Garage	4,050 SF
Crew Quarters	450 SF
Offices	300 SF
Parking Garage	6,900 SF
Sign & Woodshop	1,500 SF
Total Main Garage	13,200 SF

In addition, other Yard buildings and functions are currently:

Cold Storage	3,575 SF
Impound Building	3,564 SF
Salt Shed	2,400 SF
Sand Shed	800 SF

TASK 2 – FACILITIES NEEDS PROGRAM

1. Conducted onsite interviews with key DPW staff on the operations, equipment parking, parts storage, staff support and administrative areas.
2. Did an Intake of facility data on fleet composition, major fixed equipment, parts, and bulk storage, fueling, service interface, supervisors, and administration needs.
3. Tabulated existing square footage by room and function groups. Developed diagram plan of existing Garage and note square footage.
4. Observed the flow of repairs, traffic, material, deliveries, staging and personnel. Documented the sequence of Yard events throughout the day. Recommended the best relationship the rooms should have to each other along with grouping into compatible zones. Also identified Yard function flow and relationships.
5. Created relationship diagrams that diagrammatically document the flow of operations and their adjacency requirements.
6. Assessed the future growth of the DPW's activities along with fleet, shop, storage, and staffing changes. A percent increase in growth over the next ten years was developed.
7. Developed an Optimal Room Tabulation Program that identifies the needed space and configuration for each room. Compared recommended square feet against existing square feet and identify percentage increases.
8. Created an Optimal floor plan that expresses the sizing, relationships and operational flow required for the Garage.
9. Updated and finalized the Optimal room program, floor plan. Created an optimal Yard layout with the DPW Building integrated into the design. Recommend minimal acreage and site development features.
10. Documented the Facility Needs report and reviewed with the DPW.

TASK 3 – CONCEPTUAL PLANNING

1. Through existing plans and GIS plan information developed outline floor plans of each DPW building. Similarly, created diagram site plan of buildings and yard features. In narrative form, assessed site features and impact on design layout.
2. Based on the Facility Program, created Conceptual building and site plans Options for a new DPW facility as follows:
 - a. Explore building options with 5-acre parcel from St. James Catholic Church.
 - b. Configure option for facility placement.
 - c. Conceptual floor and site plans will be diagrammatic in nature and indicate major room functions, parking stalls and yard facilities.
3. Assessed site improvements needed in narrative form.
4. Reviewed municipal zoning ordinances and identified restrictions affecting the Garage development.
5. Assessed impact on utilities and roadways based on GIS data available.
6. Developed conceptual construction schedules and cost estimates for the development.
7. Identified the benefits and features of each Option and how these affect DPW operational efficiencies.
8. Provided reference material on current design standards for Fleet Garages.
9. Submitted Conceptual Design in report format and provided a presentation.

SECTION 02

TASK 1 FACILITY CONDITIONS ASSESSMENT

INTRODUCTION

As part of this report Barrientos Design toured and assessed the Village's Department of Public Works buildings and site, had onsite interviews, and reviewed original construction documents. In the following pages, the facilities will be discussed in further detail. The detailed analysis of the buildings includes an existing condition assessment and recommended repairs over the next ten years along with cost estimates for the repair work.

The Facilities Condition Assessment identifies major maintenance needs and produces the total known corrective maintenance work. This assessment examines conditions in each building on a system-by-system basis. These systems are organized into major categories of:

- Primary Structure
- Exterior Enclosure
- Interior Finishes
- Mechanical, Electrical, Plumbing
- Site Civil

SECTION CONTENTS

- Existing Building Usage & Inventory
- Existing Facilities Conditions
- Civil Assessments
- Facilities Conditions Photo Grid
- Cost to Maintain Existing Facility

The major goals of the Facility Condition Assessment are:

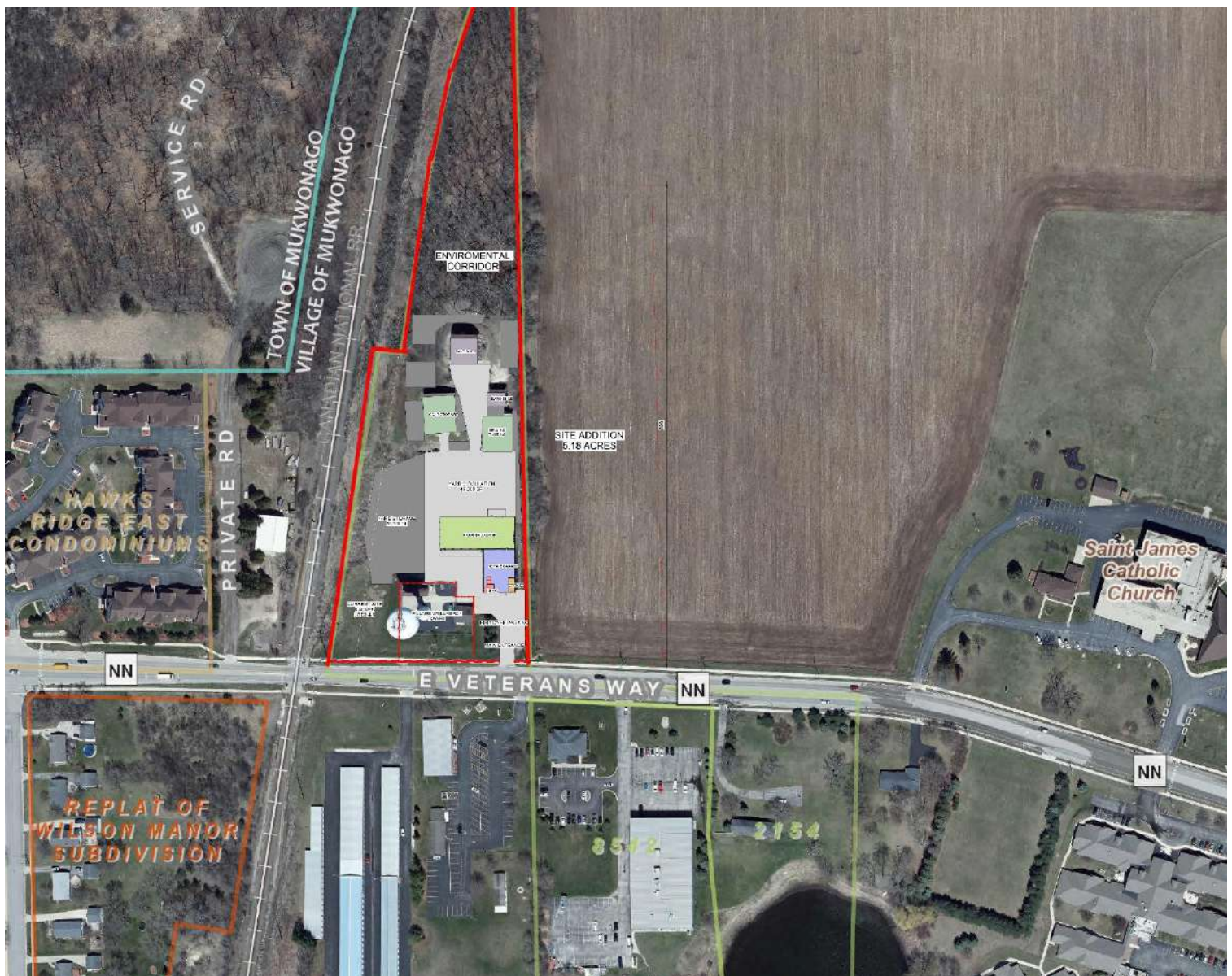
- Quantify known Repair and Replacement needs.
- Identify and prioritize buildings and systems needing critical repairs.
- Establish budget allocations to deal with Repairs and Replacement.
- Determine the order-of-magnitude of dollars for the corrective maintenance backlog.
- Integrate the corrective maintenance planning with the implementation intentions of Village facility master planning and capital improvements planning.

ITEM	TOTAL TO REPAIR OR REPLACE
Slabs, Superstructure & Entries	\$534,190
Exterior Enclosures	\$836,320
Interiors	\$2,000
Mechanical	\$268,800
Site Civil	\$559,425
TOTAL COST	\$2,552,653

EXISTING DPW OPERATIONS & FACILITY USAGE

The Village of Mukwonago Department of Public Works site is about 6 acres with 4.5 acres being occupied by the facility buildings. In the last few decades, a patchwork of building additions and temporary repairs have been added to maintain the facility. There has not been a study done prior for this facility.

Below is an Aerial of the existing site with details and the potentially purchased site.



EXISTING BUILDING INVENTORY

Repair & Parking Garage

- Constructed: 1972 & remodeled in 2000
- Insurable Value: \$2,521,200
- CMU Building (sprinklered)
- Repair (Adhered EPDM roof), Parking (Ballasted EPDM roof)
- Heated
- 8,400 (Parking) & 4,800 (Repair) = 13,200 SF

Sand Shed

- Constructed: 1991
- Insurable Value: \$59,700
- Wood Building (non-sprinklered)
- Asphalt Shingle roof.
- 800 SF

Police Impound Building

- Constructed: 1985
- Insurable Value: \$122,700
- Metal Pole Barn with wood structure (non-sprinklered)
- Flat Panel Metal roof.
- 3,564 SF

Cold Storage

- Constructed: 2006
- Insurable Value: \$123,100
- Wood Frame and metal panel (non-sprinklered)
- Flat Panel Metal roof.
- 3,575 SF

Salt Shed (1000-ton)

- Constructed: 2012
- Insurable Value: \$206,400
- Woodshed (non-sprinklered)
- Asphalt Shingle roof.
- 2,400 SF

Station

- Constructed: 1999-2000
- (2) 1,000 Gallons, double wall tanks.
- 320 SF

EXISTING BUILDING USES

The **Main Building** includes the Director's, Supervisor/Mechanic offices, crew facilities (lockers and lunchroom, Photo E1), repair bays, sign shop (Photo E5), woodshop (Photo E6), and parking garage.

The **Repair Garage** (4,800 SF) consists of one aisle with a 12' overhead door. There are three repair bays, one has a drive-on 4-post lift with a 27,000-ton capacity.

. There is a welding and fabrication area (Photo E7), mechanic workbench and tools (Photo E14), and scattered parts storage. There is storage along the walls through the whole garage.

The **Parking Garage** (8,400 SF) has four stalls with 12' overhead doors on the south façade. It is a pull in function where trucks must reverse in or out and have no drive aisle. It is a shared space with brine production, a sign shop, woodshop, and mezzanine with storage. There is a pull through door function from the Repair Garage through the Parking Garage totaling 3 overhead doors. This is also where bulk fluids are stored (see Photo E11, E13).

Cold Storage Warehouse Building

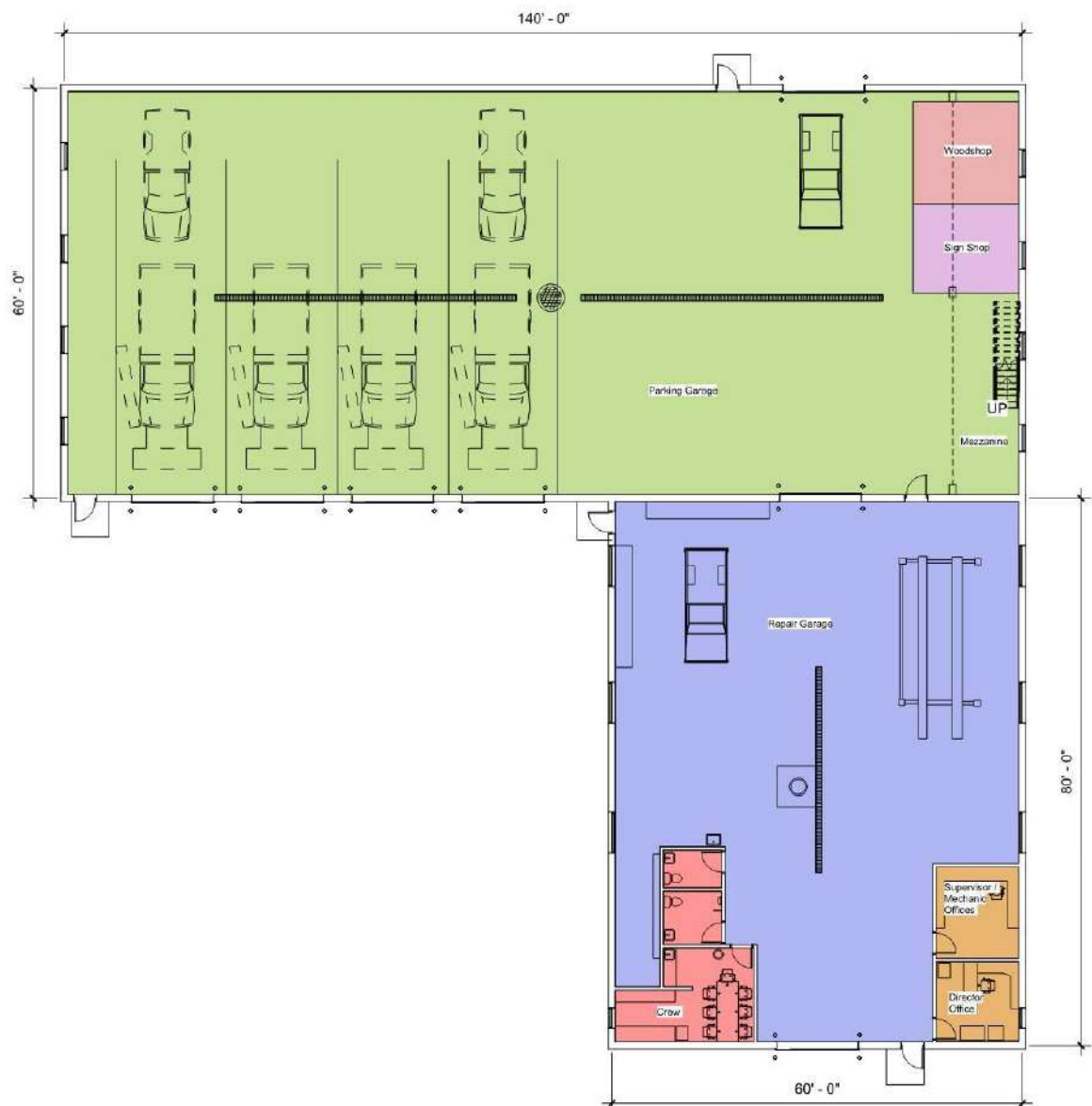
The Cold storage Warehouse building (3,575 SF) is located on the North end of the site bordering the Canadian Railroad & the environmental corridor. This building's condition is good but has minimal racks for storage and equipment. Everything stored is piled making the space feel cluttered. There is currently a tractor and plow truck stored due to lack of space.

Salt Shed

The salt shed is adequately sized and in good condition. It can hold approximately 1,000 tons. The current location of the salt shed poses concern due to a Village wellhead being 450 ft away. With it stored in this manner and half the site being a part of a watershed there are potential violations. Brine, currently produced on site, is stored inside the parking garage.

Site

Generally, the site is configured in a narrow and long configuration. The main entrance and employee parking are at the south end of the site. Truck access is confined and restricted with narrow paths. There is no formal entrance or perimeter fence. Various equipment is stored in cold storage or stored outside. Storing plows outside is atypical and can cause excess weather wear as well as make site circulation tight. Cold Storage Warehouse building has more miscellaneous site storage which includes things like construction materials and pipes. Overall, the circulation for daily operations is not efficient and poses challenges for the future growth of the Village.



EXISTING SITE CONDITIONS & ASSESSMENT

The configuration of the land is a long, narrow parcel that limits usable space for DPW facilities. Even with the buildings following a general linear orientation, there is insufficient turning space for truck traffic. Existing utilities constrict redevelopment of the site due to its narrowing nature.

The orange lines indicate the 5-foot contour lines and the yellow indicate smaller 2-foot contour lines. The topography of the buildable space is generally flat with slopes toward the West and Northwest.

The buildable area on the site is about 4.5 acres out of the total 6-acre lot due to an environmental corridor to the north where the site significantly narrows. The site sits at an elevation of 845 feet and the natural retention pond moves down to 835 feet.

Pertaining to slopes on the site, it predominantly starts on the west side of the site. From the railroad tracks to the west face of the parking garage there is about a 12%-20% slope where the water drains into the stormwater system. The rest of the indicated in the 845-foot contour line sit at about 2%-6% slope.



Zoning

The zoning of the site is indicated below. The DPW site is zoned in green, which stands as P-1 (This district is intended to accommodate publicly owned facilities which serve public use, such as education, recreation, medical care, or government.). The land from the Church that the Village hopes to purchase is yellow to the right which is R-2 (This district is intended to accommodate high density lots primarily for single-family residences and other compatible uses. This district is intended to provide a "suburban" arrangement of amenities, services, and facilities on lots generally smaller than what is intended for the R-1 residential district.).



Watershed

Almost the entirety of the existing DPW site is within a watershed. This is represented with the pink overlay. This does pose concern for wellhead and stormwater contamination due to the well and tower being close to facilities on the DPW site. The water goes into a regenerative site.



EXISTING FACILITY CONDITIONS

Vehicle & Equipment Parking

Ideally all equipment and vehicles should be stored in one garage but due to plow size, one plow and a tractor are stored in cold storage. All exterior overhead doors are too narrow and short for the Village's fleet and show signs of damage from collisions and salt deterioration (see Photo A5). There is a station set up salt brine production in the parking garage for easy access, there is a 1,500-ton tank for brine but causes the metal doors to breakdown (see Photo A5). The ceiling is also too short with the latest plow models and other vehicles causing damage (see Photo C2). The Garage is heated by tube heaters to heat the space to about 55 degrees. The truck plows with their plow attachment are 12' wide making it difficult for the crew to successfully park without damage to the doors. The Parking Garage was only designed with 4 vehicle bays which does not suit the DPW's needs. Both Repair and Parking serve as storage areas for various equipment and supplies but do not have permanent storage areas (see Photo E8, E10). The Parking Garage has drains all of which are in decent condition. There is a water reel, but it is a residential hose versus heavy duty (see Photo E9). There is a mezzanine which stores various things, mainly tires and seasonal equipment (see Photo E16, E17). There is a broken window (see Photo C1).

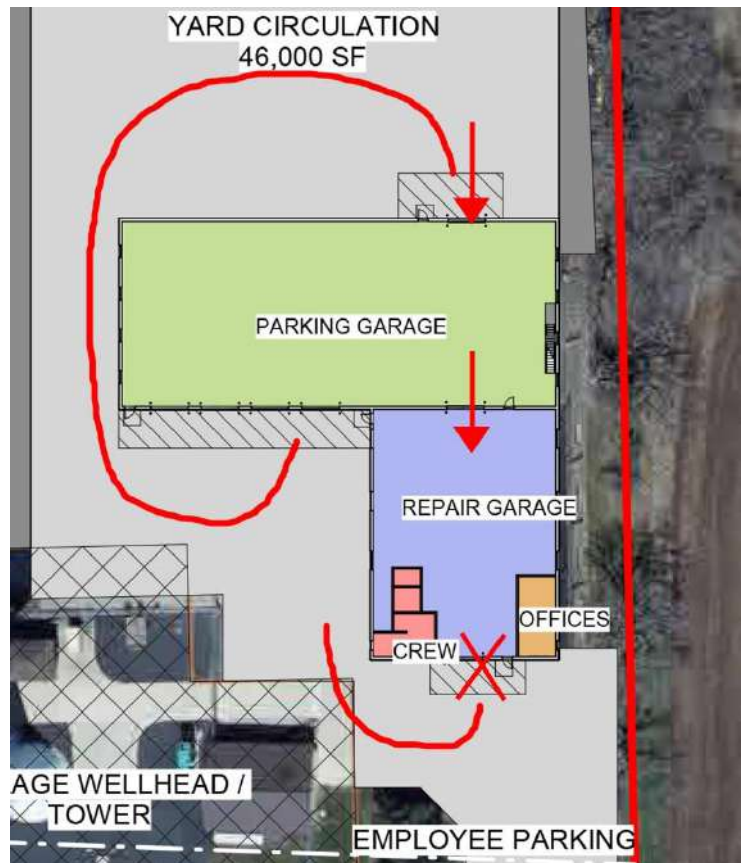
There are settlement issues caused by a hollow section in the foundation (see Photo A4). Due to this the floor was cracking significantly but got repaired about 10 years ago (see Photo A3).

Parts Storage

There is no secure dedicated storage for parts, since there is only one mechanic, it is more important to make a dedicated area that can house everything they would need including a secure room to lock up more expensive equipment. There is also no loading dock as the size of the current DPW facility does not have enough space.

Repair Garage

The Repair Garage built in 1972 needs refurbishment. There are three doors to access the Repair Garage but due to limited access and tight turns to space for turn radius involves two out of three doors due to difficult circulation. The current vehicle lift is 27,000-ton capacity which can only hold light duty vehicles and some emptied medium duty vehicles, for better efficiency a higher capacity lift would be sufficient. The storage within the Repair garage needs more permanent organization as things are mixed (see Photo E12). Overall, the garage needs to be bigger to properly house all equipment and tools. Only the main office and crew area has AC. The trench drains in the repair garage need to be replaced (see Photo A2) and the flooring needs to be redone due to significant cracks (see Photo A1). They would benefit from having a crane, Barrientos Design recommends a 10-ton crane.



Sign and Woodshop Shops

Sign production happens in one room utilizing sign storage, and a workstation. This shop is tucked under the Parking Garage mezzanine. Overall, should be bigger to better accommodate tasks (see Photo E5).

The Woodshop holds all wood cutting tools and a few work benches. This is utilized mainly by the forester. This shop is also tucked under the Parking Garage mezzanine. Space should be larger due to tool storage and workability of space (see Photo E6).

Truck Washing

There currently is no truck wash or dedicated area. Trucks are currently washed in the parking garage near the water reels which are residential garden hoses which makes it very difficult to maintain the trucks. Having at least a manual truck wash would be best. They need an area that is covered for the street sweeper that can collect materials in a catch basin.

Cold Storage and Impound Building

There are two cold storage buildings, one is owned by the local police but is acting as a shared storage space. The Cold Storage has damage on the metal exterior (see Photo A6, B3, B4) The impound building has significant damage to the metal panel exterior, and the wood structure which is rotting away. (see Photos A7, B7, C4) They both serve as storage for various equipment pertaining to the current season. Both buildings do not have organized storage areas, all things stored are pushed against the walls creating a lot of under-utilized space.

Fuel Station

The current fuel station is placed on the site poorly as the DPW, Utilities, Inspections, Fire Department and Police fuel up here and have vehicles of various sizes. They are above ground double-walled tanks. There is no canopy or concrete pad around the fuel station (see Photo E19).

EV Vehicles

Consideration of the later implication of EV charging station has been taken and would serve the crew best indoors. The space for light-duty charging stations has been put into the concepts. We recommend in the future an addition for EV parking stalls be built in a separate building.

Salt and Sand Shed

The facility lacks a separate building for salt brine production and storage; however, the proper equipment has been put into the parking garage, this causes damage to the metal. The salt brine area would need significant containment in case of spills. The status of Salt Shed placement needs more extensive research, and we recommend the Village of Mukwonago partner with RM to explore options (see Photo E18).

The Sand Shed is rotting and is not utilized by the DPW, could be demolished (see Photo C3).

Roof

The current repair garage roof is a 60 Mil EPDM overlay on top of the original building Asphalt Built-up-Roof. There is ponding throughout this roof system due to improper sloping (see photo B8). There are also numerous patches which are delaminating and coming loose (see Photo B9). The roof drains to the gutters on the west side but there is a lot of buildup causing it to not enter the gutter and instead drains on the side of the building (see Photos B6, B10). This also contributes to the ponding issue. The tie-in between the original building (repair garage) and the addition (parking garage) is not properly detailed. It has been patched and repaired to get watertight (see Photo B11).

The parking garage which was an addition is a 60 Mil Ballasted EPDM monoslope roof that drains into two internal drains on the south end. The tie-in between the original building and the addition is improper. It is missing an expansion joint to account for building movement (see Photo B12). There is improper detailing on the roof coping, the only waterproofing in this detail is sealant holding the roof membrane down to the metal coping cap (see Photo B13). There are many transition points. The roof is improperly sumped and sloped. The roof drains are minimally and sharply sumped into the roof system instead of a proper 8' x 8' taper. Roof drains have no crickets between them, which moves water to the drains (see

Photo B14). Multiple areas on this roof section have tented flashings. Most flashings go all the way up to the coping. This is a risk for membrane tears and open holes (see Photos B15, B16). A previous repair was done with mastic to repair open seams on vent flashing. This is the improper material for an EPDM roof repair (see Photo B17).

HVAC Systems

The current ceiling mounted Reznor heater is fueled with natural gas and only provides heat to the space. The system has not been required to heat the space due to installed tube heaters. The exhaust system functions when required by the gas detectors. They are not set to a timed basis. The Reznor heaters were originally designed for air temperature during the exhaust phase and thermostatically controlled as a primary heating source. There is no fresh air being ventilated through the repair and parking garage affecting air quality (see Photo D1, D2, D3).

A/C

The only areas with A/C are the crew breakroom and the Director's office. This creates hard to work environments especially considering the size of the break area. The Director's office has a PTAC unit (package terminal air conditioner), there is no infrastructure for A/C. The shared office between the Mechanic and Crew supervisor only has a base board heater.

Crew Quarters

Both unisex individual restrooms are in decent condition but there are not enough to sustain the number of crew members. There is insufficient space for boot washes, laundry, and boot dryers for the crew. A contracted service is currently employed on a regular basis to handle the off-site laundry needs for the provided uniforms. Employees require more counterspace for kitchen essentials (see Photo E15). They would like more counter space for extra cooking equipment. They currently eat at the conference table where meetings and training take place (see Photo E1). There is a lack of security measures for the crew and visitors (i.e. Vestibule and lobby). The lockers are in the crew breakroom which causes a lack of aisle space and privacy. Because there is no privacy for the crew, they must use the restrooms to change, which now causes backups for restroom use. The lockers need to be bigger to accommodate staff belongings and daily uniforms (see Photo E4). The combination of the locker rooms and the kitchen creates unsanitary conditions.

Administration

All offices are undersized and need to be renovated. The conference space located in the breakroom needs its own space separate from the crew so that visitor access and crew privacy. Currently it can only seat 7 people. The conference space has an outdated TV which could be used for group training or morning discussion.

Natural Lighting

The current office spaces and crew areas lack natural lighting. Natural lighting affects people's well-being, saves energy, and makes work environments more comfortable. Windows are best in admin and crew areas while light wells do best in parking and repair garages.

CIVIL ASSESSMENT

Pavement

The pavement needs to be repaved due to heavy daily work traffic and weather deterioration (see Photo B1, B2). There is roughly 49,620 SF of pavement. The Crew would enjoy having a paved dedicated area for lunch breaks when there is warmer weather.

Drainage

Runoff from the sites yard flows to the west towards a stormwater system adjacent the Canadian National RR tracks.

Roadway Access & Circulation

Access to the site is functional but is limited since the wellhead takes up a lot of frontage access opportunities. There are a lot of tight turns and blind spots. The wellhead was built before the DPW garage, but they do share road access on County Rd NN. The current site layout is insufficient considering the size of trucks continues to increase and fleet size will expand to better accommodate Village size. The employee parking lot is also located poorly for security and incoming trucks. Common problems occur when trucks enter and exit the site, when vehicles need to be taken from parking to repair and when other departments need to access the site when the DPW is carrying out tasks. A fence and security gate need to be implemented. Bins and outside storage need to be redone for better organization and utilization of space.

Well & Water Tower

The well was constructed in 1966 with the tower being built in 1996. When the pump is not running the water is at a static level of 240' below ground. The well depth is approximately 1180'. The Wellhead and Tower pose restrictions on development adjacent of a wellhead considering new standards and codes.

FACILITIES CONDITIONS PHOTO GRID

A: DPW ARCHITECTURAL ITEMS – SLAB, SUPERSTRUCTURE, ENTRIES		
Photo A1		Repair Garage Floor cracks in need of repair throughout garage.
Photo A2		Repair Garage Trench Drain is original and has been previously repaired but is starting to break substantially.
Photo A3		Parking Garage Floor slab had to be redone due to settlement on NW Corner of building. There is a hollow section below the slab that would need structure fill.
Photo A4		Parking Garage Settlement issues have affected structural wall. Small repairs have been implemented but the issue will progress and worsen.

Photo A5		Parking Garage Garage door near salt brine has been splashed and the metal is deteriorating.
Photo A6		Cold Storage The door frame has been hit and damaged.
Photo A7		Impound Building The door frame has been hit and damaged.

B: DPW Architectural Items – EXTERIOR

Photo B1		Yard The pavement has slight slope for run-off and pavement is cracking, also is high traffic area.
Photo B2		Repair Garage The pavement has cracked near the entrance.
Photo B3	 	Cold Storage Building damaged
Photo B4		Cold Storage Building damaged

Photo B6		Repair Garage Gutters have been leaking and running water down the side of the building instead of to runoff.
Photo B7		Impound Building Significant damage
Photo B8		Repair Garage Ponding throughout roof section due to improper slope
Photo B9		Repair Garage Numerous patches throughout roof system. Patches are delaminating and coming loose.

Photo B10		Repair Garage This roof drains to gutters and downspouts, large build up in roof right before gutter, causing ponding and slope issues.
Photo B11		Repair Garage / Parking Garage Tie-In between Original building roof and Addition building roof. Past issues in this area due to improper detail. Patched and repaired to get watertight.
Photo B12		Repair Garage / Parking Garage Tie-In between Original Building and Addition Building, not a proper detail, missing an Expansion Joint to account for building and roof movement.
Photo B13		Repair Garage / Parking Garage Improper Detail for Coping and Roof Tie-Ins. Only waterproofing in this area is sealant holding the roof membrane down to the Metal Coping Cap.

Photo B14		Parking Garage Improperly sumped and sloped roof around roof drains on south end of roof. Roof drains are minimally and sharply sumped into roof system, instead of with a proper 8' x 8' taper. Roof drains also have no crickets between them, in order to move water to drains.
Photo B15		Parking Garage Large section of tenting along western end of Addition Building roof flashings.
Photo B16		Parking Garage Multiple areas on roof have tented flashings, most tenting is all the way up to the Coping Cap. Risking membrane tear and open holes in roof membrane.

Photo B17		Parking Garage Previous repair done with mastic (improper material for EPDM roof repair), to repair open seams on vent flashing.
C: DPW ARCHITECTURAL ITEMS– INTERIORS		
Photo C1		Parking Garage Recently put in window cracked.

Photo C2		Parking Garage The garage opener is busted due to truck hitting it with plow, ceiling height is too low. The current garage doors are 12'x14' which are too small.
Photo C3		Salt Shed The building is completely rotted out. DPW has very little use for sand. Demo building.
Photo C4		Impound Building Beams have been rotting out, becoming useless structurally.

MECHANICAL		
Photo D1		Repair Garage Exhaust Vent, the exhaust system functions when required by the gas detectors. The Reznor heaters were originally designed for air temperature during the exhaust phase and thermostatically controlled as a primary heating source. Currently they do not run, so there is no fresh air being added.
Photo D2		Repair Garage / Parking Garage Tube heaters, main source of heating for garages.
Photo D3		Repair Garage / Parking Garage HVAC unit activates with gas detector. Temperature is controlled with tube heaters.

COSTS TO MAINTAIN EXISTING FACILITY

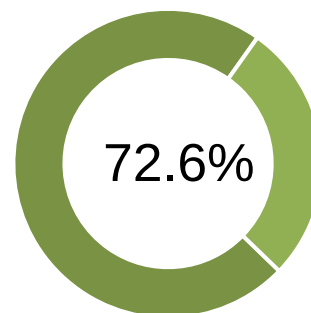
A Condition Index has been calculated for each building system, as well as for the entire facility, and expresses the corresponding budget allocation as a percentage of the current replacement value (CRV) of the existing building. Facility Condition Indexes fall in these ranges of building condition:

FCI = 10% or less	Good Condition
FCI = 10 to 30%	Fair Condition
FCI = 30% or more	Poor Condition
FCI = 40% or more	Replace Building

The total insured value of all buildings on DPW site is **\$3,033,100**.

The following table lists and quantifies the cost of renovating the buildings and sitework in the following categories over a ten-year time frame. These costs do not reflect inflation of the time-value of money, so it is stated in present 2024 costs alone. It does not include costs for expanding or enhancing the facility.

Category -	Cost amount
Slabs, Superstructure, Entries	\$534,190
Exterior Enclosures	\$836,320
Interiors	\$2,000
Mechanical	\$268,800
Site Civil	\$559,425
Total	\$2,552,653



The Facility Condition Index, (FCI) for the Village of Mukwonago's DPW buildings and site is **72.6%** which indicates that the buildings/site need replacement.

To maintain the buildings and the site facilities over the next 10 years Barrientos estimates the Village facilities will require **\$2,552,653** in expenses. According to the assessment of facility conditions, the most urgent requirements to sustain operations at the current facility over the next decade are as follows:

- Replace trench drain system in repair garage.
- Demolition Sand Shed.
- Fix settlement issue in Parking Garage. (Hollow Section)
- Repair and replace all overhead doors in repair/parking garage.
- Replace HVAC system.
- Repair roof systems.

Below is an overview of the Facility Condition Assessment for the cost for repairs to maintain the existing DPW facility over the next 10 years.

Barrientos Design performed the assessment to determine estimates for costs for repairs and renovations. Each category consists of the items listed in Facilities Condition Photo Grid above.

Village of Mukwonago DPW Facility Condition Assessment Summary					
Maintenance, Repair and Compliance Costs over next 10 Years					
Barrientos Design & Consulting, Inc. 4/4/2024 12:08					
		Year Built	Building SF	Replacement Value 2024	
DPW FACILITY	Mukwonago	1972-Present	13,200 SF	\$3,033,100	
Building Component / System	Building Location	Justification	Quantity or SF	Unit or Cost Per SF	Maintenance/ Replacement Costs
A: DPW ARCHITECTURAL ITEMS - SLAB, SUPERSTRUCTURE, ENTRIES					
Totals:					\$534,190
B: DPW ARCHITECTURAL ITEMS - EXTERIOR ENCLOSURE					
Totals:					\$836,320
C: DPW ARCHITECTURAL ITEMS - INTERIORS					
Totals:					\$2,000
D: DPW FACILITY - MECHANICAL, ELECTRICAL, PLUMBING ITEMS					
Totals:					\$268,800
E: DPW ARCHITECTURAL ITEMS - SITE CIVIL					
Totals:					\$559,425
DPW FACILITY Totals:					\$2,200,735
Soft Cost				16%	\$352,118
TOTAL					\$2,552,853
Overall Facilities Condition Index					72.6%

SECTION 03

TASK 2 FACILITY NEEDS PROGRAM

INTRODUCTION

Broken down by program type, Barrientos Design has determined eleven major functions for the Village of Mukwonago Department of Public Works Garage. These functions are Vehicle Parking, Repair Garage, Trade Shops, Truck Wash, Parts Storage, Crew Quarters, and Administration, Salt Shed, Building Services and Cold Storage. To complete the space needs assessment the functions were further broken down into room type based on interviews with staff.

After data on SF needs for staff, services, and operations was tabulated, the assessment revealed a need for an additional 22,453 SF to the main building. This is an increase of 162% to maximize operation efficiencies. Taking out the Truck Wash for consideration that it could exist outside of the main building the increase drops to 148%. There is an increase of 4,691 SF for the Cold Storage and Salt Shed. This is an increase of 79%. The Yard size is adequate, it just needs to have more efficient organization, but the fuel station needs to be updated and expanded this is an increase of 3% of yard space. In total between optimal SF and what is existing SF, there is a 50% increase.

CLEARANCES AND ACCESSIBILITY

Vehicle and equipment sizes have changed since the original construction of the DPW repair garage built in 1972. As Mukwonago's operations have grown the service levels and the fleet composition has changed to larger trucks and equipment, the current garage is too small to house all the needed functions. Not all the trucks can be parked inside the heated parking garage and overhead door sizes are too small. The repair bay has limited accessibility and is inadequately sized. There is no dedicated truck washing bay, and parts storage is spread throughout various closets and corners. Mechanical and equipment items are also insufficient. The current vehicle lifting equipment is not powerful enough to lift more than light vehicles. Crew spaces are too small and has limited privacy, administration offices are interwoven with the Shop, there are no lockers for female employees, and there is no conference space for meetings and crew training.

PROGRAM NARRATIVE

SITE AND EXTERIOR

General and site needs for the DPW include truck wash, fueling station, staff and visitor parking, perimeter fencing, security cameras, site lighting, entry signage, generator, landscaping, outdoor storage, bins, compost area, tree nursery, street sweeping wash out, and dumpsters. Paving will be heavy-duty asphalt throughout. Staff and visitor parking are 9' x 18' stalls with accessible parking as required by code at the entry. Landscaping will include trees and shrubs in key areas such as building entrances and along site perimeter. Outdoor storage will be provided for stockpiles and include 10 24' x 24' structured bins. By the truck wash will be a high-volume (1 ½") hose to wash off heavy debris prior to washing truck, along with containment area to catch debris and dirty water. Cold storage will be 21' clear to bottom of structure in drive aisle. Floors will be concrete, walls will be metal, and ceilings will be metal deck with exposed trusses.

VEHICLE PARKING

For Vehicle Parking the garage should be 28' in height. Underside of truss minimum of 21' in larger truck bays to clear truck bed to vertical position and 14' clear where pick-ups are parked. Heavy-duty stalls are 40' x 15', medium-duty stalls are 30' x 12', and light-duty stalls are 24' x 10' with 26' or more for traffic aisles between parking rows. 27 parking stalls will be provided in the heated vehicle garage. Overhead doors are 20' wide by 16' high. Floors will be concrete with liquid densifier, walls will be precast concrete or block, and ceilings will be metal deck with exposed trusses. Plumbing needed includes hand wash sinks, eye wash station, hose bibs, trench drain, and catch basin.

TRUCK WASH

The function of the wash bay is to clean vehicles via a pull through bay with steam wash and high-pressure hoses mounted to spray guns. An adjacent equipment room is required. Floors will be concrete with liquid densifier, walls will be precast concrete or block, and ceilings will be exposed precast.

WELDING & REPAIR

Functions of the Welding & Repair area include welding and machining of parts. Space for steel stock racks and a workbench area should be provided. Barrientos recommends four service bays consisting of two heavy-duty bays, one light-duty bay, and a small engine bay. The vehicle lifting equipment needed includes mobile columns, and a drive on lift. Welding space and Repair space should be separated by a partition wall to meet different ventilation

needs. Floors will be concrete with liquid densifier, walls will be precast concrete or block, and ceilings will be metal deck with exposed trusses.

Natural lighting is preferred with task lighting needed at workbenches. Plumbing includes a floor drain at overhead door, laundry sink (for cleaning paint brushes, etc.), air hose reels and water hose reels. This function should be adjacent to Vehicle Parking. There will be a rack for stored tires along with PPE being accessible for all the crew near crew quarters. The mechanic's office will be located in the repair garage for monitoring and easy access.

PARTS STORAGE

Located between the Repair Garage and the Administration, Parts Storage should have an overhead door to receive vendor trucks. Floors will be concrete with liquid densifier, walls will be precast concrete or block, and ceilings will be metal deck with exposed trusses. Field equipment should be accessible from the Vehicle Parking and the mechanic should have access to both the Repair Garage and Parts Storage.

TRADE SHOPS

The Sign Shop is needed for the management of Village signs. There should also be storage for signs and wiring as well as workspace. Vehicle access at an overhead door is needed for the shop. Floors will be concrete with liquid densifier, walls will be precast concrete or block, and ceilings will be metal deck with exposed trusses. The Sign Shop should be adjacent to the Repair area. There will also be an electrical workstation which is needed for all electrical purposes within the village including maintenance of street lighting and traffic lighting systems.

The Woodshop is used to do various carpentry. This is also to be used mainly by the Forester. There needs to be an overhead door for easy access for the crew to obtain what they need to complete workflows and tool storage.

The paint shop is for mixing and storing paints for Village Street and parks painting. Pesticide storage is needed to help with overall organization. There will be an overhead door split between both for better access for crew and deliveries. There will need to be adequate ventilation.

CREW QUARTERS

The crew area includes assembly with kitchenette, timeclock, four PC workstations, male and female locker rooms, and laundry and a janitorial closet. Ceiling heights should be 9' with corridor heights at 9'6" and assembly room height at 10'. Fixed equipment includes counters and cabinets, kitchen

appliances, washer/dryer, 2' x 2' lockers, common closet for boots and heavy gear, and accessible compliant fixtures. Walls will be concrete masonry units and gypsum board and ceilings will be 2' x 2' acoustical ceiling tiles or gypsum board. The crew area should be separated from the Vehicle Parking to minimize acoustics, dust, and odors. It should be near the garage for employee access, as well as near staff parking stalls and the administrative area.

ADMINISTRATIVE AREAS

The administrative area includes the functions of reception, conference room, four offices, restroom, network closet and office equipment room. There will also be a double door vestibule for safety. Ceiling heights in offices should be 9' with lobby and corridor heights at 9'6" or higher. Walls will be steel stud covered with gypsum board and ceilings will be 2' x 2' acoustical ceiling tiles. This function should be adjacent to visitor parking stalls with visual lines to main entry traffic flow and fuel station. It should also be near the assembly and locker rooms. The administrative area should be separated from the Repair Garage to minimize acoustics, vibrations, dust, and odors.

SALT SHED

The salt shed should hold an entire season's salt inventory – approximately 1,000 tons. The construction should be concrete floor, wood walls, and the roof should be wooden truss. There will be a sweeper bin for street sweeping and brine production in a wooden lean-to.

FUEL STATION

The fuel station dispenses fuel to the Village's fleet and other Village departments. It consists of two 1,000-gallon tanks, one each for diesel and unleaded. There should be two fuel dispensers, one for each fuel type along with a diesel exhaust fluid (DEF) tank. A canopy should be provided to protect the fueling area from weather conditions and the design should include appropriate containment and spill control.

CURRENT FACILITY FUNCTIONS PHOTO GRID

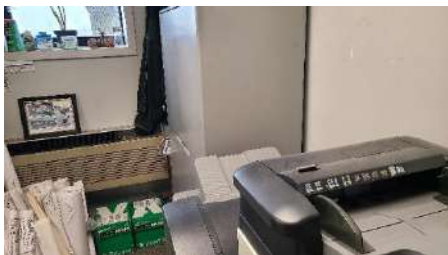
D: FACILITY PHOTOS		
Photo E1		Repair Garage Meeting/lunch/training area within locker and kitchen. The area is too small and not functional. Is the only room with A/C for crew.
Photo E2		Repair Garage Main office has A/C unit, lack of ventilation shown by dust build up.
Photo E3		Repair Garage Bathrooms are the only space for privacy. Bathroom only for 1 which is inefficient to crew.
Photo E4		Repair Garage The locker room is too small and does not provide privacy. Crew doesn't really use it due to lack of space

Photo E5		Parking Garage Sign shop
Photo E6		Parking Garage Woodshop/Carpentry
Photo E7		Repair Garage Welding & Fabrication station
Photo E8		Parking Garage Storage

Photo E9		Parking Garage Water reel, residential hose not appropriate for garage function.
Photo E10		Parking Garage Storage
Photo E11		Parking Garage Salt & Brine, epoxied floor to help protect, no splash barrier.
Photo E12		Repair Garage Storage behind bathrooms

Photo E13		Parking Garage Bulk Fluids
Photo E14		Repair Garage Mechanic workstation
Photo E15		Repair Garage Kitchen
Photo E16		Parking Garage Mezzanine Storage

Photo E17		Parking Garage Mezzanine Storage
Photo E18		Village Municipal wellhead and tower
Photo E19		Fuel Station Diesel & Unleaded 1,000- gal tanks, no canopy

RECOMMENDED FACILITY DESIGN CRITERIA

The recommended facility design criteria for the Mukwonago Department of Public Works are configured in the following tables. Sizing was determined based on administration, crew, and fleet counts, DPW crew input and Barrientos Design industry garage design standards.

The breakdown of square footage by major functional area is:

Heated Parking Garage	17,917 SF
Repair Garage	6,582 SF
Trades Shops	2,781 SF
Truck Wash	3,062 SF
Parts Storage	2,210 SF
Crew Quarters	2,520 SF
Administration	1,493 SF
Building Services	1,030 SF
Total Main Garage	37,595 SF

In addition, utility building and yard facilities were recommended to be sized as follows:

Cold Storage	7,866 SF
Salt Shed & Brine Tanks	2,800 SF
Fuel Station	1,560 SF
Yard Storage	35,340 SF
Employee/Visitor Parking	24 private vehicles

The Optimal Space Needs report has resulted in **85,161 SF** of total facilities and yard, a **53% increase** over the existing **55,775 SF**. The optimal plan calls for more fleet vehicles to be stored in Heated Parking and cold storage for remaining vehicles, storage, and equipment.

SECTION CONTENTS

Our space needs recommendations are analyzed and summarized in these following charts and diagrams:

- Staff Chart
- Vehicle Allocation & Fleet Graphic
- Optimal Room Program (DPW Garage)
- Optimal Space Program (Yard)
- Optimal Summary
- Existing vs. Optimal Comparison
- Relationship Diagram
- Relationship Floor Plan
- Existing on Site
- Existing on Site with Potential Site

STAFF CHART

Current and future staff are divided by division. There are three staff needing offices including Director, Supervisor and Mechanic. There are three full-time Crew Members and one part-time Crew Member/Forester. They have two seasonal staff members. There is anticipation to hire a new Crew Member. This brings the total to 11 staff total, but we would recommend for future growth that we plan for 16 lockers in men's and five lockers for females.

STAFF CHART - DPW DEPARTMENT

Village of Mukwonago Department of Public Works

Division					
	Director	Supervisor	Mechanic	Crew	Staff Total
Fleet & Facilities	1	1	1	4	7
Part-Time	0	0	0	1	1
Seasonal	0	0	0	2	2
Future Growth	0	0	0	1	1
Staffing Totals	1	1	1	8	11

(Planning for 16 Lockers)

VEHICLE ALLOCATION

A current vehicle list was provided and divided into respective parking stall size and storage building. This list does not include future growth. Based on vehicle sizes we found that 9 vehicles would require heavy parking stalls (40'x15'), 13 would be considered medium parking (30'x12') with 12 in Heated Parking and 1 medium in Cold Storage. There will be 1 parking stall located in Cold Storage that would be an equipment stall (10'x10').

VEHICLE & EQUIPMENT PARKING STALL ALLOCATION

Village of Mukwonago Department of Public Works
Heated, Tempered & Cold Storage Equipment Pieces Needing Assigned Space

Transit vehicles will need to be in least tempered parking.

Vehicle Types & Stall Allotments

H = Heavy 40' x 15'
M = Medium 30' x 12'
L = Light 24' x 10'
E = Equipment 10' x 10'

Heated = Heated and Ventilated, Concrete Floors, Floor Drains, Windows
Tempered = Heated to 55°, Concrete Floors, no Ventilation or Floor Drains
Cold = An Uninsulated Shed with Concrete Floors, no Drains

VILLAGE OF MUKWONAGO DPW

Weight	Year	Description	Model	Stall Allotment	Heated	Tempered	Cold	Parking Notes
41,000 lbs	2007	Patrol Truck	International	H	1			Plow, Wing Plow and Sander
41,000 lbs	2010	Patrol Truck	International	H	1			Plow, Wing Plow and Sander
43,000 lbs	2015	Patrol Truck	International	H	1			Plow, Wing Plow and Sander
43,000 lbs	2015	Patrol Truck	International	H	1			Plow, Wing Plow and Sander
41,000 lbs	2005	Patrol Truck	Sterling	H	1			Plow, Wing Plow and Sander
43,000 lbs	2017	Patrol Truck	International	H	1			Plow, Wing Plow and Sander
	2012	Freight Liner Sweeper	Elgin Whirlwind Vac	H	1			Street Sweeping
	2014	Loader	John Deere	H	1			Excavation, Loading & Plowing (Bucket, Plow & Wing Plow) 524K High Lift
	2005	Bucket Truck		H	1			Ariel Work, Tree Trimming, 50 ft Bucket truck
36' x 15'					9	0	0	
	1982	Backhoe	John Deere	M	1		1	Excavating & Loading (Bucket & Back Hoe) 410
		Tractor		M				
	2015	Utility Tractor	John Deere	M	1			Parks, Snow Removal, Landscape, Power Broom, Cab & Front Loader 2025R
	2016	Utility Tractor	John Deere	M	1			Parks, Snow Removal, Landscape, Power Broom, Cab & Front Loader 2025R
	1995	Mower Deck	Toro	L	1			Toro 580 D / Replacement 16 ft mowing
	1997	Pickup	Chevy	L	1			3/4 Ton 2WD General
	2017	Pickup	Chevy	L	1			3/4 ton 4x4 General
	2002	Pickup	Ford	L	1			1 Ton 4X4 General & Snow Plowing (Western Plow)
	2009	Pickup	Chevy	L	1			1/2 ton 2WD General
15,300 lbs	2017	Baby Dump	Chevy	L	1			4X4 General & Snow Plowing (Duals, 1 Ton & Western Plow)
	2009	Mower	John Deere	M	1			Zero Turn
	2009	Mower Deck	Toro	L	1			Toro 5900 / Replacement 16 ft mowing
		Chipper XL	Vermeer BC1000XL	L	1			BC1000XL
	1998	Tiger Mower	Ford	M	1			R.O.W. Mowing, Rear, Wing & Boom Mowers Ford 7740
30' x 12'					13	0	1	
		Air Compressor	Ingersoll Rand 100	E			1	
10' x 10'					0	0	1	

FLEET SUMMARY & FLEET GRAPHIC

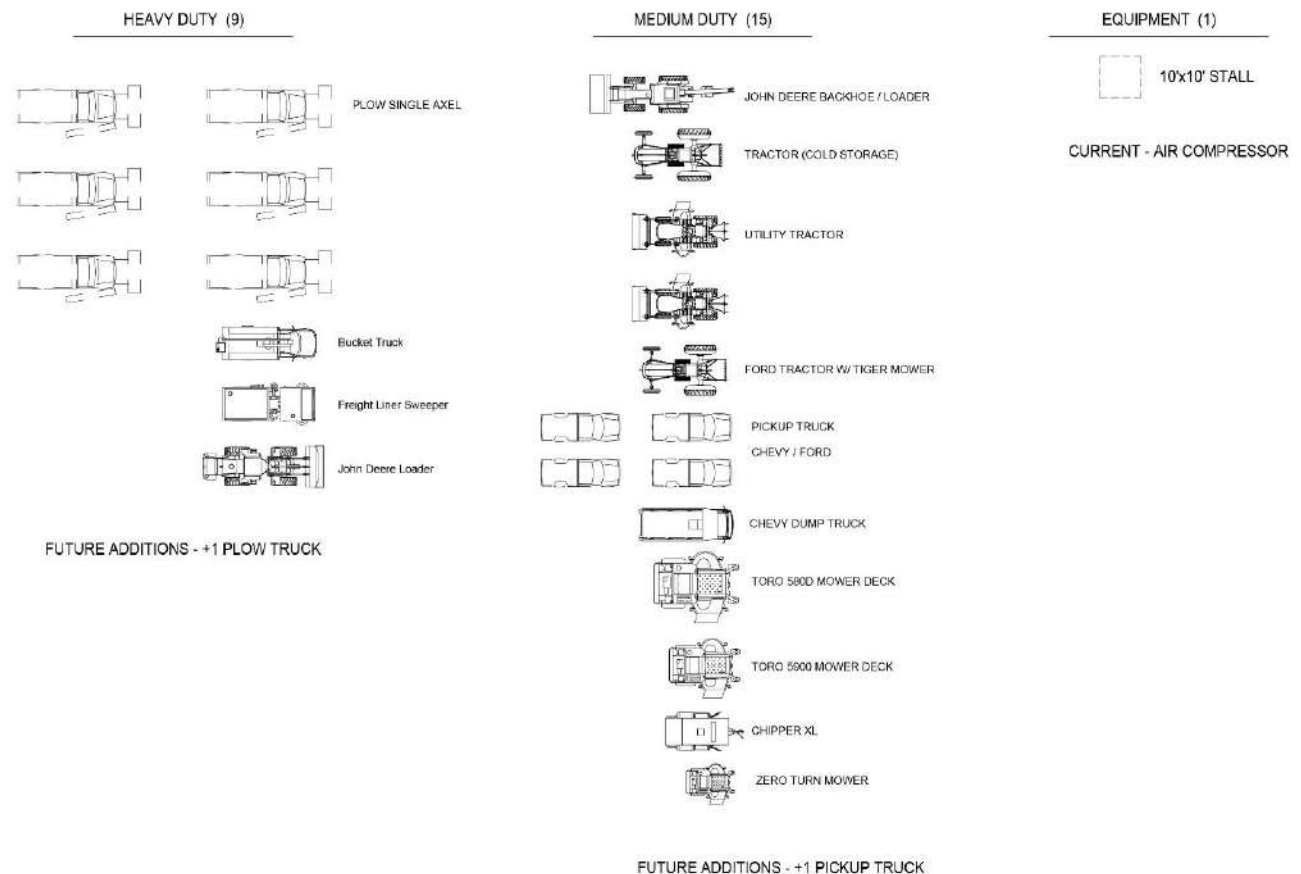
Below is the vehicle summary including future growth. To summarize, there are 9 heavy duty, and 12 medium requiring to be parked in Heated Parking. There is a medium duty and equipment stall located in Cold Storage. There is future growth for heavy-duty patrol trucks and light-duty pickup. A total of 26 vehicle bays were required to house all the DPW's fleet. (This does not include an EV charging station, which would be a medium bay). The Fleet Graphic is meant to visualize the DPW's Fleet

VEHICLE & EQUIPMENT PARKING STALL ALLOCATION

Village of Mukwonago Department of Public Works
Heated, Tempered & Cold Storage Equipment Pieces Needing Assigned Space

VILLAGE OF MUKWONAGO FACILITY

Type	Vehicle Size	Typical Type	Stall Size	Heated	Tempered	Cold	Current Total Vehicles	Future Growth	20 Year Projection	
H	Heavy	Patrol Truck	40' x 15'	9	0	0	9	1	10	
M	Medium	Backhoe, Mower, Tractors	30' x 12'	13	0	1	14	1	15	
E	Equipment	Mowers, Air Compressor	10' x 10'	0	0	1	1	0	1	
Total Vehicle Parking:				22	0	2	24	2	26	



OPTIMAL ROOM PROGRAM

Optimal Room Program includes all elements to account for overall SQFT. This represents what the DPW facility would require to properly function. Heated Parking requires 23,460 SF, Truck Wash is 3,062 SF, Parts Storage would calculate to 2,210 SF, the Repair Garage would require 8,316 SF, the Trade Shops 2,781 SF, and crew quarters 2,520 SF.

OPTIMAL ROOM PROGRAM FOR DPW GARAGE

Village of Mukwonago Department of Public Works

MAIN SHOP BUILDING

FUNCTION AREA/ Room	X'	Y'	Net SF/Station	# of Stalls	Net Useable SF	Circulation & Wall Allow.	Gross SF	X'	Occupancy Notes Room Configuration	Y'
Heated Vehicle Parking 15% All Divisions										
Heavy Parking Stall	40	14	560	10	5,600				Patrol Trucks, Sweeper, Bucket Truck	
Medium Parking Stall	30	12	360	19	6,840				Backhoe & Tiger Mower	
Drive Aisle	26	260	6760	1	6,760					
Turnout Cages, Boot & Hand Wash	60	6	360	1	360				Medium Bay	
Electrical Charging Station	30	12	360	1	360					
Field Equipment Storage	24	20	480	1	480				Includes Secured Field tools & Yard tools. (Chain Saws & Pole Saws)	
SUBTOTAL				33	20,400	3,060	23,460	98		239
Truck Wash 10%										
Manual Wash Bay	80	32	2560	1	2,560				Drive Through with Catwalk, Underbody & Pressure Washer	
Wash Bay Closet	14	16	224	1	224					
SUBTOTAL				2	2,784	278	3,062	90		34
Parts Storage / Mechanic's Station 30%										
Parts Storage	24	24	576	1	576				Secured Cabinets for Mechanic	
Parts Catalogue / Consumables	12	12	144	1	144				Open PC for Ordering	
Mechanic's Office	14	14	196	1	196				Additional Room for Open Mechanic's Workstation	
Secured Mechanic Tools Room	12	12	144	1	144					
Power Tools Closet	16	12	192	1	192				Secured Room	
Field Applications / Battery Storage	12	12	144	1	144					
Loading Area / Trash	16	14	224	1	224				Loading Dock / Trash / OVERHEAD DOOR / Inventory Process	
PPE Closet	10	8	80	1	80				Lockable Cabinets	
SUBTOTAL				8	1,700	510	2,210	90		25
Repair Garage (Repair, Welding & Storage) 10%										
Heavy Duty Service Bays	56	24	1344	2	2,688					
Light Duty Service Bay	30	22	660	1	660					
Small Engine Service Bay	20	20	400	1	400					
Workbench / Toolbox Zone	48	48	2304	1	2,304					
Mobile Columns & Jacks	30	10	300	1	300					
Fabrication / Welding Aloove	20	30	600	1	600				Aloove	
Tire Inventory	16	26	416	1	416				Overhead door	
Bulk Fluids Storage	16	12	192	1	192					
SUBTOTAL				9	7,560	756	8,316	72		116
Trades Shops 10%										
Carpentry Shop	26	24	624	1	624				Workbench & Storage. With overhead door for pickup.	
Electrical	16	20	320	1	320					
Forestry	16	20	320	1	320					
Pesticide Storage	16	20	320	1	320					
Paint Shop	16	20	320	1	320					
Sign Shop	28	24	624	1	624				Workbench & Storage. With overhead door for pickup.	
SUBTOTAL				6	2,528	253	2,781	36		77
Crew Quarters 20%										
Crew Assembly/Lunchroom	30	28	840	1	840				Plan for Future Crew of 16, 15 sf per person (Kitchen & Table)	
Kitchenette / Vending	12	14	168	1	168				Counters with Sinks, MW, Fridge, Ice	
Laundry & Janitorial Closet	12	12	144	1	144				Washer & Dryer	
Men's Locker Room	26	16	416	1	416				Locker's, Shower, Bathrooms (16 Lockers)	
Women's Locker Room	26	14	364	1	364				Locker's, Shower, Bathrooms (4 Lockers)	
Open PC Carrel / Charging	12	14	168	1	168				Separate Room (4 Workstations)	
SUBTOTAL				6	2,100	420	2,520	38		66

Administrative Areas						20%	
Reception Lobby / Vestibule	10	14	140	1	140		
Director of Public Works Office	14	14	196	1	196		
Supervisor Office	14	12	168	1	168		
Restroom	8	8	64	1	64		
Flex Office	10	18	180	2	360		
Work Meeting Room	18	14	252	1	252		
Copy, Office Equipment, Files	16	10	160	1	160		
Network, Communications Closet	8	8	64	1	64		
SUBTOTAL			9	1,404	281	1,685	38
							44
Building Services						10%	
Boiler, Compressor, HW Closet	24	20	480	1	480		
Electrical Panel Closet	8	12	96	1	96		
Backup Generator	16	12	192	1	192		
Water, Fire Suppression Pumps	14	12	168	1	168		
SUBTOTAL			4	936	94	1,030	20
							51
Total Main Shop Building Square Footage						45,064	102

Admin would require 1,685 SF and Building Services are 1,030 SF.

The total for the main building would be 45,064 SF to accommodate for all current standards and codes.

OPTIMAL YARD PROGRAM

The yard is separated into four categories. It is recommended that Cold Storage be 7,866 SF, Salt Shed 2,800 SF, Fueling Depot be 1,560 SF and various yard assets 35,340 SF.

In total, the building SQFT required outside of the main building would be 10,666 SF. The total yard SQFT required for fueling and storage equals 36,900.

YARD STORAGE BUILDINGS									
Cold Storage Parking & Equipment					5%				
Traffic Controls Storage	40	40	1600	1	1,600		Cones, Signs, Barricades, Snow Fence		
Equipment Stall	10	10	100	1	100		Air Compressor		
Tractor Parking	12	20	240	1	240				
Plows & Attachments	30	30	900	1	900				
General Bulk Storage	60	60	3600	1	3,600		Barrels, Hoses, Etc. Equipment to be Auctioned, Bulk Pallets		
Construction Equipment	20	20	400	1	400		Generac Generator		
SUBTOTAL			6840	6	6,840	1,026	7,866	100	79
Salt Shed									
Salt Storage	60	40	2400	1	2,400		1,000 Tons		
Salt Brine Tanks	20	20	400	1	400		Salt Brine Outdoors		
SUBTOTAL			2400	1	2,800		2,800		
Total Yard Storage Buildings						10,666			
Total DPW Facility Square Feet - Buildings SQFT						48,261			
DEDICATED YARD SPACE									
Fuel Depot									
Fueling Stations	12	12	144	2	288		Includes 2 Fueling Dispensers and Canopy		
Fuel Storage Tanks	8	27	216	2	432		2, 1,000 Gallon Tanks (1 Diesel, 1 Unleaded) (6 x 27)		
Concrete Pad	28	30	840	1	840		Circulation space for vehicles fueling		
SUBTOTAL			216	2	1,560		1,560	100	16
Yard Assets					5%				
Compost Area	60	60	3600	1	3,600		Residents leaves are collected through waste collection program.		
Tree Nursery	45	30	1350	1	1,350		Near water source with room to expand		
Light Poles	60	40	2400	1	2,400				
Street Sweeping Bin	30	30	900	1	900				
Snow Storage	80	80	6400	1	6,400				
Drive Circulation	30	300	9000	1	9,000				
Concrete & Castings	24	30	720	1	720				
Bins	24	24	576	10	5,760		10 Bins, materials listed in report		
Dumpsters	10	12	120	5	600		3 are always there, a few are left in case of emergencies.		
SUBTOTAL			25066	22	30,730	4,610	35,340	100	353
Total Yard Space						36,900			
Total Building & Yard SF						85,161			

The grand total for optimal SQFT required for Mukwonago's DPW facilities would be 85,161 SF.

OPTIMAL SUMMARY

This represents each functional area's SQFT and what percent of the total building SQFT it occupies.

SUMMARY OF DPW OPTIMAL SF BY FUNCTION

Village of Mukwonago Department of Public Works

MAIN SHOP BUILDING

FUNCTIONAL AREA	Optimal SF	% of Overall SF
Heated Vehicle Parking	17,917	48%
Truck Wash	3,062	8%
Parts Storage	2,210	6%
Repair Garage (Repair, Welding & Storage)	6,582	18%
Trades Shops	2,781	7%
Crew Quarters	2,520	7%
Administrative Areas	1,493	4%
Building Services	1,030	3%

Total Main Shop Building SF

37,595

YARD STORAGE BUILDINGS

FUNCTIONAL AREA	Optimal SF	% of Overall SF
Cold Storage Parking & Equipment	7,866	74%
Salt Cold Storage	2,800	26%

Total Yard Storage SF

10,666

YARD SPACE

FUNCTIONAL AREA	Optimal SF	% of Overall SF
Yard Assets + Fuel Station	36,900	78%

Total Yard Storage SF

47,566

Total Main Shop Building & Yard

85,161

EXISTING VS OPTIMAL COMPARISON

The comparison chart shows the optimal SQFT of each functional area compared to what exists currently. Shows how much additional SF this adds and the percentage of change this represents.

COMPARISON OF EXISTING TO OPTIMAL SQUARE FEET

Village of Mukwonago Department of Public Works

DPW MAIN SHOP BUILDING - HEATED

FUNCTIONAL AREA	Optimal SF	Existing SF	Add'l SF	% of Change	Notes
Heated Vehicle Parking	17,917	6,820	11,097	163%	(# does not include 1 parking stall for washing bay #'s and mezzanine). Overhead doors are too narrow.
Truck Wash	3,062	480	2,582	538%	No existing wash bay.
Parts Storage	2,210	600	1,610	268%	
Repair Garage (Repair, Welding & Storage)	6,582	3,020	3,562	118%	Needs Workstation efficiency layout for 1 mechanic. Equipment space excluded
Trades Shops	2,781	1,100	1,681	153%	Sign shop, traffic control, masonry, sewer utilities, and woodshop. Some undersized functions and low ceilings.
Crew Quarters	2,520	540	1,980	367%	Layout and size is not adequate and no womens locker room.
Administrative Areas	1,493	540	953	176%	Needs to be consolidated and reorganized.
Building Services	1,030	800	230	29%	Mechanical room and electrical rooms need their own space.
Total Main Shop Building SF	37,595	13,900	23,695	170%	

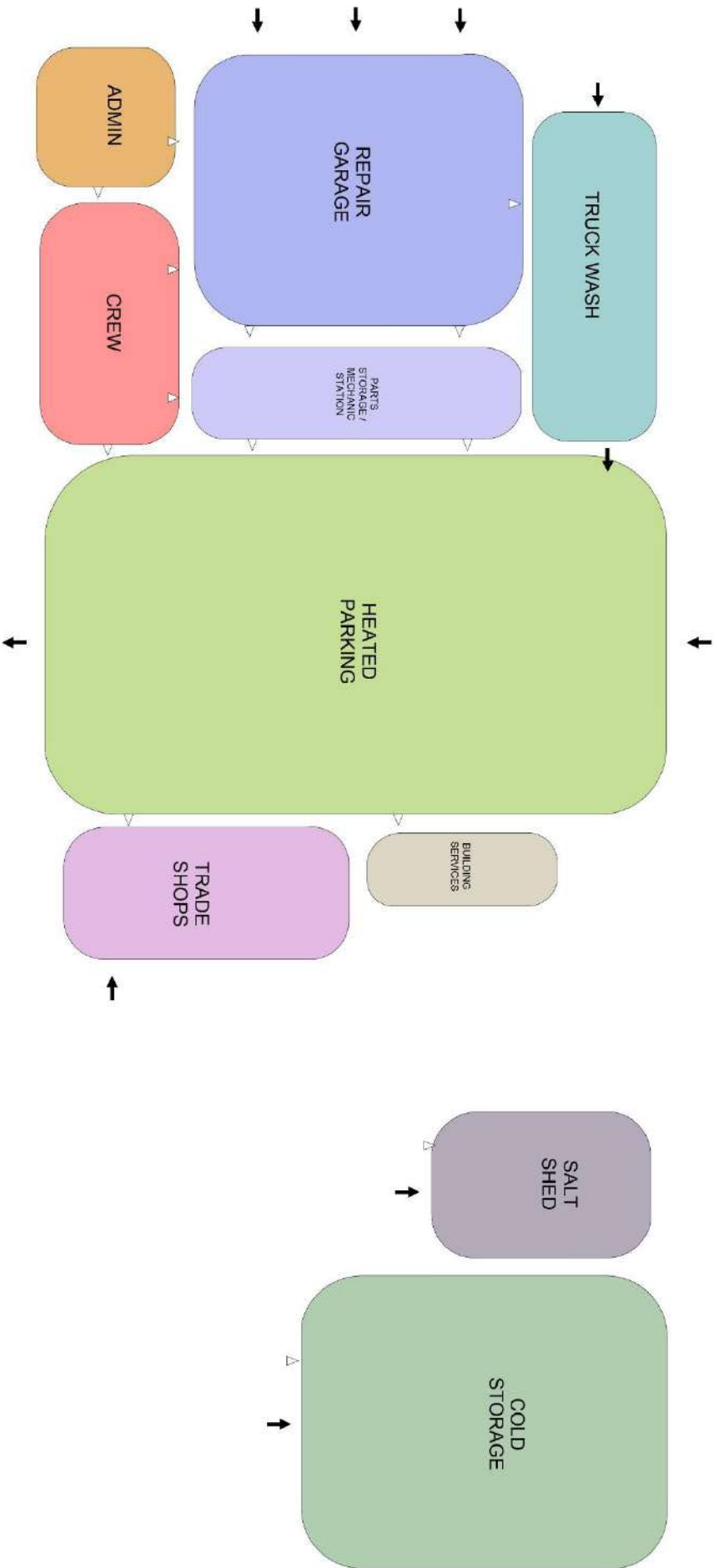
DPW YARD STORAGE BUILDINGS

FUNCTIONAL AREA	Optimal SF	Existing SF	Add'l SF	% of Change	Notes
Cold Storage Parking & Equipment	7,866	3,575	4,291	120%	Construction equipment and cones, tire storage, traffic control equipment. Vehicles moved into heated parking.
Salt Shed	2,800	2,400	400	17%	Salt dome size is adequate, might need to be moved.
Total Tempered Storage SF	10,666	5,975	4,691	79%	

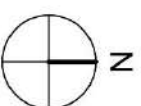
DPW YARD SPACE

FUNCTIONAL AREA	Optimal SF	Existing SF	Add'l SF	% of Change	Notes
Yard Assets	35,340	35,900	-561	-2%	Includes all listed in DPW SF overview.
Fuel Depot	1,560	320	1,240	388%	Needs canopy & expanded concrete pad
Total Yard Area	36,900	35,900	1,000	3%	

Summary	Optimal SF	Existing SF	Add'l SF	% of Change	
Total DPW Facilities SF	85,161	55,775	29,386	53%	



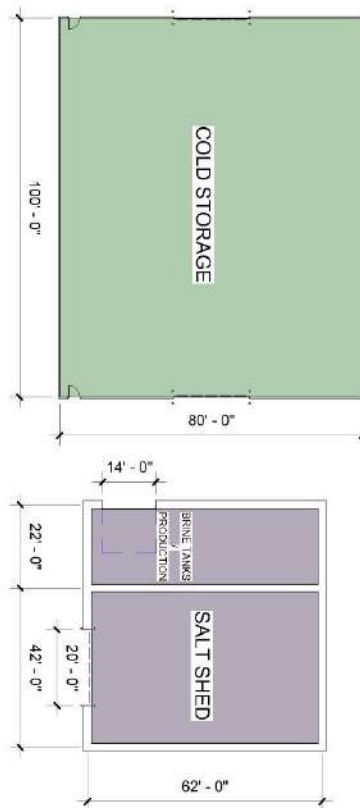
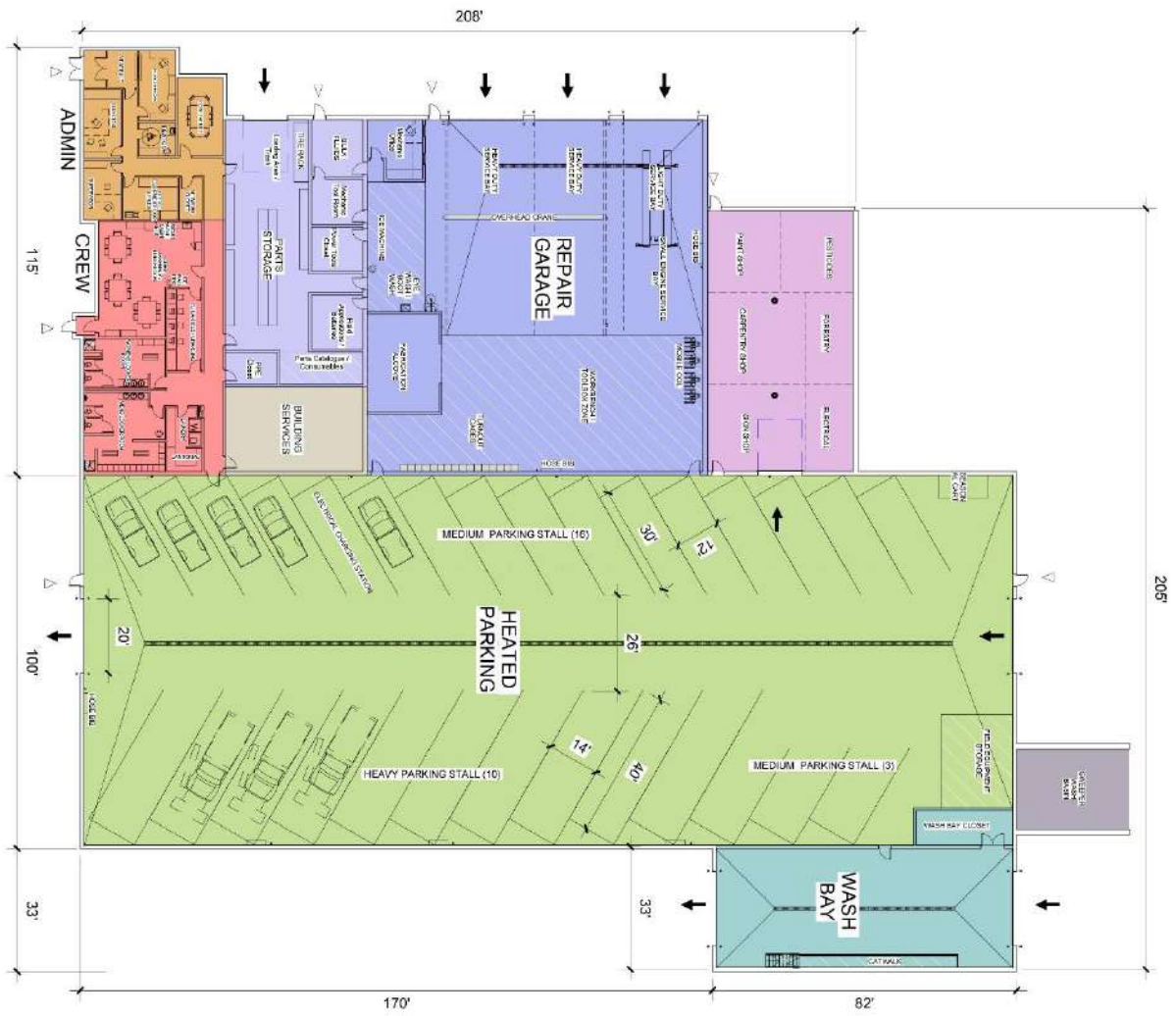
- KEY**
- ADMINISTRATION 1,600 SF
 - CREW 2,500 SF
 - HEATED GARAGE 21,500 SF
 - REPAIR GARAGE 6,640 SF
 - TRUCK WASH 3,000 SF
 - 41,540 BUILDING SQFT
 - OVERHEAD DOOR
 - PARTS STORAGE 2,700 SF
 - BUILDING SERVICES 900 SF
 - TRADE SHOPS 2,700 SF
 - COLD STORAGE 8,000 SF
 - SALT SHED / BRINE 4,300 SF
 - MAN DOOR



1
A3
RELATIONSHIP DIAGRAM
1" = 30'-0"

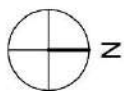


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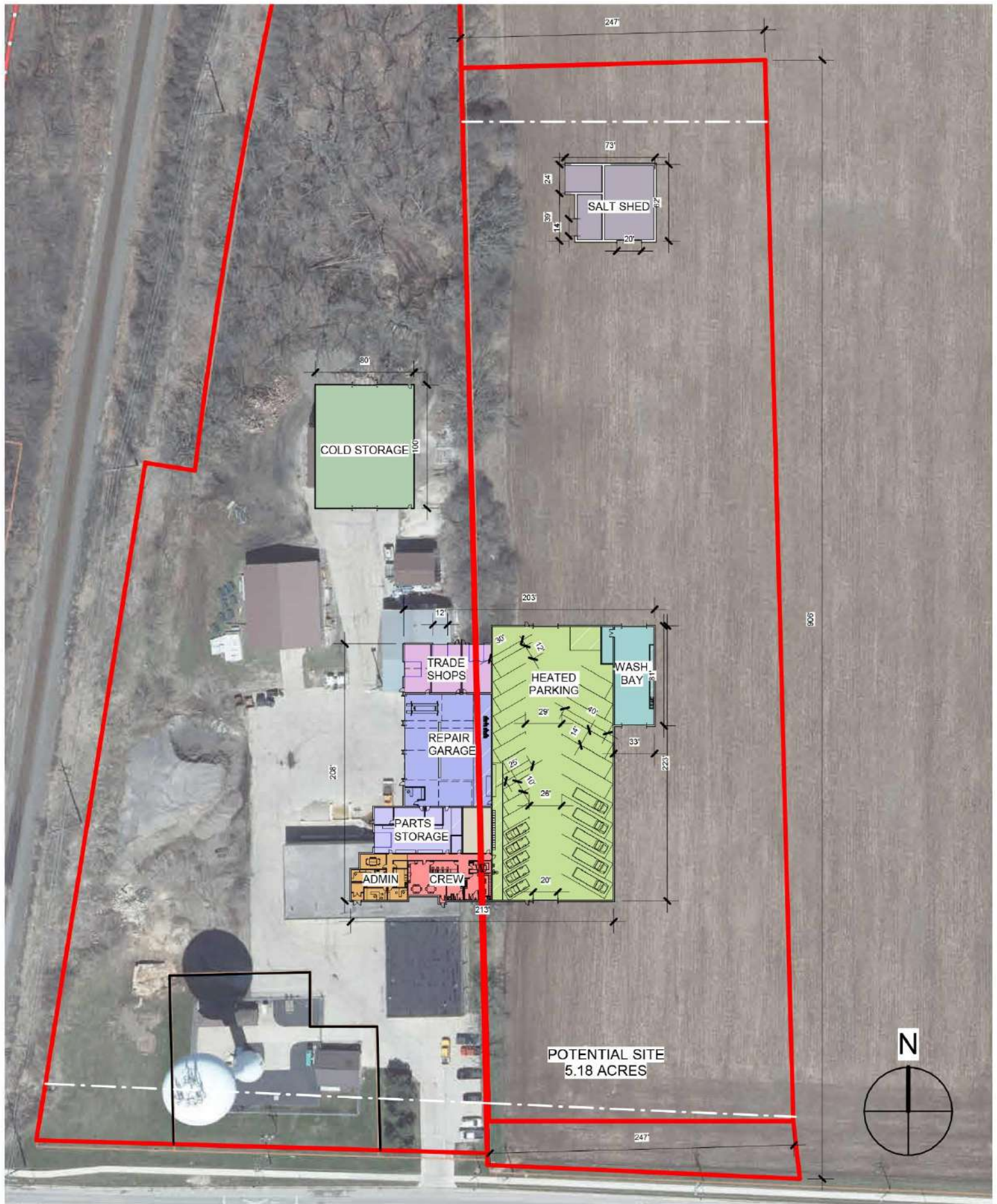


- KEY**
- ADMINISTRATION 1,500 SF
 - CREW 2,500 SF
 - HEATED GARAGE 24,900 SF
 - REPAIR GARAGE 8,800 SF
 - TRUCK WASH 3,000 SF
 - PARTS STORAGE 2,700 SF
 - BUILDING SERVICES 1,000 SF
 - TRADE SHOPS 2,700 SF
 - COLD STORAGE 8,000 SF
 - SALT SHED / BRINE 4,300 SF
- MAN DOOR
OVERHEAD DOOR

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1
OPTIMAL FLOOR PLAN
1" = 30'-0"



SECTION 04

TASK 3 CONCEPTUAL PLANNING

INTRODUCTION

Using the square footage established in the space needs assessment, four options were developed to meet the needs of the Village's DPW Garage at the current site. These options considered reuse, renovation, demolition, and new construction.

SECTION CONTENTS

Each option contains a narrative and site plan.

Option 1 – Demolish the existing and rebuild a one aisle Parking Garage and facility on existing and new parcel (Version 2)

Option 2 – Demolish the existing and rebuild a two aisle Parking Garage and facility on existing and new parcel.

Phase Map

Cost Estimate

Estimated Project Schedule

INTRODUCTION

Each site plan includes:

Repair Garage (8,000 SF)

1. 4 repair bays (2 heavy, 1 light, 1 small engine bay)
2. Workbench areas with mobile lift columns, turnout cages and a fabrication alcove.
3. Attached mechanics office.

Parking Garage (25,000 SF)

1. 29 parking stalls (19 medium, 10 heavy)
2. Field equipment storage
3. Ice/water.

Parts Storage (3,000 SF)

1. Part shelving and consumables
2. Tire rack
3. Field applications, power tool closets, mechanic tool room, and bulk fluids.
4. Loading area (Deliveries) and trash

Crew Quarters & Admin (4,400 SF)

1. Lobby and Vestibule
2. Director and Supervisor offices
3. 2 flex office desks with vendor window.
4. Meeting and office supplies room.
5. HVAC/Electrical, Emergency Generator, Water Closet.
6. Crew Lunchroom, Men & Women's Lockers, Open PC carrels.
7. Break patio area.

Trade Shops (2,600 SF)

1. Paint Shop, and Pesticides
2. Carpentry Shop and Forestry
3. Electrical, and Sign Shop

Yard

1. Retaining pond (0.9 acres) Truck Wash, Sweeper Wash Basin
2. Cold Storage, Salt Brine, Sweeper Bin, and Fuel station
3. Employee and Visitor Parking and separate utilities parking.
4. Compost Area, Tree Nursery, Snow Storage, Concrete & Castings, 10 material bins, and dumpsters.

OPTION 1 – FULL DEMOLISH OF EXISTING GARAGE (RECONFIGURED) (DRIVE-THROUGH, SINGLE AISLE)

Option 2 demolishes existing DPW facility, Impound Cold Storage & the Sand Shed. All major functions are in a consolidated location for operational efficiency. The total new construction is 46,200 SF. This option changes the main circulation to be primary on the West side of the facility to hide DPW functions from potential Church functions. Placing the Admin and Crew functions on the East allows us to place the building closer to the site edge which gets more allowance on the West side for yard and truck functions.

The parking lot is private from the flow of traffic on site. There are 19 employee parking stalls and 3 for visitors. There is a private patio space off the crew breakroom that is hidden from County Road NN and regular site truck traffic. The fuel station and Wash Bay are in very close proximity to each other (Fuel Station could remain in original placement). The storage bins for materials can remain lined up together for easy access and inventory. There is a lot of flexibility in yard space. There is a work area for the Utilities Department to work on the wellhead and tower if necessary.

The admin area has a formal entrance with a window for an administration assistant to allow visitors and vendors into the building. There is access to the meeting room off the vestibule entrance. There is a hallway connection of admin and crew functions to Parking Garage. The drive-through heated parking serves as the center for all facility functions to be easily accessible. This option does require the crew to walk farther to reach the Parts Storage and Repair Garage. There is access to the Trade shops from within the Parking Garage. There is the ability to have a 10-ton overhead crane in the Repair Garage.

The yard has room for reconfiguration to better accommodate the crew.

Village Engineer has recommended the analysis of potential sites due to possible wellhead and tower restrictions involving the fuel station and salt shed.

OPTION BENEFITS

- Ample staff and visitor parking with separation from truck traffic.
- Easy access for Utilities to get to wellhead without disrupting DPW functions.
- Formal facility entrance.
- Best admin floorplan layout opportunity and crew privacy.
- Truck traffic flow is consolidated to mainly West side of site.
- Ability to have overhead crane.
- Substantial acreage for yard or new buildings.
- Demolishing allows for a completely new DPW building.
- Easy access for vendors and salt deliveries.
- Trucks will be able to turn around smoothly.
- Fuel Station could remain in original placement.

OPTION DRAWBACKS

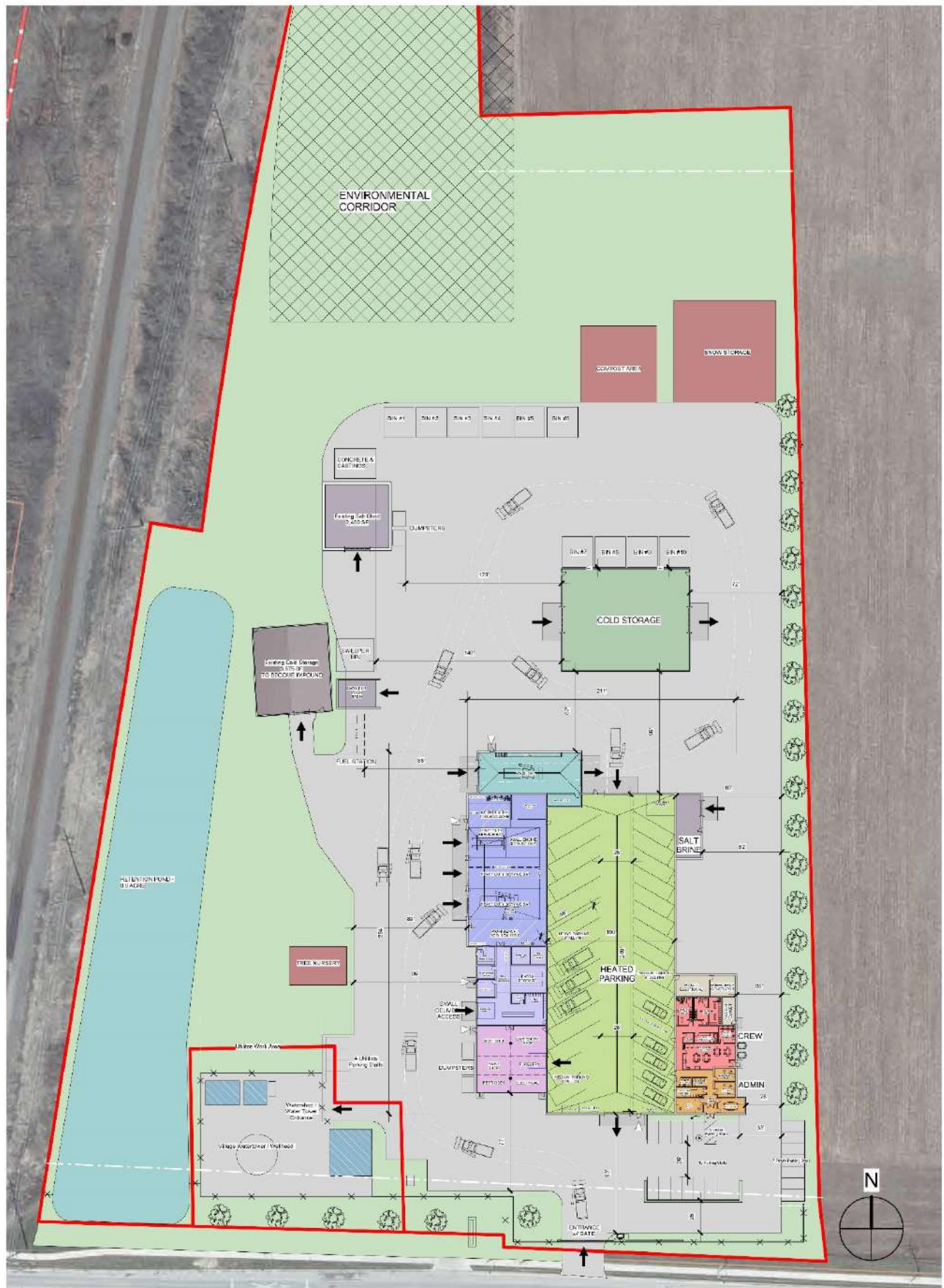
- Fueling station cannot be seen directly by admin staff.
- No reuse of the main building.
- Other Village departments will need to fully enter the site to access Truck Wash and Fuel Station.
- The crew will have to walk through Heated Parking to access other functions.

Phase 1 – Demolish Impound Cold Storage & Sand Shed. Build the new Parking Garage & new Cold Storage. Crew operates out of existing structure.

Phase 2 – Crew moves and operates out of new Parking Garage. Demolish existing DPW facility. Build addition of Trade Shops, Part Storage, Truck Wash, Salt Brine, Sweeper Wash Basin & Building Services. Build all yard assets & parking.

RECOMMENDATION

Given the option's drawbacks and benefits this would be plan we recommend because it checks a lot of boxes in which fits the DPW's needs. The site marginally meets the needs of drive and yard operations. The building footprint allows for efficient circulation and good truck function. Not having the ability to re-use existing affects costs in the future but allows for better utilization and flexibility for Village needs. We would recommend using this site to build a new facility, but we recommend that the Village of Mukwonago & RM research more about potential salt shed placement.



- ADMINISTRATION 1,700 SF
- CREW 2,400 SF
- HEATED GARAGE 25,000 SF
- REPAIR GARAGE 7,200 SF
- TRUCK WASH 2,800 SF
- OVERHEAD DOOR

46,200 BUILDING SQFT
228,811 YARD SQFT

- PARTS STORAGE 3,300 SF
- BUILDING SERVICES 1,000 SF
- TRADE SHOPS 2,800 SF
- COLD STORAGE 8,000 SF
- SALT SHED / BRINE 3,200 SF
- EXISTING BUILDING
- MAN DOOR

1 OPTION 1 - FULL DEMOLISH
A9 1" = 70'-0"

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OPTION 2 – FULL DEMOLISH OF EXISTING GARAGE (DRIVE-THROUGH, TWO AISLE GARAGE)

Option 4 is the most vertical option with a drive through, 2-aisle Parking Garage design. A phase plan will demolish the existing facility, Police Impound building and the Sand Shed. All major functions are in a consolidated location for operational efficiency. The total new construction is 54,700 SF, this is primarily larger than the other options due to the Parking Garage needing another drive aisle (26') and the parking stalls. This option allows for a 10-ton overhead crane. The Site overall allows for room for expansion or yard storage.

There is one point of access into the site. Circulation of trucks and other vehicles does not interfere with the parking lot which contains 26 parking stalls. There is efficient access to the Fuel Station and Truck Wash (Fuel Station could save in original placement to save costs). The new cold storage building placement flows with circulation. This building floorplan restricts turn radius and could create blind spots.

There is a large separation of Admin to the Parking Garage which requires the crew to walk longer distances, affecting efficiency. The design of the front face of the building (admin and crew) has opportunities that could benefit the public eye. There is a patio for the crew to enjoy their lunches outside the breakroom. The locker rooms are semi-centralized compared to other options. There is easy access from the crew area to all functions of the new facility except the Parking Garage. This option allows for adequate room SQFT along with flexibility in these spaces.

Village Engineer has recommended the analysis of potential sites due to possible wellhead and tower restrictions involving the fuel station and salt shed.

OPTION BENEFITS

- Ample staff and visitor parking with separation from truck traffic.
- Ability to have overhead crane.
- Good circulation for other Village departments.
- Demolishing allows for a completely new DPW building.
- Adequate drive aisle widths in yard.
- The fuel station could remain in its original placement to save costs but serves better closer to entrance.

OPTION DRAWBACKS

- No reuse of the main building.
- Limited yard space on East side of site.
- Tight clearances of the Garage to the site edges will create driving blind-spots for those taking turns around the corners.
- Site space is limited due to larger footprint, confining expansion of yard assets or buildings.

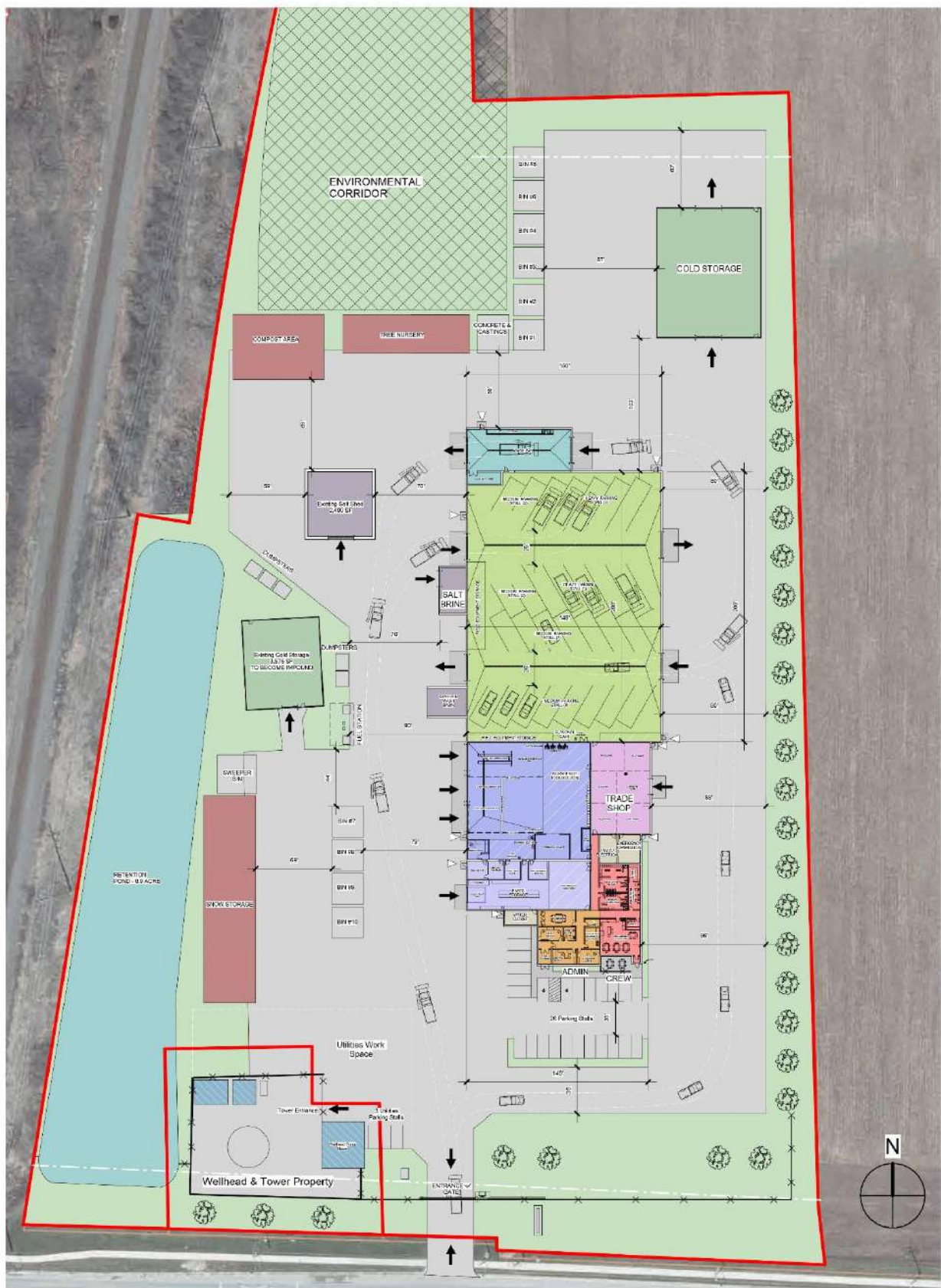
Phase 1 – Crew operates out of existing building. Demolish Impound Cold Storage & Sand Shed. Build the new Parking Garage & new Cold Storage.

Phase 2 – Crew moves and operates out of new Parking Garage. Demolish existing DPW facility. Build addition of Trade Shops, Part Storage, Truck Wash, Salt Brine, Sweeper Wash Basin & Building Services. Build all yard assets & parking.

RECOMMENDATION

This plan offers a different variation in building footprint. The building functions are centered within the site with the yard facilities taking up the perimeter. This plan does take more square footage but allows for alternatives in terms of the crew's workflow needs. This plan does not reuse any existing footprints for the main facility, because of this the project emphasizes flexible new build design, ensuring that the structures can easily adapt to future needs.

We would recommend using this site to build a new facility, but we recommend that the Village of Mukwonago & RM research more about potential salt shed placement.



ADMINISTRATION 2,000 SF	PARTS STORAGE 3,500 SF
CREW 2,600 SF	BUILDING SERVICES 1,000 SF
HEATED GARAGE 31,000 SF	TRADE SHOPS 3,200 SF
REPAIR GARAGE 8,600 SF	COLD STORAGE 8,000 SF
TRUCK WASH 2,800 SF	SALT SHED / BRINE 3,200 SF
OVERHEAD DOOR	EXISTING BUILDING
54,700 BUILDING SQFT	MAN DOOR
184,112 YARD SQFT	

1 OPTION 2 - SPLIT GARAGE
A10 1" = 70'-0"

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PHASE 1



PHASE 1.5

- EXISTING
- NEW CONSTRUCTION
- DEMOLITION



PHASE 2

- EXISTING
- NEW CONSTRUCTION
- DEMOLITION



COST ESTIMATE SUMMARY

This cost estimate shows the estimated cost to renovate, demolish or construct Precast and Pre-Engineered Metal buildings. The information was gathered and determined by the optimal SQFT from the optimal room program (page 53). The DPW total estimated Facility Cost is \$13,634,993

*Based on Optimal SQFT

COST ESTIMATE TOTAL

Total Phase 1	Total	\$	6,040,011
Total Phase 1 Soft Cost	Total	\$	1,067,002
Total Phase 2	Total	\$	5,547,217
Total Phase 2 Soft Cost	Total	\$	980,763

PROJECT ESTIMATED TOTAL

\$ 13,634,993

- *Report does not include Salt Shed
- *Price assumes construction in 2025-2026 with a 6% inflation rate
- *Estimate does not include furnishings, moving/relocation expenses, or plan approval and review fees, & environmental.

PHASE 1 - ESTIMATE BREAKDOWN

This is a breakdown of Phase one costs. It is broken down into 3 categories: demolition, construction of facility functions, and yard buildings. Demolition of the Sand Shed and Impound building would be roughly \$91,644. Facility construction consists of the Heated Parking Garage (\$3,923,823), Building services (\$144,144), Admin & Crew (\$1,003,200) and fuel station renovation (\$485,160). The reconstruction or reconfiguration of the yard and asphalt (\$392,040). This would total \$6,040,011.

CONSTRUCTION COST ESTIMATE - FROM DPW OPTIMAL SF

Village of Mukwonago DPW Facility

Main Shop Building Precast, Storage Building Pre-Engineered Metal

***Based on Optimal SQFT**

	SF/Quantity	Cost per SF	Total
DEMOLITION			
Sand Shed, Impound Building, Site	4,364	21	\$ 91,644 \$/SF
Total Demolition Cost	4,364	Total	\$ 91,644 \$ 21

COST ESTIMATE MAIN BUILDING

Heated Vehicle Parking	17,917	219	\$ 3,923,823
Building Services	1,030	140	\$ 144,144
Admin & Crew	4,013	250	\$ 1,003,200
Fuel Station	1,560	311	\$ 485,160 \$/SF
Total DPW Facility Building Cost	24,519	Total	\$ 5,556,327 \$ 227

COST ESTIMATE BY YARD BUILDINGS

Site Work (2 acres)	87,120	\$ 5	\$ 392,040 \$/SF
Total DPW Facility Building Cost	87,120	Total	\$ 392,040 \$ 5

PHASE 1 ESTIMATED TOTAL

\$ 6,040,011

SOFT COSTS

Construction Contingency	\$ 422,801	7.0%
General Management Costs/GC / CM Fee	\$ 151,000	2.5%
(Geo Tech, & Survey) Fees	\$ 10,000	
A/E Fees	\$ 302,001	5.0%
Design Estimating Contingency (Fluxuations during design)	\$ 181,200	3.0%
Total Soft Costs	Total \$ 1,067,002	

TOTAL ESTIMATED SOFT COST

\$ 1,067,002

*Report does not include Salt Shed

*Price assumes construction in 2025-2026 with a 6% inflation rate

*Estimate does not include furnishings, moving/relocation expenses, or plan approval and review fees, & environmental.

PHASE 2 & SOFT COST- ESTIMATE BREAKDOWN

This is a breakdown of phase two costs. It is broken down into 3 categories: This includes demolition, construction of facility functions, yard buildings, and yard assets. Demolition of the existing building along with its utilities would be roughly \$303,600. Facility construction consists of Repair Garage (\$1,513,952), Parts Storage (\$464,100), Truck Wash (\$529,726), Trade Shops (\$556,160), Salt Brine Storage (\$410,000), Cold Storage but could be built in phase one if need be (\$983,250) and Yard Assets (\$786,429).

*Based on Optimal SQFT				
	SF/Quantity	Cost per SF	Total	
DEMOLITION				
Existing Repair & Parking Garage, Utilities	13,200	23	\$ 303,600	\$/SF
Total Demolition Cost	13,200	Total	\$ 303,600	\$ 23
COST ESTIMATE MAIN BUILDING				
Repair Garage	6,582	230	\$ 1,513,952	
Parts Storage	2,210	210	\$ 464,100	
Truck Wash	3,062	173	\$ 529,726	
Facility Trades Shops	2,781	200	\$ 556,160	
Salt Brine	1,000	410	\$ 410,000	
Total DPW Facility Building Cost	15,635	Total	\$ 3,473,938	\$ 222
COST ESTIMATE BY YARD BUILDINGS				
Cold Storage Bulk & Equipment	7,866	\$ 125	\$ 983,250	\$/SF
Total DPW Facility Building Cost	7,866	Total	\$ 983,250	\$ 125
COST ESTIMATE BY YARD				
Yard Assets - Concrete	6,431	15	\$ 96,465	
Yard Assets - Asphalt	3,324	11	\$ 36,564	
Site Work (3 acres)	130680	\$ 5	\$ 653,400	\$/SF
Total DPW Facility Building Cost	140,435	Total	\$ 786,429	\$ 6
PHASE 2 ESTIMATED TOTAL			\$ 5,547,217	
SOFT COSTS				
Construction Contingency		\$	388,305	7.0%
General Management Costs/GC / CM Fee		\$	138,680	2.5%
(Geo Tech, & Survey) Fees		\$	10,000	
A/E Fees		\$	277,361	5.0%
Design Estimating Contingency (Fluxuations during design)		\$	166,417	3.0%
Total Soft Costs		Total	\$ 980,763	
TOTAL ESTIMATED SOFT COST			\$ 980,763	

*Report does not include Salt Shed

*Price assumes construction in 2025-2026 with a 6% inflation rate

*Estimate does not include furnishings, moving/relocation expenses, or plan approval and review fees, & environmental.

Preconstruction Milestone Schedule

VILLAGE OF MUKWONAGO
Department of Public Works
Fleet Maintenance Garage

Design Schedule (Single Bid Package Option)

	Responsible	Milestone Date	Overall Phase Duration
INITIAL PROJECT KICK-OFF MEETING (SCHEMATIC DESIGN)		8/12/2024	
SCHEMATIC DESIGN			3 Months
Develop 50% Schematic Design Deliverable	A/E	8/26/2024	
Review 50% Drawings and Basis of Design	Arch + Village	9/9/2024	
Update Budget & Cost Estimate	CM	9/20/2024	
Develop 90% Schematic Design Deliverable	A/E	10/14/2024	
Review 90% Drawings and Basis of Design	Arch + Village	10/21/2024	
Update Budget & Cost Estimate	CM	11/8/2024	
Final Design Package & Report	A/E	11/29/2024	
Project Approval, Development of Site, Site Survey & Soil Borings			3 Months (Concurrent)
Site Survey	A/E	8/26/2024	
Soil Borings	A/E	9/9/2024	
Submit Zoning Variance Application, Board of Appeals	A/E	9/23/2024	
Conduct Utilities Meeting with WE Energies	A/E	10/14/2024	
Assemble Certified Survey Map	A/E	10/31/2024	
Zoning Change Approval	A/E	11/18/2024	
Approval & Development of Site		11/29/2024	
DESIGN DEVELOPMENT			2 Months
Develop Design Development Set	A/E	11/29/2024	
Design Development Deliverable Complete/Due	A/E	1/6/2025	
Review of Design Development Set	A/E + CM	1/8/2025	
Design Development Meeting #1	ARCH + CM	1/13/2025	
Review Comments Back to Owner	CM	1/15/2025	
Update Budget	CM	1/22/2025	
Design Development Meeting #2	ARCH + CM	1/23/2025	
Budget Review with Owner and Design Team	CM + Village	1/30/2025	
CONSTRUCTION DOCUMENTS			3 Months
Develop 50% Construction Document Set	A/E	2/3/2025	
Construction Documents 50% Complete/Due	A/E	2/17/2025	
Review of 50% CD Set	A/E + CM	2/19/2025	
50% CD Meeting #1	Arch + CM	2/24/2025	
Review Comments Back to Owner	CM	2/26/2025	
Update Budget	CM	3/5/2025	
50% CD Meeting #2	Arch + CM	3/17/2025	
Budget Review with Owner and Design Team	ALL	TBD	
Develop 95% Construction Document Set	A/E	4/2/2025	
Construction Documents 95% Complete/Page Turn with Owner	A/E	4/11/2025	
95% Construction Documents Review	A/E + CM	4/16/2025	
Review Comments back to owner	CM	4/21/2025	
Final Coordination and QC	A/E	4/24/2025	
100% BID Docs Due	A/E	4/30/2025	
BIDDING			2 Months
Bid Documents Posted	CM	5/5/2025	
Bidding Period	CM	5/30/2025	
Pre-Bid Walkthrough (Part of bidding period)	CM	5/13/2025	
Addendum Due (Minimum one week prior to bid due date)	A/E	5/23/2025	
Bids Due	CM	5/30/2025	
Review Bid Results with Owner (Council Meeting)	CM	6/13/2025	
Award Contract		6/16/2025	
Overall Construction Duration			365 Days
Substantial Completion		6/16/2026	

*CM refers to assumed Construction Manager

SECTION 05

CONCLUSION & NEXT STEPS

CONCLUSION SUMMARY

This report was conducted by Barrientos Design & Consulting, Inc. to define the facility conditions for the Village of Mukwonago Department of Public Works Garage (DPW), assess various needs within the functions of the garage, and develop conceptual level design for a new and updated DPW. This study started in January 2024 and concluded in June 2024.

Task 1: Facilities Condition Assessment identified long-term repair required and set the costs for maintaining the facility as is.

Task 2: Facility Needs Program established the square footage, room types, layout relationships, and major features of the needed architectural and engineering systems, and recommended shop equipment package.

Task 3: Conceptual Planning explored expanding the current Garage by demolition and phasing of the work. The optimal plan shows the ultimate layout for the facility.

The existing Public Works Facility is on a 6-acre lot. The facility takes up 4.5-acres while the other 1.5-acres is designated as Environmental Corridor (will maintain ecological connectivity). The building was constructed in 1972 with an addition in 2000. The site has restrictions due to a Village wellhead (1966) and water tower (1996). The DPW proposed purchasing 5.2-acres from St. James Catholic Church (neighboring site to the East) to help expand the DPW site.

Barrientos Design provided as Facility Conditions Assessment to better determine next steps. The building has a total insurable value of \$3,033,100 and our report concluded that after making urgent repairs and renovations the cost would be \$2,552,653. This means that we are using 72.6% of the insurable value to repair the existing. The index classifies the building as in need of replacement.

We gathered the Facility Needs Program and have concluded:

- Prepare for a staff of 16 (lockers and parking)
- Accommodate future growth of the fleet and prepare for 26 parking stalls in the Parking Garage.
- An optimal SQFT of 37,600 for the main building footprint compared to 13,200 for the existing building.
- There is a need for 10,650 SQFT in Yard buildings.
- A Yard asphalt footprint of 36,900 SQFT. In total the building and yard will total 85,200 SQFT.

A relationship diagram, optimal floorplan and 2 conceptual floorplans were created using the optimal SQFT.

A cost estimate was created for the construction and planning for both conceptual plans. Overall, the cost to construct a building of this size with the yard functions in phases would be estimated for \$12,103,061 with assumed construction in 2025 or 2026.

OPERATIONAL BENEFITS GAINED

The Village of Mukwonago's Public Works facility will gain many benefits for the crew and the Village. This will include the following facility functions:

1. Site, Yard, and Traffic functions.
2. Internal Environments (health safety & welfare).
3. Parking Garage
4. Trades and Services
5. Repair Garage
6. Crew Support
7. Administration

PUBLIC WORKS GARAGE OPERATIONAL EFFICIENCIES

OPERATIONAL EFFICIENCY GOAL ATTAINED	DESIGN RESPONSE	CURRENT INEFFICIENCIES	ILLUSTRATION OF PROBLEM
SITE, YARD & TRAFFIC			
Provide a safe exit and entrance off street and separate out private vehicles. Prevent vehicle accidents with proper signage opportunities.	Widen drive aisle with concise path versus integrated aisle and employee parking.	The drive aisle is not wide enough for Patrol Trucks to enter the site with ease from County Rd NN. (See Photo)	
Provide enough parking stalls and have safety measures in place to prevent damage and maintenance needs.	Provide more parking away from frequent truck traffic. 9' x 18' stalls with greenspace curbs & landscaping scrubs.	Insufficient amount of parking stalls to accommodate current staff and potential visitors.	
Provide clear and distinct traffic patterns for trucks around buildings and Yard functions. Prevent accidents and drive blockages.	Provide a minimum clearance of 100' between buildings. Trucks approach overhead doors straight on or at 90' before turning and then making a straight turn.	Many blind spots for drivers on current site. Tight turning to make corners.	
Allow vendors and deliveries to occur without impeding DPW operations.	Distinct loading area and dock for pickup trucks with sufficient parking and turnaround space. Clear and concise path for semi-trucks to deliver salt.	Difficult and tight turns for semi-drivers and lack of formal space for regular drop-offs including supplies and parts.	

Other Village departments can utilize DPW for fueling and truck washing.	Drive aisle space has been expanded to be able to allow vehicles to have flexibility for fueling and easy access to truck wash following.	When trucks fuel, access to rest of the site is constrained. There is no truck wash.	
Allow space for trucks to turn into overhead doors and have the ability to properly park. Minimize door hits.	90' minimum clearance outside each overhead door allows truck to turn 90' and enter in door straight.	Many overhead doors require a truck to jockey in before entering. Overflow truck parking blocks overhead door exiting.	
Provide easy access for Utilities department to get to wellhead and tower to perform tasks and maintenance without disturbing DPW functions.	Widened drive aisles and moved building placement East to provide flexibility on West side. Provided parking for Utilities' vehicles to park out of DPW truck traffic.	There is no official parking or workspace for Utilities to perform tasks with potential crane or bucket. Their work interferes with drive aisle space for DPW.	
Yard functions are organized and have adequate space for access. Minimize interference with traffic flow.	Provide proper clearance space and minimize wasted yard space. Provide a minimum clearance of 100' between buildings.	Yard functions are scattered and are lacking proper space creating confined and tight turns for DPW vehicles.	

OPERATIONAL EFFICIENCY GOAL ATTAINED	DESIGN RESPONSE	CURRENT INEFFICIENCIES	ILLUSTRATION OF PROBLEM
INTERNAL ENVIRONMENTS: HEALTH SAFETY & WELFARE			
Provide particulate-free air to mechanics and operators. Minimize sick days, illnesses, and time loss.	Design HVAC system to provide 4 air exchanges per hour and point-source exhaust to capture sawdust, paint, welding and tailpipe exhaust.	Undersized, outdated and partially operating HVAC system does not adequately remove odors, particulates and exhaust creating a respiratory hazards.	
Provide walking paths free of obstructions. Minimize accidents from hitting objects and slipping.	Designated walking paths in Garage and Shops. Parking stalls that allow staff to walk around truck and properly sized drive aisles.	Walking clearance between trucks is tight and full of obstruction from the implements.	
Proper Provide eyewash and sinks for crew to prevent injuries and allow for proper crew cleanliness.	Design easy access for crew to access safety measures such as boot wash, sinks and eye wash station.	The fixtures are outdated and in need of modernization to meet current standards and enhance functionality.	

OPERATIONAL EFFICIENCY GOAL ATTAINED	DESIGN RESPONSE	CURRENT INEFFICIENCIES	ILLUSTRATION OF PROBLEM
PARKING GARAGE: GENERAL OBJECTIVES			
Provide sufficient stall count, size and layout to enhance the longevity of the vehicles. Extend the life of the vehicles. Decrease the amount of time to prepare vehicle for use.	The number of stalls provided matches DPW fleet size and composition.	The number and size of the current stalls are undersized. Various equipment are kept outside in the elements and exposed to theft/vandalism.	
Provide internal drive aisles with sufficient width to back in and out of stall, and for truck to travel free of obstructions	Drive aisles are 26' wide to allow room to pull into and to back out of stall. Also, room to temporarily park a truck in the drive aisle without blocking the aisle. There will be no time expended in clearing out a path for a vehicle	There is no drive aisle in the parking garage. The existing structure is only 4 pull in parking stalls which are too small for existing fleet. Operators expend time in the morning sorting out vehicles in order to access one.	
Provide height clearance above trucks to beds and maintenance can be undertaken.	Underside of structure allows for a 21' clear ceiling. Trucks can fully extend their beds for washing and testing.	Operators are limited on where they can extend their truck beds, buckets or ladders. Ceiling elements such as joists and ducts have been hit.	

Provide Truck/Equipment Wash Bay that is easily accessible and properly equipped. Provide proper number of wash bays for fleet size.	Distinct Truck Wash bay provided outside of Parking Garage and in line with traffic pattern.	There is no wash bay. Trucks are either washed outside or rinsed off in the parking garage.	
Sufficient area for field equipment.	Storage rooms specifically designed for bulk equipment and separately, field tools.	Storage areas are in various locations around the yard and in areas that are hard to access the items.	
OPERATIONAL EFFICIENCY GOAL ATTAINED	DESIGN RESPONSE	CURRENT INEFFICIENCIES	ILLUSTRATION OF PROBLEM
TRADES & SERVICES			
Provide adequate workspaces for all trades.	Trades workshop for electrical and sign shop, forestry, carpentry, pesticides, paint shop and building maintenance.	Lack of adequate space for all the building trade activities.	
Provide more non-stock in their Shop area.	Storage areas allocated for shelving and stocking of daily used materials.	Cannot keep sufficient organization due to lack of space of quantities or types of inventory needed in their Shop.	

Provide adequate storage for chemicals and various hazardous materials. Provide separate storage of paints, solvents, thinners and aerosol to minimize explosion hazards.	Ventilated room with shelving, cubbies, and racks provided in storage areas adjacent to other trade shops if not in.	Lack of proper storage space for chemicals.	
Provide sufficient storage and shelving space.	Larger storage rooms for stock items, from small bolts to boxes to bulk items.	Storage areas that are filled and not allowing crews to store proper amount of inventory.	
OPERATIONAL EFFICIENCY GOAL ATTAINED	DESIGN RESPONSE	CURRENT INEFFICIENCIES	ILLUSTRATION OF PROBLEM
REPAIR GARAGE			
Service bays that fit Villages largest vehicles so technicians can work on them unimpeded by blockages.	Heavy duty service bays that are deep and wide enough 42'x14'. Enough ceiling clearance to extend beds.	Repair garage has no official bay for repairs, the vehicles that are pulled into the repair garage require tight turns and improperly placed doors are hard to enter.	
Provide vehicle lifting equipment	Repair bays outfitted with various vehicle	Repairs bays that are too small to handle all the	

along with exhaust control	lifts, tailpipe exhausts, space for portable welders, lubrication reels and an overhead crane.	equipment necessary to work on a wide variety of equipment pieces.	
Provide proper separation of crew, admin and vehicle work areas for safety pertaining to crew and visitors.	Separate crew and admin additions with lower ceiling height for distinction and requirements.	Crew area and admin offices do not have separation from repair garage work area. This affects crew area size and can lead to contamination.	
Provide crane for Operators to undertake maintenance.	Provide building structure to support overhead crane over bays that will best be served.	There is no overhead crane making large repairs quite difficult for mechanic to perform tasks.	
Provide secure room for mechanic to store tools and equipment pertaining to other Village Departments.	Room adjacent to repair garage and mechanics office to provide secure storage area.	Tools and equipment are scattered throughout the garage, there is no organization system.	
Hazardous stock needs separate room for exhaust and spill control.	Separate storage rooms or closets for oils, paints, thinners, aerosols along with proper ventilation.	Bulk oils and fluids are stored in area open to repair and parking activities.	

Specialized small engine repair bay to handle the numerous small items that crews use in the field.	A small engine repair bay that has both a light duty lift and a small engine table lift. Storage area for repair stock.	No small repair lift. Repairs done in main shop floor.	
Create proper fabrication alcove for crew safety and protocol.	Create a proper alcove within the repair garage.	Fabrication table lacks proper separation for crew safety.	
Provide repair bay with drive on lift for easy accessibility for mechanic to perform maintenance work and repairs.	Provide repair bay with proper dimensions so that lift is accessible.	Current drive on lift only has the capability to lift light duty vehicles and emptied medium duty vehicles.	
OPERATIONAL EFFICIENCY GOAL ATTAINED	DESIGN RESPONSE	CURRENT INEFFICIENCIES	ILLUSTRATION OF PROBLEM
CREW SUPPORT			
Centralized, private and gender separate lockers with sufficiently sized lockers.	Lockers at least 2' wide and provisions personal field gear. Bathrooms and showers	Locker rooms are outdated, showers are not used.	

	included in locker rooms.		
Provide sufficient space for crew to maximize lunchtimes making equal and efficient breaks.	Provide counter space for many people to access at once. Provide enough space for vending, fridge and microwave access along with water/ice.	The crew area is too small and does not allow for everyone to make their food within reasonable time. This highly affects crew morale.	
Crew areas need to accommodate industry standards.	Create a sizable crew area for all functions to be at maximum efficiency.	Lack of locker room privacy and space along with 1 of each restroom causes crew to have delays.	
Centralized Assembly, Break and lunch area.	One multi-purpose assembly room that handles morning assembly, break and lunch. Safety training room adjacent or with a moveable partition wall.	The current assembly room is not furnished in a way to be multipurpose. Difficult to conduct meetings or safety training.	

OPERATIONAL EFFICIENCY GOAL ATTAINED	DESIGN RESPONSE	CURRENT INEFFICIENCIES	ILLUSTRATION OF PROBLEM
ADMINISTRATION			
Appropriately sized space for meeting and conferences.	One multi-purpose conference room sized to fit 12 people.	Current conference room is undersized to fit only 4 people and has no TV for presentation purposes.	
Office functions are separated from repair/fleet functions.	Distinct thresholds between office and repair programs. Relationship between administration, crew, and repair/fleet.	The functions of administration, crew, and repair/fleet overlap with each other.	

NEXT STEPS

The next steps for the Village are to prioritize the concept options and advance one or more to a Schematic Design level.

The Schematic Design process will also initiate a greater level of site investigation and site engineering along with identification of required permits and approvals.

Items that were not part of this Concept Design effort will now need to be analyzed and cost out. This includes the retaining wall structures, utility relocation and new connections, stormwater management plans, hazardous materials identification, demolition costs, and planning discussions with Village engineering officials.

A Schematic Design tasks involve:

1. Advance building design to a Schematic design level. New building design would include floor plans, elevations, sections, initial building engineering and identify utility needs.
2. Develop site engineering concept plans for grading, paving, stormwater management, utilities along with initial permitting assessment.
3. Review engineering aspects of each option including traffic impact, curb-cuts, utility upgrades, stormwater permits, and any zoning ordinance impacts.
4. Procure investigations for soils exploration. Alta survey, and environmental remediation assessments. Identify any extenuating conditions for soils, demolition, clean-up, and foundation issues that may affect costs, permitting and layout issues.
5. Meet with targeted property owners for an initial indication of willingness to sell and at what price.
6. Meet with Village Planning and review zoning ordinances, land-use, and community development compatibility of proposed garage plans.

7. Develop detailed cost estimates that captures construction and soft costs.
8. Outline a development schedule of how long the permitting, design, and construction packages will take.

We estimate the Schematic Design effort analysis to take place over 6 months.

Included in the Appendix is a scope of works from Barrientos Design & Consulting, Inc. for executing the Schematic Design effort.

Appendix

- Barrientos Schematic Design proposal

June 14, 2024

Mr. Ron Bittner
DPW Director
Village of Mukwonago DPW Facility
630 County Rd NN
Mukwonago, WI 53149

**RE: PUBLIC WORKS FACILITY SCHEMATIC DESIGN
Architectural & Engineering Services Amendment**

Dear Ron,

In following with our current contract for the DPW Garage Assessment, Barrientos Design & Consulting, Inc. is pleased to present this Amendment One for Schematic Design services. This Amendment One will advance the Concept Design of the finalist sites to a Schematic Design level. This effort is intended to assist the Village in determining which site is the most suitable for development of a new DPW facility.

BACKGROUND

To date Barrientos Design has developed a facility conditions assessment, space needs defining the architectural needs for a new DPW facility, assessed the addition of the new parcel with the existing, and began Concept Design. For reference on the building and site program, please see page 64 of this report – Conceptual Site Plans.

Following completion of this Concept scope, these issues needed further analysis; hazardous materials, soils conditions, site retaining structures, stormwater management approaches, utility connections, architectural and engineering permits, demolition costs, cost to purchase land, and opportunities for inter-municipality cooperation. All these items will have an impact on layout efficiency and the construction costs.

Moving forward, the Village wishes to continue assessment of the following site:

- 630 County Road NN

SCHEMATIC DESIGN TASKS & DELIVERABLES

Barrientos Design will develop Schematic designs of the building and sitework to a 20% level. Our professional design services will include architectural, civil, mechanical and electrical engineering and we will also coordinate the work of environmental engineering, geotechnical engineering, and the site survey.

Specific Schematic Design tasks and deliverables will include:

1. Assist the Village with the procurement of site survey covering boundaries, topography, above grade structures and utilities.
2. Assist Village with the procurement of geotechnical services for a Schematic subsurface exploration.
3. Assist the Village in procuring environmental hazards survey of the site, Phase 1 and Phase 2.
4. Procure a demolition contractor's assessment and quote for structures demolition.
5. Develop a detailed base plan of the parcel and adjacent land.
6. Create base site plan documenting,
 - a. Property lines and existing building footprints
 - b. Utility connections: water, sewer, storm, electric and gas.
 - c. Topography
 - d. Utility connections and capacities
 - e. Stormwater drainage patterns
 - f. Roadways, curb-cuts and sidewalks
 - g. Foundations, that may stay in place.
 - h. Trees and other landscape features
 - i. Soils conditions, stability and bearing capacity.
 - j. Hazardous areas on site
 - k. Integration with neighboring land uses
 - l. Economic development and land use compatibility
7. Review zoning ordinances, land use conformance, Architectural Plan Commission, State Building Codes, stormwater management and Village Engineering requirements.
8. Initiate and coordinate Civil Engineer's work described in Exhibit 2
9. Review with DPW staff, the facility requirements established in prior planning efforts and determine if the design program needs to be updated. Review all major elements of the program to verify items are still needed or appropriately sized.
10. Advance the shop equipment program to specific pieces and items to be used in the design. Select with the mechanics, equipment

products, features and models to be incorporated into the plan for items such as, lifts, overhead cranes, bulk fluid reels, welders, shop equipment, truck wash and fuel station.

11. Update the Building and Site Plan with the above site, regulatory and staff input.
12. Review and select major building assembly and components such as exterior walls, roofing, structures, flooring, windows, and interior construction.
13. For the buildings to remain, determine extent of remodeling and upgrading required for new uses.
14. Review and select major building engineering systems such as HVAC, electrical, and plumbing.
15. Similarly, for the sitework, review and select major systems for items such as parking, fueling station, fencing and paving.
16. Conduct meetings with Village engineering for traffic, roadway and utilities impact and conformance.
17. Correspond with Utilities representatives for location, capacity, condition, and ability handle loads required by the new facility.
18. Conduct meetings with Village planning staff for architectural review commission requirements and any aesthetic building and site requirements.
19. Initiate a sustainable applications analysis for land, water, energy, materials usage, and interior environments. Recommend applications best suited for the DPW facility and provide ROI analysis.
20. Develop Schematic Design documents, an equivalent of 20% of a Final Design. Design documents to include plans and technical narratives for:
 - a. Architecture
 - b. Maintenance Equipment
 - c. Truck wash and Fueling Station
 - d. 3D rendering of the building and site
 - e. Foundation and superstructure
 - f. Grading
 - g. Pavement
 - h. Drainage and Stormwater
21. Develop system description narratives for these systems:
 - a. HVAC
 - b. Electrical
 - c. Plumbing
 - d. Civil/site system of grading, paving, stormwater and utilities.
22. Develop cost estimate based on quantity take-off from plans. Barrientos Design will engage a Construction Manager to develop cost estimates and they will selectively soft-bid out key construction packages.

23. Develop a probable Final Design schedule identifying design phase timelines, milestones, permitting submittals and client reviews. Prepare a Schematic construction schedule. Identify bid items that are long-lead and recommend an early bid package list.
24. Submit final Schematic Design package to the Village in a report format. We will provide up to four Village Board presentations.
25. Prepare and conduct two Community Workshops.
26. Develop and participate in a Communications Workplan.
27. Meet with DPW representative from Mukwonago DPW and County to explore facility cooperation. Document discussions, feasibility, constraints, and next steps.
28. Prepare a PowerPoint presentation and conduct a presentation summarizing the Schematic Design scope, assembly, materials, equipment, costs, schedule a permitting timeline. Provide up to two technical presentations of Schematic Design.

Our services do not include surveys (including CSM's or ALTA), geotechnical, environmental, traffic engineering, landscape design, and zoning variances.

SCHEDULE

Barrientos Design will complete the Schematic Design over a six-month time. We are assuming that RFPs for survey, geotechnical and environmental clean-up will be issued and awarded within five weeks of notice to proceed.

FEE

Barrientos Design proposes to provide this Amendment One for a lump-sum fee of \$108,265.

Reimbursables will include travel to the site and reproductions distributed to the Village. Terms and conditions will follow those set forth by the Village of Mukwonago.

We look forward to advancing this project to the next level of realization.

Sincerely,

BARRIENTOS DESIGN & CONSULTING, INC.

A handwritten signature in dark ink that reads "Norman Barrientos". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Norman Barrientos, AIA, LEED AP, President

ACCEPTANCE

VILLAGE OF MUKWONAGO

Ron Bittner
Village DPW Director

Date



Village of Mukwonago

Financial Statements and
Supplementary Information

December 31, 2023

Village of Mukwonago

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Village of Mukwonago

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INDEPENDENT AUDITORS' REPORT

Independent Auditors' Report

To the Village Board of
Village of Mukwonago

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Mukwonago (the Village), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village, as of December 31, 2023 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Village and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village's basic financial statements. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

Baker Tilly US, LLP

Milwaukee, Wisconsin
May 31, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

Village of Mukwonago

Management's Discussion and Analysis
(Unaudited)
December 31, 2023

The Village of Mukwonago's (Village) management offers this overview and analysis of the Village's financial activities for the fiscal year ended December 31, 2023. Readers are encouraged to consider the information presented here in conjunction with the information provided in the audited Financial Statements.

Overview of the Financial Statements

The information in this discussion and analysis is intended to serve as an introduction to the Village of Mukwonago's basic financial statements, which are comprised of: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements.

Financial Highlights

- The Governmental Activities reported an ending net position of \$9,485,659 at the close of 2023, an increase of \$2,830,905 in net position over the prior year.
- The Business-Type Activity reported an ending net position of \$34,659,811 for 2023, an increase of \$1,530,702 in net position over the prior year.
- The combined assets and deferred outflows of resources for the Governmental and Business-Type Activity of the Village exceeded its liabilities and deferred inflows of resources at the close of 2023 by \$44,145,470 and its net position increased by \$4,361,607 for the same period.
- The Governmental Funds reported ending fund balances of \$17,253,162 which is an increase of \$4,165,050 from 2022.
- \$2,755,133 (unassigned fund balance) of the Governmental Funds fund balances is available to spend at the Village Board's discretion. This is 16% of the total fund balances for Governmental Funds. Of the total unassigned amount, \$2,755,133 is unassigned in the General Fund which is 46% of the General Fund's 2024 budgeted expenditures.
- In 2023, the Village issued \$4,635,000 in Taxable General Obligation Refunding Bonds to fund capital projects and capital equipment replacements.
- Through scheduled debt payments and payoffs, the Village paid down \$4,470,000 in General Obligation debt and \$845,000 in Revenue Bonds in 2023. The net effect of all 2023 debt activity including premium amortization is an overall debt decrease of \$666,810. The Village will pay down a total of \$4,625,000 in General Obligation debt and \$835,000 in Revenue Bonds in 2024.

Government-Wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the Village's finances in a manner similar to a private-sector business.

The *statement of net position* presents information on all the Village's assets, deferred outflows of resources, liabilities and deferred inflows, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Village is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future fiscal periods (e.g., uncollected taxes and earned but unused sick leave).

Both of the government-wide financial statements distinguish functions of the Village that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Village include general government, public safety, public works, health and sanitation, culture, recreation, and education, and conservation and development. The business-type activities of the Village are the Water and Sewer Utilities, which are classified as proprietary funds.

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Village can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows* of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Village maintains 17 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General fund, Fire and Ambulance fund, Debt Service fund, Tax Incremental District No. 5 fund and Capital Projects fund which are all considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major government funds is provided in the form of *combining statements* elsewhere in this report.

Village of Mukwonago

Management's Discussion and Analysis
(Unaudited)
December 31, 2023

The Village adopts an annual appropriated budget for all governmental funds and proprietary funds as required by state statute. A budgetary comparison statement has been provided as required supplementary information for the general fund and fire and ambulance fund to demonstrate compliance with the adopted budget. In addition, in the supplementary information the Village has provided a detailed budgetary comparison for the general fund.

Proprietary Funds

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The Village maintains two proprietary funds. The proprietary fund financial statements provide separate information for the Water and Sewer Utility funds, which are considered to be major funds of the Village of Mukwonago.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Village's own programs. The Village maintains a Tax Escrow fund which is an agency fund. The accounting for fiduciary funds is much like that used for governmental funds.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 28-59 of this report.

Supplementary Information

The combining statements referred to earlier in connection with non-major governmental funds is presented immediately following the required supplementary information along with detailed schedules of revenues and expenditures for the general fund. Combining statements and schedules can be found on pages 64-69 of this report.

Village of Mukwonago

Management's Discussion and Analysis
(Unaudited)
December 31, 2023

Government-Wide Financial Analysis

Net position is a useful indicator of a government's financial position. The Village's combined total assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$44,145,470 at the close of the most current fiscal year, as presented in the following table.

	Net Position			
	Governmental Activities		Business-Type Activities	
	2023	2022	2023	2022
Current and other assets	\$ 29,166,060	\$ 27,469,941	\$ 8,038,193	\$ 8,009,356
Capital assets	30,958,923	31,627,482	40,216,830	39,617,999
Total assets	60,124,983	59,097,423	48,255,023	47,627,355
Deferred outflows of resources	5,593,885	4,393,240	842,235	674,594
Current and other liabilities	2,339,812	2,456,470	712,734	398,394
Long-term liabilities	41,157,517	39,444,739	11,785,194	12,485,158
Total liabilities	43,497,329	41,901,209	12,497,928	12,883,552
Deferred inflows of resources	12,735,880	14,934,700	1,939,519	2,289,288
Net Position				
Net investment in capital assets	3,739,006	1,760,808	29,626,613	28,406,940
Restricted	6,200,277	6,607,559	876,843	1,111,951
Unrestricted (deficit)	(453,624)	(1,713,613)	4,156,355	3,610,218
Total net position	\$ 9,485,659	\$ 6,654,754	\$ 34,659,811	\$ 33,129,109

Net position is comprised of three components:

Net Investment in Capital Assets reflects the Village's investment in capital assets (e.g., land, buildings, equipment and infrastructure) less any related debt used to acquire those assets. The Village uses capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Village's net investment of capital assets is reported net of related debt, it should be noted that the resources needed to repay debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Restricted represents resources that are subject to external restrictions on how they may be used.

Unrestricted is the remaining amount available to spend at the Village Board's discretion.

Village of Mukwonago

Management's Discussion and Analysis
(Unaudited)
December 31, 2023

Governmental and Business-Type Activities

Governmental activities increased the Village's net position by \$2,830,905 and Business-Type activities increased the Village's net position by \$1,530,702. The net effect is an overall increase in the Village's total net position of \$4,361,607

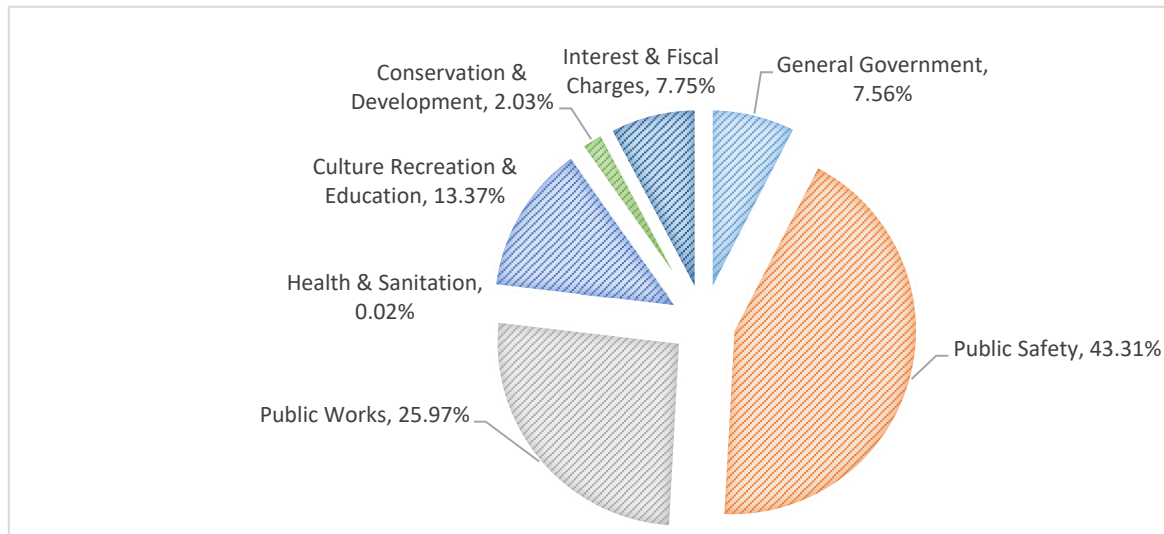
	Changes in Net Position			
	Governmental Activities		Business-Type Activities	
	2023	2022	2023	2022
Revenues:				
Program revenues:				
Charges for services	\$ 3,160,357	\$ 2,373,511	\$ 4,776,429	\$ 4,420,693
Operating grants and contributions	1,613,748	1,532,438	-	-
Capital grants and contributions	282,674	430,013	740,479	333,721
General revenues:				
Property and other taxes	9,601,178	8,206,056	-	-
Intergovernmental revenues not restricted to specific programs	522,470	448,645	-	-
Investment income	1,054,945	266,794	277,933	73,463
Gain on sale of land	-	-	-	-
Other	96,658	180,649	-	-
Total revenues	16,332,030	13,438,106	5,794,841	4,827,877
Expenses:				
General government	1,045,645	1,004,573	-	-
Public safety	5,987,345	4,359,720	-	-
Public works	3,590,005	3,327,135	-	-
Health and sanitation	2,420	2,420	-	-
Culture, recreation and education	1,847,687	1,617,493	-	-
Conservation and development	280,832	124,737	-	-
Interest and fiscal charges	1,070,745	1,002,080	-	-
Water utility	-	-	1,716,435	1,661,800
Sewer Utility	-	-	2,224,150	2,029,718
Total expenses	13,824,679	11,438,158	3,940,585	3,691,518
Transfers	323,554	394,020	(323,554)	(394,020)
Increase (decrease) in net position	2,830,905	2,393,968	1,530,702	742,339
Net position, January 1	6,654,754	4,260,786	33,129,109	32,386,770
Net position, December 31	\$ 9,485,659	\$ 6,654,754	\$ 34,659,811	\$ 33,129,109

Village of Mukwonago

Management's Discussion and Analysis
(Unaudited)
December 31, 2023

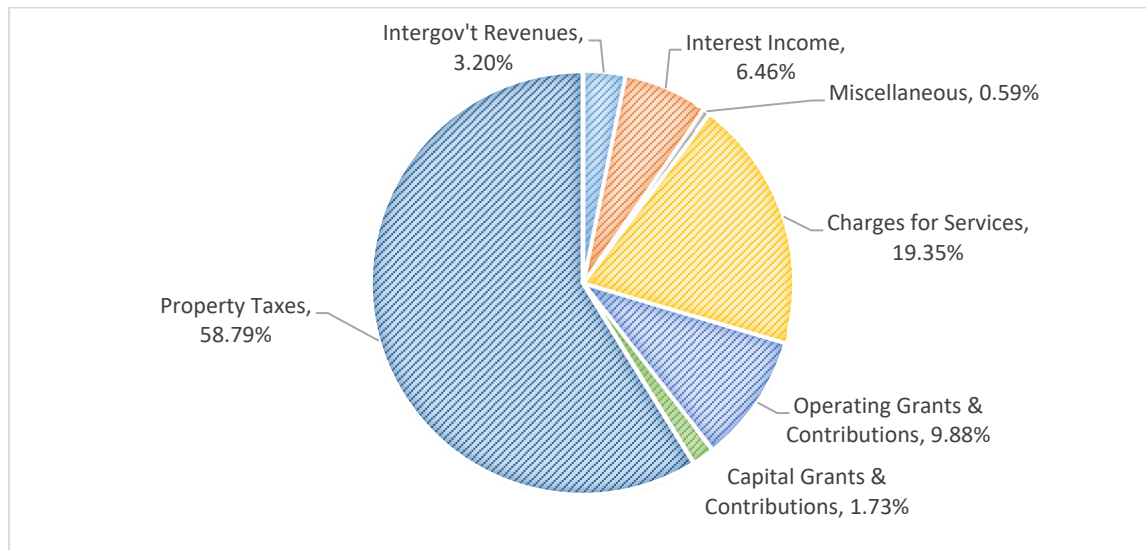
Expenses by Function - Governmental Activities

The graph below shows the percentage of the total governmental activities expenses allocated by each function type.



Program and General Revenues by Source - Governmental Activities

The graph below shows the percentage of the total governmental activities revenues allocated by each revenue type.



Business-Type activities

Business-type activities increased the Village's net position by \$1,530,702. The operating income from business-type activities was \$1,144,855, with net non-operating expenses of \$31,078 and capital contributions and transfer activity of \$416,925. Operating revenue for the current fiscal year was \$4,774,309 with the operating expense of \$3,629,454.

Village of Mukwonago

Management's Discussion and Analysis
(Unaudited)
December 31, 2023

Financial Analysis of the Governments Funds

The Village of Mukwonago uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Government Funds

The focus of the Village of Mukwonago's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Village's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The following chart shows each Governmental Fund's ending fund balance grouped by its fund balance categorization. For 2023, the percentage shown is of the total 2023 fund balance. There is also comparison to the prior year and an explanation of the change between the two years if significant. The fund balance categories shown in the chart are described as follows:

- Nonspendable - fund balances are not in a spendable form
 - Prepaid items - these exist for every operating fund at year end and represent the health insurance premium that is paid one month in advance
- Restricted - Constraints are placed on the use of funds by external factors, constitutional provisions, or enabling legislation
 - Special assessments, impact fees, tax increments, referendums, capital improvement and equipment funds, and grants
- Committed - Constraints are placed on the use of funds for specific purposes via formal action by the Village Board
 - Fire Department, Library and Recycling operating funds
- Assigned - Constraints are placed on the use of funds for specific purposes by the Village Board but can be reallocated by a Village Board designee
 - Accrued sick leave, Fire Dept capital and Village designated use funds
- Unassigned - funds are available for spending at the Village Board's discretion, net of negative fund balances

Village of Mukwonago

Management's Discussion and Analysis (Unaudited) December 31, 2023

Fund Balances as Listed in the Balance Sheet for Governmental Funds

	2023	Percent of Total	2022	Increase (Decrease) From Prior Year	Percent Change From Prior Year Increase (Decrease)	Explanation of Change
Nonspendable Fund Balances:						
Various, prepaid	\$ 323,923	2	\$ 302,972	\$ 20,951	6.9 %	Increase in Health Insurance premiums paid in advance
	<u>\$ 323,923</u>	<u>2 %</u>	<u>\$ 302,972</u>	<u>\$ 20,951</u>	<u>6.9 %</u>	
Restricted Fund Balance:						
Debt service	\$ 1,044,575		\$ 638,726	\$ 405,849	63.5 %	Premiums on Debt Issued in Capital Funds transferred to Debt Service
TID #3	643,007		799,098	(156,091)	(19.5) %	Use of fund balance towards debt payments
TID #4	436,140		207,883	228,257	109.8 %	Increment exceeded debt payment due
TID #5	3,624,968		2,389,909	1,235,059	51.7 %	Unspent debt proceeds and Increment received exceeded debt payment due
Capital projects	3,350,441		2,703,577	646,864	23.9 %	Delay in project completion
Community development	1,078,708		573,359	505,349	88.1 %	Delay in project completion
Capital equipment	684,416		313,910	370,506	118.0 %	Budgeted transfer of funds for 2024 capital purchase
Fire Dept	345,059		0	345,059		Referendum amount not used in 2023 operating budget
Stormwater	67,780		47,943	19,837	41.4 %	Reserve for pond maintenance
Library	271,353		270,615	738	0.3 %	
Impact fees	166,053		343,531	(177,478)	(51.7) %	Budgeted use of fund balance for Debt Service
	<u>\$ 11,712,500</u>	<u>68 %</u>	<u>\$ 8,288,551</u>	<u>\$ 3,743,949</u>	<u>45.1 %</u>	
Committed Fund Balance:						
Fire Department	\$ 240,533		\$ 141,797	98,736	69.6 %	ProHealth reserve established
Recycling	124,582		127,557	(2,975)	(2.3) %	Use of fund balance to cover costs
Parkland site	257,838		240,230	17,608	7.3 %	Receipt of fees designated from Development
Revolving loan	131,017		140,482	(9,465)	(6.7) %	Use of fund balance to cover cost
American Rescue	57,044		13,005	44,039	338.6 %	Interest on unspent balance
	<u>\$ 811,014</u>	<u>5 %</u>	<u>\$ 663,071</u>	<u>\$ 147,943</u>	<u>22.3 %</u>	
Assigned Fund Balance:						
GF, accrued sick leave	\$ 443,367		\$ 423,281	\$ 20,086	4.7 %	Budgeted transfer to reserve
GF, ambulance capital	423,328		168,131	255,197	151.8 %	Year-end settlement placed in reserve for future Capital
GF, Village designated use	783,897		657,513	126,384	19.2 %	Donations placed in reserves
	<u>\$ 1,650,592</u>	<u>10 %</u>	<u>\$ 1,248,925</u>	<u>\$ 401,667</u>	<u>32.2 %</u>	
Unassigned Fund Balance						
General Fund	\$ 2,755,133	16 %	\$ 2,584,593	\$ 170,540	6.6 %	Savings in expenditure budget
Total governmental funds:						
Fund balance	<u>\$ 17,253,162</u>	<u>100 %</u>	<u>\$ 13,088,112</u>	<u>\$ 4,165,050</u>	<u>31.8 %</u>	

Village of Mukwonago

Management's Discussion and Analysis
(Unaudited)
December 31, 2023

General Fund Budgetary Highlights

The total appropriations, including those for transfers out, were \$5,821,943. Actual expenditures and transfers out were \$5,459,795, resulting in a \$362,148 favorable variance. Total revenues and other financing sources were \$6,048,870 which is \$79,478 more than the final budget. Details can be found in the required supplemental information at the back of this report.

Fire and Ambulance budgetary highlights. The total appropriations, including those for transfers out, were \$2,913,717. Actual expenditures and transfers out were \$2,423,968 resulting in a \$489,749 favorable variance. Total revenues and other financing sources were \$2,876,341, \$37,376 less than the final budget. Details can be found in the required supplemental information at the back of this report.

Proprietary Funds

The Village of Mukwonago's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

User charge rates for the Water Utility and Sewer Utility funds were implemented in November 2021 and December 2022, respectively.

Capital Asset and Debt Administration

Capital Assets

The Village of Mukwonago's investment in capital assets for its governmental and business-type activities as of December 31, 2023 amounts to \$71,175,752 (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings and improvements, machinery and equipment, roads, storm sewers, library collection, and software.

	Capital Assets (Net of Accumulated Depreciation)			
	Governmental Activities		Business-Type Activities	
	2023	2022	2023	2022
Land	\$ 1,909,628	\$ 1,909,628	\$ 601,764	\$ 601,764
Construction in progress	2,103,348	2,297,007	1,272,962	691,300
Land improvements	2,255,665	2,059,059	-	-
Buildings and improvements	9,225,580	8,832,665	36,929,215	36,704,270
Machinery and equipment	2,757,579	2,927,801	1,289,524	1,497,300
Roads	8,547,688	9,332,306	-	-
Storm sewers	3,426,579	3,516,727	-	-
Library collection	349,860	341,640	-	-
Intangible assets	382,996	410,649	123,365	123,365
Total	<u>\$ 30,958,923</u>	<u>\$ 31,627,482</u>	<u>\$ 40,216,829</u>	<u>\$ 39,617,999</u>

Additional information on the Village's capital assets can be found in Note 3.

Village of Mukwonago

Management's Discussion and Analysis
(Unaudited)
December 31, 2023

Long-Term Obligations

At the end of the current fiscal year, the Village had total debt outstanding of \$51,248,241. Of this amount, \$37,465,000 comprises debt backed by the full faith and credit of the government, with related premiums balance of \$1,646,674. There is \$10,975,002 of revenue bonds outstanding with related premium balance of \$584,477. The remainder of the Village's obligations represents accumulated sick pay benefits and net pension liabilities.

	Long-Term Obligations			
	Governmental Activities		Business-Type Activities	
	2023	2022	2023	2022
General obligation debt	\$ 37,465,000	\$ 37,300,000	\$ -	\$ -
Premiums	1,646,673	1,571,972	584,477	645,988
Compensated absences	559,842	572,767	17,246	19,168
Net Pension Liability	1,486,002	-	-	-
Revenue bonds	-	-	10,975,002	11,820,002
Bond Anticipation Notes	-	-	-	-
Total	\$ 41,157,517	\$ 39,444,739	\$ 11,785,194	\$ 12,485,158

The net effect of all debt activity during the current year was total debt decreased by \$666,810.

State statutes limit the amount of general obligation debt a governmental entity may issue to 5% of its total equalized valuation of taxable property within the Village's jurisdiction. The current debt limitation for the Village is \$71,847,040. Total general obligation debt outstanding at year end was \$37,465,000. Additional information on the Village of Mukwonago's long-term debt can be found in Note 3.

Economic Factors and Other Budget Notes

The Village makes every attempt to balance annual operating budgets without using reserve funds. Departments are charged with keeping expenditures in line with conservative revenue forecasts and have been largely successful in staying within budget. Some departments were able to realize savings to use towards planned capital purchases, reducing the need to find other funding sources. In addition, the Village utilizes a five-year capital plan to ensure equipment replacement and capital improvement projects remain on track for future funding consideration.

In the process of issuing debt in 2023, Standard & Poor's (S&P) financial rating service evaluated the Village's financial information and assigned the following rating for the new debt obligation:

- AA/Stable for the new 2023 Taxable General Obligation Promissory Note

Factors that contributed to the ratings include:

- Very strong budgetary flexibility with available fund balances in fiscal 2022 of 78% of operating expenditures;
- Strong management with good financial policies and practices under S&P's Financial Management Assessment (FMA) methodology:
 - Adopted policies related to fund balance and debt;
 - Monthly reporting of budget-to-actual results and treasury balances to the Village board;

Village of Mukwonago

Management's Discussion and Analysis
(Unaudited)
December 31, 2023

- A multi-year capital plan which is updated annually with funding sources identified;
- Use of at least three years of historical data for revenue and expenditure assumptions;
- Debt management policy that provides restrictions on issuing certain debt types; and
- General Fund policy that allots 25% of the ensuing year's budgeted expenditures for cash flow.
- Growing economic base that continues to see diversification; and
- Weak debt and contingent liability profile, including elevated debt service carrying charges partly offset by the Village's rapid principal amortization.

Residential properties represent 66.64% of the tax base, commercial properties are 26.31%, manufacturing properties are 5.36% and agriculture, undeveloped and personal property tax combined are the final 1.69%. As part of its strategic plan, the Village continues to actively seek business growth to better balance the residential tax revenues.

Requests for Information

This financial report is designed to provide a general overview of the Village of Mukwonago's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report, or requests for additional financial information should be addressed to: Diana Doherty, Finance Director, Village of Mukwonago, 440 River Crest Court, Mukwonago, WI 53149.

BASIC FINANCIAL STATEMENTS

Village of Mukwonago

Statement of Net Position

December 31, 2023

	Governmental Activities	Business-Type Activities	Total
Assets and Deferred Outflows of Resources			
Assets			
Cash and investments	\$ 18,864,886	\$ 3,189,306	\$ 22,054,192
Receivables:			
Taxes	9,538,841	4,716	9,543,557
Accounts, net of allowance	437,515	1,040,011	1,477,526
Lease	-	1,497,185	1,497,185
Special assessments	895	-	895
Inventories and prepaid items	323,923	42,197	366,120
Restricted assets:			
Cash and investments	-	2,264,778	2,264,778
Capital assets:			
Land	1,909,628	601,764	2,511,392
Construction in progress	2,103,348	1,272,962	3,376,310
Intangible assets	-	123,365	123,365
Other capital assets, net of depreciation	26,945,947	38,218,739	65,164,686
Total assets	60,124,983	48,255,023	108,380,006
Deferred Outflows of Resources			
Deferred charges on refunding	-	56,957	56,957
Pension related items	5,593,885	785,278	6,379,163
Total deferred outflows of resources	5,593,885	842,235	6,436,120
Total assets and deferred outflows of resources	65,718,868	49,097,258	114,816,126
Liabilities, Deferred Inflows of Resources and Net Position			
Liabilities			
Accounts payable and accrued liabilities	1,374,031	687,734	2,061,765
Deposits	170,144	25,000	195,144
Unearned revenue	795,637	-	795,637
Noncurrent liabilities:			
Due within one year	4,718,270	837,874	5,556,144
Due in more than one year	36,439,247	10,947,320	47,386,567
Total liabilities	43,497,329	12,497,928	55,995,257
Deferred Inflows of Resources			
Pension related items	3,119,674	442,334	3,562,008
Lease related	-	1,497,185	1,497,185
Unearned revenue	9,616,206	-	9,616,206
Total deferred inflows of resources	12,735,880	1,939,519	14,675,399
Net Position			
Net investment in capital assets	3,739,006	29,626,613	28,805,953
Restricted for:			
Debt service	733,469	69,578	803,047
Tax incremental financing	4,611,980	-	4,611,980
Fire department	345,059	-	345,059
Library	275,936	-	275,936
Stormwater	67,780	-	67,780
Impact fees	166,053	41,313	207,366
Equipment replacement	-	765,952	765,952
Unrestricted (deficit)	(453,624)	4,156,355	8,262,397
Total net position	\$ 9,485,659	\$ 34,659,811	\$ 44,145,470

See notes to financial statements

Village of Mukwonago

Statement of Activities

Year Ended December 31, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental Activities							
General government	\$ 1,045,645	\$ 136,036	\$ 178,835	\$ -	\$ (730,774)	\$ -	\$ (730,774)
Public safety	5,987,345	2,475,669	123,453	89,657	(3,298,566)	-	(3,298,566)
Public works	3,590,005	487,791	622,152	138,004	(2,342,058)	-	(2,342,058)
Health and sanitation	2,420	-	-	-	(2,420)	-	(2,420)
Culture, recreation and education	1,847,687	60,211	689,308	55,013	(1,043,155)	-	(1,043,155)
Conservation and development	280,832	650	-	-	(280,182)	-	(280,182)
Interest and fiscal charges	1,070,745	-	-	-	(1,070,745)	-	(1,070,745)
Total governmental activities	13,824,679	3,160,357	1,613,748	282,674	(8,767,900)	-	(8,767,900)
Business-Type Activities							
Water utility	1,716,435	2,420,704	-	439,022	-	1,143,291	1,143,291
Sewer utility	2,224,150	2,355,725	-	301,457	-	433,032	433,032
Total business-type activities	3,940,585	4,776,429	-	740,479	-	1,576,323	1,576,323
Total	\$ 17,765,264	\$ 7,936,786	\$ 1,613,748	\$ 1,023,153	(8,767,900)	1,576,323	(7,191,577)
General Revenues							
Taxes:							
Property taxes levied for general purposes					4,673,713	-	4,673,713
Property taxes levied for debt service					2,732,702	-	2,732,702
Property taxes levied for TIF					2,179,264	-	2,179,264
Other taxes					15,499	-	15,499
Intergovernmental revenues not restricted to specific programs					522,470	-	522,470
Investment income					1,054,945	277,933	1,332,878
Miscellaneous					96,658	-	96,658
Total general revenues					11,275,251	277,933	11,553,184
Transfers					323,554	(323,554)	-
Change in net position					2,830,905	1,530,702	4,361,607
Net Position, Beginning					6,654,754	33,129,109	39,783,863
Net Position, Ending					\$ 9,485,659	\$ 34,659,811	\$ 44,145,470

See notes to financial statements

Village of Mukwonago

Balance Sheet -
Governmental Funds
December 31, 2023

	General Fund	Special Revenue Fund Fire and Ambulance Fund	Debt Service Fund	Capital Projects Fund Tax Incremental District No. 5 Fund	Capital Project Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets							
Cash and investments	\$ 4,591,586	\$ 1,297,922	\$ 1,045,050	\$ 3,663,826	\$ 3,387,656	\$ 4,878,846	\$ 18,864,886
Receivables:							
Taxes	3,292,240	609,056	2,749,453	622,075	-	2,266,017	9,538,841
Accounts, net of allowance	97,011	271,116	185	-	-	69,203	437,515
Special assessments	-	-	895	-	-	-	895
Due from other funds	270,871	-	-	-	-	-	270,871
Prepaid items	74,538	16,025	-	-	-	233,360	323,923
Total assets	\$ 8,326,246	\$ 2,194,119	\$ 3,795,583	\$ 4,285,901	\$ 3,387,656	\$ 7,447,426	\$ 29,436,931
Liabilities, Deferred Inflows of Resources and Fund Balances							
Liabilities							
Accounts payable	\$ 164,549	\$ 49,686	\$ 475	\$ 38,857	\$ 37,216	\$ 197,739	\$ 488,522
Accrued liabilities	175,976	78,001	-	-	-	37,119	291,096
Deposits	170,144	-	-	-	-	-	170,144
Due to other funds	-	270,871	-	-	-	-	270,871
Due to other governments	11,392	270,871	-	-	-	-	282,263
Unearned revenue	-	-	-	-	-	795,637	795,637
Total liabilities	522,061	669,429	475	38,857	37,216	1,030,495	2,298,533
Deferred Inflows of Resources							
Unavailable revenue	-	267,986	1,044	-	-	-	269,030
Unearned revenue	3,323,922	655,087	2,749,489	622,075	-	2,265,633	9,616,206
Total deferred inflows of resources	3,323,922	923,073	2,750,533	622,075	-	2,265,633	9,885,236
Fund Balances							
Nonspendable	74,538	16,025	-	-	-	233,360	323,923
Restricted	-	345,059	1,044,575	3,624,969	3,350,440	3,347,457	11,712,500
Committed	-	240,533	-	-	-	570,481	811,014
Assigned	1,650,592	-	-	-	-	-	1,650,592
Unassigned	2,755,133	-	-	-	-	-	2,755,133
Total fund balances	4,480,263	601,617	1,044,575	3,624,969	3,350,440	4,151,298	17,253,162
Total liabilities, deferred inflows of resources and fund balances	\$ 8,326,246	\$ 2,194,119	\$ 3,795,583	\$ 4,285,901	\$ 3,387,656	\$ 7,447,426	\$ 29,436,931

See notes to financial statements

Village of Mukwonago

Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
December 31, 2023

Total Fund Balances, Governmental Funds	\$ 17,253,162
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Amounts reported for governmental activities in the Statement of Net Position are different because different because:

Capital assets used in governmental funds are not financial resources and therefore are not reported in the funds

Land	1,909,628
Construction in progress	2,103,348
Other capital assets	50,197,373
Less accumulated depreciation/amortization	(23,251,426)

Deferred outflows of resources related to pension do not related to current financial resources and are not reported in the governmental funds.	5,593,885
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Deferred inflows of resources related to pension do not related to current financial resources and are not reported in the governmental funds.	(3,119,674)
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Some receivables that are not currently available are reported as unavailable revenues in the fund financial statements but are recognized as revenue when earned in the government-wide statements.	269,030
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Some liabilities, including long-term debt, are not due and payable in the current period and therefore, are not reported in the funds.

Bonds and notes payable	(39,111,673)
Compensated absences	(559,842)
Net pension liability	(1,486,002)
Accrued interest	(312,150)

Net Position of Governmental Activities	\$ 9,485,659
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Village of Mukwonago

Statement of Revenues, Expenditures and Changes in Fund Balances -

Governmental Funds

Year Ended December 31, 2023

	General Fund	Special Revenue Fund Fire and Ambulance Fund	Debt Service Fund	Capital Projects Fund Tax Incremental District No. 5 Fund	Capital Project Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues							
Taxes	\$ 3,228,478	\$ 605,081	\$ 2,732,702	\$ 906,641	\$ -	\$ 2,128,913	\$ 9,601,815
Special assessments	-	-	16,506	36,269	-	35,453	88,228
Intergovernmental	881,446	74,439	-	-	152,175	669,969	1,778,029
Licenses and permits	371,772	-	-	-	-	108,522	480,294
Fines, forfeitures and penalties	119,206	-	-	-	-	-	119,206
Public charges for services	18,338	1,446,722	-	-	1,718	273,088	1,739,866
Intergovernmental charges for services	207,449	649,669	-	-	-	71,990	929,108
Investment income	358,662	38,690	86,352	167,762	160,793	242,981	1,055,240
Other revenues	238,981	10,336	-	49,776	-	123,292	422,385
Total revenues	5,424,332	2,824,937	2,835,560	1,160,448	314,686	3,654,208	16,214,171
Expenditures							
Current:							
General government	918,461	-	-	19,076	4,942	19,495	961,974
Public safety	2,922,928	2,129,782	-	-	-	-	5,052,710
Public works	924,045	-	-	15,871	-	652,460	1,592,376
Health and human services	2,420	-	-	-	-	-	2,420
Culture, recreation and education	236,452	-	-	-	-	1,171,037	1,407,489
Conservation and development	221,489	-	-	-	-	23,340	244,829
Capital outlay	-	47,635	-	905,659	1,099,832	388,896	2,442,022
Debt service:							
Principal	-	-	2,704,505	611,035	-	1,154,460	4,470,000
Interest and fees	-	-	479,145	505,655	36,123	184,812	1,205,735
Total expenditures	5,225,795	2,177,417	3,183,650	2,057,296	1,140,897	3,594,500	17,379,555
Excess (deficiency) of revenues over expenditures	198,537	647,520	(348,090)	(896,848)	(826,211)	59,708	(1,165,384)
Other Financing Sources (Uses)							
Transfers in	617,782	-	753,939	-	82,000	152,000	1,605,721
Transfers out	(234,000)	(246,551)	-	-	(293,279)	(508,337)	(1,282,167)
Debt issued	-	-	-	2,000,000	1,575,636	1,059,364	4,635,000
Premium on debt issued	-	-	-	131,908	108,717	73,095	313,720
Proceeds from sale of capital assets	6,756	51,404	-	-	-	-	58,160
Total other financing sources (uses)	390,538	(195,147)	753,939	2,131,908	1,473,074	776,122	5,330,434
Net change in fund balances	589,075	452,373	405,849	1,235,060	646,863	835,830	4,165,050
Fund Balances, Beginning	3,891,188	149,244	638,726	2,389,909	2,703,577	3,315,468	13,088,112
Fund Balances, Ending	\$ 4,480,263	\$ 601,617	\$ 1,044,575	\$ 3,624,969	\$ 3,350,440	\$ 4,151,298	\$ 17,253,162

See notes to financial statements

Village of Mukwonago

Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
Year Ended December 31, 2023

Net Change in Fund Balances, Total Governmental Funds \$ 4,165,050

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However in the statement of net position, the cost of these assets is capitalized and they are depreciated over their estimated useful lives and reported as depreciation expense in the statement of activities

Capital outlay is reported as an expenditure in the fund financial statements, but is capitalized in the government-wide statements	2,442,022
Some items reported as outlay were not capitalized	(1,311,896)
Depreciation is reported in the government-wide statements	(1,773,804)
Net book value of assets retired	(24,881)

Receivables not currently available are reported as revenue when collected or currently available in the fund financial statements but are recognized as revenue when earned in the government-wide financial statements.

Special assessments and ambulance bills	59,699
---	--------

Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Debt issued	(4,635,000)
Principal repaid	4,470,000

Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Compensated absences	12,925
Accrued interest on debt	(104,029)
Net pension liability	(3,708,255)
Deferred inflows/outflows of resources related to pension	3,313,775

Governmental funds report debt premiums and discounts as other financing sources (uses) or expenditures. However, in the statement of net position, these are reported as additions or deductions from long-term debt. These are allocated over the period the debt is outstanding in the statement of activities and are reported as interest expense

Premium on new debt	(313,720)
Amortization of debt premiums	239,019

Change in Net Position of Governmental Activities \$ 2,830,905

Village of Mukwonago

Statement of Net Position -
Proprietary Funds
December 31, 2023

	Business-Type Activities - Enterprise Funds		
	Water Utility	Sewer Utility	Total
Assets and Deferred Outflows of Resources			
Current Assets			
Cash and investments	\$ 2,001,324	\$ 1,187,982	\$ 3,189,306
Receivables:			
Accounts	531,319	508,692	1,040,011
Taxes	2,800	1,916	4,716
Lease, current portion	89,118	-	89,118
Inventories	32,371	-	32,371
Prepaid items	4,386	5,440	9,826
Restricted asset:			
Cash and investments	37,051	60,461	97,512
Total current assets	2,698,369	1,764,491	4,462,860
Noncurrent Assets			
Lease receivable	1,408,067	-	1,408,067
Restricted assets:			
Cash and investments	539,859	1,627,407	2,167,266
Capital assets:			
Land	585,867	15,897	601,764
Construction in progress	51,177	1,221,785	1,272,962
Intangible assets	-	123,365	123,365
Other capital assets, net of depreciation	21,365,497	16,853,242	38,218,739
Total noncurrent assets	23,950,467	19,841,696	43,792,163
Total assets	26,648,836	21,606,187	48,255,023
Deferred Outflows of Resources			
Deferred charges on refunding	9,195	47,762	56,957
Pension related items	438,815	346,463	785,278
Total deferred outflows of resources	448,010	394,225	842,235

See notes to financial statements

Village of Mukwonago

Statement of Net Position -

Proprietary Funds

December 31, 2023

	Business-Type Activities - Enterprise Funds		
	Water Utility	Sewer Utility	Total
Liabilities, Deferred Inflows of Resources and Net Position			
Current Liabilities			
Accounts payable	\$ 91,112	\$ 537,883	\$ 628,995
Accrued liabilities	14,638	16,167	30,805
Accrued interest payable			-
Deposits	25,000	-	25,000
Current portion of compensated absences	1,437	1,437	2,874
Liabilities payable from restricted assets:			
Accrued interest payable	12,578	15,356	27,934
Current portion of revenue bonds	293,703	541,297	835,000
Total current liabilities	438,468	1,112,140	1,550,608
Noncurrent Liabilities			
Long-term debt:			
Net pension liability	91,394	117,075	208,469
Bonds and notes payable	4,536,439	6,188,040	10,724,479
Compensated absences	7,186	7,186	14,372
Total noncurrent liabilities	4,635,019	6,312,301	10,947,320
Total liabilities	5,073,487	7,424,441	12,497,928
Deferred Inflows of Resources			
Lease related	1,497,185	-	1,497,185
Pension related items	242,939	199,395	442,334
Total deferred inflows of resources	1,740,124	199,395	1,939,519
Net Position			
Net investment in capital assets	17,695,276	11,931,337	29,626,613
Restricted for:			
Equipment replacement	-	765,952	765,952
Impact fees	13,985	27,328	41,313
Debt service	24,473	45,105	69,578
Unrestricted	2,549,501	1,606,854	4,156,355
Total net position	\$ 20,283,235	\$ 14,376,576	\$ 34,659,811

See notes to financial statements

Village of Mukwonago**Statement of Revenues, Expenses and Changes in Fund Net Position -****Proprietary Funds**

Year Ended December 31, 2023

	Business-Type Activities - Enterprise Funds		
	Water Utility	Sewer Utility	Total
Operating Revenues	<u>\$ 2,419,646</u>	<u>\$ 2,354,663</u>	<u>\$ 4,774,309</u>
Operating Expenses			
Operation and maintenance	901,218	1,361,649	2,262,867
Depreciation	659,151	655,624	1,314,775
Taxes	23,484	28,328	51,812
	<u>1,583,853</u>	<u>2,045,601</u>	<u>3,629,454</u>
Total operating expenses			
	<u>1,583,853</u>	<u>2,045,601</u>	<u>3,629,454</u>
Operating income	<u>835,793</u>	<u>309,062</u>	<u>1,144,855</u>
Nonoperating Revenues (Expenses)			
Investment income	112,582	165,351	277,933
Miscellaneous income	1,058	1,062	2,120
Interest and fiscal charges	(132,582)	(178,549)	(311,131)
	<u>(18,942)</u>	<u>(12,136)</u>	<u>(31,078)</u>
Total nonoperating revenues (expense)			
	<u>(18,942)</u>	<u>(12,136)</u>	<u>(31,078)</u>
Income before capital contributions and transfers	<u>816,851</u>	<u>296,926</u>	<u>1,113,777</u>
Capital Contributions and Transfers			
Capital contributions	439,022	301,457	740,479
Transfers in	47,677	15,000	62,677
Transfers out	(377,907)	(8,324)	(386,231)
	<u>108,792</u>	<u>308,133</u>	<u>416,925</u>
Total capital contributions and transfers			
	<u>108,792</u>	<u>308,133</u>	<u>416,925</u>
Change in net position	<u>925,643</u>	<u>605,059</u>	<u>1,530,702</u>
Net Position, Beginning	<u>19,357,592</u>	<u>13,771,517</u>	<u>33,129,109</u>
Net Position, Ending	<u>\$ 20,283,235</u>	<u>\$ 14,376,576</u>	<u>\$ 34,659,811</u>

See notes to financial statements

Village of Mukwonago

Statement of Cash Flows -

Proprietary Funds

Year Ended December 31, 2023

	Business-Type Activities - Enterprise Funds		
	Water Utility	Sewer Utility	Total
Cash Flows From Operating Activities			
Receipts from customers	\$ 2,502,808	\$ 2,271,367	\$ 4,774,175
Paid to suppliers for goods and services	(750,511)	(943,385)	(1,693,896)
Paid to employees for services	(271,793)	(370,122)	(641,915)
Net cash flows from operating activities	1,480,504	957,860	2,438,364
Cash Flows From Investing Activities			
Investment income	112,582	165,351	277,933
Net cash flows from investing activities	112,582	165,351	277,933
Cash Flows From Noncapital Financing Activities			
Paid to municipality for tax equivalent	(362,907)	(8,324)	(371,231)
Transfers in (out)	32,677	15,000	47,677
Net cash flows from noncapital financing activities	(330,230)	6,676	(323,554)
Cash Flows From Capital and Related Financing Activities			
Debt retired	(302,018)	(542,982)	(845,000)
Interest and fees paid	(159,588)	(198,711)	(358,299)
Advance from other funds	(49,776)	-	(49,776)
Acquisition and construction of capital assets	(132,006)	(719,250)	(851,256)
Impact fees received	59,872	20,119	79,991
Net cash flows from capital and related financing activities	(583,516)	(1,440,824)	(2,024,340)
Net change in cash and cash investments	679,340	(310,937)	368,403
Cash and Cash Investments, Beginning	1,898,894	3,186,787	5,085,681
Cash and Cash Investments, Ending	<u>\$ 2,578,234</u>	<u>\$ 2,875,850</u>	<u>\$ 5,454,084</u>

See notes to financial statements

Village of Mukwonago

Statement of Cash Flows -

Proprietary Funds

Year Ended December 31, 2023

	Business-Type Activities - Enterprise Funds		
	Water Utility	Sewer Utility	Total
Reconciliation of Operating Income			
to Net Cash Flows From Operating Activities			
Operating income	\$ 835,793	\$ 309,062	\$ 1,144,855
Miscellaneous nonoperating activities	1,058	1,062	2,120
Adjustments to reconcile operating income			
to net cash flows from operating activities:			
Depreciation	659,151	655,624	1,314,775
Depreciation charged to other funds	33,754	(33,754)	-
Changes in assets, deferred outflows of resources,			
liabilities and deferred inflows of resources:			
Accounts receivable	(4,627)	(50,604)	(55,231)
Lease receivable	133,290	-	133,290
Materials and supplies	2,578	-	2,578
Prepaid items	(1,484)	9,649	8,165
Deferred inflow of resources	(80,313)	-	(80,313)
Accounts payable	(95,670)	7,497	(88,173)
Accrued liabilities	1,916	665	2,581
Compensated absences	(961)	(961)	(1,922)
Pension related deferrals and liabilities	(3,981)	59,620	55,639
Net cash flows from operating activities	<u>\$ 1,480,504</u>	<u>\$ 957,860</u>	<u>\$ 2,438,364</u>
Reconciliation of Cash and Cash			
Equivalents to the Statement of			
Net Position, Proprietary Funds			
Cash and investments, statement of net position	\$ 2,001,324	\$ 1,187,982	\$ 3,189,306
Restricted cash and investments, statement of net position	576,910	1,687,868	2,264,778
Cash and cash equivalents	<u>\$ 2,578,234</u>	<u>\$ 2,875,850</u>	<u>\$ 5,454,084</u>
Noncash Capital and Related Financing Activities			
Capital contributions	<u>\$ 379,150</u>	<u>\$ 281,338</u>	
Capital assets financed through accounts payable	<u>\$ 42,194</u>	<u>\$ 435,443</u>	
Amortization of debt premium	<u>\$ 28,909</u>	<u>\$ 32,602</u>	
Amortization of loss on refunding	<u>\$ (2,627)</u>	<u>\$ (13,646)</u>	

See notes to financial statements

Village of Mukwonago

Statement of Fiduciary Net Position
December 31, 2023

	Custodial Fund
	Tax Collection Fund
Assets	
Cash and investments	\$ 9,964,228
Taxes receivable	181,282
Total assets	10,145,510
Liabilities	
Accounts payable	18,201
Due to other governments	10,127,309
Total liabilities	10,145,510
Net position	\$ -

See notes to financial statements

Village of Mukwonago

Statement of Changes in Fiduciary Net Position
Year Ended December 31, 2023

	<u>Custodial Fund</u>
	<u>Tax Collection Fund</u>
Additions	
Tax collections	<u>\$ 7,512,911</u>
Deductions	
Payments to overlying districts	<u>7,512,911</u>
Change in fiduciary net position	-
Net Position, Beginning	<u>-</u>
Net Position, Ending	<u><u>\$ -</u></u>

See notes to financial statements

Village of Mukwonago

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December 31, 2023

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1. Summary of Significant Accounting Policies

The accounting policies of the Village of Mukwonago, Wisconsin (Village), conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The accepted standard setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

Reporting Entity

This report includes all funds of the Village. The reporting entity for the Village consists of the primary government and its component units. Component units are legally separate organizations for which the government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The Village has not identified any organizations that meet this criteria.

Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Village does not allocate indirect expenses to functions in the statement of activities. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported as general revenues. Internally dedicated resources are reported as general revenues rather than program revenues.

Fund Financial Statements

Financial statements of the Village are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position/fund balance, revenues and expenditures/expenses.

Funds are organized as major funds or nonmajor funds within the governmental and proprietary statements. An emphasis is placed on major funds within the government and proprietary categories. A fund is considered major if it is the primary operating fund of the Village or meets the following criteria:

- a. Total assets/deferred outflows of resources, liabilities/deferred inflows of resources, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 10% of the corresponding total for all funds of that category or type, and
- b. The same element of the individual governmental or enterprise fund that met the 10% test is at least 5% of the corresponding total for all governmental and enterprise funds combined.
- c. In addition, any other governmental or enterprise fund that the Village believes is particularly important to financial statement users may be reported as a major fund.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Village reports the following major governmental funds:

General Fund

General Fund accounts for the Village's primary operating activities. It is used to account for and report all financial resources except those accounted for and reported in another fund.

Fire and Ambulance Special Revenue Fund

Fire and Ambulance Special Revenue Fund accounts for resources legally restricted or committed to supporting expenditures for fire and ambulance services.

Debt Service Fund

Debt Service Fund is used to account for and report financial resources that are restricted, committed or assigned to the expenditure for payment of general long-term debt principal, interest and related costs, other than TID or enterprise debt.

Tax Incremental District (TID) No. 5 Capital Projects Fund

Tax Incremental District (TID) No. 5 Capital Projects Fund is used to account for and report financial resources that are restricted, committed or assigned to expenditures outlined in the TID project plan.

Capital Projects Fund

Capital Projects Fund is used to account for and report financial resources that are restricted, committed or assigned for the acquisition of land and/or major capital projects.

Village of Mukwonago

Notes to Financial Statements
December 31, 2023

Enterprise Funds

The Village reports the following major enterprise funds:

Water Utility accounts for operations of the water system.

Sewer Utility accounts for operations of the sewer system.

The Village reports the following nonmajor governmental funds:

Special Revenue Funds

Special Revenue Funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure and capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Library	Recycling
Revolving Loan	Park Land Site
Impact Fee	Stormwater
American Rescue Plan Act	

Capital Project Funds

Capital Projects Funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlay, including the acquisition or construction of capital facilities and other capital assets as budgeted or as outlined in the plan for TID No. 4

Capital Equipment	Tax Incremental District (TID) No. 3
Community Development	Tax Incremental District (TID) No. 4

In addition, the Village reports the following fund types:

Custodial Fund

Custodial Fund is used to account for and report assets controlled and the assets are for the benefit of individuals, private organizations and/or other governmental units.

Tax Collection Fund

Measurement Focus, Basis of Accounting and Financial Statement Presentation**Government-Wide Financial Statements**

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded with the liability is incurred or economic asset is used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and deferred inflows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Special assessments are recorded as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the Village's water and sewer utilities and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred inflows. They are recognized as revenues in the succeeding year when services financed by the levy are being provided.

Intergovernmental aids and grants are recognized as revenues in the period the Village is entitled the resources and the amounts are available. Amounts owed to the Village which are not available are recorded as receivables and unavailable revenues. Amounts received before eligibility requirements (excluding time requirements) are met are recorded as liabilities. Amounts received in advance of meeting time requirements are recorded as deferred inflows.

Special assessments are recorded as revenues when they become measurable and available as current assets. Annual installments due in future years are reflected as receivables and unavailable revenues. At December 31, 2023, there were \$945,666 of anticipated future assessments. These are not reported as receivables because collection is subject to certain events occurring in the future and no formal repayment schedule has been established.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, special assessments and interest. Other general revenues such as fines and forfeitures, inspection fees, recreation fees and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as described previously in this note.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with proprietary fund's principal ongoing operations. The principal operating revenues of the water and sewer funds are charges to customers for sales and services. Special assessments are recorded as receivables and contribution revenue when levied. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

All Financial Statements

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Equity

Deposits and Investments

For purposes of the statement of cash flows, the Village considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Investment of Village funds is restricted by Wisconsin state statutes. Available investments are limited to:

- a. Time deposits in any credit union, bank, savings bank or trust company.
- b. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority, or the Wisconsin Aerospace Authority.
- c. Bonds or securities issued or guaranteed by the federal government.
- d. The local government investment pool.
- e. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
- f. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
- g. Repurchase agreements with public depositories, with certain conditions.

Village of Mukwonago

Notes to Financial Statements
December 31, 2023

The Village has adopted an investment policy. That policy follows the state statute for allowable investments and contains the following additional guidelines for allowable investments. Bank services will be provided by the official depositories approved annually by the Village Board. Prohibited investments include derivative type investments such as collateralized mortgage obligations, strips, floaters, etc. Village funds may only be placed in FDIC insured depository institutions. Deposits at individual depository institutions above \$650,000 must be collateralized as to principal and interest with securities that are obligations of the U.S. Government or its agencies that are fully guaranteed by the U.S. Government or collateralized as to the principal and interest with promissory notes from borrowers of depository institutions that maintain a rating from Standard and Poor's of BBB or BBB- or a rating from Moody's of Baa. Deposits above \$650,000 with depository institutions that maintain a rating from Standard & Poor's of AAA, AA, or A or a rating from Moody's of Aaa, Aa or A are not required to be collateralized. Investments shall be diversified to eliminate the risk of loss and balance the effect of interest rate changes affecting different types of securities. Time deposits may not exceed 3 years and debt that is not guaranteed as to principal and interest by the Federal Government or its Agencies or a Wisconsin municipality must have a maturity of not more than 7 years. Reserve funds may be invested in securities exceeding 7 years if the maturity of such investments coincides with the expected use of these funds and is approved by the Finance Committee.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. No investments are reported at amortized costs. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income. Investment income on comingled investments of municipal accounting funds is allocated on average balances. The difference between the bank statement and carrying value is due to outstanding checks and/or deposits in transit.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2023, the fair value of the Village's share of the LGIP's assets was substantially equal to the amount as reported in these statements.

See Note 3 for further information.

Receivables

Property taxes are levied in December on assessed value as of the prior January 1. In addition to property taxes for the Village, taxes are collected for remitted to the county government as well as the local school district, Phantom Lakes Management district and the technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as receivables and due to other taxing units on the accompanying statement of fiduciary net position.

Property tax calendar - 2023 tax roll:

Lien date and levy date	December 2023
Tax bills mailed	December 2023
Payment in full, or	January 31, 2024
First installment due	January 31, 2024
Second installment due	July 31, 2024
Personal property taxes in full	January 31, 2024
Tax sale, 2023 delinquent real estate taxes	October 2026

Accounts receivable have been shown net of an allowance for uncollectible accounts. Delinquent real estate taxes as of July 31 are paid in full by the county, which assumes the collection thereof. No provision for uncollectible accounts receivable has been made for the water and sewer utilities because they have the right by law to place substantially all delinquent bills on the tax roll and other delinquent bills are generally not significant.

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term Interfund loans are reported as *due to and from other funds*. Long-term Interfund loans (non-current portion) are reported as *advances from and to other funds*. Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the governmental-wide financial statements as internal balances.

Inventories and Prepaid Items

Governmental fund inventory items are charged to expenditure accounts when purchased. Year-end inventory was not significant. Proprietary fund inventories are generally used for construction and/or for operation and maintenance work. They are not for resale. They are valued at cost based on weighted average and charged to construction and/or operation and maintenance expense when used.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Restricted Assets

Mandatory segregations of assets are presented as restricted assets. Such segregations are required by bond agreements and other external parties. Current liabilities payable from these restricted assets are so classified. The excess of restricted assets over current liabilities payable from restricted assets will be used first for retirement or related long-term debt. The remainder, if generated from earnings, is shown as restricted net position.

Capital Assets

Government-Wide Statements

Capital assets, which include property, plant and equipment (including right-to-use lease assets), are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial cost of more than \$5,000 for general capital assets and \$5,000 for infrastructure assets, and an estimated useful life in excess of 1 year. All capital assets are valued at historical cost or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated acquisition value at the date of donation.

Additions to and replacements of capital assets of business-type activities are reported at original cost, which includes material, labor, overhead and allowance for the cost of funds used during construction when significant. The cost of renewals and betterments relating to retirement units is added to plant accounts. The cost of property replaced, retired or otherwise disposed of, is deducted from plant accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

Village of Mukwonago

Notes to Financial Statements

December 31, 2023

Depreciation and amortization of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation and amortization reflected in the statement of net position. Depreciation and amortization is provided over the assets' estimated useful lives using the straight-line method. The range of estimated useful lives by type of asset is as follows:

	<u>Years</u>
Buildings	50
Land improvements	20-50
Machinery and equipment	3-25
Utility system	3-77
Infrastructure	20-50
Intangible assets	8-10
Library collection	5-10

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net assets that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

A deferred charge on refunding arises from the advance refunding of debt. The difference between the cost of the securities placed in trust for future payments of the refunded debt and net carrying value of that debt is deferred and amortized as a component of interest expense over the shorter of the term of the refunding issue or the original term of the refunded debt. The unamortized amount is reported as a deferred outflow of resources in the government-wide and proprietary fund financial statements.

Compensated Absences

Under terms of employment, employees are granted sick leave and vacations in various amounts. Only benefits considered to be vested are disclosed in these statements.

All vested vacation and sick leave pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements, and are payable with expendable resources.

The Village does not accrue accumulated vacation or sick leave, but rather expenses these costs as they are paid. Vacation time is not cumulative from year to year. Accumulated sick leave benefits are paid upon retirement or termination if the employee has at least 20 years of full-time service with the Village. Eligible employees who have attained 15 years of full-time service are eligible for a prorated payout. Employees may accumulate a maximum of 120 days of sick leave. The accumulated sick leave benefit is only available to full time employees who started prior to January 1, 2014. Employees hired on or after that date do not get a payout.

Payments for vacation and sick leave will be made at rates in effect when the benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2023, are determined on the basis of current salary rates and include salary related payments.

Long-Term Obligations/Conduit Debt

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of notes and bonds payable and accrued compensated absences.

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements. The face value of debt (plus any premiums) are reported as other financing sources and payments of principal and interest are reported as expenditures. The accounting in proprietary funds is the same as it is in the government-wide statements.

For the government-wide statements and proprietary fund statements, bond premiums and discounts are amortized over the life of the issue using the straight-line method. The balance at year-end is shown as an increase or decrease in the liability section of the statement of net position.

The Village has approved the issuance of industrial revenue bonds (IRB) for the benefit of private business enterprises. IRBs are secured by mortgages or revenue agreements on the associated projects and do not constitute indebtedness of the Village. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. In 2018, the Village issued an industrial revenue bond in the amount of \$3,836,755; the principal balances at December 31, 2023 was \$3,656,194.

Leases

The Village is a lessor because it leases capital assets to other entities. As a lessor, the Village reports a lease receivable and corresponding deferred inflow of resources in both the fund financial statements and the government-wide financial statements. The Village continues to report and depreciate the capital assets being leased as capital assets of the primary government.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net assets that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until the future time.

Basis for Existing Rates

Water Utility

Current water rates were approved by the Public Service Commission of Wisconsin on November 30, 2021.

Sewer Utility

Current sewer rates were approved by the Village Board on December 21, 2022. New sewer rates for 2024 sewer billings were approved by the Village Board on November 15, 2023.

Equity Classifications**Government-Wide Financial Statements**

Equity is classified as net position and displayed in three components:

- a. **Net Investment in Capital Assets** - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. **Restricted Net Position** - Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- c. **Unrestricted Net Position** - All other net positions that do not meet the definitions of "restricted" or "net investment in capital assets."

The net position section includes an adjustment for capital assets owned by the business-type activities column but financed by the debt of the governmental activities column. The amount is a reduction of "net investment in capital assets" and an increase in "unrestricted" net position, shown only in the total column. A reconciliation of this adjustment is as follows:

	Governmental Activities	Business-Type Activities	Adjustment	Total
Net investment in capital assets	\$ 3,739,006	\$ 29,626,613	\$ (4,559,666)	\$ 28,805,953
Unrestricted	(453,624)	4,156,355	4,559,666	8,262,397

When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Financial Statements

Governmental fund balances are displayed as follows:

- a. **Nonspendable** - Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. **Restricted** - Consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- c. **Committed** - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision-making authority. Fund balance amounts are committed through formal action (resolution) of the Village Board. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which is subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Village Board that originally created the commitment.

- d. **Assigned** - Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. Fund balance may be assigned through the following: 1) The Village has adopted a financial policy authorizing the Village Administrator to assign amounts for specific purposes; 2) All remaining positive spendable amounts in governmental funds, other than the general fund, that are neither restricted nor committed. Assignments may take place after the end of the reporting period.
- e. **Unassigned** - Includes residual positive fund balance within the general fund which has not been classified within the above-mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed or assigned for those purposes.

Proprietary fund equity is classified the same as in the government-wide statements.

The Village considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as grant agreements requiring dollar for dollar spending. Additionally, the Village would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The Village has a formal minimum fund balance policy to maintain a minimum fund balance of 25% of the subsequent year's General Fund budgeted expenditures. As of December 31, 2023, the Village's unassigned fund balance was \$2,755,133 which exceeded the required fund balance of \$1,490,033.

See Note 3 for further information.

Pension

The fiduciary net position of the Wisconsin Retirement System (WRS) has been determined by using the flow of economic resources measurement focus and accrual basis of accounting. This includes for purposes of measuring the following:

- Net Pension Liability (Asset)
- Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions
- Pension Expense (Revenue)

Information about the fiduciary net position of the WRS and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they were reported by the WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

2. Stewardship, Compliance and Accountability

Excess Expenditures Over Appropriations

The Village controls expenditures at the department level. Some individual departments experienced expenditures which exceeded appropriations. The detail of those items can be found in the Village's year-end budget to actual report.

Village of Mukwonago

Notes to Financial Statements

December 31, 2023

Limitations on the Village Tax Levy

Wisconsin law limits the Village's future tax levies. Generally, the Village is limited to its prior tax levy dollar amount (excluding TIF Districts), increased by the greater of the percentage change in the Village's equalized value due to net new construction or 0%. Changes in debt service from one year to the next are generally exempt from this limit with certain exceptions. The Village is required to reduce its allowable levy by the estimated amount of fee revenue it collects for certain services, if those services were funded in 2013 by the property tax levy. Levies can be increased above the allowable limits if the amount is approved by referendum.

3. Detailed Notes on All Funds

Deposits and Investments

Cash equivalents and investments as shown on the Village's Statement of Net Position are subject to the following risks:

	Carrying Value	Statement Balance	Associated Risks
Deposits	\$ 11,188,154	\$ 11,354,288	Custodial credit
LGIP	23,094,644	23,094,644	Credit
Petty cash	400	-	N/A
Total deposits and investments	<u>\$ 34,283,198</u>	<u>\$ 34,448,932</u>	

Reconciliation to financial statements:

Per statement of net position:

Unrestricted cash and investment	\$ 22,054,192
Restricted cash and investment	2,264,778

Per statement of fiduciary net position:

Custodial fund	<u>9,964,228</u>
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Total deposits and investments	<u>\$ 34,283,198</u>
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Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts) and \$250,000 for demand deposit accounts (interest-bearing and noninterest-bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has been considered in computing the custodial risk.

The Village maintains an irrevocable letter of credit with one of its banks. At December 31, 2023, the banks had \$7,000,000 to secure the Village's deposit.

Village of Mukwonago

Notes to Financial Statements

December 31, 2023

Custodial Credit Risk

Deposits

Custodial credit risk is the risk that in the event of a financial institution failure, the Village's deposits may not be returned to the Village.

As of December 31, 2023, \$480,135 of the Village's total bank balances were exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ 480,135
Total	<u>\$ 480,135</u>

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The Village held investments in the following external pools which are not rated:

LGIP

See Note 1 for further information on deposit and investment policies.

Receivables

All of the receivables on the balance sheet are expected to be collected within one year except for \$895 of special assessments.

Governmental funds report unavailable or unearned revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period.

Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of unavailable revenue and unearned revenue reported in the governmental funds were as follows:

	<u>Unearned</u>	<u>Unavailable</u>
Property taxes receivable for subsequent year	\$ 9,538,493	\$ -
Educational reimbursement receivable	31,682	-
Grant drawdowns prior to meeting all eligibility requirements	795,637	
Ambulance receivable	-	267,986
ProHealth contribution to offset lost revenues	46,031	-
Special assessments not yet due	-	1,044
	<u>\$ 10,411,843</u>	<u>\$ 269,030</u>
Total unearned/unavailable revenue for governmental funds		
	<u>\$ 10,411,843</u>	<u>\$ 269,030</u>
Unearned revenue included in liabilities	\$ 795,637	
Unearned revenue included in deferred inflows	<u>9,616,206</u>	
Total unearned revenue for governmental funds	<u>\$ 10,411,843</u>	

Village of Mukwonago

Notes to Financial Statements
December 31, 2023

Restricted Assets

The following represent the balances of the restricted assets:

Long-Term Debt Accounts

Redemption - Used to segregate resources accumulated for debt service payments over the next twelve months.

Reserve - Used to report resources set aside to make up potential future deficiencies in redemption account.

Equipment Replacement Account

The sewer utility established an equipment replacement account to be used for significant mechanical equipment replacement as required by the Wisconsin Department of Natural Resources.

Impact Fee Account

The Village has received impact fees which must be spent in accordance with the local ordinance and state statutes. Unspent funds after seven years from the date of receipt must be refunded to the current property owner.

Following is a list of restricted assets as of December 31, 2023:

	Restricted Assets
Water redemption, current	\$ 37,051
Water reserve	525,874
Water impact fee	13,985
Sewer redemption, current	60,461
Sewer reserve	834,127
Sewer impact fee	27,328
Equipment replacement	765,952
Total	<u>\$ 2,264,778</u>

Village of Mukwonago

Notes to Financial Statements
December 31, 2023

Capital Assets

Capital asset activity for the year ended December 31, 2023 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities				
Capital assets not being depreciated:				
Land	\$ 1,909,628	\$ -	\$ -	\$ 1,909,628
Construction in progress	2,297,007	97,083	290,742	2,103,348
Total capital assets not being depreciated	4,206,635	97,083	290,742	4,012,976
Capital assets being depreciated/amortized:				
Land improvements	2,854,160	317,346	-	3,171,506
Buildings	12,742,091	708,948	20,301	13,430,738
Machinery and equipment	5,937,192	215,967	137,153	6,016,006
Roads	21,785,752	-	-	21,785,752
Storm sewers	4,507,413	-	-	4,507,413
Library collection	727,674	81,524	92,056	717,142
Intangible assets	568,813	-	-	568,813
Total capital assets being depreciated/amortized	49,123,095	1,323,784	249,510	50,197,370
Total capital assets	53,329,730	1,420,867	540,252	54,210,346
Less accumulated depreciation/amortization for:				
Land improvements	(795,101)	(120,740)	-	(915,841)
Buildings	(3,909,426)	(304,867)	9,135	(4,205,158)
Machinery and equipment	(3,009,391)	(372,474)	123,438	(3,258,427)
Roads	(12,453,446)	(784,618)	-	(13,238,064)
Storm sewers	(990,686)	(90,148)	-	(1,080,834)
Library collections	(386,034)	(73,304)	92,056	(367,282)
Intangible assets	(158,164)	(27,653)	-	(185,817)
Total accumulated depreciation/amortization	(21,702,248)	(1,773,804)	224,629	(23,251,423)
Net capital assets being depreciated/amortized	27,420,847	(450,020)	24,881	26,945,947
Total governmental activities capital assets, net of accumulated depreciation/amortization	\$ 31,627,482	\$ (352,937)	\$ 315,623	\$ 30,958,923

Village of Mukwonago

Notes to Financial Statements
December 31, 2023

Depreciation/amortization expense was charged to functions as follows:

Governmental Activities

General government	\$ 82,064
Public safety	308,052
Public works, which includes depreciation of infrastructure	1,033,716
Culture, recreation and education	<u>349,972</u>

Total governmental activities depreciation/ amortization expense	<u>\$ 1,773,804</u>
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	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Business-Type Activities				
Sewer				
Capital assets not being depreciated:				
Land	\$ 15,897	\$ -	\$ -	\$ 15,897
Intangible assets	123,365	-	-	123,365
Construction in progress	<u>687,800</u>	<u>1,154,691</u>	<u>620,706</u>	<u>1,221,785</u>
Total capital assets not being depreciated	<u>827,062</u>	<u>1,154,691</u>	<u>620,706</u>	<u>1,361,047</u>
Capital assets being depreciated:				
Buildings and improvements	26,971,024	902,046	422,375	27,450,695
Machinery and equipment	<u>2,064,971</u>	<u>-</u>	<u>-</u>	<u>2,064,971</u>
Total capital assets being depreciated	<u>29,035,995</u>	<u>902,046</u>	<u>422,375</u>	<u>29,515,666</u>
Total capital assets	<u>29,863,057</u>	<u>2,056,737</u>	<u>1,043,081</u>	<u>30,876,713</u>
Less accumulated depreciation for:				
Buildings and improvements	(10,538,207)	(555,282)	422,375	(10,671,114)
Machinery and equipment	<u>(1,924,721)</u>	<u>(66,589)</u>		<u>(1,991,310)</u>
Total accumulated depreciation	<u>(12,462,928)</u>	<u>(621,871)</u>	<u>422,375</u>	<u>(12,662,424)</u>
Net capital assets being depreciated	<u>16,573,067</u>	<u>280,175</u>	<u>-</u>	<u>16,853,242</u>
Net sewer capital assets	<u>\$ 17,400,129</u>	<u>\$ 1,434,866</u>	<u>\$ 620,706</u>	<u>\$ 18,214,289</u>

Village of Mukwonago

Notes to Financial Statements

December 31, 2023

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Business-Type Activities				
Water				
Capital assets not being depreciated:				
Land	\$ 585,867	\$ -	\$ -	\$ 585,867
Construction in progress	3,500	47,677	-	51,177
Total capital assets not being depreciated	589,367	47,677	-	637,044
Capital assets being depreciated:				
Buildings and improvements	27,047,825	379,150	-	27,426,975
Machinery and equipment	3,444,384	50,749	17,375	3,477,758
Total capital assets being depreciated	30,492,209	429,899	17,375	30,904,733
Total capital assets	31,081,576	477,576	17,375	31,541,777
Less accumulated depreciation for:				
Buildings and improvements	(6,776,372)	(500,969)	-	(7,277,341)
Machinery and equipment	(2,087,334)	(191,936)	17,375	(2,261,895)
Total accumulated depreciation	(8,863,706)	(692,905)	17,375	(9,539,236)
Net capital assets being depreciated	21,628,503	(263,006)	-	21,365,497
Net water capital assets	<u>\$ 22,217,870</u>	<u>\$ (215,329)</u>	<u>\$ -</u>	<u>\$ 22,002,540</u>
Business-type activities capital assets, net of accumulated depreciation	<u>\$ 39,617,999</u>	<u>\$ 1,219,536</u>	<u>\$ 620,706</u>	<u>\$ 40,216,829</u>

Depreciation expense was charged to functions as follows:

Business-Type Activities

Sewer	\$ 655,624
Water	659,151
Total business-type activities depreciation expense	<u>\$ 1,314,775</u>

Depreciation expense does not agree to the increases in accumulated depreciation due to joint metering, salvage and cost of removal.

Village of Mukwonago

Notes to Financial Statements
December 31, 2023

Interfund Receivables/Payables and Transfers

Interfund Receivables/Payables

The following is a schedule of interfund receivables and payables including any overdrafts on pooled cash and investment accounts:

Receivable Fund	Payable Fund	Amount
General Fund	Special Revenue Fund, Fire and Ambulance Fund	\$ 270,871
Less fund eliminations		(270,871)
Total internal balances, government-wide statement of net position		\$ -

All amounts are due in more than one year.

The principal purpose of these interfunds is the collection of special charges on the tax roll and the allocation of commingled cash and investment balances. All remaining balances resulted from the time lag between the dates that (1) Interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system and (3) payments between funds are made.

Transfers

The following is a schedule of interfund transfers:

Fund Transferred To	Fund Transferred From	Amount	Principal Purpose
Capital Equipment Fund	General Fund	\$ 152,000	Use of reserves for capital purchases
Capital Projects Fund	General Fund	82,000	Use of reserves for capital projects
General Fund	Special Revenue Fund, Fire/Ambulance Fund	246,551	Year-end settlement
Debt Service Fund	Community Development Fund	127,610	Debt premiums to fund debt service
Debt Service Fund	Capital Equipment Fund	83,050	Debt premiums to fund debt service
Debt Service Fund	Capital Projects Fund	293,279	Debt premiums to fund debt service
Debt Service Fund	Special Revenue Fund, Impact Fee Fund	250,000	To fund debt service
Water Utility	Special Revenue Fund, American Rescue Plan Act Fund	47,677	Use of grant for eligible Water project
General Fund	Sewer Utility	8,324	Payment in lieu of taxes
General Fund	Water Utility	362,907	Payment in lieu of taxes
Sewer Utility	Water Utility	15,000	To pay for rental cost of equipment
Total fund financial statements		1,668,398	
Less fund eliminations		(1,344,844)	
Total transfers, government-wide statement of activities		\$ 323,554	

Village of Mukwonago

Notes to Financial Statements

December 31, 2023

<u>Transfer In</u>	<u>Transfer Out</u>	<u>Amount</u>
Governmental activities	Business-type activities	\$ 371,231
Business-type activities	Governmental activities	(47,677)
		<u>\$ 323,554</u>
Total government-wide financial statements		<u>\$ 323,554</u>

Generally, transfers are used to (1) move revenues from the fund that collects them to the fund that the budget requires to expend then, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Long-Term Obligations

Long-term obligations activity for the year ended December 31, 2023 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Governmental Activities					
Bonds and notes payable:					
General obligation debt	\$ 37,300,000	\$ 4,635,000	\$ 4,470,000	\$ 37,465,000	\$ 4,625,000
Premiums	1,571,972	313,720	239,019	1,646,673	-
Total bonds and notes payable	38,871,972	4,948,720	4,709,019	39,111,673	4,625,000
Other liabilities:					
Net Pension liability	-	1,486,002	-	1,486,002	-
Compensated absences	572,767	-	12,925	559,842	93,270
Total other liabilities	572,767	1,486,002	12,925	2,045,844	93,270
Total governmental activities long-term liabilities	<u>\$ 39,444,739</u>	<u>\$ 6,434,722</u>	<u>\$ 4,721,944</u>	<u>\$ 41,157,517</u>	<u>\$ 4,718,270</u>
Business-Type Activities					
Bonds and notes payable:					
Revenue bonds	\$ 11,820,002	\$ -	\$ 845,000	\$ 10,975,002	\$ 835,000
Premiums	645,988	-	61,511	584,477	-
Total bonds and notes payable	12,465,990	-	906,511	11,559,479	835,000
Other liabilities:					
Net Pension Liability	-	208,469	-	208,469	-
Compensated absences	19,168	-	1,922	17,246	2,874
Total other liabilities	19,168	208,469	1,922	225,715	2,874
Total business-type activities long-term liabilities	<u>\$ 12,485,158</u>	<u>\$ 208,469</u>	<u>\$ 908,433</u>	<u>\$ 11,785,194</u>	<u>\$ 837,874</u>

Village of Mukwonago

Notes to Financial Statements

December 31, 2023

In accordance with Wisconsin Statutes, total general obligation indebtedness of the Village may not exceed 5% of the equalized value of taxable property with the Village's jurisdiction. The debt limit as of December 31, 2023, was \$71,847,040. Total general obligation debt outstanding at year-end was \$37,465,000.

General Obligation Debt

All general obligation notes and bonds payable are backed by the full faith and credit of the Village. Notes and bonds in the governmental funds will be retired by future property tax levies or tax increments accumulated by the debt service fund.

General Obligation Debt	Date of Issue	Final Maturity	Interest Rates	Original Amount	Balance 12/31/23
GO Refunding Bonds (TID #3)	11/01/2012	10/01/2026	1.0-2.5%	\$ 3,620,000	\$ 875,000
GO Promissory Note	04/01/2015	04/01/2025	1.0-3.0	6,785,000	2,235,000
GO Promissory Note	07/06/2016	10/01/2026	2.00	3,100,000	1,000,000
GO Promissory Note	11/01/2017	10/01/2026	2.0-3.0	1,400,000	800,000
GO Promissory Note	06/01/2018	10/01/2026	3.0-3.25	2,145,000	1,200,000
GO Refunding Bonds	09/05/2018	12/01/2026	2.0-3.5	5,375,000	1,775,000
GO Taxable Refunding Bonds	02/20/2019	03/01/2026	3.0-4.0	2,375,000	975,000
GO Promissory Note	02/20/2019	03/01/2028	2.0-3.5	4,225,000	3,625,000
GO Taxable Note	06/17/2020	06/01/2030	1.25-2.2	1,240,000	990,000
GO Promissory Note	06/17/2020	06/01/2030	1.0-3.0	4,590,000	4,490,000
GO Refunding Note (TID #5)	05/19/2021	06/01/2037	2.0-4.0	7,165,000	6,415,000
GO Promissory Note	05/19/2021	04/01/2031	2.0-4.0	5,000,000	4,300,000
GO Refunding Note (TID #5)	11/01/2022	06/01/2038	4.4-5.1	4,320,000	4,150,000
GO Promissory Note	07/18/2023	04/01/2033	4.0-5.0	4,635,000	4,635,000
Total government activities general obligation debt					<u>\$ 37,465,000</u>

Debt service requirements to maturity are as follows:

Years	Governmental Activities	
	Principal	Interest
2024	\$ 4,625,000	\$ 1,202,690
2025	4,805,000	1,026,255
2026	4,385,000	888,751
2027	3,525,000	737,145
2028	4,420,000	606,174
2029-2033	11,960,000	1,596,353
2034-2038	3,745,000	350,540
Total	<u>\$ 37,465,000</u>	<u>\$ 6,407,908</u>

Revenue Debt

Business-type activities revenue bonds are payable only from revenues derived from the operation of the water and sanitary sewer utilities.

The Village has pledged future revenues, net of specified operating expenses, to repay revenue bonds issued in various years. Proceeds from the bonds provided financing for the variety of water and sewer projects. The bonds are payable solely from water and sewer revenues and are payable through 2033. Annual principal and interest payments on the bonds are expected to require 48% of net revenues. The total principal and interest remaining to be paid on the bonds is \$13,041,850.

Village of Mukwonago

Notes to Financial Statements
December 31, 2023

Principal and interest paid for the current year and total customer revenues were \$1,203,000 and \$2,739,683 respectively.

Revenue debt payable at December 31, 2023, consists of the following:

Business-Type Activities Revenue Debt

	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Amount</u>	<u>Balance 12/31/23</u>
Sewer Utility					
Revenue Bonds	07/06/2016	12/01/2029	2.00-3.00%	\$ 3,596,423	\$ 2,361,287
Revenue Bonds	06/01/2018	12/01/2033	4.00	1,095,000	945,000
Revenue Bonds	09/02/2021	12/01/2033	1.50-3.00	3,530,577	3,016,045
				Total Sewer Utility	6,323,332
Water Utility					
Revenue Bonds	07/06/2016	12/01/2029	2.00-3.00	1,848,577	1,213,714
Revenue Bonds	06/01/2018	12/01/2033	4.00	2,555,000	2,205,000
Revenue Bonds	09/02/2021	12/01/2033	1.50-3.00	1,444,423	1,233,956
				Total Water Utility	4,652,670
Total business-type activities, revenue debt					\$ 10,975,002

Debt service requirements to maturity are as follows:

<u>Years</u>	<u>Business-Type Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2024	\$ 835,000	\$ 335,150
2025	915,000	311,200
2026	975,000	290,250
2027	1,075,000	268,250
2028	1,125,000	235,000
2029-2033	6,050,002	627,000
Total	\$ 10,975,002	\$ 2,066,850

Other Debt Information

Estimated payments of compensated absences are not included in the debt service requirement schedules. The liabilities are attributable to both governmental and business-type activities will be liquidated primarily by the general fund and utilities.

Village of Mukwonago

Notes to Financial Statements
December 31, 2023

Lease Disclosures

Lessor - Lease Receivables

Business Type Activities

<u>Lease Receivables Description</u>	<u>Date of Inception</u>	<u>Final Maturity</u>	<u>Interest Rate</u>	<u>Balance 12/31/2023</u>
Crown Castle	10/13/10	10/13/37	4.00%	\$ 258,210
US Cellular	02/01/22	02/01/42	3.50	373,938
T-Mobile	03/06/07	02/28/32	4.00	236,448
Verizon	04/01/22	03/31/27	4.50	190,253
AT&T	08/01/21	07/27/41	3.50	219,815
Sprint	05/17/21	05/16/36	4.00	218,521
Total				<u>\$ 1,497,185</u>

The Village recognized \$88,470 of principal and \$90,340 of interest revenue during the fiscal year.

Net Position/Fund Balances

Net position reported on the government-wide statement of net position on December 31, 2023 includes the following:

Governmental Activities

Net investment in capital assets:

Land	\$ 1,909,628
Construction in progress	2,103,348
Other capital assets, net of accumulated depreciation	26,945,947
Less long-term debt outstanding, including premiums	(39,111,673)
Plus:	
Unspent capital related debt proceeds	4,035,894
Noncapital debt outstanding	<u>7,855,862</u>

Total net investment in capital assets	<u>3,739,006</u>
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Restricted for:

Debt service	733,469
TID #3	618,539
TID #4	433,272
TID #5	3,560,169
Fire department referendum funds	345,059
Impact fees	166,053
Stormwater	67,780
Library	<u>275,936</u>

Total restricted	<u>6,200,277</u>
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Unrestricted (deficit)	<u>(453,624)</u>
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Total governmental activities net position	<u>\$ 9,485,659</u>
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Village of Mukwonago

Notes to Financial Statements
December 31, 2023

Governmental Funds

Governmental fund balances reported on the fund financial statements at December 31, 2023 include the following:

	Special Revenue Fund		Capital Project Funds			Nonmajor Governmental Funds	Total
	General Fund	Fire and Ambulance Fund	Debt Service Fund	Tax Incremental District No. 5 Fund	Capital Projects Fund		
Fund Balances							
Nonspendable:							
Prepaid items	\$ 74,538	\$ 16,025	\$ -	\$ -	\$ -	\$ 233,360	\$ 323,923
Restricted for:							
Debt services	-	-	1,044,575	1,975,295	-	1,079,147	4,099,017
Capital projects/equipment	-	-	-	1,649,674	3,350,440	1,763,124	6,763,238
Fire department	-	345,059	-	-	-	-	345,059
Impact fees	-	-	-	-	-	166,053	166,053
Stormwater	-	-	-	-	-	67,780	67,780
Library	-	-	-	-	-	271,353	271,353
Committed to:							
Fire & ambulance	-	240,533	-	-	-	-	240,533
Revolving loan	-	-	-	-	-	131,017	131,017
Capital equipment	-	-	-	-	-	-	-
Recycling	-	-	-	-	-	124,582	124,582
Capital projects	-	-	-	-	-	-	-
Parkland site	-	-	-	-	-	257,838	257,838
Development	-	-	-	-	-	-	-
American Rescue Plan Act	-	-	-	-	-	57,044	57,044
Assigned to:							
Accrued sick pay	443,367	-	-	-	-	-	443,367
Ambulance	423,328	-	-	-	-	-	423,328
Other	783,897	-	-	-	-	-	783,897
Unassigned	2,755,133	-	-	-	-	-	2,755,133
Total fund balance	<u>\$ 4,480,263</u>	<u>\$ 601,617</u>	<u>\$ 1,044,575</u>	<u>\$ 3,624,969</u>	<u>\$ 3,350,440</u>	<u>\$ 4,151,298</u>	<u>\$ 17,253,162</u>

Business-Type Activities

Net investment in capital assets:	
Land and intangibles	\$ 725,129
Construction in progress	1,272,962
Other capital assets, net of accumulated depreciation	38,218,739
Less long-term debt outstanding, including premiums	(11,559,479)
Less capital related accounts payable	(447,695)
Plus:	
Noncapital debt proceeds	1,360,000
Deferred charge on refunding	56,957
Total net investment in capital assets	<u>29,626,613</u>
Restricted for:	
Debt service	69,578
Equipment replacement	765,952
Impact fees	41,313
Total restricted	<u>876,843</u>
Unrestricted	<u>4,156,355</u>
Total business-type activities net position	<u>\$ 34,659,811</u>

4. Other Information**Employees' Retirement System****General Information About the Pension Plan****Plan Description**

The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR) and Wisconsin Retirement System Financial Report, which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

Vesting

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided

Employees who retire at or after age 65 (54 for protective occupations and 62 for elected officials and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the Floor) set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

	Core Fund Adjustment	Variable Fund Adjustment
2013	(9.6)%	9%
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4
2018	2.4	17
2019	0.0	(10)
2020	1.7	21
2021	5.1	13
2022	7.4	15

Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rates for General category employees and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$384,357 in contributions from the Village.

Contribution rates for the plan year reported as of December 31, 2023 are:

Employee Category	Employee	Employer
General (Executives & Elected Officials)	6.50 %	6.50 %
Protective with Social Security	6.50	12.00
Protective without Social Security	6.50	16.40

Village of Mukwonago

Notes to Financial Statements

December 31, 2023

Pension Liability, Pension Expense (Revenue), Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2023, the Village reported a liability of \$1,694,471 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2021 rolled forward to December 31, 2022. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Village's proportion of the net pension liability was based on the Village's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2022, the Village's proportion was 0.03198502%, which was an increase of 0.00068557% from its proportion measured as of December 31, 2021.

For the year ended December 31, 2023, the Village recognized pension expense (revenue) of \$891,341.

At December 31, 2023, the Village reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 2,698,768	\$ 3,545,575
Changes in assumption	333,203	-
Net differences between projected and actual earnings on pension plan investments	2,878,516	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	4,325	16,433
Employer contributions subsequent to the measurement date	464,351	-
Total	\$ 6,379,163	\$ 3,562,008

\$464,351 reported as deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension asset in the year ended December 31, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Years Ending December 31:	Deferred Outflows of Resources and Deferred Inflows of Resources (Net)
2024	\$ 95,691
2025	486,090
2026	497,672
2027	1,273,351

Actuarial Assumptions

The total pension asset in the December 31, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2021
Measurement Date of Net Pension Asset	December 31, 2022
Experience Study:	January 1, 2018 – December 31, 2020 Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases:	
Wage Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table
Post-Retirement Adjustments*:	1.7%

* *No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The Total Pension Asset for December 31, 2022 is based upon a roll-forward of the liability calculated from the December 31, 2021 actuarial valuation.

Long-Term Expected Return on Plan Assets

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns¹ as of December 31, 2022

Core Fund Asset Class	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return % ²
Public Equity	48%	7.6%	5%
Public Fixed Income	25	5.3	2.7
Inflation Sensitive	19	3.6	1.1
Real Estate	8	5.2	2.6
Private Equity/Debt	15	9.6	6.9
Total Core Fund ³	115	7.4	4.8
Variable Fund Asset			
U.S. Equities	70	7.2	4.6
International Equities	30	8.1	5.5
Total Variable Fund	100	7.7	5.1

¹ Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

² New England Pension Consultants' Long-Term U.S. CPI (Inflation) Forecast: 2.5%

³ The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. This results in an asset allocation beyond 100%. Currently, an asset allocation target of 15% policy leverage is used subject to an allowable range up to 20%

Single Discount Rate

A single discount rate of 6.8% was used to measure the total pension liability for the current and prior year. This single discount rate is based on the expected rate of return on pension plan investments of 6.8 percent and a municipal bond rate of 4.05 percent. (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's *20-year Municipal GO AA Index* as of December 31, 2022. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.) Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the investment rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Village's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Village's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.8%, as well as what the Village's proportionate share of the net pension asset (liability) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.8%) or 1-percentage-point higher (7.8%) than the current rate:

	1% Decrease to Discount Rate (5.8%)	Current Discount Rate (6.8%)	1% Increase to Discount Rate (7.8%)
Village's proportionate share of the net pension asset (liability)	\$ (5,623,896)	\$ (1,694,471)	\$ 1,008,635

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

At December 31, 2023, the Village reported a payable to the pension plan of \$77,447 which represents contractually required contributions outstanding as of the end of the year.

Risk Management

The Village is exposed to various risks of loss related to torts; theft of, damage to or destruction of assets; errors and omissions; workers compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There were no significant reductions in coverage compared to the prior year.

Commitments and Contingencies

Claims and judgements are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgements are only reported in government funds if it has matured. Claims and judgements are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred.

From time to time, the Village is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the Village attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Village's financial position or results of operations.

The Village has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

The Village has active construction projects as of December 31, 2023. Work that has been completed on these projects but not yet paid for (including contract retainages) is reflected as accounts payable and expenditures.

Effect of New Accounting Standards on Current-Period Financial Statements

The Governmental Accounting Standards Board (GASB) has approved the following:

- *Statement No. 100, Accounting Changes and Error Corrections—an Amendment to GASB Statement No. 62*
- *Statement No. 101, Compensated Absences*
- *Statement No. 102, Certain Risk Disclosures*

When they become effective, application of these standards may restate portions of these financial statements.

Defined Contribution Pension Plan

The Village provides pension benefits for all of its eligible employees through a defined contribution plan known as the Village of Mukwonago Pension Trust through Mission Square Retirement who administers the plan. In a defined contribution plan, benefits depend solely on amounts contributed to the Plan plus investment earnings. Employees are eligible to participate in the plan upon becoming eligible for the Wisconsin Retirement System (WRS). This plan is to give eligible full-time employees an additional two and one-half percentage towards retirements, above what the Village contributes to WRS. In addition, Village employees have an option to contribute to this plan from each payroll period. For the year ended December 31, 2023, the total amount contributed was \$154,468. Of this amount, \$62,360 was contributed by the employer and \$92,108 was contributed by the employee. Total contributions for the years ending December 31, 2022 and 2021 were \$135,600 and \$106,316 respectively. The employer's contribution each year was equal to the required amount.

REQUIRED SUPPLEMENTARY INFORMATION

Village of Mukwonago

Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget to Actual - General Fund
Year Ended December 31, 2023

	Budgeted Amounts			Variance With
	Original	Final	Actual	Final Budget
Revenues				
Taxes	\$ 3,225,221	\$ 3,225,221	\$ 3,228,478	\$ 3,257
Intergovernmental	854,295	854,295	881,446	27,151
Licenses and permits	519,525	519,525	371,772	(147,753)
Fines, forfeitures and penalties	173,000	173,000	119,206	(53,794)
Public charges for services	34,000	34,000	18,338	(15,662)
Interdepartmental charges for services	203,333	203,333	207,449	4,116
Investment income	68,700	76,646	358,662	282,016
Other revenues	153,500	206,800	238,981	32,181
Total revenues	5,231,574	5,292,820	5,424,332	131,512
Expenditures				
Current:				
General government	1,021,471	1,026,871	918,461	108,410
Public safety	2,990,760	3,050,779	2,922,928	127,851
Public works	1,004,211	984,541	924,045	60,496
Health and sanitation	2,600	2,600	2,420	180
Culture, recreation and education	216,577	237,197	236,452	745
Conservation and development	261,589	279,789	221,489	58,300
Total expenditures	5,497,208	5,581,777	5,225,795	355,982
Excess (deficiency) of revenues over (under) expenditures	(265,634)	(288,957)	198,537	487,494
Other Financing Sources (Uses)				
Transfers in	717,334	903,885	617,782	(286,103)
Transfers out	(451,700)	(621,615)	(234,000)	387,615
Proceeds from sale of capital assets	-	6,687	6,756	69
Total other financing sources (uses)	265,634	288,957	390,538	101,581
Net change in fund balance	\$ -	\$ -	589,075	\$ 589,075
Fund Balance, Beginning			3,891,188	
Fund Balance, Ending			\$ 4,480,263	

See notes to required supplementary information

Village of Mukwonago

Schedule of Revenues, Expenditures and Changes

in Fund Balance - Budget to Actual - Fire and Ambulance Special Revenue Fund

Year Ended December 31, 2023

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
Revenues				
Taxes	\$ 605,081	\$ 605,081	\$ 605,081	\$ -
Intergovernmental	60,632	79,044	74,439	(4,605)
Public charges for services	1,073,243	1,479,492	1,446,722	(32,770)
Intergovernmental charges for services	644,281	649,669	649,669	-
Investment income	660	38,690	38,690	-
Miscellaneous	-	10,336	10,336	-
Total revenues	2,383,897	2,862,312	2,824,937	(37,375)
Expenditures				
Current:				
Public safety	2,297,279	2,487,021	2,129,782	357,239
Capital outlay	38,000	48,106	47,635	471
Total expenditures	2,335,279	2,535,127	2,177,417	357,710
Excess (deficiency) of revenues over (under) expenditures	48,618	327,185	647,520	320,335
Other Financing Sources (Uses)				
Transfers out	(96,791)	(378,590)	(246,551)	132,039
Proceeds from sale of capital assets	-	51,405	51,404	(1)
Total other financing sources (uses)	(96,791)	(327,185)	(195,147)	132,038
Net change in fund balance	\$ (48,173)	\$ -	452,373	\$ 452,373
Fund Balance, Beginning			149,244	
Fund Balance, Ending			\$ 601,617	

See notes to required supplementary information

Village of Mukwonago

Schedule of Proportionate Share of the Net Pension Liability (Asset) -

Wisconsin Retirement System

Year Ended December 31, 2023

WRS Fiscal Year End	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/2014	0.02673391000 %	\$ (656,658)	\$ 3,077,565	21.34 %	102.74 %
12/31/2015	0.02656806000	431,726	3,289,656	13.12	98.20
12/31/2016	0.02713326000	223,643	3,387,425	6.60	99.12
12/31/2017	0.02857825000	(848,522)	3,605,474	23.53	102.93
12/31/2018	0.02946065000	1,048,117	3,617,138	28.98	96.45
12/31/2019	0.03028683000	(976,585)	3,877,945	25.18	102.96
12/31/2020	0.03075855000	(1,920,298)	4,038,150	47.55	105.26
12/31/2021	0.03129945000	(2,522,793)	4,038,001	62.48	106.02
12/31/2022	0.03198502000	1,694,471	4,287,032	39.53	97.72

Schedule of Employer Contributions

Wisconsin Retirement System

Year Ended December 31, 2023

Village Fiscal Year End	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/2015	\$ 333,545	\$ 333,545	\$ -	\$ 3,289,656	10.14 %
12/31/2016	309,468	309,468	-	3,387,425	9.14
12/31/2017	347,820	347,820	-	3,605,475	9.65
12/31/2018	360,953	360,953	-	3,617,356	9.98
12/31/2019	369,628	369,628	-	3,877,945	9.53
12/31/2020	409,624	409,624	-	4,038,150	10.14
12/31/2021	412,701	412,701	-	4,038,001	10.22
12/31/2022	441,222	441,222	-	4,287,032	10.29
12/31/2023	464,351	464,351	-	4,740,734	9.79

See notes to required supplementary information

1. Budgetary Information

Budgetary information is derived from the annual operating budget and is presented using generally accepted accounting principles and the modified accrual basis of accounting.

The budgeted amounts presented include any amendments made. The Village may authorize transfers of budgeted amounts within departments. Transfers between departments and changes to the overall budget must be approved by a two-thirds board action.

Appropriations lapse at year-end unless specifically carried over. There were no carryovers to the following year. Budgets are adopted at the function level of expenditure for the general fund and total expenditures for the fire and ambulance special revenue fund.

2. Wisconsin Retirement System Pension

The amounts determined for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year.

The Village is required to present the last ten fiscal years of data; however, accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes of benefit terms. There were no changes of benefit terms for any participating employer in WRS.

Changes in assumptions. Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table

SUPPLEMENTARY INFORMATION

Village of Mukwonago

Detailed Schedule of Revenues - Budget to Actual -

General Fund

Year Ended December 31, 2023

	Budgeted Amounts		Actual	Variance With
	Original	Final		Final Budget
Taxes				
General property taxes	\$ 3,208,321	\$ 3,208,321	\$ 3,212,343	\$ 4,022
Public accommodation (room) taxes	16,700	16,700	15,499	(1,201)
Interest and penalties on taxes	200	200	636	436
Total taxes	3,225,221	3,225,221	3,228,478	3,257
Intergovernmental Revenues				
State shared revenues	210,560	210,560	207,402	(3,158)
Exempt computer and personal property aid	52,706	52,706	52,707	1
State aid, law enforcement improvements	-	-	20,548	20,548
State aid, general transportation aids	589,579	589,579	589,657	78
Other state payments	1,450	1,450	11,132	9,682
Total intergovernmental revenues	854,295	854,295	881,446	27,151
Licenses and Permits				
Other regulatory permits and fees	700	700	540	(160)
Liquor and malt beverage	17,000	17,000	27,955	10,955
Operators' licenses	8,800	8,800	8,023	(777)
Cigarette licenses	1,500	1,500	2,000	500
Cable television franchise fees	72,000	72,000	78,063	6,063
Dog and cat licenses	2,150	2,150	1,998	(152)
Nonbusiness licenses	2,766	2,766	2,525	(241)
Other permits	38,873	38,873	25,174	(13,699)
Building permits	195,014	195,014	110,047	(84,967)
Electrical permits	40,000	40,000	23,846	(16,154)
Plumbing permits	33,000	33,000	19,219	(13,781)
Occupancy permits	18,000	18,000	12,857	(5,143)
Zoning permits and fees	25,000	25,000	22,521	(2,479)
Plan review fees	30,000	30,000	17,135	(12,865)
Heating and air conditioning permits	34,722	34,722	19,869	(14,853)
Total licenses and permits	519,525	519,525	371,772	(147,753)

Village of Mukwonago

Detailed Schedule of Revenues - Budget to Actual -

General Fund

Year Ended December 31, 2023

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
Fines, Forfeitures and Penalties				
Court fines	\$ 158,000	\$ 158,000	\$ 109,929	\$ (48,071)
Parking violations	15,000	15,000	9,277	(5,723)
Total fines, forfeitures and penalties	173,000	173,000	119,206	(53,794)
Public Charges for Services				
Publication fees	603	603	775	172
Photocopies	4,161	4,161	105	(4,056)
Treasurer's fees	8,136	8,136	5,811	(2,325)
Law enforcement fees	3,600	3,600	1,781	(1,819)
Fire protection fees	15,000	15,000	7,111	(7,889)
Other public charges for services	2,500	2,500	2,755	255
Total public charges for services	34,000	34,000	18,338	(15,662)
Intergovernmental Charges for Services				
Local, law enforcement services	195,600	195,600	195,858	258
Local, other services	7,733	7,733	11,591	3,858
Total intergovernmental charges for services	203,333	203,333	207,449	4,116
Investment Income				
Investment income	68,700	76,646	358,662	282,016
Other Revenues				
Rent	24,500	24,500	28,037	3,537
Miscellaneous revenue	4,000	4,000	32,109	28,109
Donations	125,000	178,300	178,835	535
Total other revenues	153,500	206,800	238,981	32,181
Total revenues	\$ 5,231,574	\$ 5,292,820	\$ 5,424,332	\$ 131,512

Village of Mukwonago

Detailed Schedule of Expenditures - Budget to Actual -

General Fund

Year Ended December 31, 2023

	Budgeted Amounts			Variance With
	Original	Final	Actual	Final Budget
Current				
General government:				
Village board	\$ 70,563	\$ 70,563	\$ 55,932	\$ 14,631
Historical preservation commission	290	290	-	290
Municipal court	38,954	38,954	39,697	(743)
Village attorney	118,750	118,750	96,171	22,579
Village administrator	196,051	196,051	175,059	20,992
Village clerk/treasurer	266,321	266,321	243,281	23,040
Elections	28,150	28,150	18,323	9,827
Finance dept	71,273	71,273	64,015	7,258
Information technology	15,000	15,000	10,300	4,700
Independent audit	14,000	14,000	9,331	4,669
Assessment of property	22,050	22,050	22,594	(544)
Risk and property insurance	128,103	128,103	116,376	11,727
Village hall	50,816	56,216	53,579	2,637
Other	-	-	13,753	(13,753)
Board of appeals	1,150	1,150	50	1,100
Total general government	1,021,471	1,026,871	918,461	108,410
Public safety:				
Police department	2,668,385	2,723,134	2,606,294	116,840
Building inspection	301,443	301,443	289,341	12,102
Emergency government	2,000	2,000	834	1,166
Fire station	8,706	9,806	9,325	481
Dam	10,226	14,396	17,134	(2,738)
Total public safety	2,990,760	3,050,779	2,922,928	127,851
Public works:				
Engineering	75,000	75,000	30,216	44,784
Public works administration	351,899	353,929	359,446	(5,517)
Machinery operation and maintenance	117,218	128,218	128,490	(272)
Garage and sheds	68,148	61,708	66,103	(4,395)
Curb and gutter	5,572	4,622	1,091	3,531
Garbage collection	4,073	8,773	8,795	(22)
Street signs	20,800	18,100	17,374	726
Bridges, culverts and rivers	1,530	1,530	811	719
Street cleaning	18,472	19,422	17,911	1,511
Snow and ice control	117,094	93,794	91,437	2,357
Alleys and local purpose roads	20,205	13,705	12,866	839
Street lighting	190,250	190,250	174,123	16,127
Storm sewer maintenance	13,950	15,490	15,382	108
Total public works	1,004,211	984,541	924,045	60,496

Village of Mukwonago

Detailed Schedule of Expenditures - Budget to Actual -

General Fund

Year Ended December 31, 2023

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
Health and human services:				
Public health services	\$ 2,600	\$ 2,600	\$ 2,420	\$ 180
Culture, recreation and education:				
Museum	11,940	11,940	11,327	613
Parks	196,770	215,490	214,955	535
Celebration and entertainment	7,867	9,767	10,170	(403)
Total culture, recreation and education	216,577	237,197	236,452	745
Conservation and development:				
Forestry	28,009	45,609	45,534	75
Weed control	243	843	633	210
Planning commission	165,974	165,974	122,296	43,678
Economic development	56,113	56,113	40,447	15,666
Environmental protection	11,250	11,250	12,579	(1,329)
Total conservation and development	261,589	279,789	221,489	58,300
Total expenditures	\$ 5,497,208	\$ 5,581,777	\$ 5,225,795	\$ 355,982

Village of Mukwonago

Combining Balance Sheet -
Nonmajor Governmental Funds
December 31, 2023

	Special Revenue Funds							Capital Projects Funds				
	Library Fund	Recycling Fund	Revolving Loan Fund	Park Land Site Fund	American Rescue Plan Act Fund	Stormwater Fund	Impact Fee Fund	Capital Equipment Fund	Community Development Fund	Tax Incremental District No. 3 Fund	Tax Incremental District No. 4 Fund	Total Nonmajor Governmental Funds
Assets												
Cash and investments	\$ 352,177	\$ 115,312	\$ 131,017	\$ 257,838	\$ 852,681	\$ 59,216	\$ 166,053	\$ 690,305	\$ 1,174,538	\$ 643,288	\$ 436,421	\$ 4,878,846
Receivables:												
Taxes	573,973	359,168	-	-	-	-	-	-	-	907,585	425,291	2,266,017
Accounts	-	59,958	-	-	-	8,957	-	288	-	-	-	69,203
Prepaid items	4,583	-	-	-	-	5	-	-	228,772	-	-	233,360
Total assets	\$ 930,733	\$ 534,438	\$ 131,017	\$ 257,838	\$ 852,681	\$ 68,178	\$ 166,053	\$ 690,593	\$ 1,403,310	\$ 1,550,873	\$ 861,712	\$ 7,447,426
Liabilities, Deferred Inflows of Resources and Fund Balances												
Liabilities												
Accounts payable	\$ 43,822	\$ 51,072	\$ -	\$ -	\$ -	\$ 276	\$ -	\$ 6,177	\$ 95,830	\$ 281	\$ 281	\$ 197,739
Accrued liabilities	37,002	-	-	-	-	117	-	-	-	-	-	37,119
Unearned revenue	-	-	-	-	795,637	-	-	-	-	-	-	795,637
Total liabilities	80,824	51,072	-	-	795,637	393	-	6,177	95,830	281	281	1,030,495
Deferred Inflows of Resources												
Unearned revenue	573,973	358,784	-	-	-	-	-	-	-	907,585	425,291	2,265,633
Total deferred inflows of resources	573,973	358,784	-	-	-	-	-	-	-	907,585	425,291	2,265,633
Fund Balances												
Nonspendable	4,583	-	-	-	-	5	-	-	228,772	-	-	233,360
Restricted	271,353	-	-	-	-	67,780	166,053	684,416	1,078,708	643,007	436,140	3,347,457
Committed	-	124,582	131,017	257,838	57,044	-	-	-	-	-	-	570,481
Total fund balances	275,936	124,582	131,017	257,838	57,044	67,785	166,053	684,416	1,307,480	643,007	436,140	4,151,298
Total liabilities, deferred inflows of resources and fund balances	\$ 930,733	\$ 534,438	\$ 131,017	\$ 257,838	\$ 852,681	\$ 68,178	\$ 166,053	\$ 690,593	\$ 1,403,310	\$ 1,550,873	\$ 861,712	\$ 7,447,426

Village of Mukwonago

Combining Statement of Revenues, Expenditures and
Changes in Fund Balances -
Nonmajor Governmental Funds
Year Ended December 31, 2023

	Special Revenue Funds							Capital Projects Funds				Total Nonmajor Governmental Funds
	Library Fund	Recycling Fund	Revolving Loan Fund	Park Land Site Fund	American Rescue Plan Act Fund	Stormwater Fund	Impact Fee Fund	Capital Equipment Fund	Community Development Fund	Tax Incremental District No. 3 Fund	Tax Incremental District No. 4 Fund	
Revenues												
Taxes	\$ 518,315	\$ 337,975	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 905,802	\$ 366,821	\$ 2,128,913
Special assessments	-	-	-	-	-	-	-	-	-	35,453	-	35,453
Intergovernmental	569,811	22,231	-	-	47,677	-	-	-	-	30,250	-	669,969
Licenses and permits	-	-	-	4,792	-	35,842	67,888	-	-	-	-	108,522
Public charges for services	27,299	245,789	-	-	-	-	-	-	-	-	-	273,088
Intergovernmental charges for services	-	-	-	-	-	-	-	71,990	-	-	-	71,990
Investment income	22,937	12,617	6,475	12,816	44,039	2,668	4,644	23,328	51,337	40,817	21,303	242,981
Other revenues	123,292	-	-	-	-	-	-	-	-	-	-	123,292
Total revenues	1,261,654	618,612	6,475	17,608	91,716	38,510	72,532	95,318	51,337	1,012,322	388,124	3,654,208
Expenditures												
Current:												
General government	-	-	-	-	-	-	-	1,126	5,074	7,351	5,944	19,495
Public works	-	621,587	-	-	-	18,668	10	-	12,195	-	-	652,460
Culture, recreation and education	1,171,037	-	-	-	-	-	-	-	-	-	-	1,171,037
Conservation and development	-	-	15,940	-	-	-	-	-	7,400	-	-	23,340
Capital outlay	90,931	-	-	-	-	-	-	292,965	5,000	-	-	388,896
Debt service:												
Principal	-	-	-	-	-	-	-	-	-	1,024,135	130,325	1,154,460
Interest and fees	-	-	-	-	-	-	-	10,890	13,397	136,927	23,598	184,812
Total expenditures	1,261,968	621,587	15,940	-	-	18,668	10	304,981	43,066	1,168,413	159,867	3,594,500
Excess (deficiency) of revenues over expenditures	(314)	(2,975)	(9,465)	17,608	91,716	19,842	72,522	(209,663)	8,271	(156,091)	228,257	59,708
Other Financing Sources (Uses)												
Transfers in	-	-	-	-	-	-	-	152,000	-	-	-	152,000
Transfers out	-	-	-	-	(47,677)	-	(250,000)	(83,050)	(127,610)	-	-	(508,337)
Debt issued	-	-	-	-	-	-	-	474,997	584,367	-	-	1,059,364
Premium on debt issued	-	-	-	-	-	-	-	32,774	40,321	-	-	73,095
Total other financing sources (uses)	-	-	-	-	(47,677)	-	(250,000)	576,721	497,078	-	-	776,122
Net changes in fund balances	(314)	(2,975)	(9,465)	17,608	44,039	19,842	(177,478)	367,058	505,349	(156,091)	228,257	835,830
Fund Balances, Beginning	276,250	127,557	140,482	240,230	13,005	47,943	343,531	317,358	802,131	799,098	207,883	3,315,468
Fund Balances, Ending	\$ 275,936	\$ 124,582	\$ 131,017	\$ 257,838	\$ 57,044	\$ 67,785	\$ 166,053	\$ 684,416	\$ 1,307,480	\$ 643,007	\$ 436,140	\$ 4,151,298

Reporting and insights from 2023 audit:

Village of Mukwonago

December 31, 2023

Executive summary

May 31, 2024

To the Village Board
Village of Mukwonago

We have completed our audit of the financial statements of the Village of Mukwonago (the Village) for the year ended December 31, 2023, and have issued our report thereon dated May 31, 2024. This letter presents communications required by our professional standards.

Your audit should provide you with confidence in your financial statements. The audit was performed based on information obtained from meetings with management, data from your systems, knowledge of your Village's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

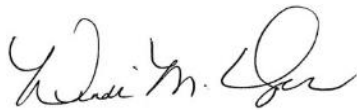
Additionally, we have included information on key risk areas the Village of Mukwonago should be aware of in your strategic planning. We are available to discuss these risks as they relate to your organization's financial stability and future planning.

If you have questions at any point, please connect with us:

- Wendi M. Unger, Partner: wendi.unger@bakertilly.com or +1 (414) 777 5423

Sincerely,

Baker Tilly US, LLP



Wendi M. Unger, CPA, Partner

Responsibilities

Our responsibilities

As your independent auditor, our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance.
- Assessing the risks of material misstatement of the financial statements, whether due to fraud or error. Included in that assessment is a consideration of the Village's internal control over financial reporting.
- Performing appropriate procedures based upon our risk assessment.
- Evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management.
- Forming and expressing an opinion based on our audit about whether the financial statements prepared by management, with the oversight of the Village Board:
 - Are free from material misstatement
 - Present fairly, in all material respects and in accordance with accounting principles generally accepted in the United States of America
- Our audit does not relieve management or the Village Board of their responsibilities.

We are also required to communicate significant matters related to our audit that are relevant to the responsibilities of the Village Board, including:

- Internal control matters
- Qualitative aspects of the Village's accounting practice including policies, accounting estimates and financial statement disclosures
- Significant unusual transactions
- Significant difficulties encountered
- Disagreements with management
- Circumstances that affect the form and content of the auditors' report
- Audit consultations outside the engagement team
- Corrected and uncorrected misstatements
- Other audit findings or issues

Audit status

Significant changes to the audit plan

There were no significant changes made to either our planned audit strategy or to the significant risks and other areas of emphasis identified during the performance of our risk assessment procedures.

Audit approach and results

Planned scope and timing

Audit focus

Based on our understanding of the Village and environment in which you operate, we focused our audit on the following key areas:

- Key transaction cycles
- Areas with significant estimates
- Implementation of new accounting standards

Our areas of audit focus were informed by, among other things, our assessment of materiality. Materiality in the context of our audit was determined based on specific qualitative and quantitative factors combined with our expectations about the Village's current year results.

Key areas of focus and significant findings

Significant risks of material misstatement

A significant risk is an identified and assessed risk of material misstatement that, in the auditor's professional judgment, requires special audit consideration. Within our audit, we focused on the following areas below.

Significant risk areas	Testing approach	Conclusion
Management override of controls	Incorporate unpredictability into audit procedures, emphasize professional skepticism and utilize audit team with industry expertise	Procedures identified provided sufficient evidence for our audit opinion
Improper revenue recognition due to fraud	Confirmation or validation of certain revenues supplemented with detailed predictive analytics based on non-financial data and substantive testing of related receivables	Procedures identified provided sufficient evidence for our audit opinion

Other areas of emphasis

We also focused on other areas that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response.

Other areas of emphasis		
Cash and investments	Revenues and receivables	General disbursements
Payroll	Pension liability	Long-term debt
Capital assets including infrastructure	Net position calculations	Financial reporting and required disclosures

Internal control matters

We considered the Village's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing an opinion on the financial statements. We are not expressing an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

Other comments and recommendations

Departmental Controls

As part of our annual audit process, we focus our efforts on the primary accounting systems, internal controls and procedures used by the Village's. This is in keeping with our goal to provide an audit opinion which states that the financial statements of the Village are correct in all material respects.

In some cases, the primary system of accounting procedures and controls of the Village are supported by smaller systems which are decentralized and reside within a department or location. In many cases, those systems are as simple as handling cash collections and remitting those collections to the Village. In other cases, the department may send invoices or statements of amounts due, and track collections of those amounts in a standalone accounts receivable system.

Generally, the more centralized a function is, the easier it is to design and implement accounting controls that provide some level of checks and balances. That is because you are able to divide certain tasks over the people available to achieve some segregation of duties. For those tasks that are decentralized, it is usually very difficult to provide for proper segregation of duties. Therefore, with one person being involved in most or all aspects of a transaction, you lose the ability to rely on the controls to achieve the safeguarding of assets and reliability of financial records.

As auditors, we are required to communicate with you on a variety of topics. Since there is now more emphasis on internal controls and management's responsibilities, we believe it is appropriate to make sure that you are informed about the lack of segregation of duties that may occur at departments or locations that handle cash or do miscellaneous billing. Examples in the Village that may fit this situation may include the following:

- Police department
- Library

As auditors, we are required to focus on the financial statements at a highly summarized level and our audit procedures support our opinion on those financial statements. Departments or locations that handle relatively smaller amounts of money are not the primary focus of our audit. Yet, because of the lack of segregation of duties, the opportunity for loss is higher there than in centralized functions that have more controls.

Because management is responsible for designing and implementing controls and procedures to detect and prevent fraud, we believe that is important for us to communicate this information to you. We have no knowledge of any fraud that has occurred or is suspected to have occurred within the departments mentioned above. However, your role as the governing body is to assess your risk areas and determine that the appropriate level of controls and procedures are in place. As always, the costs of controls and staffing must be weighed against the perceived benefits of safeguarding your assets.

Without adding staff or splitting up the duties, your own day-to-day contact and knowledge of the operation are also important mitigating factors.

Information Technology

As part of the audit process, we reviewed certain controls related to the Village's information technology system. The following are some typical controls that are used to ensure the highest level of security is in place over information technology systems however, they have not been implemented by the Village. Management should consider the risks associated with its information technology system and its related controls and determine if these additional controls should be implemented.

1. Individual granting access rights should be different than the individual who approves access.

Required communications

Qualitative aspect of accounting practices

- Accounting policies: Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by Village are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing accounting policies was not changed during 2023. We noted no transactions entered into by the Village during the year for which accounting policies are controversial or for which there is a lack of authoritative guidance or consensus or diversity in practice.
- Accounting estimates: Accounting estimates, including fair value estimates, are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, the degree of subjectivity involved in their development and because of the possibility that future events affecting them may differ significantly from those expected. The following estimates are of most significance to the financial statements:

Estimate	Management's process to determine	Baker Tilly's conclusions regarding reasonableness
Accrued compensated absences	Evaluation of hours earned and accumulated in accordance with employment policies and average wage per hour rates	Reasonable in relation to the financial statements as a whole
Net pension liability and related deferrals	Evaluation of information provided by the Wisconsin Retirement System	Reasonable in relation to the financial statements as a whole
Allowance for doubtful accounts	Evaluation of historical revenues and loss levels with the analysis on collectability of individual amounts	Reasonable in relation to the financial statements as a whole
Depreciation	Evaluate estimated useful life of the asset and original acquisition value	Reasonable in relation to the financial statements as a whole
Lease receivable and related deferral	Evaluation of leases by management and incremental borrowing rate used for present value calculation	Reasonable in relation to the financial statements as a whole

There have been no significant changes made by management to either the processes used to develop the particularly sensitive accounting estimates, or to the significant assumptions used to develop the estimates, noted above.

- Financial statement disclosures: The disclosures in the financial statements are neutral, consistent and clear.

Significant unusual transactions

There have been no significant transactions that are outside the normal course of business for the Village or that otherwise appear to be unusual due to their timing, size or nature.

Significant difficulties encountered during the audit

We encountered no significant difficulties in dealing with management and completing our audit.

Disagreements with management

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Audit report

There have been no departures from the auditors' standard report.

Audit consultations outside the engagement team

We encountered no difficult or contentious matters for which we consulted outside of the engagement team.

Corrected misstatements

Professional standards require us to accumulate misstatements identified during the audit, other than those that are clearly trivial and to communicate accumulated misstatements to management. Management is in agreement with the misstatements we have identified, and they have been corrected in the financial statements. In our judgment, none of the misstatements that management has corrected, either individually or in the aggregate, indicate matters that could have had a significant effect on the Village's financial reporting process.

Other audit findings or issues

We encountered no other audit findings or issues that require communication at this time.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other information in documents containing audited basic financial statements

The Village's audited financial statements are "general purpose" financial statements. General purpose financial statements consist of the basic financial statements that can be used by a broad group of people for a broad range of activities. Once we have issued our audit report, we have no further obligation to update our report for events occurring subsequent to the date of our report. The Village can use the audited financial statements in other client prepared documents, such as official statements related to the issuance of debt, without our acknowledgement. Unless we have been engaged to perform services in connection with any subsequent transaction requiring the inclusion of our audit report, as well as to issue an auditor's acknowledgment letter, we have neither read the document nor performed subsequent event procedures in order to determine whether or not our report remains appropriate.

Management's consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing or accounting matters.

Written communications between management and Baker Tilly

The attachments include copies of other material written communications, including a copy of the management representation letter.

Compliance with laws and regulations

We did not identify any non-compliance with laws and regulations during our audit.

Fraud

We did not identify any known or suspected fraud during our audit.

Going concern

Pursuant to professional standards, we are required to communicate to you, when applicable, certain matters relating to our evaluation of the Village's ability to continue as a going concern for a reasonable period of time but no less than 12 months from the date of the financial statements, including the effects on the financial statements and the adequacy of the related disclosures, and the effects on the auditor's report. No such matters or conditions have come to our attention during our engagement.

Independence

We are not aware of any relationships between Baker Tilly and the Village that, in our professional judgment, may reasonably be thought to bear on our independence.

Related parties

We did not have any significant findings or issues arise during the audit in connection with the Village's related parties.

Other matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompanies the financial statements but is not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Nonattest services

The following nonattest services were provided by Baker Tilly:

- Financial statement preparation
- Adjusting journal entries

In addition, we prepared GASB No. 34 conversion entries which are summarized in the "Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position" and the "Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities" in the financial statements.

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

Village Board resources

Visit our resource page for regulatory updates, trending challenges and opportunities in your industry and other timely updates.

Visit the resource page at <https://www.bakertilly.com/insights/audit-committee-resource-page>.

Management representation letter



Village of Mukwonago

440 River Crest Court, Mukwonago, Wisconsin 53149
www.villageofmukwonago.com

Main Office: (262) 363-6420
Fax: (262)363-6425

May 31, 2024

Baker Tilly US, LLP
790 N Water St, Suite 2000
Milwaukee, WI 53202 Dear

Baker Tilly US, LLP:

We are providing this letter in connection with your audit of the financial statements of the Village of Mukwonago as of December 31, 2023 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Mukwonago and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America (GAAP). We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. We have engaged you to advise us in fulfilling that responsibility. The financial statements include all properly classified funds of the primary government and all component units required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, if any, are reasonable in accordance with U.S. GAAP.
- 6) All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
- 7) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 8) All known audit and bookkeeping adjustments have been included in our financial statements, and we are in agreement with those adjustments.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.
- 10) Guarantees, whether written or oral, under which the Village is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Village Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) We have not completed an assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.

- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.
- 15) We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) There are no related parties or related party relationships and transactions, including side agreements, of which we are aware.

Other

- 17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 18) We have identified to you any previous financial audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 19) The Village has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources or fund balance or net position.
- 20) We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits, debt contracts, and IRS arbitrage regulations; and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- 21) There are no:
 - a) Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.
 - b) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.
 - c) Nonspendable, restricted, committed, or assigned fund balances that were not properly authorized and approved.
 - d) Rates being charged to customers other than the rates as authorized by the applicable authoritative body.
 - e) Violations of restrictions placed on revenues as a result of bond resolution covenants such as revenue distribution or debt service funding.

- 22) In regards to the nonattest services performed by you listed below, we acknowledge our responsibility related to these nonattest services and have 1) accepted all management responsibility; 2) designated an individual with suitable skill, knowledge, or experience to oversee the services; 3) evaluated the adequacy and results of the services performed, and 4) accepted responsibility for the results of the services.

a) Financial statement preparation

b) Adjusting journal entries

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

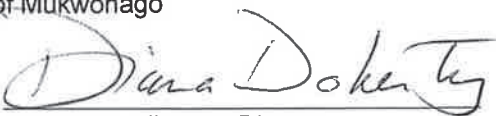
- 23) The Village of Mukwonago has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 24) The Village of Mukwonago has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
- 25) We have followed all applicable laws and regulations in adopting, approving and amending budgets.
- 26) The financial statements properly classify all funds and activities.
- 27) All funds that meet the quantitative criteria in GASB Statement No. 34 and No. 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 28) Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
- 29) Provisions for uncollectible receivables, if any, have been properly identified and recorded.
- 30) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 31) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
- 32) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 33) Deposits and investments are properly classified, valued, and disclosed (including risk disclosures, collateralization agreements, valuation methods, and key inputs, as applicable).
- 34) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated/amortized. Any known impairments have been recorded and disclosed.
- 35) Tax-exempt bonds issued have retained their tax-exempt status.

- 36) We have appropriately disclosed the Village of Mukwonago's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy. We have also disclosed our policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available.
- 37) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 38) With respect to the supplementary information, (SI):
- a) We acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the SI is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 39) We assume responsibility for, and agree with, the information provided by the Wisconsin Retirement System as audited by the Legislative Audit Bureau relating to the net pension asset/liability and related deferred outflows and deferred inflows and have adequately considered the reasonableness of the amounts and disclosures used in the financial statements and underlying accounting records. We also assume responsibility for the census data that has been reported to the plan.
- 40) The auditing standards define an annual report as "a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity's operations and the financial results and financial position as set out in the financial statements." Among other items, an annual report contains, accompanies, or incorporates by reference the financial statements and the auditors' report thereon. We confirm that we do not prepare and have no plans to prepare an annual report.

Sincerely,

Village of Mukwonago

Signed:



Ms. Diana Doherty, Finance Director

Client service team



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Accounting changes relevant to the Village of Mukwonago

Future accounting standards update

GASB Statement Number	Description	Potentially impacts you	Effective date
100	Accounting Changes and Error Corrections	✓	12/31/24
101	Compensated Absences	✓	12/31/24
102	Certain Risk Disclosures	✓	12/31/25

Further information on upcoming [GASB pronouncements](#).

Revised guidance for accounting changes and error corrections

GASB Statement No. 100, *Accounting Changes and Error Corrections, an amendment of GASB Statement No. 62*, seeks to provide more understandable, reliable, relevant, consistent and comparable information for making decisions and assessing accountability.

The standard establishes the following categories:

1. Accounting changes, which is comprised of:
 - a. Changes in accounting principles – result from a change from one generally accepted accounting principle to another that is justified on the basis that the newly adopted principle is preferable to the previously applied principle, or the implementation of a new pronouncement.
 - b. Changes in accounting estimates – occur when inputs change due to a change in circumstances, new information, or more experience. Note that the focus is on changes to the inputs used; a change in the value of an input such as an annual inflation update does not require disclosure under this standard.
 - c. Changes to or within the financial reporting entity – result from the addition or removal of a fund that results from the movement of continuing operations (such as moving sanitation operation from the general fund to its own separate fund), a change in a fund's presentation as major or nonmajor, the addition or removal of a component unit (with certain exceptions), or a change in a component unit's presentation as blended or discretely presented.
2. Error corrections – result from mathematical mistakes, mistakes in the application of accounting principles, or oversight or misuse of facts that existed at the time of the financial statements were issued (i.e., facts that could reasonably be expected to have been obtained and considered at that time).

A summary of the reporting impact of each category is as follows:

Reporting considerations	Accounting changes			
	Change in accounting principle	Change in estimate	Change to the financial reporting entity	Correction of an error
Basic financial statement schedules:	Restate earliest period presented	Report prospectively	Adjust current year beginning balances	Restate earliest period presented
Required supplementary information & supplementary information:	Should match the financial statement presentation noted above; no adjustments to earlier periods needed			Restate all periods impacted
Additional disclosures?	Yes	Yes	Yes	Yes

The Village should become familiar with the new guidance in advance of the implementation effective date.

Updated accounting and reporting for compensated absences

The Governmental Accounting Standards Board (GASB) issued its Statement No. 101, *Compensated Absences*, in June 2022. The objective of GASB 101 is to update the recognition and measurement guidance for compensated absences for state & local government employers. It supersedes GASB No. 16, *Accounting for Compensated Absences*, issued in 1992, as well as earlier guidance, and addresses changes resulting from the types of leave now being offered. GASB 101 is effective for fiscal years beginning after December 15, 2023 (i.e., December 31, 2024, and June 30, 2025 year-end reporting entities).

GASB 101 more appropriately reflects a liability *when* a government incurs an obligation for compensated absences, and will improve comparability of reporting between governments that offer different types of leave. It requires that liabilities be recognized for (1) leave that has not been used, and (2) leave that has been used but not yet paid in cash or settled-up via non-cash means. Compensated absences is defined as leave for which employees may receive one or more of the following:

- Cash payments when the leave is used for time off;
- Other cash payments, such as payment for unused leave upon termination of employment, or;
- Noncash settlements, such as conversion to defined benefit postemployment benefits.

Examples of compensated absences provided in GASB 101 include vacation, sick leave, paid time off (PTO), holidays, parental leave, bereavement leave, and certain types of sabbatical leave. Payment or settlement of compensated absences could occur during employment, or upon termination of employment. GASB 101 does not apply to benefits that are within the scope of GASB 47, *Accounting for Termination Benefits*.

GASB 101 requires that a liability should be recognized for leave that has not been used if all of the following are true:

- The leave is attributable to services already rendered;
- The leave accumulates, and;
- The leave is "more likely than not" (i.e., likelihood of more than 50%) to be used for time off or otherwise paid in cash or settled through noncash means (101 provides factors to assess this criteria). (This differs from GASB 16, which required payment to be "probable" to be recognized).

Under GASB 101, governments will now need to accrue for time that has accumulated and is likely to be used, even if the employee is not eligible for a payout upon termination. This was not a requirement under GASB 16, and thus may result in a higher compensated absence liability.

GASB 101 requires liabilities for compensated absences to be recognized in financial statements prepared using the economic resources measurement focus equal to the amount of leave that has not yet been used and leave that has been used but not yet paid or settled. GASB 101 did not change the report for financial statements prepared using the current financial resources measurement focus (i.e., governmental funds).

Other changes in financial statement disclosures include the change in compensated absences liability can now be disclosed as a net change, rather than gross increases/decreases in the liability. Also, governments are no longer required to disclose which fund has typically liquidated the liability.

We recommend that governments begin to review the guidance contained in GASB 101 within the context of your existing compensated absences policies and accounting practices, in order to be better informed in terms of the information that you will need for this implementation.

Two-way audit communications

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

- a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.
- b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:
 - Identify types of potential misstatements.
 - Consider factors that affect the risks of material misstatement.
 - Design tests of controls, when applicable, and substantive procedures.
- c. We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations and provisions of contracts or grant programs.
- d. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America

We are very interested in your views regarding certain matters. Those matters are listed here:

- a. We typically will communicate with your top level of management unless you tell us otherwise.
- b. We understand that the governing board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.
- c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.
- d. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?
- e. Have you had any significant communications with regulators or grantor agencies?
- f. Are there other matters that you believe are relevant to the audit of the financial statements?

Also, is there anything that we need to know about the attitudes, awareness and actions of the governing body concerning:

- a. The entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?
- b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may do preliminary financial audit work during the months of October-December, and sometimes early in January. Our final financial fieldwork is scheduled during the spring to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing, and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means or wish to provide other feedback. We welcome the opportunity to hear from you.

Presentation to the Village Board of the Village of Mukwonago

June 19, 2024

1. Objective of the audit was to express our opinion on your financial statements.
2. Reports issued
 - a. Financial statements
 - i. Unmodified opinion, commonly referred to as a “clean” opinion
 - ii. Highest level of assurance you can receive from your auditor
 - b. Reporting and Insights from 2023 audit
 - i. Included all communications required under professional standards
 - ii. Includes comments and recommendations resulting from our audit
 - iii. Includes Information applicable to future audits
3. Financial highlights
 - a. Governmental Funds

	General Fund	Fire and Ambulance Fund	Debt Service Fund	Tax Incremental District No. 5	Capital Project Fund	Nonmajor Governmental Funds
Current year activity						
Revenues and other sources	\$ 6,048,870	\$ 2,876,341	\$ 3,589,499	\$ 3,292,356	\$ 2,081,039	\$ 4,938,667
Expenditures and other uses	<u>5,459,795</u>	<u>2,423,968</u>	<u>3,183,650</u>	<u>2,057,296</u>	<u>1,434,176</u>	<u>4,102,837</u>
Change in fund balances	<u>\$ 589,075</u>	<u>\$ 452,373</u>	<u>\$ 405,849</u>	<u>\$ 1,235,060</u>	<u>\$ 646,863</u>	<u>\$ 835,830</u>

	General Fund	Fire and Ambulance Fund	Debt Service Fund	Tax Incremental District No. 5	Capital Project Fund	Nonmajor Governmental Funds
Fund Balance						
Nonspendable	\$ 74,538	\$ 16,025	\$ -	\$ -	\$ -	\$ 233,360
Restricted	-	345,059	1,044,575	3,624,969	-	3,347,457
Committed	-	240,533	-	-	3,350,440	570,481
Assigned	1,650,592	-	-	-	-	-
Unassigned	<u>2,755,133</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 4,480,263</u>	<u>\$ 601,617</u>	<u>\$ 1,044,575</u>	<u>\$ 3,624,969</u>	<u>\$ 3,350,440</u>	<u>\$ 4,151,298</u>

b. Budgetary compliance

Details of individual funds actual results to budget can be found in the Village's year-end budget to actual report. A summary of the general fund budget to actual results follows:

	Final Budget	Actual	Variance Favorable (unfavorable)
Revenues	\$ 5,292,820	\$ 5,424,332	\$ 131,512
Expenditures	<u>5,581,777</u>	<u>5,225,795</u>	<u>355,982</u>
Excess (deficiency)	(288,957)	198,537	487,494
Other financing sources	<u>288,957</u>	<u>390,538</u>	<u>101,581</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ 589,075</u>	<u>\$ 589,075</u>

c. Enterprise Funds

	Water Utility	Sewer Utility
Current year activity		
Revenues including transfers in and capital contributions	\$ 3,019,985	\$ 2,837,533
Expenses including transfers out (tax equivalent)	<u>2,094,342</u>	<u>2,232,474</u>
Change in net position	<u>\$ 925,643</u>	<u>\$ 605,059</u>
Cash flows		
Operating activities	\$ 1,480,504	\$ 957,860
Investing activities	112,582	165,351
Noncapital financing activities	(330,230)	6,676
Capital and related financing activities	<u>(583,516)</u>	<u>(1,440,824)</u>
Net change in cash and cash equivalents	<u>\$ 679,340</u>	<u>\$ (310,937)</u>
Net Position		
Net investment in capital assets	\$ 17,695,276	\$ 11,931,337
Restricted	38,458	838,385
Unrestricted	<u>2,549,501</u>	<u>1,606,854</u>
	<u>\$ 20,283,235</u>	<u>\$ 14,376,576</u>

d. Long-term debt

Type of debt	Governmental Activities	Business-type Activites	Total
General obligation bonds and notes	\$ 37,465,000	\$ -	\$ 37,465,000
Revenue bonds	-	10,975,002	10,975,002
Premiums	1,646,673	584,477	2,231,150
Net Pension Liability	1,486,002	208,469	1,694,471
Vested compensated absences	559,842	17,246	577,088
	<u>\$ 41,157,517</u>	<u>\$ 11,785,194</u>	<u>\$ 52,942,711</u>
Statutory debt limit (5% of equalized value)	\$ 71,847,040		
Capacity for additional general obligation debt	\$ 34,382,040		
Percentage of capacity to debt limit	48%		

4. Questions?

My contact information – 414.777.5423 (direct line) and email is
wendi.unger@bakertilly.com

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING

Wednesday, June 5, 2024

Time: **7:00 pm**

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

Call to Order

President Winchowky called the meeting to order at 7:10pm.

Roll Call

Board Members Present

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

Also Present

Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Chris DeMotto, Assistant Police Chief
Mike Michalski, Village Engineer
Wayne Castle, Utilities Director
Ron Bittner, Public Works Director (arrived at 7:00pm)
Nathan Bayer, Attorney
Tim Rutenbeck, Building Inspector
Jeff Stein, Fire Chief

New Business

Discussion and possible action to approve **Resolution 2024-30** a Conditional Use Resolution and Prescribing Conditions for a new Senior Care Facility on Parcel MUKV1962996009, from Azura Living, LLC (applicant)

Reeves/K. Johnson motion to remove from the table. Unanimously carried.

Attorney Bayer discussed criteria for evaluating a conditional use permit and this establishment has met all the criteria and is approved under the ordinance. There must be substantial evidence for non-approval.

There were discussions about providing access to the area parcels through memo from the DOT and DPW Director, and both will be on file.

Winchowky/Reeves motion to approve.

Trustee D. Johnson noted she appreciated the time people took to meet and work out options with the area property owners.

Unanimously carried.

Closed Session

Meiners/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 Poblocki Signs and 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 the Kiwanis Club and St. James Parish at 7:19pm.

Roll Call Present: “Yes” Trustee Brill, K. Johnson, Meiners, Porter, Reeves, Winchowky.

Staff Also Present: Dykstra, Doherty, DeMotto, Streit, Rutenbeck, Attorney Bayer, Michalski, Bittner, and Castle.

Unanimously carried.

Open Session

Meiners/D. Johnson motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 8:16pm.

Roll Call Present: “Yes” Trustee Brill, K. Johnson, Meiners, Porter, Reeves, Winchowky.

Staff Also Present: Dykstra, Doherty, DeMotto, Streit, Rutenbeck, Attorney Bayer, Michalski, Bittner, and Castle.

Adjournment

Meeting adjourned at 8:16pm.

Respectfully submitted

Diana Dykstra, MMC
Village Clerk Treasurer

MINUTES OF THE VILLAGE BOARD OF TRUSTEES MEETING

Wednesday, May 15, 2024

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
Darlene Johnson
Ken Johnson
John Meiners
Dale Porter
Fred Winchowky

Also Present

Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Chris DeMotto, Assistant Police Chief
Jerad Wegner, Village Engineer
Wayne Castle, Utilities Director
Ron Bittner, Public Works Director (arrived at 7:00pm)
Nathan Bayer, Attorney
Tim Rutenbeck, Building Inspector
Zach Cuomo, Fire Department

Excused

Scott Reeves

Pledge of Allegiance

Comments from the Public

Matt Lyons, Azura Memory Care Facility commented that he is proposing a family owned private company. They provide education and training programs in memory care with 14 locations. They are looking forward to the approval in Mukwonago.

Doug Burke, Quarles and Brady, commented there is a property owner with access concerns and he understands those rights were sold to the DOT back in 2000 and 2003. He reminded the body of several legal cases where conditional use permits were not approved and they met all the conditions under the code. He is requesting approval.

Darwin Greenwald, commented on the Azura CUP Application. He felt he hadn't received notification and felt this property would impact him. He sent a request to the Planner and read the report with the agenda but hasn't had much time to review. He is asking for more time to review the information and the approved access. It was noted that access was verbally granted by the DOT on STH83 and verbally by the DPW on Chapman Farms Boulevard. He looks forward to obtaining formal letters on those approvals.

Presentations

Presentation from The Mukwonago Historical Society

Henry Hecker presented the annual report from the Historical Society. He also noted June 9th will be the soft opening of the Native American Room.

Introduction of Mason Stebnitz, Management Analyst/Intern

Mason Stebnitz introduced himself to the governing body.

Proclamations

A Proclamation in honor of Emergency Medical Services Personnel Week May 19 - 25, 2024 in the Village of Mukwonago.

A Proclamation honoring National Public Works Week May 19-25, 2024 in the Village of Mukwonago.

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.

7.1 Approve Accounts Payable Vouchers in the amount of \$916,317.22.

7.2 Approve **Resolution 2024-26** A Resolution designating Public Depositories

7.3 Approve **Resolution 2024-27** a Resolution designating the official posting and notice publications.

7.4 Approve a special event permit for Memorial Day Parade May 27 2024 from Mukwonago Community American Legion Post #375, applicant.

7.5 Approve a Special Event Permit for Mukwonago Community Library, June 8, 2024 at Washington Avenue Park. Library will be hosting its Summer Library Program Kick-Off from 10:00am to 1:00pm.

7.7 Approve a Temporary Class "B"/ "Class B" Retailers License for Rotary Club of Mukwonago to serve Beer and Wine at Phantom Junction Stage events June 1, July 3, August 2, and September 28, 2024.

7.8 Approve **Resolution 2024-28** an Interim Financing Comfort Resolution for Wells 3 &

4 for HMO Treatment System and Supply System Water Main Revisions.

7.9 Approve a Suburban Critical Incident Team Mutual Aid Agreement (SCIT) for the purpose of providing mutual aid for police Tactical Incidents between various communities.

Meiners/D. Johnson motion to approve 7.1 to 7.9 with the exception of 7.6.
Unanimously carried.

7.6 Approve Temporary Class "B"/ "Class B" Retailer's License for Mukwonago Food Pantry, applicant serving Wine and Beer at Phantom Junction Stage Concerts on June 27, August 8th, August 22, and 24. (prior application was approved on 4-17-24 for Beer, applicant is adding wine sales and additional dates to application)

Porter/K. Johnson Motion to approve 7.6 adding both Beer & Wine and adding June 13, 2024 to the dates. Unanimously carried.

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

Fire Department Monthly Reports

Information only. No action was required.

Discussion and possible action on approval of Policy #38 Non-Hazardous Duty and Lactation after Return to Active Duty.

Captain Cuomo explained there were still items to review and asked the Board to take no action.

Discussion and possible action on request on EMS transport Bill

It was noted that Joint Protective Services recommended denial.

Meiners/Brill motion to deny request.

Roll Call: "Yes" Trustee Brill, Meiners, and Winchowky. "No" Trustee D. Johnson, K. Johnson, and Porter. Motion fails 3-3.

Planning Commission Recommendations

Discussion and possible recommendation to the Village Board to approve Resolution 2024 -30 a Conditional Use Resolution and Prescribing Conditions for a new Senior Care Facility on Parcel MUKV1962996009, from Azura Living, LLC (applicant)

It was noted the CUP was recommended by Plan Commission unanimously. It was noted staff did review access and worked to satisfy the requests.

Trustee D. Johnson was glad to hear it was not land locked.

Trustee K. Johnson noted he has concerns with much of this information in the last 24 hours. He might consider this next month.

Porter/K.Johnson motion to table for 1 month to work out the details.

Matt Lyons noted it could cause issues. They do have a closing date and would not want to renegotiate extensions.

Trustee Porter noted he would like to get some input.

Attorney Bayer noted that the Conditional Use meets all the conditions and he cautions the board from denial without substantial evidence, which could be subject to a challenge.

Trustee D. Johnson suggested a special meeting after the COW.

Porter/K Johnson motion to table to the COW in June with a Special Meeting following.

Trustee Meiners noted the Attorney gave his opinion.

Trustee K. Johnson asked if we could obtain written confirmation from the DOT by this time.

Trustee Brill noted that the landowner did receive an email from the DOT just not on their official letterhead.

Roll Call: "Yes" Trustee D.Johnson, K.Johnson, Meiners, Porter, and Winchowky. "No" Brill. Motion carried 5-1.

For Information Only (No Action Required)

1. Site Plan Architectural Review (SPAR) for Azura Senior Living LLC
2. Site Plan Architectural Review (SPAR) for 823 Swan Drive Performance Water Products, Inc.
3. Concept Review for an expansion at 909 Perkins Drive L'Bri

Finance Committee, Trustee Darlene Johnson

Discussion and possible action to approve Accounts Payable Vouchers in the amount of \$291,957.88.

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

Discussion and possible action to approve the Strategic Planning proposal for [CP2 Consulting](#).

D. Johnson/Meiners motion to approve.

Clerk Dykstra noted this was a budgeted item and this firm stood out as it includes community leaders, committees, employees, elected officials and business owners as various stakeholder groups. It provides multiple methods of obtaining data and a measurement tool for us to utilize. Roll Call: "Yes" Trustee Brill, D. Johnson, K. Johnson, Meiners, Winchowky. "No" Trustee Porter. Motion carried 5-1.

Public Works Committee, Trustee Eric Brill

Discussion and possible action to approve Resolution 2024-31 approving the Storm Water Management Agreement (SWMA) for GS Global, d/b/a 929 Properties LLC.

Brill/Porter motion to approve. It was noted this was for an addition with construction in June. Unanimously carried.

Discussion and possible action on changing the color of the Bear on the primary and secondary gateway entrance signs.

DPW Bittner noted after hearing discussion, he asked the manufacturer about painting the bear. It was at a cost of \$5,500 in order not to void the warranty. Trustee Brill noted he is open to donations but can't see spending that at this time. Bittner asked if they wanted to change the additional sign that is in production. He will bring color swatches to the next meeting for review. It was noted this will go back to the June Committee of the Whole.

Personnel Committee, Trustee Ken Johnson

Discussion and possible action to approve Resolution 2024-29 a Resolution to establish a wage range for the Economic Development Internship Position.

K Johnson/D Johnson motion to approve.

Protective Services, Trustee Scott Reeves

Monthly Police Report

For Information Only. No Action Required.

Village President

Discussion and action to approve the following appointments:

Brock Anderson to the Downtown Development Committee

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

Penny Grant to the Joint Fire Commission (*replacing Shane Herbig who has resigned.*)

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

Rescheduling a meeting date for a Joint Village/Town meeting for Fire Department Issues. (*Town requested a changed Joint Meeting date to June 19, 2024 at 5:30pm*)

Announcement of the Phantom Junction Stage Concert Series Schedule for the summer of 2024.

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 vs. Village of Mukwonago at 7:58pm.

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

Present: Brill, D. Johnson, K. Johnson, Meiners, Porter, and Winchowky.

Also Present: Doherty, Dykstra, Streit, DeMotto, Castle, Bittner, Wegner, Attorney Bayer.

Reconvene into Open Session

D. Johnson/Meiners motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 8:45pm.

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

DPW Bittner noted the Dam Project was approved by the Town tonight.

Trustee Darlene Johnson noted she appreciated the representation from Clerk Dykstra at the Trust in Elections Forum for Waukesha County.

Adjournment

Meeting adjourned at 8:42pm

Respectfully submitted

Diana Dykstra, MMC
Village Clerk-Treasurer

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	5/30/2024	\$	255,206.92
Check Disbursement - Invoice Cloud	5/6/2024	\$	249.00
Check Disbursement - Payroll Related	5/9/2024	\$	10,945.89
Charter Spectrum (ACH Withdrawal)	5/9/2024	\$	336.97
Library Accounts Payable	5/10/2024	\$	19,577.28
Check Disbursement - Warrant	5/13/2024	\$	161.80
Check Disbursement - Court	5/13/2024	\$	7,178.15
Check Disbursement - We Energies	5/15/2024	\$	46,344.78
Check Disbursement - Knight Barry	5/17/2024	\$	10,000.00
Check Disbursement - Payroll Related	5/17/2024	\$	15,000.00
Check Disbursement - Payroll Related	5/17/2024	\$	1,929.21
Check Disbursement - Payroll Related	5/23/2024	\$	180,241.72
Check Disbursement - Library Manuals	5/28/2024	\$	17,899.32
US Bank (ACH Withdrawal)	5/30/2024	\$	19,656.89
Total for Approval:		\$	<u>584,727.93</u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: ALSCO						
IMIL2017558	VILLAGE HALL WALKOFF MATS	100-5160-521900	63.37	63.37	DPW	06/06/2024
IMIL2015520	PD MAY 22 MAT CLEANING	100-5211-539400	51.89	51.89	POLICE	06/06/2024
TOTAL VENDOR ALSCO				115.26		
VENDOR NAME: AM TOWING						
W35912	2016 TAHOE TRANSMISSION SERVICE 2023	150-5222-539500	6,445.95	6,445.95	FIRE	06/06/2024
TOTAL VENDOR AM TOWING				6,445.95		
VENDOR NAME: AMAZON CAPITOL SERVICES						
1KRP3KY6LKFF	STRING TRIMMER PARTS	100-5324-539500	59.36	59.36	DPW	06/06/2024
1FXVKMGTRGNM	HEAD PHONE JACKES AND MICROPHONE STANDS	100-5521-531100	85.97	85.97	DPW	06/06/2024
TOTAL VENDOR AMAZON CAPITOL SERVICES				145.33		
VENDOR NAME: AT & T MOBILITY						
287291370101051520	PD CELL PHONES AND CRADLEPOINTS	100-5211-522500	592.98	592.98	POLICE	06/06/2024
TOTAL VENDOR AT & T MOBILITY				592.98		
VENDOR NAME: BOBS GLASS SERVICE						
W090340	DPW SHOP WINDOW REPLACEMENT	100-5323-539500	345.00	345.00	DPW	06/06/2024
TOTAL VENDOR BOBS GLASS SERVICE				345.00		
VENDOR NAME: BOUND TREE MEDICAL LLC						
85348318	EMS SUPPLIES	150-5231-531100	1,107.24	1,107.24	FIRE	06/06/2024
85346757	EMS SUPPLIES	150-5231-531100	343.37	343.37	FIRE	06/06/2024
TOTAL VENDOR BOUND TREE MEDICAL LLC				1,450.61		
VENDOR NAME: BRIGHTSPEED						
MAY 2024	MAY 2024 PHONE SERVICE	100-5142-522500	77.70	400.48	ALLOCATE	06/06/2024
		100-5211-522500	54.76			
		100-5323-522500	38.52			
		440-5511-522500	192.00			
		620-8400-851000	37.50			
TOTAL VENDOR BRIGHTSPEED				400.48		
VENDOR NAME: C & M AUTO PARTS INC						
6079-383103	TORO 5900 OIL SEALS	100-5324-539500	44.16	44.16	DPW	06/06/2024
6079-382401	TRUCK #4 CRANKSHAFT SENSOR	100-5324-539500	49.79	49.79	DPW	06/06/2024
6079-382689	SHOP HANDSOAP	100-5323-531100	25.99	25.99	DPW	06/06/2024
6079-382395	E34 REPAIRS	150-5222-539500	151.97	151.97	FIRE	06/06/2024
6079-383002	BEARINGS	100-5324-539500	29.40	29.40	DPW	06/06/2024
TOTAL VENDOR C & M AUTO PARTS INC				301.31		
VENDOR NAME: CENTRAL OFFICE SYSTEMS						
82614235	COPIER INVOICE	150-5221-531100	92.00	92.00	FIRE	06/06/2024
TOTAL VENDOR CENTRAL OFFICE SYSTEMS				92.00		
VENDOR NAME: CINTAS						
4193028600	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	140.55	140.55	DPW	06/06/2024

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: CINTAS						
4193028787	UNIFORM SERVICE	610-6920-693000	62.05	124.11	UTILITIES	06/06/2024
		620-8400-856000	62.06			
4192328264	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	140.55	140.55	DPW	06/06/2024
4192328305	UNIFORM SERVICE	610-6920-693000	59.49	118.99	UTILITIES	06/06/2024
		620-8400-856000	59.50			
4193755613	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	131.75	131.75	DPW	06/06/2024
4193755764	UNIFORM SERVICE	610-6920-693000	62.06	124.11	UTILITIES	06/06/2024
		620-8400-851000	62.05			
TOTAL VENDOR CINTAS				780.06		
VENDOR NAME: CITY OF MUSKEGO						
248268	911 ANNUAL FEES	100-5211-522900	15,509.94	15,509.94	POLICE	06/06/2024
TOTAL VENDOR CITY OF MUSKEGO				15,509.94		
VENDOR NAME: COMEDYSPORTZ						
17-1385 DEPOSIT	COMEDY SPORTZ DOWN PAYMENT PERFORMANCE S	340-5890-580603	370.00	370.00	DPW	06/06/2024
TOTAL VENDOR COMEDYSPORTZ				370.00		
VENDOR NAME: CONLEY MEDIA, LLC						
6362410524-2	PUBLIC HEARING NOTICE	100-5632-531200	57.42	57.42	PLANNER	06/06/2024
TOTAL VENDOR CONLEY MEDIA, LLC				57.42		
VENDOR NAME: CORE & MAIN LP						
U109700	METERS	610-0000-134600	33,000.00	33,000.00	FINANCE	06/06/2024
TOTAL VENDOR CORE & MAIN LP				33,000.00		
VENDOR NAME: CUOMO, ZACHARY						
051524	CUOMO REIMBURSEMENT	150-5222-531100	34.98	34.98	FIRE	06/06/2024
TOTAL VENDOR CUOMO, ZACHARY				34.98		
VENDOR NAME: DEPARTMENT OF ADMINISTRATION						
505-0000090391	EMAIL FILTER MAY 2024	100-5111-522900	3.17	50.76	ALLOCATE	06/06/2024
		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			

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE
VENDOR NAME: DEPARTMENT OF ADMINISTRATION					
	TOTAL VENDOR DEPARTMENT OF ADMINISTRATION			50.76	
VENDOR NAME: DORNER COMPANY					
510865	NORTH GATE DAM ACCUATOR REPLACEMENT	100-5254-521900	9,835.00	9,835.00 DPW	06/06/2024
	TOTAL VENDOR DORNER COMPANY			9,835.00	
VENDOR NAME: EBIX					
13247	EBIX INVOICE	150-5231-521900	6,405.14	6,405.14 FIRE	06/06/2024
	TOTAL VENDOR EBIX			6,405.14	
VENDOR NAME: ELECTION SYSTEMS & SOFTWARE					
CD 2089756	DS200 MAINTENANCE CONTRACT	100-5144-521900	580.68	580.68 CLERK	06/06/2024
	TOTAL VENDOR ELECTION SYSTEMS & SOFTWARE			580.68	
VENDOR NAME: EMERGENCY COMMUNICATION SYSTEM					
4171	TORNADO SIREN ANNUAL MAINTENANCE	100-5235-531100	898.25	898.25 POLICE	06/06/2024
	TOTAL VENDOR EMERGENCY COMMUNICATION SYSTEM			898.25	
VENDOR NAME: ENERGENECS, INC.					
0047572-IN	HUBER SCREEN BAGS	620-8010-827000	151.00	151.00 UTILITIES	06/06/2024
	TOTAL VENDOR ENERGENECS, INC.			151.00	
VENDOR NAME: ENVIRONMENT CONTROL					
32161-613	VILLAGE HALL CLEANING	100-5160-521900	698.00	698.00 DPW	06/06/2024
	TOTAL VENDOR ENVIRONMENT CONTROL			698.00	
VENDOR NAME: ETNA SUPPLY					
S105658829.002	ADMIN BUILDING ROOF DRAIN	620-8010-827000	15.00	15.00 UTILITIES	06/06/2024
S105658829.001	ADMIN BUILDING ROOF DRAINS	620-8010-827000	207.00	207.00 UTILITIES	06/06/2024
	TOTAL VENDOR ETNA SUPPLY			222.00	
VENDOR NAME: FARINA TREE CARE					
35190	SPONGY MOTH MITIGATION FIELD PARK	100-5611-521900	3,800.00	3,800.00 DPW	06/06/2024
	TOTAL VENDOR FARINA TREE CARE			3,800.00	
VENDOR NAME: GORDON FLESCH CO					

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DB: Mukwonago

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE
VENDOR NAME: GORDON FLESCH CO					
IN14695059	CANON COPIES 04/16/24 - 05/15/24	100-5142-531200	14.91	119.40 ALLOCATE	06/06/2024
		100-5300-539900	14.05		
		100-5120-531100	5.95		
		100-5141-531100	3.70		
		100-5145-531100	6.95		
		100-5241-531200	2.78		
		100-5632-531200	3.43		
		100-5211-531200	14.66		
		150-5221-531100	14.81		
		410-5363-531200	1.19		
		440-5511-531200	13.61		
		500-5344-531200	1.66		
		610-6902-690300	11.50		
		620-8400-851000	10.20		
TOTAL VENDOR GORDON FLESCH CO				119.40	
VENDOR NAME: HAWKINS WATER TREATMENT					
6754640	CHEMICALS FOR WATER TREATMENT	610-6300-663100	1,785.77	1,785.77 UTILITIES	06/06/2024
6757041	CHEMICALS FOR WATER TREATMENT	610-6300-663100	40.00	40.00 UTILITIES	06/06/2024
6754048	POLYMER FOR SLUDGE	620-8010-825000	2,690.10	2,690.10 UTILITIES	06/06/2024
TOTAL VENDOR HAWKINS WATER TREATMENT				4,515.87	
VENDOR NAME: HINCKLEY SPRINGS					
23849324051124	LAB SUPPLIES	620-8010-826000	115.43	115.43 UTILITIES	06/06/2024
23853226051124	DPW DRINKING WATER	100-5323-531100	35.66	35.66 DPW	06/06/2024
TOTAL VENDOR HINCKLEY SPRINGS				151.09	
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,					
56361	PROSECUTIONS	100-5130-521900	690.00	690.00 FINANCE	06/06/2024
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				690.00	
VENDOR NAME: HOME DEPOT					
APRIL 2024	MISC PARK AND SHOP SUPPLIES	100-5323-531100	117.12	1,287.18 DPW	06/06/2024
		100-5521-531100	1,170.06		
TOTAL VENDOR HOME DEPOT				1,287.18	
VENDOR NAME: HORN FEEDS					
36922	FIELD PREP LIME	100-5521-531100	115.05	115.05 DPW	06/06/2024
36897	SOLAR SALT	440-5511-531100	90.00	90.00 LIBRARY	06/06/2024
TOTAL VENDOR HORN FEEDS				205.05	
VENDOR NAME: HYDROCORP					
CI-00346	COMMERCIAL CROSS CONNECTION SURVEY CONTR	610-6920-692300	1,413.00	1,413.00 UTILITIES	06/06/2024
TOTAL VENDOR HYDROCORP				1,413.00	
VENDOR NAME: JAMES IMAGING SYSTEMS					
1439687	COPIER COPIES INVOICE	150-5221-531100	159.69	159.69 FIRE	06/06/2024

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: JAMES IMAGING SYSTEMS						
TOTAL VENDOR JAMES IMAGING SYSTEMS				159.69		
VENDOR NAME: JOHNS DISPOSAL SVC. INC.						
1352867	MY GARBAGE, RECYCLING AND YARD WASTE	410-5362-531000	27,888.55	52,125.35	DPW	06/06/2024
		410-5363-521900	3,435.35			
		410-5363-522000	20,801.45			
TOTAL VENDOR JOHNS DISPOSAL SVC. INC.				52,125.35		
VENDOR NAME: LANGE ENTERPRISES INC						
87428	STREET SIGNS	100-5348-531100	811.45	811.45	DPW	06/06/2024
TOTAL VENDOR LANGE ENTERPRISES INC				811.45		
VENDOR NAME: LEAGUE OF WI MUNICIPALITIES						
87151	HANDBOOKS FOR DEPUTY	100-5142-531100	60.00	60.00	CLERK	06/06/2024
TOTAL VENDOR LEAGUE OF WI MUNICIPALITIES				60.00		
VENDOR NAME: LIFE-ASSIST, INC.						
1434191	EMS SUPPLIES	150-5231-531100	231.76	231.76	FIRE	06/06/2024
1435579	EMS SUPPLIES	150-5231-531100	351.34	351.34	FIRE	06/06/2024
TOTAL VENDOR LIFE-ASSIST, INC.				583.10		
VENDOR NAME: MCDONOUGH SEPTIC						
I12262	PORTABLE RSTROOMS	100-5521-531100	135.00	135.00	DPW	06/06/2024
I12183	PORTABLE RESTROOMS	100-5521-531100	285.00	285.00	DPW	06/06/2024
I12185	PORTABLE RESTROOMS	100-5521-531100	95.00	95.00	DPW	06/06/2024
I12098	PORTABLE RESTROOMS	100-5521-531100	196.75	196.75	DPW	06/06/2024
I12099	PORTABLE RESTROOMS	100-5521-531100	285.00	285.00	DPW	06/06/2024
I12102	PORTABLE RESTROOMS	100-5521-531100	190.00	190.00	DPW	06/06/2024
I12100	PORTABLE RESTROOMS	100-5521-531100	95.00	95.00	DPW	06/06/2024
I12101	PORTABLE RESTROOMS	100-5521-531100	95.00	95.00	DPW	06/06/2024
TOTAL VENDOR MCDONOUGH SEPTIC				1,376.75		
VENDOR NAME: MESSAGEUS						
241210134	LONG DISTANCE PHONE SERVICE	610-6920-692100	2.96	5.92	UTILITIES	06/06/2024
		620-8400-851000	2.96			
TOTAL VENDOR MESSAGEUS				5.92		
VENDOR NAME: MP SYSTEMS						
GI00001658	FOX ST. LIGHT REAIR FROM ACCIDENT	100-5342-539500	5,699.41	5,699.41	DPW	06/06/2024
TOTAL VENDOR MP SYSTEMS				5,699.41		
VENDOR NAME: MULCAHY/SHAW WATER, INC.						
325951	PRIMARY SAMPLER REPAIR	620-8010-833000	3,606.79	3,606.79	UTILITIES	06/06/2024
TOTAL VENDOR MULCAHY/SHAW WATER, INC.				3,606.79		
VENDOR NAME: NAPA AUTO PARTS - SP018						
223241	TOOL	620-8010-827000	21.99	21.99	UTILITIES	06/06/2024

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: NAPA AUTO PARTS - SP018						
	TOTAL VENDOR NAPA AUTO PARTS - SP018			21.99		
VENDOR NAME: NORTHERN LAKE SERVICE INC						
2407915	RIVER SAMPLING	620-8400-852100	343.80	343.80	UTILITIES	06/06/2024
2407830	COMPLIANCE SAMPLING-RADIOACTIVITY	610-6300-663200	354.42	354.42	UTILITIES	06/06/2024
2407676	COMPLIANCE SAMPLING-BACTI	610-6300-663200	110.00	110.00	UTILITIES	06/06/2024
	TOTAL VENDOR NORTHERN LAKE SERVICE INC			808.22		
VENDOR NAME: PROVEN POWER INC						
02-459603	BANNERMAN BROOMS	100-5324-539500	556.39	556.39	DPW	06/06/2024
02-459602	ZERO TURN BEARING	100-5324-539500	18.90	18.90	DPW	06/06/2024
02-460198	ZERO TURN PARTS	100-5324-539500	50.62	50.62	DPW	06/06/2024
02-460199	ZERO TURN PARTS	100-5324-539500	239.62	239.62	DPW	06/06/2024
02-460194	ZERO TURN PARTS	100-5324-539500	55.88	55.88	DPW	06/06/2024
	TOTAL VENDOR PROVEN POWER INC			921.41		
VENDOR NAME: QUADIENT LEASING USA INC						
Q1325265	03/08/24 - 06/07/24 LEASE PYMT	100-5142-531500	73.36	587.34	ALLOCATE	06/06/2024
		100-5323-531500	69.13			
		100-5120-531500	29.25			
		100-5141-531100	18.21			
		100-5145-531100	34.17			
		100-5241-531500	13.69			
		100-5632-531500	16.86			
		100-5211-531500	72.13			
		150-5221-531100	72.83			
		410-5363-531500	5.87			
		440-5511-531500	66.96			
		500-5344-531500	8.16			
		610-6902-690300	56.56			
		620-8400-851000	50.16			
	TOTAL VENDOR QUADIENT LEASING USA INC			587.34		
VENDOR NAME: REINDERS, INC.						
6052807-00	TORO 5900 BLADE BEARING	100-5324-539500	513.71	513.71	DPW	06/06/2024
6051966-00	TORO 5900 SPINDLE	100-5324-539500	155.91	155.91	DPW	06/06/2024
	TOTAL VENDOR REINDERS, INC.			669.62		
VENDOR NAME: RUEKERT & MIELKE, INC.						
151649	12-00000.100 General Services	100-5335-521900	4,056.53	5,522.78	FINANCE	06/06/2024
		100-5300-521900	1,466.25			
151648	12-00000.400 Sewer Utility Services	620-8400-852000	948.75	948.75	FINANCE	06/06/2024
151650	12-10096.300 Deback Drive Infrastructure	200-5335-521900	2,921.98	2,921.98	FINANCE	06/06/2024
151651	12-10098.124 WWTF Phosphorus Assistance	620-8400-852100	2,104.90	2,104.90	FINANCE	06/06/2024
151652	12-10131.300 Atkinson Pump Station Capac	620-0000-000104	102.50	102.50	FINANCE	06/06/2024
151654	12-10135.210A 2023 VUEWorks Annual Servi	100-5344-521900	1,698.00	1,698.00	FINANCE	06/06/2024
151653	12-10135.210B 2023 VUEWorks Annual Servi	610-6920-692300	1,969.00	2,257.00	FINANCE	06/06/2024
		620-8400-852000	288.00			

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VENDOR NAME: RUEKERT & MIELKE, INC.						
151656	12-10152.100 Local Limits & Industrial P	620-8400-852000	1,519.45	1,519.45	FINANCE	06/06/2024
151658	12-10169.200 Wells 3 and 4 Radium Remova	610-6920-692300	28,084.54	28,084.54	FINANCE	06/06/2024
151661	12-10196.100 Adelhelm LubriCoat Expansio	100-0000-211400	950.00	950.00	FINANCE	06/06/2024
151662	12-10206.220 Mukwonago River Dam, South	480-5700-585200	86.00	86.00	FINANCE	06/06/2024
151665	12-10215.124 Village Planning Services	100-5632-521900	8,739.13	8,739.13	FINANCE	06/06/2024
151666	12-10216.100 Azura Senior Living / Revie	100-5335-521900	538.25	538.25	FINANCE	06/06/2024
151667	12-92041.710 2024 SCADA Service Work	610-6920-692300	339.73	679.46	FINANCE	06/06/2024
		620-8400-852000	339.73			
151655	12-10149.310 EDGEWOOD CONDOS / EROSION C	100-0000-211425	207.08	207.08	FINANCE	06/06/2024
151659	12-10185.100 GS GLOBAL EXPANSION / REVIE	100-0000-211425	190.00	190.00	FINANCE	06/06/2024
151660	12-10190.100 ST. JOHN'S CHURCH EXPANSION	100-0000-211425	289.08	289.08	FINANCE	06/06/2024
151664	12-10210.100 CARDINAL RIDGE HEIN DEVELOP	100-0000-211425	142.50	142.50	FINANCE	06/06/2024
TOTAL VENDOR RUEKERT & MIELKE, INC.				56,981.40		
VENDOR NAME: SHERWIN-WILLIAMS						
9608-2	FIELD MARKING PAINT	100-5521-531100	1,095.00	1,095.00	DPW	06/06/2024
TOTAL VENDOR SHERWIN-WILLIAMS				1,095.00		
VENDOR NAME: SOMAR ENTERPRISES						
103290	NEW OFFICERS NAMETAGS	100-5212-534700	35.20	35.20	POLICE	06/06/2024
TOTAL VENDOR SOMAR ENTERPRISES				35.20		
VENDOR NAME: SOUTHERN LAKES NEWSPAPERS						
455706	OPEN BOOK NOTICE	100-5153-531200	34.29	34.29	CLERK	06/06/2024
TOTAL VENDOR SOUTHERN LAKES NEWSPAPERS				34.29		
VENDOR NAME: STERICYCLE						
8007250310	PD SHRED SERVICE	100-5211-521900	90.78	90.78	POLICE	06/06/2024
8007152200	2024 APRIL VH SHREDDING SERVICES	100-5141-531100	44.23	88.46	ALLOCATE	06/06/2024
		100-5142-531100	22.12			
		100-5632-531100	22.11			
TOTAL VENDOR STERICYCLE				179.24		
VENDOR NAME: THE UNIFORM SHOPPE OF GREEN BAY INC						
345050	NEW OFFICER VEST	100-5212-534700	899.95	899.95	POLICE	06/06/2024
343248	NEW DISPATCHER UNIFORM	100-5211-534700	60.95	60.95	POLICE	06/06/2024
TOTAL VENDOR THE UNIFORM SHOPPE OF GREEN BAY INC				960.90		
VENDOR NAME: TRIPLE CROWN PRODUCTS						
355722	HI VIZ SAFETY SHIRTS/UNIFORM	610-6920-693000	464.69	929.38	UTILITIES	06/06/2024
		620-8400-856000	464.69			
TOTAL VENDOR TRIPLE CROWN PRODUCTS				929.38		
VENDOR NAME: UNITED LABORATORIES						
INV408500	WEED SPRAY	610-6210-662300	714.75	714.75	UTILITIES	06/06/2024
INV407443	WEED SPRAY	620-8010-827000	856.41	856.41	UTILITIES	06/06/2024

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VENDOR NAME: UNITED LABORATORIES					
TOTAL VENDOR UNITED LABORATORIES				1,571.16	
VENDOR NAME: UNITED LIQUID WASTE RECYCLING INC 49276	SLUDGE HAULING	620-8010-825500	11,136.00	11,136.00 UTILITIES	06/06/2024
TOTAL VENDOR UNITED LIQUID WASTE RECYCLING INC				11,136.00	
VENDOR NAME: UNITED STATES ALLIANCE FIRE PROTECT 1046-F129244	REPLACE STATION #1 SMOKE DETECTORS IN SL100-5220-539400		2,270.00	2,270.00 DPW	06/06/2024
TOTAL VENDOR UNITED STATES ALLIANCE FIRE PROTECT				2,270.00	
VENDOR NAME: USA BLUEBOOK INV00372669	HOSE AND FITTING FOR DIEGESTER AND CHEMI	620-8010-827000	661.61	661.61 UTILITIES	06/06/2024
INV00372073	LOCATING SUPPLIES	620-8400-856000	123.49	246.97 UTILITIES	06/06/2024
		610-6920-693000	123.48		
INV00368911	WASH DOWN NOZZLES	620-8010-827000	81.14	81.14 UTILITIES	06/06/2024
INV00372857	VAC TRUCK LEAK REPAIR	620-8030-828000	122.95	122.95 UTILITIES	06/06/2024
INV00358828	HOSES/FITTINGS	620-8010-827000	912.75	997.70 UTILITIES	06/06/2024
		620-8030-828000	84.95		
INV00359373	VAC TRUCK WATER LEAK REPAIR	620-8030-828000	227.90	227.90 UTILITIES	06/06/2024
TOTAL VENDOR USA BLUEBOOK				2,338.27	
VENDOR NAME: VELOCITY LLC 2024082	APRIL 2024 OFFICE 365 LICENSING AND SENT	100-5111-522900	56.00	1,228.00 ALLOCATE	06/06/2024
		100-5120-522900	20.50		
		100-5141-522900	20.50		
		100-5142-522900	70.00		
		100-5211-522900	302.00		
		100-5241-522900	61.50		
		100-5300-522900	73.50		
		100-5512-522900	16.50		
		100-5632-522900	20.50		
		150-5221-522900	348.50		
		610-6920-692100	53.50		
		620-8400-851000	53.50		
		100-5145-522900	61.50		
		100-5150-521900	62.00		
		440-5511-534000	8.00		

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VENDOR NAME: VELOCITY LLC					
2024083	MAY 2024 OFFICE 365 LICENSING AND SENTIN	100-5111-522900	56.00	1,228.00 ALLOCATE	06/06/2024
		100-5120-522900	20.50		
		100-5141-522900	20.50		
		100-5142-522900	70.00		
		100-5211-522900	302.00		
		100-5241-522900	61.50		
		100-5300-522900	73.50		
		100-5512-522900	16.50		
		100-5632-522900	20.50		
		150-5221-522900	348.50		
		610-6920-692100	53.50		
		620-8400-851000	53.50		
		100-5145-522900	61.50		
		100-5150-521900	62.00		
		440-5511-534000	8.00		
2024084	03/12/24 - 05/07/24 IT SERVICES	100-5141-521901	360.00	7,910.00 ALLOCATE	06/06/2024
		100-5145-521901	405.00		
		100-5142-521901	1,215.00		
		100-5211-521901	2,160.00		
		100-5300-521901	405.00		
		150-5221-521901	360.00		
		610-6920-692300	270.00		
		620-8400-852000	270.00		
		100-5150-521900	1,845.00		
		100-5241-521901	90.00		
		100-5111-521901	180.00		
		430-5700-571100	350.00		
TOTAL VENDOR VELOCITY LLC				10,366.00	
VENDOR NAME: VERENE H CIRILLO					
MFD 17462	EBIX PATIENT REFUND MFD 17462	150-0000-130450	75.00	75.00 FINANCE	06/06/2024
TOTAL VENDOR VERENE H CIRILLO				75.00	
VENDOR NAME: VERIZON WIRELESS					
9964049167	MAY 2024 PHONE BILL	100-5141-522500	46.13	843.40 ALLOCATE	06/06/2024
		100-5241-522500	90.94		
		100-5323-522500	334.56		
		610-6920-692100	165.32		
		620-8400-851000	165.32		
		100-5632-522500	41.13		
9964049168	2024 MAY CELL BILL ACCT# 885503900-00002	100-5323-522500	(0.67)	255.05 ALLOCATE	06/06/2024
		610-6920-692100	127.86		
		620-8400-851000	127.86		
9963244095	VERIZON INVOICE	150-5221-522500	50.10	50.10 FIRE	06/06/2024
TOTAL VENDOR VERIZON WIRELESS				1,148.55	

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VENDOR NAME: WALWORTH CTY CLERK						
052324	WALWORTH CO APRIL BALLOT COSTS	100-5144-531200	250.02	250.02	CLERK	06/06/2024
TOTAL VENDOR WALWORTH CTY CLERK				250.02		
VENDOR NAME: WAUKESHA CTY TREASURER						
2024-24030023	2024 NETMOTION- INTERGRAPH-CAD-USSD	150-5221-521900	2,281.96	4,563.93	FIRE	06/06/2024
		150-5231-521900	2,281.97			
TOTAL VENDOR WAUKESHA CTY TREASURER				4,563.93		
VENDOR NAME: WI DEPT OF JUSTICE						
CLASS 11 - 2024	WI COMMAND COLLEGE TUITION - KREISER	100-5211-533500	2,000.00	2,000.00	POLICE	06/06/2024
TOTAL VENDOR WI DEPT OF JUSTICE				2,000.00		
VENDOR NAME: WI POLICE LEADERSHIP FOUNDATION						
11573	WCPA CONFERENCE - KREISER	100-5211-533500	325.00	325.00	POLICE	06/06/2024
11572	WCPA CONFERENCE - DEMOTTO	100-5211-533500	275.00	275.00	POLICE	06/06/2024
TOTAL VENDOR WI POLICE LEADERSHIP FOUNDATION				600.00		
VENDOR NAME: WI RURAL WATER ASSOCIATION						
4806	ANNUAL SAFETY TRAINING	620-8400-854100	90.36	180.72	UTILITIES	06/06/2024
		610-6920-693000	90.36			
4810 DPW	ANNUAL REFRESHER SAFETY TRAINING (3)	100-5323-533500	135.54	135.54	DPW	06/06/2024
4810 UTILITIES	ANNUAL SAFETY TRAINING	620-8400-854100	67.77	135.54	UTILITIES	06/06/2024
		610-6920-693000	67.77			
TOTAL VENDOR WI RURAL WATER ASSOCIATION				451.80		
VENDOR NAME: WISCONSIN ELEVATOR INSPECTION INC						
19155	VILLAGE HALL ELEVATOR ANNUAL INSPECTION	100-5160-521900	120.00	120.00	DPW	06/06/2024
TOTAL VENDOR WISCONSIN ELEVATOR INSPECTION INC				120.00		
GRAND TOTAL:				255,206.92		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/06/2024	GEN	809 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - APRIL	100-5142-539900	0.50
		809 (E)		INVOICE CLOUD MONTHLY FEES - APRIL	100-5241-539900	11.45
		809 (E)		INVOICE CLOUD MONTHLY FEES - APRIL	410-5363-539900	69.02
		809 (E)		INVOICE CLOUD MONTHLY FEES - APRIL	610-6920-692100	99.01
		809 (E)		INVOICE CLOUD MONTHLY FEES - APRIL	620-8300-840000	69.02
						249.00
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		249.00

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Check Date	Bank	Check #	Payee	Description	GL #	Amount		
05/09/2024	GEN	38611	MINNESOTA LIFE INSURANCE	JUNE 2024 LIFE INSURANCE	100-0000-215301	1,215.55		
		38611		JUNE 2024 LIFE INSURANCE	150-0000-215301	219.72		
		38611		JUNE 2024 LIFE INSURANCE	440-0000-215301	95.02		
		38611		JUNE 2024 LIFE INSURANCE	610-0000-215301	62.11		
		38611		JUNE 2024 LIFE INSURANCE	620-0000-215301	182.94		
							1,775.34	
05/09/2024	GEN	38612	SECURIAN FINANCIAL GROUP INC	MAY 2024 ACCIDENTAL INS	100-0000-215305	53.08		
		38612		MAY 2024 ACCIDENTAL INS	150-0000-215305	11.31		
		38612		MAY 2024 ACCIDENTAL INS	440-0000-215305	3.75		
							68.14	
05/09/2024	GEN	810 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 05/10/24	100-0000-215250	634.18		
		810 (E)		RETIREMENT GW PR 05/10/24	150-0000-215250	2,460.48		
							3,094.66	
05/09/2024	GEN	811 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 05/10/24 ID	100-0000-215250	4,205.07		
		811 (E)		RETIREMENT MS/ICMA PR 05/10/24 ID	150-0000-215250	55.89		
		811 (E)		RETIREMENT MS/ICMA PR 05/10/24 ID	440-0000-215250	1,054.93		
		811 (E)		RETIREMENT MS/ICMA PR 05/10/24 ID	610-0000-215250	248.81		
		811 (E)		RETIREMENT MS/ICMA PR 05/10/24 ID	620-0000-215250	443.05		
							6,007.75	
TOTAL - ALL FUNDS				TOTAL OF 4 CHECKS			10,945.89	

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User: MROCKLEY			CHECK NUMBER 812					
DB: Mukwonago			Banks: GEN					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
05/09/2024	GEN	812 (E)	CHARTER COMMUNICATIONS	MAY 2024 MONTHLY BILL	100-5120-522500	1.56		
		812 (E)		MAY 2024 MONTHLY BILL	100-5141-522500	0.66		
		812 (E)		MAY 2024 MONTHLY BILL	100-5142-522500	5.45		
		812 (E)		MAY 2024 MONTHLY BILL	100-5145-522900	2.65		
		812 (E)		MAY 2024 MONTHLY BILL	100-5160-522500	26.95		
		812 (E)		MAY 2024 MONTHLY BILL	100-5211-522500	124.45		
		812 (E)		MAY 2024 MONTHLY BILL	100-5241-522500	1.56		
		812 (E)		MAY 2024 MONTHLY BILL	100-5323-522500	3.06		
		812 (E)		MAY 2024 MONTHLY BILL	100-5512-522500	139.99		
		812 (E)		MAY 2024 MONTHLY BILL	150-5221-522500	15.25		
		812 (E)		MAY 2024 MONTHLY BILL	410-5363-522500	0.17		
		812 (E)		MAY 2024 MONTHLY BILL	440-5511-522500	12.19		
		812 (E)		MAY 2024 MONTHLY BILL	500-5344-522500	0.09		
		812 (E)		MAY 2024 MONTHLY BILL	610-6920-692100	1.47		
		812 (E)		MAY 2024 MONTHLY BILL	620-8400-851000	1.47		
						336.97		
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		336.97		

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User: MROCKLEY			CHECK NUMBER 38614 - 38635						
DB: Mukwonago									
Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
Fund: 440 LIBRARY FUND									
05/10/2024	GEN	38614	IMIL2007896	ALSCO	OUTSIDE SERVICES	531000	5511	85.22	
05/10/2024	GEN	38615#	1N4D-HKLL-F4QQ	AMAZON CAPITOL SERVICES	OPERATIONAL SUPPLIES	531100	5511	372.27	
			1Y66-YKRM-JX9V		COLLECTION MAINTENANCE & REPAIR	531600	5511	145.66	
			14DR-3NWF-HX11		METASPACE MAINTENANCE	531700	5511	54.28	
			1CN3-NDG3-HYK9		THINGERY COLLECTION	533000	5511	54.82	
			1PPD-G674-K171		PROGRAMMING	533100	5511	37.81	
			1PPD-G674-KQQ7		PROGRAMMING	533100	5511	28.35	
			1CWT-7W4G-KRYP		OUTREACH	533300	5511	34.90	
			1HCW-FYYF-JYQY		BOOKS	532800	5700	212.24	
			1RMY-PYV1-F743		AV MATERIAL	532900	5700	741.76	
05/10/2024	GEN	38616	53377	AMERICA AQUARIA	OUTSIDE SERVICES	531000	5511	85.00	
05/10/2024	GEN	38617	2038211117	BAKER & TAYLOR INC.	BOOKS	532800	5700	27.54	
			2038211118		BOOKS	532800	5700	525.36	
			2038220532		BOOKS	532800	5700	258.72	
			2038220533		BOOKS	532800	5700	207.27	
			2038234961		BOOKS	532800	5700	216.55	
			2038234962		BOOKS	532800	5700	229.87	
			2038244248		BOOKS	532800	5700	98.31	
			2038244249		BOOKS	532800	5700	143.89	
			2038251729		BOOKS	532800	5700	33.37	
			2038251730		BOOKS	532800	5700	1,495.34	
			2038256917		BOOKS	532800	5700	86.77	
			2038256916		BOOKS	532800	5700	503.70	
			2038260574		BOOKS	532800	5700	155.06	
			2038260575		BOOKS	532800	5700	497.94	
05/10/2024	GEN	38618	2589	BERNSTEIN & ASSOCIATES, LLC	DONATED FUND EXPENDITURES	580600	5890	240.00	
05/10/2024	GEN	38619	B6772233	BRODART	BOOKS	532800	5700	342.66	
			B6772251		BOOKS	532800	5700	229.26	
			B6773365		BOOKS	532800	5700	201.15	
			B6774784		BOOKS	532800	5700	86.23	
			B6775649		BOOKS	532800	5700	87.58	
			B6779193		BOOKS	532800	5700	206.96	
			B6783723		BOOKS	532800	5700	91	
								276	

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Fund: 440 LIBRARY FUND								
CHECK GEN 38619 TOTAL FOR FUN								1,244.94
05/10/2024	GEN	38620	83939434	CENGAGE LEARNING	BOOKS	532800	5700	26.39
05/10/2024	GEN	38621	686659	COMPLETE OFFICE OF WISCONSIN	OPERATIONAL SUPPLIES	531100	5511	32.06
			688682		OPERATIONAL SUPPLIES	531100	5511	11.78
			684347		OPERATIONAL SUPPLIES	531100	5511	452.01
CHECK GEN 38621 TOTAL FOR FUN								495.85
05/10/2024	GEN	38622	7471266	DEMCO INC	COLLECTION MAINTENANCE & REPAIR	531600	5511	94.74
05/10/2024	GEN	38623	WIMUK101217	FASTENAL COMPANY	OPERATIONAL SUPPLIES	531100	5511	146.02
05/10/2024	GEN	38624	36441799	GREAT AMERICAN FINANCIAL SVCS	CONTRACTUAL SERVICES	522000	5511	353.14
05/10/2024	GEN	38625	930030437	IKM BUILDING SOLUTIONS	CONTRACTUAL SERVICES	522000	5511	2,488.50
05/10/2024	GEN	38626	5212024	JENNIFER WIDOWSKI	PROGRAMMING	533100	5511	155.00
05/10/2024	GEN	38627	40050728	JOHNSON CONTROLS SECURITY	CONTRACTUAL SERVICES	522000	5511	1,742.04
05/10/2024	GEN	38628	05062024	KIDSPLAY LLC	PROGRAMMING	533100	5511	450.00
05/10/2024	GEN	38629	910	KLASSY KLEANERS	OUTSIDE SERVICES	531000	5511	2,010.00
05/10/2024	GEN	38630	505412299	MIDWEST TAPE	DIGITAL COLLECTIONS	534900	5511	1,141.81
05/10/2024	GEN	38631	221591	ROMAN ELECTRIC CO., INC.	REPAIRS & MAINTENANCE	539500	5511	422.90
05/10/2024	GEN	38632	B18191344	SHI INTERNATIONAL CORP	ELECTRONIC TOOLS & SERVICES	534000	5511	493.95
05/10/2024	GEN	38633	6122024	STAMN, MICHELE	PROGRAMMING	533100	5511	100.00
05/10/2024	GEN	38634	1046-F127614	UNITED STATES ALLIANCE FIRE P	CONTRACTUAL SERVICES	522000	5511	640.00
05/10/2024	GEN	38635	785310	ZOOLOGICAL SOCIETY OF MKE	DONATED FUND EXPENDITURES	580600	5890	1,000.00
Total for fund 440 LIBRARY FUND								19,577.28

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/13/2024	GEN	38636	FRANKLIN POLICE DEPT	WAY, MORGAN C 11/16/2005 AGENCY CASE 100-0000-233200 #BJ0714851		161.80
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		161.80

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/13/2024	GEN	38637	JOANNE HEHN	APRIL 2024 COURT FINES & FEES	100-0000-233000	41.03
05/13/2024	GEN	38638	TREASURER STATE OF WI	APRIL 2024 COURT FINES AND FEES	100-0000-242400	5,293.87
05/13/2024	GEN	38639	TREASURER WAUKESHA COUNTY	APRIL 2024 COURT FINES & FEES	100-0000-243240	1,843.25
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		7,178.15

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5009486718 64607	WE ENERGIES 0700126680-00001 Digester Gas 620-8010-821200	04/30/2024 MROCKLEY 0700126680-00001 Digester Gas	05/13/2024	114.37 114.37	0.00	Paid	Y 05/13/2024
5009486718 64608	WE ENERGIES 0700126680-00002 Well #3 Elec 610-6200-662200	04/30/2024 MROCKLEY 0700126680-00002 Well #3 Elec	05/13/2024	1,337.72 1,337.72	0.00	Paid	Y 05/13/2024
5009486718 64609	WE ENERGIES 0700126680-00003 Street Lights 100-5342-522200	04/30/2024 MROCKLEY 0700126680-00003 Street Lights	05/13/2024	3,990.95 3,990.95	0.00	Paid	Y 05/13/2024
5009486718 64610	WE ENERGIES 0700126680-00004 Greenwald 610-6200-662200	04/30/2024 MROCKLEY 0700126680-00004 Greenwald	05/13/2024	245.93 245.93	0.00	Paid	Y 05/13/2024
5009486718 64611	WE ENERGIES 0700126680-00005 Booster Station 610-6200-662200	04/30/2024 MROCKLEY 0700126680-00005 Booster Station	05/13/2024	724.64 724.64	0.00	Paid	Y 05/13/2024
5009486718 64612	WE ENERGIES 0700126680-00006 Field Park 100-5521-522200	04/30/2024 MROCKLEY 0700126680-00006 Field Park	05/13/2024	65.88 65.88	0.00	Paid	Y 05/13/2024
5009486718 64613	WE ENERGIES 0700126680-00007 1240 N. Rochester 620-8020-821000	04/30/2024 MROCKLEY 0700126680-00007 1240 N. Rochester	05/13/2024	119.64 119.64	0.00	Paid	Y 05/13/2024
5009486718 64614	WE ENERGIES 0700126680-00008 Police Garage 100-5211-522200	04/30/2024 MROCKLEY 0700126680-00008 Police Garage	05/13/2024	131.18 131.18	0.00	Paid	Y 05/13/2024
5009486718 64615	WE ENERGIES 0700126680-00009 Fld Prk Baseball 100-5521-522200	04/30/2024 MROCKLEY 0700126680-00009 Fld Prk Baseball Lights	05/13/2024	35.78 35.78	0.00	Paid	Y 05/13/2024
5009486718 64616	WE ENERGIES 0700126680-000010 Fox River View 620-8020-821000	04/30/2024 MROCKLEY 0700126680-000010 Fox River View	05/13/2024	210.30 210.30	0.00	Paid	Y 05/13/2024

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
5009486718 64617	WE ENERGIES 0700126680-000011 DPW Elec 100-5323-522200	04/30/2024 MROCKLEY 0700126680-000011 DPW Elec	05/13/2024	499.88 499.88	0.00	Paid	Y 05/13/2024
5009486718 64618	WE ENERGIES 0700126680-000012 Fire 150-5221-522200	04/30/2024 MROCKLEY 0700126680-000012 Fire	05/13/2024	1,581.36 1,581.36	0.00	Paid	Y 05/13/2024
5009486718 64619	WE ENERGIES 0700126680-000013 police-CTH E N of 100-5211-522200	04/30/2024 MROCKLEY 0700126680-000013 police-CTH E N of Sugd	05/13/2024	21.96 21.96	0.00	Paid	Y 05/13/2024
5009486718 64620	WE ENERGIES 0700126680-000014 Hall 100-5160-522200	04/30/2024 MROCKLEY 0700126680-000014 Hall	05/13/2024	1,201.09 1,201.09	0.00	Paid	Y 05/13/2024
5009486718 64621	WE ENERGIES 0700126680-000014 Hall Gas 100-5160-522400	04/30/2024 MROCKLEY 0700126680-000014 Hall Gas	05/13/2024	195.51 195.51	0.00	Paid	Y 05/13/2024
5009486718 64622	WE ENERGIES 0700126680-000016 Miniwauken Park 100-5521-522200	04/30/2024 MROCKLEY 0700126680-000016 Miniwauken Park	05/13/2024	36.11 36.11	0.00	Paid	Y 05/13/2024
5009486718 64623	WE ENERGIES 0700126680-000017 Holz Elec 620-8010-821100	04/30/2024 MROCKLEY 0700126680-000017 Holz Elec	05/13/2024	9,486.94 9,486.94	0.00	Paid	Y 05/13/2024
5009486718 64624	WE ENERGIES 0700126680-000018 Parks 100-5521-522200	04/30/2024 MROCKLEY 0700126680-000018 Parks	05/13/2024	21.14 21.14	0.00	Paid	Y 05/13/2024
5009486718 64625	WE ENERGIES 0700126680-000019 Atkinson Pump 620-8020-821000	04/30/2024 MROCKLEY 0700126680-000019 Atkinson Pump	05/13/2024	786.51 786.51	0.00	Paid	Y 05/13/2024
5009486718 64626	WE ENERGIES 0700126680-000020 Well #6 610-6200-662200	04/30/2024 MROCKLEY 0700126680-000020 Well #6	05/13/2024	1,088.74 1,088.74	0.00	Paid	Y 05/13/2024

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
5009486718 64627	WE ENERGIES 0700126680-000021 DPW Gas 100-5323-522400	04/30/2024 MROCKLEY 0700126680-000021 DPW Gas	05/13/2024	265.89 265.89	0.00	Paid	Y 05/13/2024
5009486718 64628	WE ENERGIES 0700126680-000022 Concession 100-5521-522200	04/30/2024 MROCKLEY 0700126680-000022 Concession Building	05/13/2024	111.48 111.48	0.00	Paid	Y 05/13/2024
5009486718 64629	WE ENERGIES 0700126680-000023 Well #3 Gas 610-6200-662200	04/30/2024 MROCKLEY 0700126680-000023 Well #3 Gas	05/13/2024	10.56 10.56	0.00	Paid	Y 05/13/2024
5009486718 64630	WE ENERGIES 0700126680-000024 Parks-200 S 100-5342-522200	04/30/2024 MROCKLEY 0700126680-000024 Parks-200 S Rochester	05/13/2024	24.87 24.87	0.00	Paid	Y 05/13/2024
5009486718 64631	WE ENERGIES 0700126680-000025 Tower 610-6200-662200	04/30/2024 MROCKLEY 0700126680-000025 Tower	05/13/2024	27.59 27.59	0.00	Paid	Y 05/13/2024
5009486718 64632	WE ENERGIES 0700126680-000027 Police 100-5211-522200	04/30/2024 MROCKLEY 0700126680-000027 Police	05/13/2024	1,519.39 1,519.39	0.00	Paid	Y 05/13/2024
5009486718 64633	WE ENERGIES 0700126680-000028 Miniwaukan 100-5521-522200	04/30/2024 MROCKLEY 0700126680-000028 Miniwaukan Pavilion	05/13/2024	23.91 23.91	0.00	Paid	Y 05/13/2024
5009486718 64634	WE ENERGIES 0700126680-000029 F. Park Sump Pump 100-5521-522200	04/30/2024 MROCKLEY 0700126680-000029 F. Park Sump Pump	05/13/2024	20.81 20.81	0.00	Paid	Y 05/13/2024
5009486718 64635	WE ENERGIES 0700126680-00030 Andrews Street 100-5521-522200	04/30/2024 MROCKLEY 0700126680-00030 Andrews Street	05/13/2024	115.66 115.66	0.00	Paid	Y 05/13/2024
5009486718 64636	WE ENERGIES 0700126680-000031 Holz Gas 620-8010-821200	04/30/2024 MROCKLEY 0700126680-000031 Holz Gas	05/13/2024	334.33 334.33	0.00	Paid	Y 05/13/2024

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
5009486718 64637	WE ENERGIES 0700126680-000032 Well #4 Elec 610-6200-662200	04/30/2024 MROCKLEY 0700126680-000032 Well #4 Elec	05/13/2024	4,387.77 4,387.77	0.00	Paid	Y 05/13/2024
5009486718 64638	WE ENERGIES 0700126680-000033 Parks 100-5521-522200	04/30/2024 MROCKLEY 0700126680-000033 Parks	05/13/2024	31.55 31.55	0.00	Paid	Y 05/13/2024
5009486718 64639	WE ENERGIES 0700126680-000034 Street Lights 100-5342-522200	04/30/2024 MROCKLEY 0700126680-000034 Street Lights	05/13/2024	66.88 66.88	0.00	Paid	Y 05/13/2024
5009486718 64640	WE ENERGIES 0700126680-000036 Flashers 100-5211-522200	04/30/2024 MROCKLEY 0700126680-000036 Flashers	05/13/2024	11.18 11.18	0.00	Paid	Y 05/13/2024
5009486718 64641	WE ENERGIES 0700126680-000037 Well #4 Gas 610-6200-662200	04/30/2024 MROCKLEY 0700126680-000037 Well #4 Gas	05/13/2024	62.46 62.46	0.00	Paid	Y 05/13/2024
5009486718 64642	WE ENERGIES 0700126680-000038 Museum 100-5512-522200	04/30/2024 MROCKLEY 0700126680-000038 Museum	05/13/2024	202.03 202.03	0.00	Paid	Y 05/13/2024
5009486718 64643	WE ENERGIES 0700126680-000039 Well #5 610-6200-662200	04/30/2024 MROCKLEY 0700126680-000039 Well #5	05/13/2024	2,296.20 2,296.20	0.00	Paid	Y 05/13/2024
5009486718 64644	WE ENERGIES 0700126680-00043 Outdoor Stage 100-5521-522200	04/30/2024 MROCKLEY 0700126680-00043 Outdoor Stage	05/13/2024	24.23 24.23	0.00	Paid	Y 05/13/2024
5009486718 64645	WE ENERGIES 0700126680-00048 Miniwauken Park 100-5521-522200	04/30/2024 MROCKLEY 0700126680-00048 Miniwauken Park	05/13/2024	19.02 19.02	0.00	Paid	Y 05/13/2024
5009486718 64646	WE ENERGIES 0709449777-00001 Library Gas 440-5511-522400	04/30/2024 MROCKLEY 0709449777-00001 Library Gas	05/13/2024	1,261.91 1,261.91	0.00	Paid	Y 05/13/2024

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
5009486718 64647	WE ENERGIES 0709449777-00002 Library Elec 440-5511-522200	04/30/2024 MROCKLEY 0709449777-00002 Library Elec	05/13/2024	2,437.06 2,437.06	0.00	Paid	Y 05/13/2024
5009486718 64648	WE ENERGIES 0712697628-00001 Tower Radio Bldg 100-5211-522200	04/30/2024 MROCKLEY 0712697628-00001 Tower Radio Bldg	05/13/2024	31.06 31.06	0.00	Paid	Y 05/13/2024
5009486718 64649	WE ENERGIES 0712697628-00002 Mukw Dam 100-5254-522200	04/30/2024 MROCKLEY 0712697628-00002 Mukw Dam	05/13/2024	21.45 21.45	0.00	Paid	Y 05/13/2024
5009486718 64650	WE ENERGIES 0712697628-00003 PD Tower meter 100-5211-522200	04/30/2024 MROCKLEY 0712697628-00003 PD Tower meter #05662	05/13/2024	22.44 22.44	0.00	Paid	Y 05/13/2024
5009486718 64651	WE ENERGIES 0712697628-00004 1224 Riverton 620-8020-821000	04/30/2024 MROCKLEY 0712697628-00004 1224 Riverton	05/13/2024	143.98 143.98	0.00	Paid	Y 05/13/2024
5009486718 64652	WE ENERGIES 0712697628-00006 Well #7 610-6200-662200	04/30/2024 MROCKLEY 0712697628-00006 Well #7	05/13/2024	719.85 719.85	0.00	Paid	Y 05/13/2024
5009486718 64653	WE ENERGIES 0712697628-00007 School Crossing 100-5342-522200	04/30/2024 MROCKLEY 0712697628-00007 School Crossing Lights	05/13/2024	16.25 16.25	0.00	Paid	Y 05/13/2024
5009486718 64654	WE ENERGIES 0712697628-00008 Field Park Signage 100-5521-522200	04/30/2024 MROCKLEY 0712697628-00008 Field Park Signage	05/13/2024	53.36 53.36	0.00	Paid	Y 05/13/2024
5005971652 64655	WE ENERGIES 0700126680-00015 STREET LIGHTS 100-5342-522200	04/30/2024 MROCKLEY 0700126680-00015 STREET LIGHTS	05/13/2024	10,185.98 10,185.98	0.00	Paid	Y 05/13/2024

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	49	# Due:	0	Totals:	46,344.78	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				46,344.78	0.00		

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	1,201.09
100-5160-522400	GAS	195.51
100-5211-522200	ELECTRIC	1,737.21
100-5254-522200	ELECTRIC	21.45
100-5323-522200	ELECTRIC	499.88
100-5323-522400	GAS	265.89
100-5342-522200	ELECTRIC	14,284.93
100-5512-522200	ELECTRIC	202.03
100-5521-522200	ELECTRIC	558.93
150-5221-522200	ELECTRIC	1,581.36
440-5511-522200	ELECTRIC	2,437.06
440-5511-522400	GAS	1,261.91
610-6200-662200	FUEL OR POWER PURCHASED	10,901.46
620-8010-821100	WWTP ELECTRIC POWER	9,486.94
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	448.70
620-8020-821000	PUMPING POWER & FUEL	1,260.43

--- TOTALS BY FUND ---

100 - GENERAL FUND	18,966.92	0.00
150 - FIRE/AMBULANCE FUND	1,581.36	0.00
440 - LIBRARY FUND	3,698.97	0.00
610 - WATER UTILITY FUND	10,901.46	0.00
620 - SEWER UTILITY FUND	11,196.07	0.00

--- TOTALS BY DEPT/ACTIVITY ---

5160 - VILLAGE HALL	1,396.60	0.00
5211 - POLICE ADMINISTRATION	1,737.21	0.00
5221 - FIRE ADMINISTRATION	1,581.36	0.00
5254 - DAMS	21.45	0.00
5323 - GARAGE	765.77	0.00
5342 - STREET LIGHTING	14,284.93	0.00
5511 - LIBRARY SERVICES	3,698.97	0.00
5512 - MUSEUM	202.03	0.00
5521 - PARKS	558.93	0.00
6200 - PUMPING OPERATIONS	10,901.46	0.00
8010 - WWTP-TREATMENT/DISPOSAL/GP	9,935.64	0.00
8020 - LIFT STATIONS/PUMPING EQUIP	1,260.43	0.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/17/2024	GEN	38721	KNIGHT BARRY TITLE, INC.	EARNEST \$ ON LAND PURCHASE FROM WE ENERGIES	810-5700-582100	10,000.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		10,000.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/17/2024	GEN	38722	VILLAGE OF MUKWONAGO MRA	REPLENISH MRA ACCOUNT 05/16/24	100-0000-216000	15,000.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		15,000.00

05/30/2024 12:35 PM		CHECK DISBURSEMENT REPORT FOR MUKWONAGO					Page 1/1	
User: MROCKLEY		CHECK NUMBER 813						
DB: Mukwonago		Banks: GEN						
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
05/17/2024	GEN	813 (E)	UKG INC.	PAYROLL PROCESSING FEES APRIL 2024	100-5111-539900	96.46		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	100-5120-539900	27.56		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	100-5142-539900	41.34		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	100-5144-521900	303.16		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	100-5145-539900	55.13		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	100-5211-539900	151.58		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	100-5212-539900	124.02		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	100-5213-521900	27.56		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	100-5241-539900	27.56		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	100-5300-539900	124.02		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	150-5221-539900	413.40		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	150-5233-531100	82.68		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	440-5511-534000	358.28		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	610-6902-690300	55.12		
		813 (E)		PAYROLL PROCESSING FEES APRIL 2024	620-8300-840000	41.34		
						1,929.21		
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		1,929.21		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/23/2024	GEN	38724	AFLAC	ACCOUNT# V1553 MAY 2024	100-0000-215302	231.08
		38724		ACCOUNT# V1553 MAY 2024	150-0000-215302	338.66
		38724		ACCOUNT# V1553 MAY 2024	610-0000-215302	55.59
		38724		ACCOUNT# V1553 MAY 2024	620-0000-215302	177.79
						803.12
05/23/2024	GEN	38725	MUKWONAGO PROFESSIONAL	MAY 2024 FIRE UNION DUES	150-0000-215500	900.00
05/23/2024	GEN	38726	MUKWONAGO PROFESSIONAL POLICE	MAY 2024 POLICE UNION DUES	100-0000-215500	550.00
05/23/2024	GEN	38727	VILLAGE OF MUKWONAGO MRA	MAY 2024 FSA	100-0000-215350	2,309.84
		38727		MAY 2024 FSA	150-0000-215350	974.26
		38727		MAY 2024 FSA	440-0000-215350	60.00
		38727		MAY 2024 FSA	610-0000-215350	4.87
		38727		MAY 2024 FSA	620-0000-215350	202.83
						3,551.80
05/23/2024	GEN	814 (E)	DELTA DENTAL OF WISCONSIN	JUNE 2024 DENTAL PREMIUMS	100-0000-215304	2,625.31
		814 (E)		JUNE 2024 DENTAL PREMIUMS	150-0000-215304	406.18
		814 (E)		JUNE 2024 DENTAL PREMIUMS	440-0000-215304	208.05
		814 (E)		JUNE 2024 DENTAL PREMIUMS	610-0000-215304	58.00
		814 (E)		JUNE 2024 DENTAL PREMIUMS	620-0000-215304	113.56
						3,411.10
05/23/2024	GEN	815 (E)	DELTA DENTAL OF WISCONSIN	JUNE 2024 VISION PREMIUMS	100-0000-215303	122.08
		815 (E)		JUNE 2024 VISION PREMIUMS	150-0000-215303	30.15
		815 (E)		JUNE 2024 VISION PREMIUMS	440-0000-215303	30.41
						182.64
05/23/2024	GEN	816 (E)	EMPLOYEE TRUST FUNDS	JUNE 2024 HEALTH INSURANCE	100-0000-215300	62,165.10
		816 (E)		JUNE 2024 HEALTH INSURANCE	150-0000-215300	18,318.94
		816 (E)		JUNE 2024 HEALTH INSURANCE	440-0000-215300	5,227.64
		816 (E)		JUNE 2024 HEALTH INSURANCE	610-0000-215300	4,916.42
		816 (E)		JUNE 2024 HEALTH INSURANCE	620-0000-215300	6,255.76
						289

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						96,883.36
05/23/2024	GEN	817 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 05/24/24	100-0000-215250	634.18
		817 (E)		RETIREMENT GW PR 05/24/24	150-0000-215250	2,259.39
						2,893.57
05/23/2024	GEN	818 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 05/24/24 ID	100-0000-215250	4,043.89
		818 (E)		RETIREMENT MS/ICMA PR 05/24/24 ID	150-0000-215250	52.13
		818 (E)		RETIREMENT MS/ICMA PR 05/24/24 ID	440-0000-215250	946.70
		818 (E)		RETIREMENT MS/ICMA PR 05/24/24 ID	610-0000-215250	201.81
		818 (E)		RETIREMENT MS/ICMA PR 05/24/24 ID	620-0000-215250	476.77
						5,721.30
05/23/2024	GEN	819 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - APRIL 2024	100-0000-215200	36,759.16
		819 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	17,745.67
		819 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	5,372.70
		819 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	1,915.08
		819 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	3,552.22
						65,344.83
TOTAL - ALL FUNDS				TOTAL OF 10 CHECKS		180,241.72

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/28/2024	GEN	38728	SMIOTA	18 DOOR LOCKER	440-5890-580600	7,347.00
05/28/2024	GEN	38729	TECNO DISPLAY	DISPLAY CASE	440-5890-580600	10,552.32
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		17,899.32

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 0002 US BANK							
ARMOUR ABBY 64658	AMZ*BANNER BUZZ MILKWEEDS SIGN 440-5511-531100	04/23/2024 MROCKLEY	05/23/2024	31.54 31.54	0.00	Paid	Y 05/23/2024
	OPERATIONAL SUPPLIES						
ARMOUR ABBY 64659	STICKERYOU.COM WINDOW CLINGS 440-5511-533300	04/23/2024 MROCKLEY	05/23/2024	55.56 55.56	0.00	Paid	Y 05/23/2024
	OUTREACH						
ARMOUR ABBY 64660	WISCONSIN LIBRARY ASSOCIA MEMBERSHIP RENEWAL 440-5511-533500	04/25/2024 MROCKLEY	05/23/2024	249.00 249.00	0.00	Paid	Y 05/23/2024
	TRAINING & TRAVEL						
ARMOUR ABBY 64661	CANVA* I04138-72718423 BUSINESS CARDS 440-5511-531100	05/01/2024 MROCKLEY	05/23/2024	63.00 63.00	0.00	Paid	Y 05/23/2024
	OPERATIONAL SUPPLIES						
ARMOUR ABBY 64662	THE HOME DEPOT #4921 WORKBENCH 440-5890-580600	05/07/2024 MROCKLEY	05/23/2024	998.00 998.00	0.00	Paid	Y 05/23/2024
	DONATED FUND EXPENDITURES						
ARMOUR ABBY 64663	DOLLARTREE PURPLE SPRINGS PROGRAM 440-5511-533300	05/08/2024 MROCKLEY	05/23/2024	70.63 70.63	0.00	Paid	Y 05/23/2024
	OUTREACH						
ARMOUR ABBY 64664	WM SUPERCENTER #1571 PURPLE SPRINGS PROGRAM SUPPLIES 440-5511-533300	05/08/2024 MROCKLEY	05/23/2024	43.34 43.34	0.00	Paid	Y 05/23/2024
	OUTREACH						
ARMOUR ABBY 64665	US BANK CREDIT FOR WORKBENCH 440-5890-580600	05/13/2024 MROCKLEY	05/23/2024	(998.00) (998.00)	0.00	Paid	Y 05/23/2024
	DONATED FUND EXPENDITURES						
BITTNER RONALD 64666	WWW.UI.COM MINIWAUKAN PARK SECURITY CAMERA 100-5521-531100	04/18/2024 MROCKLEY	05/23/2024	568.00 568.00	0.00	Paid	Y 05/23/2024
	OPERATIONAL SUPPLIES						

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 0002 US BANK							
BITTNER RONALD 64667	ZORO TOOLS INC RESTROOM PARTS 100-5521-531100	04/19/2024 MROCKLEY OPERATIONAL SUPPLIES	05/23/2024	285.23 285.23	0.00	Paid	Y 05/23/2024
BITTNER RONALD 64668	ZORO TOOLS INC URINAL VALVE 100-5521-531100	05/01/2024 MROCKLEY OPERATIONAL SUPPLIES	05/23/2024	273.99 273.99	0.00	Paid	Y 05/23/2024
BITTNER RONALD 64669	WWW.UI.COM MINIWAUKAN PARK SECURUITY CAMERAS 100-5521-531100	05/02/2024 MROCKLEY OPERATIONAL SUPPLIES	05/23/2024	779.00 779.00	0.00	Paid	Y 05/23/2024
BROWN DAVID 64670	CSWEA COLLECTION SYSTEM SEMINAR 620-8400-854100	05/06/2024 MROCKLEY EDUCATIONAL/TRAINING EXPENSES	05/23/2024	45.00 45.00	0.00	Paid	Y 05/23/2024
BROWN DAVID 64671	MACHINE SHED PEWAUKEE SAFETY TRAINING-MEAL ALLOWANCE FOR 4 620-8400-854100 610-6920-693000	05/08/2024 MROCKLEY EDUCATIONAL/TRAINING EXPENSES MISC GENERAL EXPENSES	05/23/2024	80.00 40.00 40.00	0.00	Paid	Y 05/23/2024
CASTLE WAYNE A 64672	AMZN MKTP US*ET88C3H63 SCADA DIALER-VOIP GATEWAY 620-8010-827000	04/17/2024 MROCKLEY OPERATION SUPPLY/EXPENSE	05/23/2024	48.48 48.48	0.00	Paid	Y 05/23/2024
CASTLE WAYNE A 64673	WISCONSIN WASTEWATER OPER WWOA SEMINAR 620-8400-854100	04/22/2024 MROCKLEY EDUCATIONAL/TRAINING EXPENSES	05/23/2024	56.93 56.93	0.00	Paid	Y 05/23/2024
CASTLE WAYNE A 64674	PANDA EXPRESS # 2974 SAFETY TRAINING-MEAL ALLOWANCE FOR 3 610-6920-693000 620-8400-854100	05/09/2024 MROCKLEY MISC GENERAL EXPENSES EDUCATIONAL/TRAINING EXPENSES	05/23/2024	39.69 19.85 19.84	0.00	Paid	Y 05/23/2024
CEITHAMER EMILY 64675	ACORN TV ANNUAL US ANNUAL SUBSCRIPTION 440-5511-531800	04/15/2024 MROCKLEY THINGERY MAINTENANCE	05/23/2024	73.49 73.49	0.00	Paid	Y 05/23/2024

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 0002 US BANK							
CEITHAMER EMILY 64676	ACORN TV ANNUAL US DUPLICATE CHARGE 440-5511-531800	04/15/2024 MROCKLEY THINGERY MAINTENANCE	05/23/2024	73.49 73.49	0.00	Paid	Y 05/23/2024
CEITHAMER EMILY 64677	TBL* YOGARENEW YOGA CLASS 440-5511-533500	04/15/2024 MROCKLEY TRAINING & TRAVEL	05/23/2024	113.40 113.40	0.00	Paid	Y 05/23/2024
CEITHAMER EMILY 64678	DISNEYPLUS MONTHLY SUBSCRIPTION 440-5511-531800	04/20/2024 MROCKLEY THINGERY MAINTENANCE	05/23/2024	15.81 15.81	0.00	Paid	Y 05/23/2024
CEITHAMER EMILY 64679	IN *RIVEREDGE NATURE CENT EXPLORE PASS/ PD BY FRIENDS 440-5890-580600	04/30/2024 MROCKLEY DONATED FUND EXPENDITURES	05/23/2024	77.25 77.25	0.00	Paid	Y 05/23/2024
CEITHAMER EMILY 64680	UW MADISON SOE PLACE PLAY MAKE LEARN CONFERENCE 440-5511-533500	05/09/2024 MROCKLEY TRAINING & TRAVEL	05/23/2024	75.00 75.00	0.00	Paid	Y 05/23/2024
CEITHAMER EMILY 64681	US BANK CREDIT FOR DUPLICATE CHARGE 440-5511-531800	05/09/2024 MROCKLEY THINGERY MAINTENANCE	05/23/2024	(73.49) (73.49)	0.00	Paid	Y 05/23/2024
CEITHAMER EMILY 64682	MOBILE BEACON HOTSPOT 440-5511-531800	05/10/2024 MROCKLEY THINGERY MAINTENANCE	05/23/2024	264.00 264.00	0.00	Paid	Y 05/23/2024
DEMOTTO CHRIS 64683	THE HOME DEPOT #4921 CABINETS AND COUNTERTOP - DISPATCH 430-5700-571100	04/25/2024 MROCKLEY POLICE DEPT CAPITAL EQUIP	05/23/2024	4,000.00 4,000.00	0.00	Paid	Y 05/23/2024
DEMOTTO CHRIS 64684	AMZN MKTP US*N83HQ9UY3 SPEAKERS AND CABLE - DISPATCH 430-5700-571100	04/28/2024 MROCKLEY POLICE DEPT CAPITAL EQUIP	05/23/2024	100.23 100.23	0.00	Paid	Y 05/23/2024

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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							
DEMOTTO CHRIS 64685	AMZN MKTP US*DG9OS1FV3 TRAFFIC CONTROL WARNING SIGNS - KWI MROCKLEY 340-5890-580602	05/08/2024	05/23/2024	279.80	0.00	Paid	Y 05/23/2024
	POLICE DESIGNATED FUND EXPENDITURES			279.80			
DEMOTTO CHRIS 64686	AMZN MKTP US*OV0YP86U3 TRAFFIC CONTROL WARNING SIGNS - KWI MROCKLEY 340-5890-580602	05/08/2024	05/23/2024	419.97	0.00	Paid	Y 05/23/2024
	POLICE DESIGNATED FUND EXPENDITURES			419.97			
DEMOTTO CHRIS 64687	AMZN MKTP US*HT0GC4F83 TRAFFIC CONTROL VESTS - KWI TRIP MROCKLEY 340-5890-580602	05/12/2024	05/23/2024	35.78	0.00	Paid	Y 05/23/2024
	POLICE DESIGNATED FUND EXPENDITURES			35.78			
DOHERTY DIANA 64688	ICMA ONLINE ANNUAL RENEWAL 100-5145-532400	04/16/2024 MROCKLEY	05/23/2024	200.00	0.00	Paid	Y 05/23/2024
	MEMBERSHIP DUES			200.00			
DOHERTY DIANA 64689	VBS*VONAGE BUSINESS VONAGE PHONE BILL - NEW UTILITY LINE MROCKLEY 610-6920-692100 620-8400-851000	04/24/2024	05/23/2024	26.94	0.00	Paid	Y 05/23/2024
	OFFICE SUPPLIES & EXPENSES			13.47			
	OFFICE SUPPLIES & EXPENSES			13.47			
DOHERTY DIANA 64690	VBS*VONAGE BUSINESS MAY 2024 VONAGE PHONE BILL 100-5141-522500 100-5142-522500 100-5145-522900 100-5241-522500 100-5323-522500 100-5512-522500 100-5120-522500 100-5211-522500 150-5221-522500 440-5511-522500 610-6920-692100 620-8400-851000	05/12/2024 MROCKLEY	05/23/2024	1,573.89	0.00	Paid	Y 05/23/2024
	TELEPHONE			19.49			
	TELEPHONE			87.98			
	SOFTWARE SUPPORT/MAINTENANCE			87.75			
	TELEPHONE			58.48			
	TELEPHONE			58.73			
	TELEPHONE			19.49			
	TELEPHONE			19.49			
	TELEPHONE			365.11			
	TELEPHONE			356.14			
	TELEPHONE			398.52			
	OFFICE SUPPLIES & EXPENSES			51.36			
	OFFICE SUPPLIES & EXPENSES			51.35			
DOHERTY DIANA 64691	LEAGUE OF WISCONSIN MUNI BUDGET & DEBT WEBINAR	05/14/2024 MROCKLEY	05/23/2024	75.00	0.00	Paid	Y 05/23/2024

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Purchase Card Vendor: 0002 US BANK							
	100-5145-533500	TRAINING & TRAVEL		75.00			
DYKSTRA DIANA 64692	EB ZONING WORKSHOP FO T RUTENBECK ZONING WORKSHOP 100-5632-539900	04/17/2024 MROCKLEY	05/23/2024	20.00	0.00	Paid	Y 05/23/2024
		T RUTENBECK ZONING WORKSHOP		20.00			
DYKSTRA DIANA 64693	DOLLARTREE LG RETIREMENT SUPPLIES 100-5141-539800	04/25/2024 MROCKLEY	05/23/2024	26.25	0.00	Paid	Y 05/23/2024
		LG RETIREMENT SUPPLIES		26.25			
DYKSTRA DIANA 64694	THAT PLACE LG RETIREMENT PARTY 100-5141-539800	04/25/2024 MROCKLEY	05/23/2024	825.00	0.00	Paid	Y 05/23/2024
		LG RETIREMENT PARTY		825.00			
DYKSTRA DIANA 64695	WAL-MART #1571 LG RETIREMENT 100-5141-539800	04/26/2024 MROCKLEY	05/23/2024	42.96	0.00	Paid	Y 05/23/2024
		LG RETIREMENT		42.96			
DYKSTRA DIANA 64696	LOCAL GOVERNMENT EDUCATIO UWGB DEPUTY CLERK IN-PERSON 100-5142-533500	04/26/2024 MROCKLEY	05/23/2024	150.00	0.00	Paid	Y 05/23/2024
		UWGB DEPUTY CLERK		150.00			
DYKSTRA DIANA 64697	FORK IN THE ROAD VH CLERK WEEK LUNCHEON 100-5142-539900	05/08/2024 MROCKLEY	05/23/2024	19.43	0.00	Paid	Y 05/23/2024
		VH CLERK WEEK LUNCHEON		19.43			
DYKSTRA DIANA 64698	FORK IN THE ROAD VH CLERK WEEK LUNCHEON 100-5142-539900	05/08/2024 MROCKLEY	05/23/2024	137.67	0.00	Paid	Y 05/23/2024
		VH CLERK WEEK LUNCHEON		137.67			
DYKSTRA DIANA 64699	NIU OUTREACH WCMA SUMMER CONF 100-5141-533500	05/10/2024 MROCKLEY	05/23/2024	200.00	0.00	Paid	Y 05/23/2024
		WCMA SUMMER CONF		200.00			
KIM CATHRYN 64700	DOLLARTREE PROGRAM SUPPLIES 440-5511-533100	04/16/2024 MROCKLEY	05/23/2024	53.75	0.00	Paid	Y 05/23/2024
		PROGRAMMING		53.75			

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Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN 64701	SQ *SUNSET PLAYHOUSE LITTLE RED HEN PERFORMANCE 440-5511-533100	04/17/2024 MROCKLEY	05/23/2024	310.00 310.00	0.00	Paid	Y 05/23/2024
	PROGRAMMING						
KIM CATHRYN 64702	TRIPLE CROWN PRODUCTS LIBRARY T-SHIRTS 440-5511-533300	04/25/2024 MROCKLEY	05/23/2024	236.01 236.01	0.00	Paid	Y 05/23/2024
	OUTREACH						
KIM CATHRYN 64703	WM SUPERCENTER #1571 PROGRAM PRIZE 440-5511-533100	04/30/2024 MROCKLEY	05/23/2024	50.00 50.00	0.00	Paid	Y 05/23/2024
	PROGRAMMING						
KIM CATHRYN 64704	NETFLIX.COM 5/1/24-5/31/24 SERVICE 440-5511-531800	05/01/2024 MROCKLEY	05/23/2024	22.99 22.99	0.00	Paid	Y 05/23/2024
	THINGERY MAINTENANCE						
KIM CATHRYN 64705	TLF*AMERICANA FLOWER STAT STAFF FLOWERS 440-5890-580600	05/02/2024 MROCKLEY	05/23/2024	71.98 71.98	0.00	Paid	Y 05/23/2024
	DONATED FUND EXPENDITURES						
KIM CATHRYN 64706	QDOBA 1857 CATERING STAFF DEVELOPMENT DAY 440-5511-533500	05/04/2024 MROCKLEY	05/23/2024	186.18 186.18	0.00	Paid	Y 05/23/2024
	TRAINING & TRAVEL						
KIM CATHRYN 64707	D J*WALL-ST-JOURNAL SUBSCRIPTION/ QUARTERLY 440-5511-532700	05/06/2024 MROCKLEY	05/23/2024	194.97 194.97	0.00	Paid	Y 05/23/2024
	NEWSPAPERS						
KIM CATHRYN 64708	SP IGLU SOFT PLAY LTD SOFT PLAY SETS 440-5890-580600	05/06/2024 MROCKLEY	05/23/2024	598.00 598.00	0.00	Paid	Y 05/23/2024
	DONATED FUND EXPENDITURES						
KIM CATHRYN 64709	WALGREENS #7039 EMPLOYEE GIFT 440-5890-580600	05/10/2024 MROCKLEY	05/23/2024	24.96 24.96	0.00	Paid	Y 05/23/2024
	DONATED FUND EXPENDITURES						

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Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN 64710	AZAR INTERNATIONAL INC PLASTIC WALL FRAMES 440-5511-531100	05/13/2024 MROCKLEY	05/23/2024	76.70 76.70	0.00	Paid	Y 05/23/2024
	OPERATIONAL SUPPLIES						
KIM CATHRYN 64711	JOHNSON PLASTICS PLUS PROGRAM SUPPLIES 440-5511-531700	05/14/2024 MROCKLEY	05/23/2024	78.99 78.99	0.00	Paid	Y 05/23/2024
	METASPACE MAINTENANCE						
KIM CATHRYN 64712	EPILOG LASER ECOMMERCE LENS CLEANER 440-5511-531700	05/15/2024 MROCKLEY	05/23/2024	9.50 9.50	0.00	Paid	Y 05/23/2024
	METASPACE MAINTENANCE						
KREISER ROBERT 64713	LS WON-A-GO BIKING NEW BIKE PATROL OFFICER HELMET 100-5212-534700	05/04/2024 MROCKLEY	05/23/2024	49.99 49.99	0.00	Paid	Y 05/23/2024
	NEW UNIFORM ISSUE						
KREISER ROBERT 64714	AMAZON RET* 114-339907 BOOK REQUIRED FOR IPMBA BICYCLE 100-5215-531100	05/10/2024 MROCKLEY	05/23/2024	46.39 46.39	0.00	Paid	Y 05/23/2024
	OPERATIONAL SUPPLIES						
KUBIAK MICHAEL 64715	AMZN MKTP US*L18UI8VM3 NNO GIVEAWAY ITEMS 340-5890-580602	04/15/2024 MROCKLEY	05/23/2024	18.62 18.62	0.00	Paid	Y 05/23/2024
	POLICE DESIGNATED FUND EXPENDITURES						
KUBIAK MICHAEL 64716	AMZN MKTP US*O67UF7IF3 NNO GIVEAWAY ITEMS 340-5890-580602	04/20/2024 MROCKLEY	05/23/2024	128.60 128.60	0.00	Paid	Y 05/23/2024
	POLICE DESIGNATED FUND EXPENDITURES						
KUBIAK MICHAEL 64717	NATIONAL CHILD ID PROGRAM NNO CHILD ID KITS 340-5890-580602	04/25/2024 MROCKLEY	05/23/2024	73.50 73.50	0.00	Paid	Y 05/23/2024
	POLICE DESIGNATED FUND EXPENDITURES						
KUBIAK MICHAEL 64718	AMAZON.COM*IK0A60X93 EXTENDIBLE HANDLES FOR SQUAD BROOMS 100-5212-531100	04/28/2024 MROCKLEY	05/23/2024	40.00 40.00	0.00	Paid	Y 05/23/2024
	OPERATIONAL SUPPLIES						

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Purchase Card Vendor: 0002 US BANK							
KUBIAK MICHAEL 64719	AMZN MKTP US*8X14C3JF3 NNO RAFFLE PRIZE 340-5890-580602	05/01/2024 MROCKLEY	05/23/2024	97.95	0.00	Paid	Y 05/23/2024
		POLICE DESIGNATED FUND EXPENDITURES		97.95			
KUBIAK MICHAEL 64720	BUILDASIGN NNO SIGNS 340-5890-580602	05/02/2024 MROCKLEY	05/23/2024	311.50	0.00	Paid	Y 05/23/2024
		POLICE DESIGNATED FUND EXPENDITURES		311.50			
KUBIAK MICHAEL 64721	OTC BRANDS INC NNO SIGN 340-5890-580602	05/02/2024 MROCKLEY	05/23/2024	27.99	0.00	Paid	Y 05/23/2024
		POLICE DESIGNATED FUND EXPENDITURES		27.99			
KUBIAK MICHAEL 64722	AMZN MKTP US*OW65R2753 NNO DRY ERASE WHITEBOARD 340-5890-580602	05/03/2024 MROCKLEY	05/23/2024	87.90	0.00	Paid	Y 05/23/2024
		POLICE DESIGNATED FUND EXPENDITURES		87.90			
MILLER KENNETH 64723	US BANK DIGESTOR-HVAC ACTUATOR REFUND 620-8010-827000	04/15/2024 MROCKLEY	05/23/2024	(315.00)	0.00	Paid	Y 05/23/2024
		OPERATION SUPPLY/EXPENSE		(315.00)			
MILLER KENNETH 64724	WM SUPERCENTER #1571 OFFICE SUPPLIES 620-8400-851000 610-6920-692100	05/01/2024 MROCKLEY	05/23/2024	53.05	0.00	Paid	Y 05/23/2024
		OFFICE SUPPLIES & EXPENSES		26.52			
		OFFICE SUPPLIES & EXPENSES		26.53			
MILLER KENNETH 64725	SUPPLYHOUSE.COM DIGESTOR-HVAC ACTUATOR 620-8010-827000	05/06/2024 MROCKLEY	05/23/2024	308.38	0.00	Paid	Y 05/23/2024
		OPERATION SUPPLY/EXPENSE		308.38			
PETERSON RANDY 64726	MCMaster-CARR BEARINGS 100-5324-539500	04/18/2024 MROCKLEY	05/23/2024	51.89	0.00	Paid	Y 05/23/2024
		REPAIRS & MAINTENANCE		51.89			
PETERSON RANDY 64727	EAS*THE EASTWOOD COMPA TIG WELDER 100-5323-531100	04/30/2024 MROCKLEY	05/23/2024	760.85	0.00	Paid	Y 05/23/2024
		OPERATIONAL SUPPLIES		760.85			

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Purchase Card Vendor: 0002 US BANK							
PETERSON RANDY 64728	VBELTS4LESS LLC MOWER BELTS 100-5324-539500	05/02/2024 MROCKLEY REPAIRS & MAINTENANCE	05/23/2024	120.67 120.67	0.00	Paid	Y 05/23/2024
RUTENBECK TIM 64729	DOA E PAY DOC SALES BUILDING PERMIT STATE SEALS 100-5241-531100	05/03/2024 MROCKLEY BUILDING PERMIT STATE SEALS	05/23/2024	837.49 837.49	0.00	Paid	Y 05/23/2024
RUTENBECK TIM 64730	DSPTS E SERVICE FEE REN DSPTS CONVENIENCE FEE 100-5241-533500	05/14/2024 MROCKLEY DSPTS CONVENIENCE FEE	05/23/2024	0.90 0.90	0.00	Paid	Y 05/23/2024
RUTENBECK TIM 64731	WI DSPTS LICENSURE WI DSPTS LICENCSE RUTENBECK 100-5241-533500	05/14/2024 MROCKLEY WI DSPTS LIC RUTENBECK	05/23/2024	40.00 40.00	0.00	Paid	Y 05/23/2024
SMITH JAMES A 64732	WM SUPERCENTER #1571 LAB SUPPLIES 620-8010-826000	04/15/2024 MROCKLEY LABORATORY	05/23/2024	15.04 15.04	0.00	Paid	Y 05/23/2024
SMITH JAMES A 64733	WM SUPERCENTER #1571 LAB SUPPLIES 620-8010-826000	04/17/2024 MROCKLEY LABORATORY	05/23/2024	33.53 33.53	0.00	Paid	Y 05/23/2024
SMITH JAMES A 64734	PRIMO WATER LAB SUPPLIES 620-8010-826000	05/09/2024 MROCKLEY LABORATORY	05/23/2024	252.32 252.32	0.00	Paid	Y 05/23/2024
STIEN JEFFREY R 64735	US BANK HOME DEPOT CREDIT 150-5222-539500	04/22/2024 MROCKLEY REPAIRS & MAINTENANCE	05/23/2024	(141.55) (141.55)	0.00	Paid	Y 05/23/2024
STIEN JEFFREY R 64736	THE HOME DEPOT 4921 STATION 2 REPAIRS 150-5222-539500	04/22/2024 MROCKLEY REPAIRS & MAINTENANCE	05/23/2024	348.88 348.88	0.00	Paid	Y 05/23/2024

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Purchase Card Vendor: 0002 US BANK							
STIEN JEFFREY R 64737	THE HOME DEPOT #4921 PLYMOVENT SYSTEM REPAIR 150-5222-539500	04/22/2024 MROCKLEY	05/23/2024	37.63	0.00	Paid	Y 05/23/2024
	REPAIRS & MAINTENANCE			37.63			
STIEN JEFFREY R 64738	SCUBA.COM 2024 CLOTHING ALLOWANCE - LAABS 150-5233-534600	05/07/2024 MROCKLEY	05/23/2024	419.43	0.00	Paid	Y 05/23/2024
	CLOTHING ALLOWANCE			419.43			
STIEN JEFFREY R 64739	METRO MARKET #384 STATION SUPPLIES 150-5221-531100	05/10/2024 MROCKLEY	05/23/2024	41.95	0.00	Paid	Y 05/23/2024
	OPERATIONAL SUPPLIES			41.95			
STREIT DANIEL 64740	AMAZON RET* 114-622254 SANDISK 2TB PORTABLE SSD 100-5213-531100	04/17/2024 MROCKLEY	05/23/2024	163.53	0.00	Paid	Y 05/23/2024
	OPERATIONAL SUPPLIES			163.53			
STREIT DANIEL 64741	THE HOME DEPOT #4921 CABINETS AND COUNTERTOPS - DISPATCH 430-5700-571100	04/25/2024 MROCKLEY	05/23/2024	821.35	0.00	Paid	Y 05/23/2024
	POLICE DEPT CAPITAL EQUIP			821.35			
STREIT DANIEL 64742	THE HOME DEPOT #4921 COUNTERTOP - DISPATCH REMODEL 430-5700-571100	04/25/2024 MROCKLEY	05/23/2024	1,113.75	0.00	Paid	Y 05/23/2024
	POLICE DEPT CAPITAL EQUIP			1,113.75			
STREIT DANIEL 64743	AMZN MKTP US*TP1SU0DS3 DISPATCH HEADSETE EARPAD REPLACEMENT 100-5211-539500	04/29/2024 MROCKLEY	05/23/2024	36.95	0.00	Paid	Y 05/23/2024
	REPAIRS & MAINTENANCE			36.95			
STREIT DANIEL 64744	AMZN MKTP US*ZPOMK2H33 CAR ADAPTER FOR TRACS PRINTER 100-5212-531100	05/11/2024 MROCKLEY	05/23/2024	36.83	0.00	Paid	Y 05/23/2024
	OPERATIONAL SUPPLIES			36.83			
SUKOWATY JAYME 64745	USPS PO 5657100149 COMPLIANCE SAMPLING-FLUORIDE POSTAGE 610-6300-663200	05/03/2024 MROCKLEY	05/23/2024	5.10	0.00	Paid	Y 05/23/2024
	OPERATION SUPPLY/EXP-TREATMENT			5.10			

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SURA MATTHEW J							
64746	BESTBUYCOM806930583110	04/30/2024	05/23/2024	6.50	0.00	Paid	Y
	BEST BUY TAX CHARGE	MROCKLEY					05/23/2024
	150-5221-531100	OPERATIONAL SUPPLIES		6.50			
SURA MATTHEW J							
64747	UMBC CASHIER	05/07/2024	05/23/2024	65.00	0.00	Paid	Y
	FICKAU UMBC CRITICAL CARE RENEWAL	MROCKLEY					05/23/2024
	150-5221-533500	TRAINING & TRAVEL		65.00			
SURA MATTHEW J							
64748	APPLE.COM/BILL	05/08/2024	05/23/2024	0.99	0.00	Paid	Y
	APPLE STORAGE	MROCKLEY					05/23/2024
	150-5231-531100	OPERATIONAL SUPPLIES		0.99			
ZAESKE DEBBIE							
64749	V FOX VALLEY TECHNICAL CO	04/25/2024	05/23/2024	295.00	0.00	Paid	Y
	LEAP CONFERENCE REGISTRATION -	MROCKLEY					05/23/2024
	100-5211-533500	TRAINING & TRAVEL		295.00			
ZAESKE DEBBIE							
64750	TN FOX VALLEY TECH PAYPAT	04/25/2024	05/23/2024	8.70	0.00	Paid	Y
	LEAP CONFERENCE REGISTRATION FEE -	MROCKLEY					05/23/2024
	100-5211-533500	TRAINING & TRAVEL		8.70			

Total Purchase Card Vendor: 0002 US BANK				19,656.89	0.00
# of Invoices:	89	# Due:	0	Totals:	21,184.93
# of Credit Memos:	4	# Due:	0	Totals:	(1,528.04)
Net of Invoices and Credit Memos:				19,656.89	0.00

--- TOTALS BY GL DISTRIBUTION ---

100-5120-522500	TELEPHONE	19.49
100-5141-522500	TELEPHONE	19.49
100-5141-533500	TRAINING & TRAVEL	200.00
100-5141-539800	EMPLOYEE RECOGNITION	894.21
100-5142-522500	TELEPHONE	87.98
100-5142-533500	TRAINING & TRAVEL	150.00
100-5142-539900	OTHER	157.10
100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE	87.75
100-5145-532400	MEMBERSHIP DUES	200.00
100-5145-533500	TRAINING & TRAVEL	75.00
100-5211-522500	TELEPHONE	365.11

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	GL Distribution						
100-5211-533500	TRAINING & TRAVEL			303.70			
100-5211-539500	REPAIRS & MAINTENANCE			36.95			
100-5212-531100	OPERATIONAL SUPPLIES			76.83			
100-5212-534700	NEW UNIFORM ISSUE			49.99			
100-5213-531100	OPERATIONAL SUPPLIES			163.53			
100-5215-531100	OPERATIONAL SUPPLIES			46.39			
100-5241-522500	TELEPHONE			58.48			
100-5241-531100	OPERATIONAL SUPPLIES			837.49			
100-5241-533500	TRAINING & TRAVEL			40.90			
100-5323-522500	TELEPHONE			58.73			
100-5323-531100	OPERATIONAL SUPPLIES			760.85			
100-5324-539500	REPAIRS & MAINTENANCE			172.56			
100-5512-522500	TELEPHONE			19.49			
100-5521-531100	OPERATIONAL SUPPLIES			1,906.22			
100-5632-539900	OTHER			20.00			
150-5221-522500	TELEPHONE			356.14			
150-5221-531100	OPERATIONAL SUPPLIES			48.45			
150-5221-533500	TRAINING & TRAVEL			65.00			
150-5222-539500	REPAIRS & MAINTENANCE			244.96			
150-5231-531100	OPERATIONAL SUPPLIES			0.99			
150-5233-534600	CLOTHING ALLOWANCE			419.43			
340-5890-580602	POLICE DESIGNATED FUND EXPENDITURES			1,481.61			
430-5700-571100	POLICE DEPT CAPITAL EQUIP			6,035.33			
440-5511-522500	TELEPHONE			398.52			
440-5511-531100	OPERATIONAL SUPPLIES			171.24			
440-5511-531700	METASPACE MAINTENANCE			88.49			
440-5511-531800	THINGERY MAINTENANCE			376.29			
440-5511-532700	NEWSPAPERS			194.97			
440-5511-533100	PROGRAMMING			413.75			
440-5511-533300	OUTREACH			405.54			
440-5511-533500	TRAINING & TRAVEL			623.58			
440-5890-580600	DONATED FUND EXPENDITURES			772.19			
610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT			5.10			
610-6920-692100	OFFICE SUPPLIES & EXPENSES			91.36			
610-6920-693000	MISC GENERAL EXPENSES			59.85			
620-8010-826000	LABORATORY			300.89			
620-8010-827000	OPERATION SUPPLY/EXPENSE			41.86			
620-8400-851000	OFFICE SUPPLIES & EXPENSES			91.34			
620-8400-854100	EDUCATIONAL/TRAINING EXPENSES			161.77			

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--- TOTALS BY FUND ---							
	100 - GENERAL FUND			6,808.24	0.00		
	150 - FIRE/AMBULANCE FUND			1,134.97	0.00		
	340 - VILLAGE DESIGNATED FUND			1,481.61	0.00		
	430 - CAPITAL EQUIPMENT FUND			6,035.33	0.00		
	440 - LIBRARY FUND			3,444.57	0.00		
	610 - WATER UTILITY FUND			156.31	0.00		
	620 - SEWER UTILITY FUND			595.86	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5120 - MUNICIPAL COURT			19.49	0.00		
	5141 - VILLAGE ADMINISTRATOR			1,113.70	0.00		
	5142 - CLERK-TREASURER			395.08	0.00		
	5145 - FINANCE DEPARTMENT			362.75	0.00		
	5211 - POLICE ADMINISTRATION			705.76	0.00		
	5212 - POLICE PATROL			126.82	0.00		
	5213 - CRIME INVESTIGATION			163.53	0.00		
	5215 - POLICE TRAINING			46.39	0.00		
	5221 - FIRE ADMINISTRATION			469.59	0.00		
	5222 - FIRE SUPPRESSION			244.96	0.00		
	5231 - AMBULANCE			0.99	0.00		
	5233 - REFERENDUM FUNDED STAFFING			419.43	0.00		
	5241 - BUILDING INSPECTOR			936.87	0.00		
	5323 - GARAGE			819.58	0.00		
	5324 - MACHINERY & EQUIPMENT			172.56	0.00		
	5511 - LIBRARY SERVICES			2,672.38	0.00		
	5512 - MUSEUM			19.49	0.00		
	5521 - PARKS			1,906.22	0.00		
	5632 - PLANNING DEPARTMENT			20.00	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			6,035.33	0.00		
	5890 - USE OF DESIGNATED FUNDS			2,253.80	0.00		
	6300 - WATER TREATMENT OPERATIONS			5.10	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			151.21	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			342.75	0.00		
	8400 - ADMINISTRATIVE & GENERAL			253.11	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0366			1,875.83			
	0707			1,914.03			
	1086			878.39			
	1128			303.70			

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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			125.00			
	1552			618.95			
	3049			5.10			
	3064			4,835.78			
	4175			96.38			
	5177			1,421.31			
	5311			513.07			
	5538			2,172.41			
	5724			72.49			
	6370			706.34			
	6639			145.10			
	6721			786.06			
	7403			300.89			
	8389			46.43			
	9625			933.41			
	9708			1,906.22			

VILLAGE OF MUKWONAGO
Performance Stage Rental Application
Special Event Form Required

Date Submitted: _____

Event Date: 8/30/24

GUIDELINES

This form must be completed in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **three (3) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to:

Village Clerk-Treasurer's Office

ATTN: Park Rentals

440 River Crest Ct

Mukwonago WI 53149

Email to:

lgourdoux@villageofmukwonago.gov

APPLICANT INFORMATION

Name: Rachel Holst

Address: 400 Bayview Rd City: Mukwonago State/Zip: WI, 53149

Daytime Phone: 815-322-3956

E-mail: rachelholst@lifepointmukwonago.com

ORGANIZATION INFORMATION (if applicable)

Name of Organization: Life Point Church

Mailing Address: 400 Bayview Rd City: Mukwonago State/Zip: WI, 53149

Phone Number: 262-378-4356 Is organization a 501(c)3? Yes: X No: _____

Website Address: lifepointmukwonago.com

RENTAL INFORMATION

Date(s) of Event: 8/30/24

Estimated Number of Participants: 200

NOTE: (Special Event Permit will be required under separate application)

Event Set-Up Time: 12pm Event End Time: 8pm

Type of Event: Night of Worship

FEES (complete those that apply)

Performance Stage at Indianhead Park

Performance Stage	\$350.00 per day	\$ <u>350.00</u>
Non-Resident Fee	Additional \$50.00 per day	\$ _____
Total Rental Fees (Separate Payment)		\$ <u>350.00</u>

***SOUND SYSTEM USE REQUIRES PRE-EVENT MEETING WITH REPRESENTATIVE FROM
PUBLIC WORKS DEPARTMENT AT LEAST 48 HOURS IN ADVANCE OF EVENT
DURING NORMAL BUSINESS HOURS***

SECURITY DEPOSIT (Refundable)

Performance Stage Deposit	\$500.00 per day	\$ <u>500.00</u>
Key Deposit	\$50.00	\$ <u>50.00</u>
Total Deposit Fees (Separate Payment)		\$ <u>550.00</u>

TERMINATION OF AN EVENT

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

CERTIFICATION

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



Applicant Signature

Date



Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator

Building Inspection

Fire

DPW

Police

Utilities

VILLAGE OF MUKWONAGO

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

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

PH Reservations are dependent upon availability.

PH No items shall be stored in the pavilion prior to the rental day unless payment has been received for the extra day(s).

PH Keys are responsibility of the Applicant to check out at Village Hall, no greater than 48 hours in advance of your event. After completion of the event, keys can be returned to Village Hall on the next business day or dropped off at the Mukwonago Police Department. Lost keys will result in re-keying charges.

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

PH The Applicant should review the facility at opening. Note any pre-existing damages or problems.

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

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

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

Cleaning/Damages

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

PH There are no decorations allowed to be affixed to the Ceiling. Applicant must adhere to the required post event clean up items on the facility checklist. Any items left incomplete may result in a forfeit of any or all of the damage deposit. Additional clean up charges will be billed at \$50 per ½ hour.

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

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

VILLAGE OF MUKWONAGO

- Yes Once approval has been granted, the Village Board, Village Administrator, Chief or Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency to weather, fire, riot, or administrative or clerical error. No fee would be charged for cancelation by a Village Officer.
- Yes Applicant agrees to indemnify and hold harmless for all expenses, liability, and/or claim arising out of harm or activity of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at event, if necessary.
- Yes Security and Protection: The sponsor of any event shall be responsible for adequate uniformed security personnel. A security plan shall be furnished at least seven (7) days prior to the date of the event for Police Department approval. *NOTE:* Check with Police Department to see if off-duty or reserve police officers would be available for event. Only security personnel approved by the Mukwonago Police Department may be used.
- Yes Parking Space(s) on Village streets or Village Owned Parking Lot: Parking of cars shall be on paved areas only. Heavy vehicles on grassy areas for loading and unloading must be authorized the Public Works Director or designee. The Police Department shall be notified in advance if traffic control is needed on public thoroughfares.
- Yes Fires: All fires must be in personal grills or designated fireplaces.
- Yes Clean-up: Cleaning of the park is the responsibility of the organizer. The event area shall be maintained in an orderly manner during the event and final clean-up shall commence immediately post event. If clean-up is not completed by the end of the next business day, Village personnel shall be utilized and a bill, minus the deposit will be issued to the organizer. Future use of Village facilities may be revoked.

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

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

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

VILLAGE OF MUKWONAGO

- YES **Electricity:** If YES, list pavilions where electricity is needed. **Performance Stage:** Power Requirements: ____ 110V 20 Amp ____ 110V 30 Amp X 110V 50 Amp
- NO **Food/Non-Alcoholic Beverages:** If YES, the necessary permits and related information for the sale of food shall be obtained from the Waukesha County Health Department (262-896-8300).
- NO **Street Usage/Roadway Closure:** If YES, if the event is in the street, street barricades are required. What type and How many barricades will be required? ____
- YES **Parking Space(s) on Private Lots:** IF YES, if parking in private lots near the event is required, the applicant shall obtain written permission from the adjacent property owners directly.
- NO **Alcohol Served:** If YES, if beer or other fermented malt beverages are sold, a Temporary Class "B"/"Class B" Retailer's License must be completed and turned in with payment with the rental application. Please list the number of Village of Mukwonago licensed bartenders that will be on site: ____
- NO **Admission or Gate Fee Charged:** If YES, explain in detail the reason for the fee.
- YES **Loudspeakers and/or Amplification:** If YES, will it be a: Band X DJ ____ Other ____
What are the hours be? ____ All noise (loudspeakers and/or amplification ends at 11 p.m.
- NO **Tents, Canopies, or Other Temporary Structures:** If YES, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.
- NO **Inflatable Devices:** If YES, number and location of devices.
- NO **Additional Port-a-Pots:** If Yes, using the information below, will your event require Portable Restrooms?
Determining if you need additional port-a-pots. Attendance at the function exceeds 300 people. Any damage will be the responsibility of the sponsoring group. They shall be clean, usable, properly enclosed, emptied when full, and a minimum 100 feet from food preparation areas. They shall be removed the next regular business day. The following schedule should be followed:
- 301-400 persons – 3 port-a-pots (1 for the men & 2 for the women)
401-500 persons – 6 port-a-pots (2 for the men & 4 for the women)
501-600 persons – 9 port-a-pots (3 for the men & 6 for the women)
for additional 250 persons over 600, an additional port-a-pot for each sex will be required



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/26/2024

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

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

PRODUCER Church Mutual Insurance Company, S.I. 3000 Schuster Lane P.O. Box 357 Merrill WI 54452	CONTACT NAME: Church Mutual Insurance Company, S.I. PHONE (A/C, No, Ext): 1-800-554-2642 FAX (A/C, No): 855-264-2329 E-MAIL ADDRESS: customerservice@churchmutual.com														
INSURED LIFEPOINT CHURCH INC 560 BAY VIEW RD STE 1 MUKWONAGO WI 53149-1751	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Church Mutual Insurance Company, S.I.</td><td>18767</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Church Mutual Insurance Company, S.I.	18767	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Church Mutual Insurance Company, S.I.	18767														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y	N	0224887 25-710733	04/13/2024	04/13/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A			N/A			PER STATUTE ☐ OTHER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Certificate Holder is additional insured on a primary and non-contributory basis as required by written contract per the General Liability Enhancement endorsement attached to the policy.
For Night of Worship on 08/30/2024 at Phantom Junction Stage.
SAAP 517

CERTIFICATE HOLDER**CANCELLATION**

Village of Mukwonago 440 RIVERCREST CT MUKWONAGO WI 53149-1759	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Pamela T. Rushing</i>
--	---

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

VILLAGE OF MUKWONAGO

SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: 5/24/25

Total Fees Paid: \$370

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

ORGANIZATION INFORMATION

Name of Organization: Aesthetic Management & Artist Development

Mailing Address: [REDACTED] City: Mukwonago State: WI Zip: 53149

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

Website Address: www.Facebook.com/aestheticartists

3. _____

Event Contact Person: Ethan Keller

Mailing Address: (above) City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: ArtistsAesthetic@gmail.com

EVENT INFORMATION

Name of the Event: Gold Coast Festival Date(s) of the Event: Sat Aug 24th

Event Start Time: 11am Event End Time: 10 pm

Location of the Event: Indian Head Park / Phantom Junction Stage

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.

Music & Art Festival. 8-10 musical acts (acoustic & electric).
Local and Regional artists. Food vendors. Art & other vendors.
Mukwonago Food Pantry will be involved as alcohol service.

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

G. Estimated # of participants: 40-60 crew Spectators: 400-600 Vendors: 20-40

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: 11am - 10 pm
- I. Please list the number of security staff you will be providing for the event: 2-4
- J. Will you need barricades provided by the Village for your event? ☒ YES ☐ NO
 If yes, how many? 4-6 **Snow Fence plan, will call Diggs Hotline.*
- 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
**only 12x10 vendor canopies*
- 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
3-4
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☒ YES ☒ NO
Public parking, street parking
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☐ YES ☐ NO
Vendor trash bins/ground cleaners to be dumpster/recycling?
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
Access to public restrooms ☒
Indemnity Bond in progress
- 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. *sent / received*

Other Documents:

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

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.)

Ethan Keller
Signature - Applicant

Ethan Keller - Managing Member
Name & Title (PRINT)

5/24/24
Date

Signature - Applicant

Name & Title (PRINT)

Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
<i>5/28/24</i>	<i>82017</i>		
Police Department:	Approved ☒ Denied ☐	Comments: <i>5-31-24</i>	
Fire Department:	Approved ☐ Denied ☐	Comments:	
Public Works Department:	Approved ☒ Denied ☐	Comments: <i>5-31-24</i>	
Village Clerk:	Approved ☐ Denied ☐	Comments:	
Village Board Approval Date	Village President Signature	Permit #	Issue Date

Special Events Permit Application (Rev 1/23)

VILLAGE OF MUKWONAGO
Performance Stage Rental Application
Special Event Form Required

Date Submitted: 5/24/25

Event Date: 8/24/24

GUIDELINES

This form must be completed in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **three (3) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to:

Village Clerk-Treasurer's Office

ATTN: Park Rentals

440 River Crest Ct

Mukwonago WI 53149

Email to:

lgourdoux@villageofmukwonago.gov

FEES (complete those that apply)

Performance Stage at Indianhead Park

Performance Stage	\$350.00 per day	\$ <u>350</u> ✓
Non-Resident Fee	Additional \$25.00 per day	\$ _____
	TOTAL	\$ <u>350</u>

***SOUND SYSTEM USE REQUIRES PRE-EVENT MEETING WITH REPRESENTATIVE FROM
PUBLIC WORKS DEPARTMENT AT LEAST 48 HOURS IN ADVANCE OF EVENT
DURING NORMAL BUSINESS HOURS***

SECURITY DEPOSIT (Refundable)

Performance Stage Deposit	\$500.00 per day	\$ <u>500</u>
---------------------------	------------------	---------------

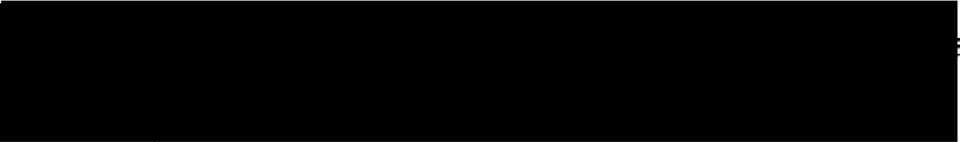
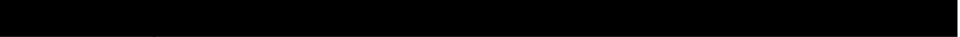
RENTAL INFORMATION

Date(s) of Event: Sat. August 24, 2024

Estimated Number of Participants: 500+

NOTE: (Special Event Permit will be required under separate application)

Event Set-Up Time: 6-7am Event End Time: 10-11pm

APPLICANT INFORMATIONName: Ethan KellerAddress: e/Zip: WI 53149Daytime E-mail: Artist5Aesthetic@gmail.com**ORGANIZATION INFORMATION (if applicable)**

Name of Organization: _____

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

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

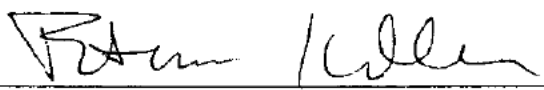
Website Address: _____

TERMINATION OF AN EVENT

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

CERTIFICATION

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


Applicant Signature4/15/24
DateEthan Keller
Print Name

Office Use Only

\$350

Fees Paid

86018

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator _____

Building Inspection _____

Fire _____

DPW ✓

Police ✓

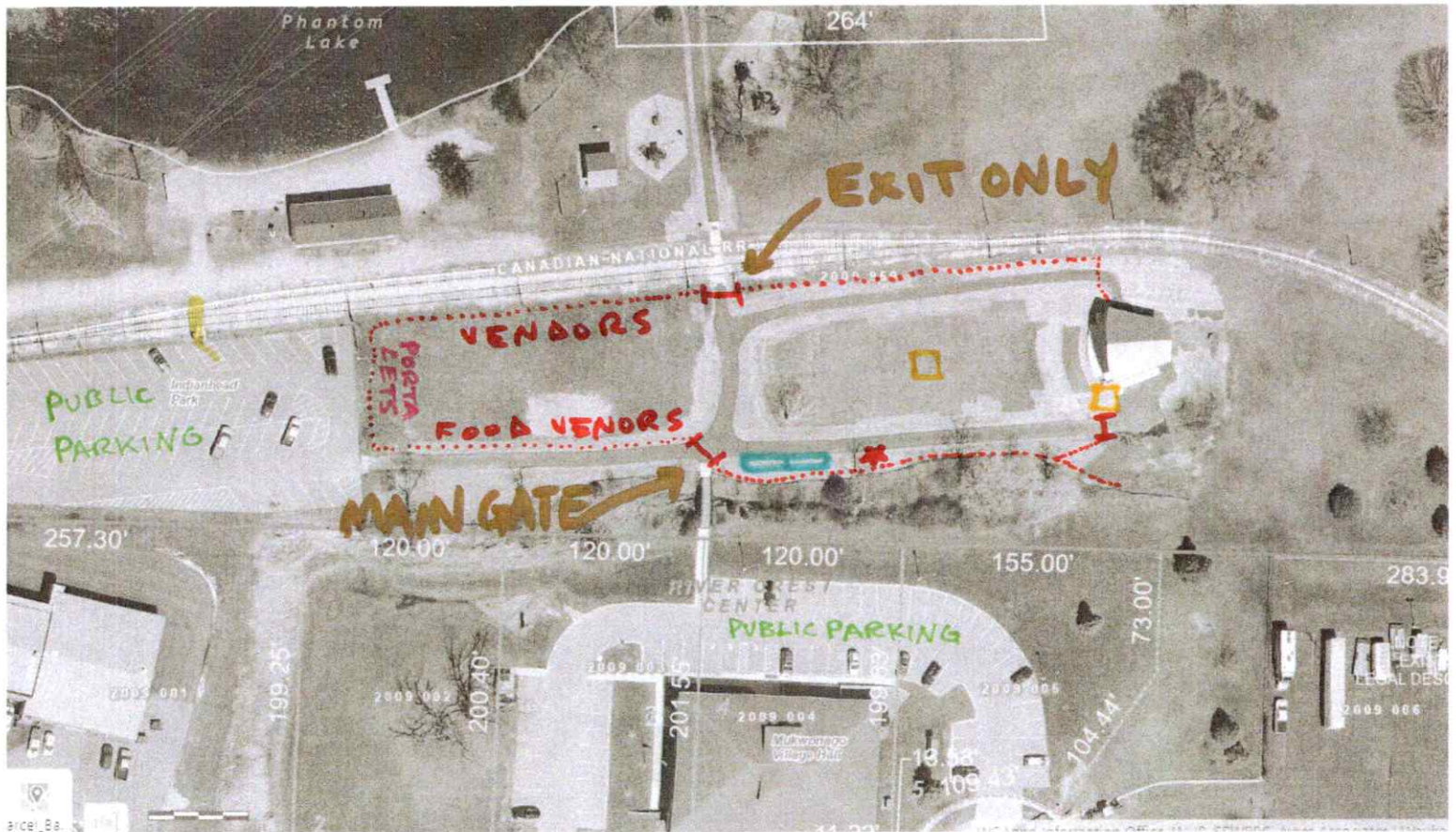
Utilities _____

Deposit check to come

SNOW FENCE
 BARRICADE H

Sound engineer(s) □
 FIRST AID *

Alcohol Vendor =



Gold Coast Festival PLAN OF OPERATION for 8/24/24

6am - 7am - Technical crew arrival/sound engineers load in

2-4 security

- Main gate
- Side gate

12-20 Volunteers

- Operations Supervisor
- Stage Manager
- Stage crew
- Sanitation staff
- Vendor Liaison
- Admissions staff

8:00am - 10.30am - Vendor load-in

11am - GATES OPEN

- 20-40 Musical personnel all day
- Vehicles travel down west path for stage load-in/load out

10pm - AMPLIFIED MUSIC ENDS - ALCOHOL SALES END

11pm - GATES CLOSED

Clean up, Load out

Village of Mukwonago

Business Licenses

Date: 5/30/2024
Time: 6:36 PM
Page: 1

Sorted by: Customer Name
From Date: 7/01/2024 To: 6/30/2025

Type: Class "A" Retail Fermented Mal

<u>License no</u>	<u>Name</u>	<u>Address</u>	<u>Address 2</u>	<u>Phone / e-mail</u>
2024 1	122 ARROWHEAD ENTERPRISES, INC	JUDITH SCHWARTZ, AGENT	122 ARROWHEAD DR. MUKWONAGO, WI 53149	2623632371 judy.schwartz@roteoiltd.com
Agent:	JUDITH SCHWARTZ			
Trade name:	ARROWHEAD BP	122 ARROWHEAD DR	MUKWONAGO, WI 53149	
Location / Premises:	Breakroom, Cooler, Sales Floor			

Total Licenses: 1

Village of Mukwonago

Business Licenses

Date: 5/30/2024
Time: 6:38 PM
Page: 1

Sorted by: Customer Name
From Date: 7/01/2024 To: 6/30/2025

Type: Class "A"/"Class A" Retail Com

License no	Name	Address	Address 2	Phone / e-mail
2024 2	1060 ROCHESTER ENTERPRISES, INC	D/B/A ROCHESTER BP	1060 N ROCHESTER ST. Mukwonago, WI 53149	2623634565 judy.schwartz@roteoiltd.com
Agent:	JUDITH SCHWARTZ			
Trade name:	1060 ROCHESTER ENTERPRISES, INC	D/B/A ROCHESTER BP	1060 N ROCHESTER ST. Mukwonago, WI 53149	2623634565 judy.schwartz@roteoiltd.com
Location / Premises:	Cooler, Sales Floor, Backroom			
2024 1	909 GREENWALD ENTERPRISES, INC	D/B/A MUKWONAGO AMOCO	909 GREENWALD CT, PO BOX 183 MUKWONAGO, WI 53149	2623638345 judy.schwartz@roteoiltd.com
Agent:	JUDITH SCHWARTZ			
Trade name:	909 GREENWALD ENTERPRISES, INC	D/B/A MUKWONAGO AMOCO	909 GREENWALD CT, PO BOX 183 MUKWONAGO, WI 53149	2623638345 judy.schwartz@roteoiltd.com
Location / Premises:	Cooler, Back Room, Sales Floor			
2024 5	ALDI INC (WISCONSIN)	D/B/A ALDI #46	111 EAST WOLF RUN Mukwonago, WI 53149	2623681214 christine.fischer@aldi.us
Agent:	TAMMY WRIGHT			
Trade name:	ALDI INC (WISCONSIN)	D/B/A ALDI #46	111 EAST WOLF RUN Mukwonago, WI 53149	2623681214 christine.fischer@aldi.us
Location / Premises:	Single Story Brick Building, Sold on sales floor and stored in the backroom.			
2024 3	B&A TRADING LLC	D/B/A ANDY LIQUOR STORE	411 MAIN STREET MUKWONAGO, WI 53149	4143248591
Agent:	AMANDEEP SINGH			
Trade name:	B&A TRADING LLC	D/B/A ANDY LIQUOR STORE	411 MAIN STREET MUKWONAGO, WI 53149	4143248591
Location / Premises:	Coolers and Retail Shelves			

Village of Mukwonago

Business Licenses

Date: 5/30/2024

Time: 6:38 PM

Page: 2

Sorted by: Customer Name

From Date: 7/01/2024

To: 6/30/2025

Type: Class "A"/"Class A" Retail Com

<u>License no</u>	<u>Name</u>	<u>Address</u>	<u>Address 2</u>	<u>Phone / e-mail</u>
2024 7	E AND S SWEETS LLC	D/B/A E AND S SWEETS	211 N ROCHESTER ST, UNIT D Mukwonago, WI 53149	2623683270 info@eandssweets.com
Agent:	KRISTEN BRILL			
Trade name:	E AND S SWEETS LLC	D/B/A E AND S SWEETS	211 N ROCHESTER ST, UNIT D Mukwonago, WI 53149	2623683270 info@eandssweets.com
Location / Premises:	1st Floor Retail Space, Storage on 2nd Floor			
2024 11	KHASRIA TWO INC	D/B/A VILLAGE WINE & LIQUOR	712 MAIN STREET MUKWONAGO, WI 53149	2623632337 jim140401@gmail.com
Agent:	HARJINDER KHASRIA			
Trade name:	KHASRIA TWO INC	D/B/A VILLAGE WINE & LIQUOR	712 MAIN STREET MUKWONAGO, WI 53149	2623632337 jim140401@gmail.com
Location / Premises:	First Floor & Storage and Backroom			
2024 9	KWIK TRIP, INC	D/B/A KWIK TRIP #282	1212 N ROCHESTER ST MUKWONAGO, WI 53149	2623632513 licensingdept@kwiktrip.com
Agent:	SUSAN MICHAELSON			
Trade name:	KWIK TRIP, INC	D/B/A KWIK TRIP #282	1212 N ROCHESTER ST MUKWONAGO, WI 53149	2623632513 licensingdept@kwiktrip.com
Location / Premises:	One Story frame construction with storage in walk-in cooler, on sales floor, behind the sales counter			
2024 4	ULTRA MART FOODS, LLC	D/B/A METRO MARKET #384	1010 N ROCHESTER ST MUKWONAGO, WI 53149	2623633026 business.license@kroger.com
Agent:	TODD K. GLASER			
Trade name:	ULTRA MART FOODS, LLC	D/B/A METRO MARKET #384	1010 N ROCHESTER ST MUKWONAGO, WI 53149	2623633026 business.license@kroger.com
Location / Premises:	1-Story Retail Grocery and Liquor; in exterior parking stalls designated for pick up service for alcohol sold through the online clicklist service.			

Village of Mukwonago

Business Licenses

Date: 5/30/2024
Time: 6:38 PM
Page: 3

Sorted by: Customer Name
From Date: 7/01/2024 To: 6/30/2025

Type: Class "A"/"Class A" Retail Com

License no	Name	Address	Address 2	Phone / e-mail
2024 10	VM INVESTMENTS LLC	D/B/A AMANN'S BEER + WINE	110 CHAPMAN FARMS BLVD MUKWONAGO, WI 53149	4147326774 aman@amansbeer.com
Agent:	AMANDIP SINGH			
Trade name:	VM INVESTMENTS LLC	D/B/A AMANN'S BEER + WINE	110 CHAPMAN FARMS BLVD MUKWONAGO, WI 53149	4147326774 aman@amansbeer.com
Location / Premises:	Beverages Stored over Mezzanine and sold in Lower Retail Area			
2024 6	WAL-MART STORES EAST LP	D/B/A WAL-MART #1571	250 E WOLF RUN Mukwonago, WI 53149	2623637500 scott.stegall@walmart.com
Agent:	CHARLES BURNS			
Trade name:	WAL-MART STORES EAST LP	D/B/A WAL-MART #1571	250 E WOLF RUN Mukwonago, WI 53149	2623637500 scott.stegall@walmart.com
Location / Premises:	1 Story Building Approximately 204,000 sqft. Intoxicating Liquor sold and displayed in separate room near south entrance; Beer, Hard Ciders, and Wine displayed in aisle near northeast corner and sold at registers throughout the store; alcohol transported by customers throughout the general store area; product stored in back storage area; records kept in UPC office, alcohol sold online grocery pick up area including parking stalls designated for online pick up.			
2024 8	WALGREEN CO	D/B/A WALGREENS #07039	212 N ROCHESTER ST MUKWONAGO, WI 53149	8475274208 taxlicenser renewals@walgreens.com or savannah.h.mansour@walgreens.com
Agent:	BRIAN MARINELLO			
Trade name:	WALGREEN CO	D/B/A WALGREENS #07039	212 N ROCHESTER ST MUKWONAGO, WI 53149	8475274208 taxlicenser renewals@walgreens.com or sa
Location / Premises:	Retail Drug Store with sundries in a one-story building of 14,422 sq.ft.			

Total Licenses: 11

Village of Mukwonago

Business Licenses

Date: 5/30/2024
Time: 6:40 PM
Page: 1

Sorted by: Customer Name
From Date: 7/01/2024 To: 6/30/2025

Type: Class "B"/Class C Wine - Combi

<u>License no</u>		<u>Name</u>	<u>Address</u>	<u>Address 2</u>	<u>Phone / e-mail</u>
2024	1	BEE WELL CAFE	100 MAIN STREET, SUITE 1	MUKWONAGO, WI 53149	4142926230 beewellcafe@gmail.com
Agent:		CALAYA KOSTECKI			
Trade name:		BEE WELL CAFE	100 MAIN STREET, SUITE 1	MUKWONAGO, WI 53149	4142926230 beewellcafe@gmail.com
Location / Premises:		One Level Cafe Indoors Only			
2024	2	FIVE RICE INC	D/B/A FIVE RICE RESTAURANT	920 GREENWALD CT., SUITE 100 MUKWONAGO, WI 53149	6462891471 newmoys2018@yahoo.com
Agent:		JIANPING HUANG			
Trade name:		FIVE RICE INC	D/B/A FIVE RICE RESTAURANT	920 GREENWALD CT., SUITE 100 MUKWONAGO, WI 53149	6462891471 newmoys2018@yahoo.com
Location / Premises:		Dinning Room, Beer & Wine Cooler			

Total Licenses: 2

Village of Mukwonago

Business Licenses

Date: 5/30/2024
Time: 6:39 PM
Page: 1

Sorted by: Customer Name
From Date: 7/01/2024 To: 6/30/2025

Type: Class "B" / "Class B" Retail -

License no		Name	Address	Address 2	Phone / e-mail
2024	1	AMERICAN LEGION COMMUNITY POST 375	627 E VETERAN'S WAY EAST	Mukwonago, WI 53149	3633633580 contact@post375.org
Agent:		TAMMY M. STELTER			
Trade name:		AMERICAN LEGION COMMUNITY POST 375	627 E VETERAN'S WAY EAST	Mukwonago, WI 53149	3633633580 contact@post375.org
Location / Premises:		Bar, Hall, Storage Room, Garage, Office, Picnic and Outdoor Patio Area			
2024	3	BLUE BAY INC	D/B/A BLUE BAY RESTAURANT	927 MAIN STREET Mukwonago, WI 53149	
Agent:		VICTOR ISLAMI			
Trade name:		BLUE BAY INC	D/B/A BLUE BAY RESTAURANT	927 MAIN STREET Mukwonago, WI 53149	
Location / Premises:		Kitchen, Restaurant Dining Room, Outdoor Patio, Dry Storage and Office			
2024	6	FJ PARTNERS LLC	D/B/A SOL DE MEXICO	507 MAIN STREET MUKWONAGO, WI 53149	2622129842
Agent:		JOSE JAIMES-LOPEZ			
Trade name:		FJ PARTNERS LLC	D/B/A SOL DE MEXICO	507 MAIN STREET MUKWONAGO, WI 53149	2622129842
Location / Premises:		Stock Room, Kitchen, Dining and Banquet Room			
2024	7	JAYS LANES INC	D/B/A JAY'S LANES	326 ATKINSON ST MUKWONAGO, WI 53149	2623637230 jayslanes@gmail.com
Agent:		JEFFREY JAY			
Trade name:		JAYS LANES INC	D/B/A JAY'S LANES	326 ATKINSON ST MUKWONAGO, WI 53149	2623637230 jayslanes@gmail.com
Location / Premises:		Bar, Bowling Alley (12 Lanes), Metal Building with Lannon Stone Front, Basement with Walk-In Cooler, Office in Basement with Safe			

Village of Mukwonago

Business Licenses

Date: 5/30/2024
Time: 6:39 PM
Page: 2

Sorted by: Customer Name
From Date: 7/01/2024 To: 6/30/2025

Type: Class "B" / "Class B" Retail -

License no	Name	Address	Address 2	Phone / e-mail
2024 2	PERSEVERANCE CORP	D/B/A BADGER BURGER COMPANY	200 S ROCHESTER ST MUKWONAGO, WI 53149	2623630990
Agent:	MARK WEISS			
Trade name:	PERSEVERANCE CORP	D/B/A BADGER BURGER COMPANY	200 S ROCHESTER ST MUKWONAGO, WI 53149	2623630990
Location / Premises:	Lower Dining Room, Upper Dining Room, Party Room, Liquor Closet, Beer Cooler, Basement Cooler, Food Cooler, and Patio			
2024 5	SANDY'S MILLER TIME LLC	D/B/A SANDY'S MILLER TIME	701 MAIN STREET MUKWONAGO, WI 53149	2623633843 sandysmillertime@gmail.com
Agent:	BRIAN ANSPACH			
Trade name:	SANDY'S MILLER TIME LLC	D/B/A SANDY'S MILLER TIME	701 MAIN STREET MUKWONAGO, WI 53149	2623633843 sandysmillertime@gmail.com
Location / Premises:	Walk-In Cooler Upstairs, 1/2 Cooler Downstairs for Barrels of Beer, Single Bar Room, Bathrooms, Basement Walkin Keg Storage & Cooler, Back Room Storage for Liquor with Locks			
2024 4	TAKE A BIG BITE INC	D/B/A FORK IN THE ROAD RESTAUR	215 N ROCHESTER ST. MUKWONAGO, WI 53149	3633637849 T@forkintheroadrestaurant.com
Agent:	THERESE M. HENNESSY			
Trade name:	TAKE A BIG BITE INC	D/B/A FORK IN THE ROAD RESTAUR	215 N ROCHESTER ST. MUKWONAGO, WI 53149	3633637849 T@forkintheroadrestaurant.com
Location / Premises:	Building Basement, Main Floor/Level, Upstairs, Front Porch, Patio & Parking Lot			
2024 8	THE BONEYARD PUB & GRILLE LLC	D/B/A BONEYARD PUB & GRILLE	215 BAY VIEW RD, SUITE 200 MUKWONAGO, WI 53149	jimjones@wi.rr.com
Agent:	JAMES FREDRIC JONES			
Trade name:	THE BONEYARD PUB & GRILLE LLC	D/B/A BONEYARD PUB & GRILLE	215 BAY VIEW RD, SUITE 200 MUKWONAGO, WI 53149	jimjones@wi.rr.com
Location / Premises:	Bar Area, Dining Room, Patio, Kitchen, Office, and Carryout Counter			

Village of Mukwonago

Business Licenses

Date: 5/30/2024
Time: 6:39 PM
Page: 1

Sorted by: Customer Name

From Date: 7/01/2024 To: 6/30/2025

Type: Class "B"/"Class B" Retail - R

License no	Name	Address	Address 2	Phone / e-mail
2024 RES 5	CRUSH, LLC	D/B/A CRUSH WINE AND SOCIAL	110 MAIN STREET MUKWONAGO, WI 53149	2622714462 crushwinebar@crushwaukesha.com
Agent:	PAUL KWIECIEN			
Trade name:	CRUSH, LLC	D/B/A CRUSH WINE AND SOCIAL	110 MAIN STREET MUKWONAGO, WI 53149	2622714462 crushwinebar@crushwaukesha.com
Location / Premises:	Premise: Main Floor Bar Area, Back Storage Room, Office, Outdoor Porch, and Basement Area			
2024 RES 3	DAA SMOKEHOUSE LLC	D/B/A DAVID ALAN ALAN'S SMOKEH	325 BAY VIEW RD, SUITE D/E MUKWONAGO, WI 53149	2623633227 daasmokehouse@daasmokehouse.com
Agent:	TINA O'BRYAN			
Trade name:	DAA SMOKEHOUSE LLC	D/B/A DAVID ALAN ALAN'S SMOKEH	325 BAY VIEW RD, SUITE D/E MUKWONAGO, WI 53149	2623633227 daasmokehouse@daasmokehouse.com
Location / Premises:	Bar Area, Dining Room, Kitchen, Office, Beer Cooler & Patio Area			
2024 RES 2	EL PUEBLO, INC	D/B/A ANTIGUA REAL RESTAURANT	355 BAY VIEW RD MUKWONAGO, WI 53149	2623633355 vini262@yahoo.com
Agent:	MARCO ALARCON			
Trade name:	EL PUEBLO, INC	D/B/A ANTIGUA REAL RESTAURANT	355 BAY VIEW RD MUKWONAGO, WI 53149	2623633355 vini262@yahoo.com
Location / Premises:	Dining Area, Bar, Patio, Storage Area, Kitchen, Assigned Parking Area			
2024 RES 4	SARAB INVESTMENTS	D/B/A THE TERRACES AT AMAN'S	110 CHAPMAN FARMS BLVD MUKWONAGO, WI 53149	4147326774 aman@amansbeer.com
Agent:	AMANDIP SINGH			
Trade name:	SARAB INVESTMENTS	D/B/A THE TERRACES AT AMAN'S	110 CHAPMAN FARMS BLVD MUKWONAGO, WI 53149	4147326774 aman@amansbeer.com
Location / Premises:	Terraces Area Upper Level at 110 Chapman Farms Blvd			

Village of Mukwonago

Business Licenses

Date: 5/30/2024
Time: 6:39 PM
Page: 2

Sorted by: Customer Name
From Date: 7/01/2024 To: 6/30/2025

Type: Class "B"/"Class B" Retail - R

License no	Name	Address	Address 2	Phone / e-mail
2024 RES 6	THAT PLACE RESTAURANT LLC	D/B/A THAT PLACE TRATTORIA	1015 E VETERAN'S WAY MUKWONAGO, WI 53149	4142410600 arturo@thatplacemuk.com
Agent:	ARTURO NAPOLES			
Trade name:	THAT PLACE RESTAURANT LLC	D/B/A THAT PLACE TRATTORIA	1015 E VETERAN'S WAY MUKWONAGO, WI 53149	4142410600 arturo@thatplacemuk.com
Location / Premises:	Bar Area, Storage Room, Office, Basement, Restaurant Area, and Outdoor Patio			
2024 RES 1	THE ELEGANT FARMER INC	D/B/A THE ELEGANT CORK	1541 MAIN STREET MUKWONAGO, WI 53149	2623636771 tinas@elegantfarmer.com
Agent:	TINA SCHMIDT			
Trade name:	THE ELEGANT FARMER INC	D/B/A THE ELEGANT CORK	1541 MAIN STREET MUKWONAGO, WI 53149	2623636771 tinas@elegantfarmer.com
Location / Premises:	The Elegant Farmer and The Elegant Cork to include all buildings indoor/outdoor area at 1541-1545 Main Street.			

Total Licenses: 6

Resolution 2024 - 32

VILLAGE OF MUKWONAGO, WISCONSIN

**A RESOLUTION ADOPTING THE POSITION DESCRIPTION OF THE
VILLAGE ADMINISTRATOR**

Title: Village Administrator
Department: Administration
Reports to: Village Board

Status: Full-Time Salaried, NR
Revised & Adopted:

-
- I. MISSION.** To provide service for the citizens of the Village of Mukwonago through service delivery, customer satisfaction and protection of Village assets.
- II. PRIMARY FUNCTION.** Carry out directives of the Village President and Village Board which require administrative implementation reporting promptly to the Village President and Village Board. Serves as the municipality's Chief Administrative Officer, responsible for the overall administration of all day-to-day operations of the Village offices and departments, except the municipal judge and library.
- III. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

A. Leadership

1. Envisions and enacts initiatives that promote the Village's mission, vision, and values.
2. Facilitates collaborations, discussions, and resource sharing between departments, Trustees, and stakeholders.
3. Provides a consistent and regular flow of information to appropriate individuals and groups.
4. Respects and encourages feedback as part of the communication process.
5. Demonstrates an ability and willingness to adapt to changing organizational needs.
6. Demonstrates problem solving skills and fosters an environment that encourages new ideas from both Village staff and Trustees.
7. Identifies opportunities for improvement and develops new concepts, processes, policies, and/or procedures.
8. Advocates for Village issues at local, county, and state government levels.
9. Schedules and ensures training for staff to meet the needs of the Village and maintain high quality services.

B. Executive Officer for the Village

1. Responsible for the proper interpretation and efficient execution of policies and programs established by the Village Board and assigned to the offices within the Village operations.
2. Serves as ex-officio nonvoting member of all Village commissions and committees of the Village, except as specified by the Board President and Village Board or Wisconsin State Statutes.
3. Provides advice and recommend policies to elected and appointed officials, boards, commissions and committees for their consideration.
4. Provides guidance and direction relating to the usage and management of Village-owned property and infrastructure.

5. Communicates with co-workers, supervisors, the public and board members on Village business.
6. Attends professional meetings and keeps abreast of developments in municipal government.
7. Oversees the preparation and maintenance of the annual budget.
8. Implements risk management policies and procedures.
9. Implements the policy directives of the Village Board and Committees.
10. Performs related duties as required by State Statute & Municipal Code.

C. Economic Development

1. Plans, designs, and implements economic development strategies.
2. Acts as a key liaison between public and private sectors and the community.
3. Attends meetings with developers and facilitates communication between the appropriate stakeholders.
4. Promotes economic growth in the community and addresses economic issues confronting the community.
5. Seeks grants and/or funding sources for community growth.
6. Understanding of Tax Increment Financing and its impact for a community of our geographic size.

D. Departmental Oversight

1. Oversees appropriate staffing and management of the Village's departments.
2. Provides support and guidance to Department Heads.
3. Consults with Department Heads regarding projects, recommendations, or other Village business that would impact a Village department.
4. Manages external consultants providing Village professional services.

E. Personnel Management

1. Manages and administers personnel policies and programs, including compensation practices, labor/employee relations, contract negotiations, and staff recruitment.
2. Performs overall employee management including evaluation systems and compensation adjustments per approved budget guidelines.
3. Oversees the completion of employee performance evaluations in conformity with Village guidelines and timelines.
4. Resolves employee problems, addresses complaints, and sets the organizational culture.
5. Develop strong professional staff, provide feedback, guidance and opportunities for development; ensure department heads do the same with their respective employees.

F. Public Relations

1. Develops and maintains effective working relationships with business community and local, regional, state and federal governments and agencies.
2. Cultivates strong relationships with residents, businesses, community organizations, and other stakeholders to understand their needs, address concerns, and promote civic engagement and participation.
3. Provides oversight of communications concerning Village operations to internal and external parties.

G. Additional Knowledge, Skills, Abilities, and Requirements

1. Thorough knowledge of the function and organization of municipal government and of the workings of the Village Board.

2. Knowledge of the general laws and administration policies governing all areas of municipal operations.
3. Knowledge of economic development practices.
4. Ability to adhere to professional standards of behavior.
5. Ability to communicate professionally and effectively in a variety of mediums and situations.
6. Must effectively utilize computer technology which benefits Village operations.
7. Must comply with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.

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

1. Bachelor's degree in Business Administration, public administration or related and/or five years municipal administration experience required.
2. Master's Degree in Public Administration preferred.

V. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS. The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed inside a typical interior/office work environment. While performing the duties of this job, this position is regularly required to:

1. Constantly remain in a stationary position
2. Frequently move around an office environment to access drawers, shelving, office equipment, etc.
3. Constantly operate a computer and other office productivity equipment such as a computer, copier, telephone, tablet, etc.
4. Occasionally position self to reach office equipment, tall shelves, low shelves, into deep bins, etc.
5. Constantly communicate with Trustees, staff, and the public. Must be able to exchange accurate and timely information in these situations, including responding to questions and requests..
6. Constantly engage in hearing activities that require the ability to participate in numerous conversations throughout the day in a variety of mediums including but not limited to in person, online, and over the telephone.
7. Frequently detect and decode writing, pictures, and colors on a computer screen, in small and large size, on signage, close up, and on a variety of surfaces

We are an equal opportunity employer. The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

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

Adopted by the Village Board this June 19, 2024.

Fred Winchowky, Village President

Attest: _____

Diana Dykstra, Clerk-Treasurer

VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES

RESOLUTION NO. 2024-33

**A RESOLUTION ADOPTING CODE OF CONDUCT FOR ELECTED AND APPOINTED
OFFICIALS FOR THE VILLAGE OF MUKWONAGO**

WHEREAS, the Village of Mukwonago Village Board of Trustees determined it was essential to develop a Code of Conduct policy that applies to Elected and Appointed officials; and

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

WHEREAS, the attached document reflects 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 Code of Conduct For Elected and Appointed Officials herewith attached and approves of the same.

Adopted and approved this 19th day of June 2024.

APPROVED:

Fred H. Winchowky, Village President

ATTESTATION:

Diana Dykstra, MMC
Village Clerk-Treasurer





**CODE OF
CONDUCT FOR
ELECTED AND
APPOINTED
OFFICIALS**

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CODE OF ETHICS AND VALUES

Good government requires that decision-makers and policy makers be independent, impartial, and accountable to the people they serve. The Village of Mukwonago has adopted this Code of Ethics and Values to promote and maintain the highest standards of personal and professional conduct in the pursuit of good government. All elected and appointed officials, Village employees, volunteers, and others who participate in the village's government are required to subscribe to this Code, understand how it applies to their specific responsibilities, and practice its core values in their work.

SECTION 1 **DECLARATION OF POLICY**

It is the policy of the Village of Mukwonago to uphold, promote, and demand the highest standards of ethics from its elected officials. Accordingly, members of the Village Board of Trustees and shall maintain the utmost standards of personal integrity, trustfulness, honesty, and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants, comply with all applicable laws, and never use their Village position or authority improperly or for personal gain.

The Village of Mukwonago and its elected officials share a commitment to ethical conduct and service to the Village of Mukwonago. This Policy has been created to ensure that all officials have clear guidelines for carrying out their responsibilities in their relationships with each other, with the Village staff, with the citizens of Mukwonago, and with all other private and governmental entities.

The Village Board believes that a Code of Ethics for the guidance of Village public officials and Village employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the people of the Village in their Village public officials and Village employees. In recognition of these goals, there is hereby established a Code of Ethics for all Village of Mukwonago officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the Village.

Application

This code applies to the following persons:

- (a) All elected officials of the Village.
- (b) All employees of the Village.
- (c) All members of Village Boards, Committees and Commissions.

Definitions

All definitions as set forth in § 19.42 of the Wisconsin Statutes (as amended from time to time) shall apply to the provisions.

Financial Gain Prohibited

No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

Solicitation Prohibited

No person may offer or give to a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. This paragraph does not prohibit a local public official from engaging in outside employment.

Influence Prohibited

No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person makes or refrains from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any person who is subject to a registration requirement under s. 11.05, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.

Standards of Conduct

The following standards of conduct shall serve as guidelines for Village public officials and employees:

(a) **Improper Use of Property or Position.** No Village Official shall request or permit the use of Village-owned vehicles, equipment, materials, or property for personal convenience or profit, or for that of another, except when the same is available to the public generally and except where otherwise authorized by the Village Board. No Village Official shall grant any privilege, anything of value, special consideration, treatment or advantage to any person beyond that which is available to every other person except as may be specifically provided for by law.

(b) **No Impairment of Judgment.** No Village Official shall engage in or accept employment or render service, whether paid or unpaid, when such employment or service would impair or reasonably appear to impair her or his independence of judgment or action in the performance of official duties.

(c) **Use of Confidential Information.** No Village Official may intentionally use or disclose information gained in the course of or by reason of her or his official position or activities in any way that could result in the receipt of anything of value for herself or himself, for a member of her or his immediate family, or for any other person or

legal entity if the information has not been communicated to the public or is not a public record.

(e) **No Receipt of Gifts or Favors.** No Village Official may receive and retain any transportation, meals, entertainment, fee, food, beverage, or reimbursement therefore, nor any honoraria, service fee or contract payment or anything of value.

(f) **Incompatible Representation.** No elected official shall appear on behalf of private interests with or without compensation before any Village entity nor represent private interests in any action, proceeding or matter against the Village. No appointed member of any board, committee or commission of the Village shall appear on behalf of private interests with or without compensation before the board, committee or commission of which she or he is a member nor represent private interests in any action or proceeding against the Village which involves, is related to or arises out of the work or jurisdiction of the board, committee or commission of which she or he is a member. No employee of the Village shall appear on behalf of private interests with or without compensation before any entity for or with which she or he works nor appear on behalf of private interests with or without compensation in any action or proceeding against the Village.

SECTION 2

ELECTED OFFICIAL CONDUCT WITH ONE ANOTHER

The Village Board of Trustees (hereinafter the “Board”) have a responsibility to set the policies for the Village. In doing so, certain types of conduct are beneficial while others are destructive. The Board has the responsibility to take the high road on Intra-Board conduct and to treat other Board members as they themselves would like to be treated.

The Board is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all choose to serve in public office and, therefore, have the obligation to preserve and protect the well-being of the community and its citizens. In all cases, this common goal should be acknowledged, and the Board must recognize that certain behavior is counterproductive, while other behavior will lead to success.

A. Use Formal Titles

The Board shall try to refer to one another formally during public meetings as President and Trustee followed by the individual’s last name.

B. Use Civility and Decorum in Discussions and Debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of free democracy in action.

Every Board member has the right to an individual opinion, which should be respected by the other Board members.

Board members shall not be hostile, degrading, or defamatory when debating a contentious issue. Board members should assume the other members of the Board have the appropriate motives and interest of the public in mind and should not criticize differing opinions because they believe them to be lacking in judgment or improperly motivated.

However, this does not allow Board members to make belligerent, impertinent, slanderous, threatening, abusive, or personally disparaging comments in public meetings or during individual encounters. Shouting or physical actions that could be construed as threatening or demeaning will not be accepted.

C. Honor the Role of the Chair in Maintaining Order

It is the responsibility of the President, as Chair of the Board, to keep the comments of Board members on track during meetings. Board members should honor efforts by the President to focus discussion on current agenda items. If there is disagreement about the agenda or the President's actions, those objections should be voiced politely and with reason, following commonly recognized parliamentary procedure. Likewise, the same responsibilities vested in the President for Board meetings, are vested in the Committee Chair for Committee meetings.

SECTION 3
ELECTED OFFICIAL CONDUCT WITH VILLAGE STAFF

Governance of the Village relies on the cooperative efforts of elected officials who set policy and the Village staff who implement and administer the Board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each other for the good of the community.

A. Treat all Staff as Professionals

Board members should treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior toward staff is not acceptable. Board members should refer to staff by their title followed by the individual's last name in public meetings when first introduced.

B. Never Publicly Demean or Personally Attack an Individual Employee

Board members shall never demean or personally attack an employee regarding the employee's job performance in public. All employee performance issues shall be forwarded to the employee's supervisor or the Village Attorney through private correspondence or conversation.

C. Do not Engage in Conduct Towards Staff that May be Viewed as Harassing, Discriminating, or Retaliating

Board members shall avoid placing the Village in a position of potential legal liability by harassing, discriminating, or retaliating against a Village staff member on the basis of a protected class or protected conduct. Harassment includes unwelcome conduct, whether verbal, physical, or visual based on a protected characteristic.

This prohibition also includes sexual harassment, defined to include 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.

D. Do not Supersede Administrative Authority

Unless otherwise provided in this Code, neither the Board, nor any of its members, shall attempt to supersede the administration’s powers and duties. Neither the Board nor any member thereof shall give orders to any subordinate of the Department Heads, either publicly or privately. Board members shall not attempt to unethically influence or coerce Village staff concerning either their actions or recommendations to Board about personnel, purchasing, awarding contracts, selection of consultants, processing of development applications, or the granting of Village licenses and permits.

Nothing in this section shall be construed, however, as prohibiting the Board while in open session from fully and freely discussing with or suggesting to the Department Heads anything pertaining to Village affairs or the interests of the Village.

E. Do not Solicit Political Support from Staff

Board members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, collection of petition signatures, etc.) from Village staff. Village staff may, as private citizens within their constitutional rights, support political candidates, but all such activities must be done away from the workplace.

Photographs of uniformed Village employees shall not be used in political ads.

SECTION 4

ELECTED OFFICIAL CONDUCT TOWARDS THE PUBLIC

In Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual Trustees toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony. The Trustees are expected to demonstrate, both publicly and privately, their honesty and integrity, and to be an example of appropriate and ethical conduct. All Trustees should convey to the public their respect and appreciation for the public's participation, input, and opinions.

A. Be welcoming to Speakers and Treat them with Care and Respect

For many citizens, speaking in front of the Board is a new and difficult experience. Under such circumstances, many are nervous. Trustees are expected to treat citizens with care and respect during public hearings. Trustees should commit full attention to the speakers or any materials relevant to the topic at hand. Comments and non-verbal expressions should be appropriate, respectful, and professional. If a speaker's comments become abusive or inappropriate, the Board Chair is responsible for handling such conduct according to Robert's Rules. All other Board members should defer to allow the Chair to address the situation.

B. Be Fair and Equitable in Allocating Public Hearing Time to Individual Speakers

Generally, each speaker will be allocated three minutes, with applicants and appellants or their designated representative allowed more time. If many speakers are anticipated, the President may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

Each speaker may only speak once during the public hearing unless the Board requests additional clarification later in the process. After the close of the public hearing, no additional public testimony will be accepted unless the Board reopens the public hearing for a limited and specific purpose.

C. Ask for Clarification, but Avoid Debate and Argument with the Public

Only the President, not other Trustees, should interrupt a speaker during a presentation. However, other Trustees may ask the President for a point of order if the speaker is off the topic or exhibiting behavior or language the Trustee finds disturbing. Questions directed by Trustees to members of the

public testifying should seek to clarify or expand information, not to criticize or debate.

D. Follow Parliamentary Procedure in Conducting Public Meetings

The Attorney serves as advisory parliamentarian for the Village and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the President or Committee Chair during Committee of the Whole meetings, subject to the appeal of the full Board or Committee per Roberts Rules of Order. [GBMC 2.06(1)]

Outside Public Meetings

E. Make no Promise on Behalf of the Village or Board in Unofficial Settings.

Trustees will frequently be asked to explain a Board action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Village policy and to refer to Village staff for further information. Overt or implicit promises of specific Board action or promises that Village staff will take some specific action shall be avoided.

Trustees must ensure that in expressing their own opinions they do not mislead any listener into believing that their individual opinion is that of the entire Board, unless the Board has taken a vote on that issue and the Trustee's opinion is the same as the decision made by the Board. Likewise, no Trustee should state in writing the Trustee's position in a way that implies it is the position of the entire Village Board. A Board member has the right to state a personal opinion and has the right to indicate that he/she is stating such as a member of the Board but must always clarify that he/she is not speaking on behalf of the Village or the Board unless authorized by the Board to do so.

SECTION 5

ELECTED OFFICIAL CONDUCT WITH PUBLIC AGENCIES

A. Be Clear about Representing the Village or Personal Interests

If a Trustee appears before another governmental agency or organization to give a statement on an issue, the Trustee must clearly state whether his or her statement reflects personal opinion or is the official stance of the Village.

Trustees must inform the Board of their involvement in an outside organization if that organization is or may become involved in any issue within the Village's jurisdiction. If an individual Trustee publicly represents or speaks on behalf of another organization whose position differs from the Village's official position

on any issue, the Trustee must clearly communicate the organization upon whose behalf they are speaking and must withdraw from voting as a Trustee upon any action that has bearing upon the conflicting issue.

B. Representation of the Village on Intergovernmental Commissions and Other Outside Entities

Board members serving on committees or boards as a Village representative for outside entities or agencies shall properly communicate with other Board members on issues pertinent to the Village.

SECTION 6

ELECTED OFFICIAL CONDUCT WITH BOARDS AND COMMISSIONS

A. Limit Contact with Board and Commission Members to Questions of Clarification

Board members shall not contact a Board or Commission member to lobby on behalf of an individual, business, or developer for personal gain. Board members may contact Board or Commission members in order to clarify a position taken by the Board or Commission or a member thereof. Board members may respond to inquiries from Board and Commission members. Communications should be for information only.

B. Attendance at Board or Commission Meetings

Board members may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation is viewed, especially if it is on behalf of an individual, business, or developer, which could be perceived as unfairly affecting the process.

C. Be respectful of Diverse Opinions

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Board of Trustees with advice based on a full spectrum of concerns and perspectives. Board members must be fair and respectful to all citizens serving on Boards and Commissions.

SECTION 7

ELECTED OFFICIAL CONDUCT WITH THE MEDIA

A. Expression of Positions on Issue

When communicating with the media, Trustees should clearly differentiate between personal opinions and the official position of the Village. Each Trustee

represents one vote of seven and until a vote on any issue is taken, Trustee's positions are merely their own.

B. Discussions Regarding Village Staff

Trustees should not discuss personnel issues or other matters regarding individual Village staff in the media. Any issues pertaining to Village staff should only be addressed directly to the Department Head or Village Attorney.

SECTION 8
COMPLIANCE WITH STATE LAW

Open Meetings Law

The Village Board and municipal committees are subject to the open meetings law. A meeting is defined as the convening of the members of a governmental body for the purpose of exercising the responsibility, authority, power, or duties delegated to that body. A meeting is subject to the law whenever the governmental body is meeting for official purposes. A meeting does not include a chance social gathering not intended to avoid the law. However, when one-half or more of the members of a governmental body are present the meeting is “rebuttably presumed” to be for official purposes.

Public Notice

The heart of the Open Meetings Law is the requirement that all meetings of a governmental body be preceded by an official public notice. It is the Committee Chairperson’s responsibility to assure that appropriate public notice is provided for the Clerk’s office to adhere to the statutory posting requirements. Public notice should be provided in the following manner:

- As required by state statutes;
- Notice shall set forth the time, date, place, and subject matter of the meeting including any closed session; and
- Notice shall be made public at least 24 hours prior to the commencement of such meeting, or 2 hours under special circumstances.

Closed Session

Generally, meetings of governmental bodies must be held in open session. Nevertheless, meetings may be closed for a number of reasons, in accordance with Wisconsin Statute section 19.85. Generally, these include:

- To deliberate after a quasi-judicial hearing;
- To consider the discipline of an employee of the Village;
- To consider other employment issues, such as promotion, performance, and compensation;
- To deliberate or negotiate the purchase of public properties, or conduct other business whenever competitive or bargaining reasons require a closed session;

- To discuss personnel issues that could adversely affect an employee's reputation; and
- To confer with legal counsel, when pertinent.

Closed sessions that are planned in advance must be presented in the public notice. The discussion in closed session must be limited to the topic(s) for which the meeting was closed. Additionally, the governmental body may not reconvene in open session until 12 hours after the completion of the closed session, unless the body indicated in its original public notice that it intends to return to open session.

It is critical to stress that there shall be no disclosure of closed session confidential information by Trustees or others who have attended a closed session. Trustees, employees of the Village, or anyone else present shall not disclose to any person, including affected/opposing parties, the press or anyone else, the content or substance of any discussion which takes place in a closed session without Village Board direction and concurrence. Whenever possible, written reports received for closed session items will be turned in at the end of the meeting.

Other Meetings

Governmental body members must be very careful when discussing Village Board or committee business with other members outside of the properly noticed meeting. Whenever a majority of the members of one governmental body plan to attend the meeting of another governmental body, public notice **must** be given that the majority of the body will be attending. This does not apply to the possible situation in which the quorum of the Village Board is also the majority of another governmental body (e.g., a committee or board). A single public notice would give the public the fullest knowledge possible because it gives notice of the individuals from the Village Board who will be present, as they make up the membership of the other governmental body.

For events at which a quorum of the Village Board may be present, a public notice is included on the agenda. The purpose of the notice is to inform the public that a quorum of the Village Board may be present, but that the Trustees will take no official action.

Penalties

Violations of the Open Meetings Law may be prosecuted by the district attorney, attorney general, or by a private individual, if the district attorney does not take the case.

Public Records Law

It is the policy of the State of Wisconsin and the Village that all persons are entitled to the greatest possible information regarding the affairs of government and the official

acts of its officers and employees. Providing the Public with such information is an essential component of representative government. Thus, the Public Records Law is to be interpreted in every instance with a presumption of complete public access.

The Wisconsin State Statutes define "Public Record" as "any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority." Sec. 19.32 (2), Stats. "Authority" includes any Village office, elected official, agency, board, commission, committee, or department. All handwritten, typed or printed pages, maps, charges, photographs, films, recordings, tapes, and computer printouts that are produced or maintained by any Village officer, official, or employee as a function of the job is a Public Record.

If the Village or an individual representing the Village withholds a record or part of a record, or delays granting access to a part of a record after a written request for disclosure is made, the requester is authorized to bring a legal action against the municipality asking the court for the release of the record. If the requester who brought the action prevails in court, there may be an award of reasonable attorney's fees, damages of not less than \$100 and other actual costs to the requester. These costs and fees are the liability of the Village, and not of an individual.

Electronic Communication

E-mail communications by government officials and employees are public records, just like letters, other documents, or computer data. Wis. Stat. § 19.32(2). Under the public records law, every governmental body must have a records retention policy published in a public place.

Wis. Stat. ss. 19.31-39. E-mail is subject to that policy and must be maintained according to whatever policy the governmental unit has adopted regarding records retention.

Elected officials are the custodians of their own documents under the public records law because they are included in the definition of "authority" in Wis. Stat. § 19.32(1). Thus, if they choose to use e-mail as a form of communication, each elected official is responsible for maintaining those records so that they can be accessed according to the governmental body's records policy. This would apply to home computers as well as office computers, phones, or tablets, if the topic of the e-mail is the business of the governmental unit, rather than personal communications. The same is true with respect to letters or files an elected official may keep at his or her home.

While the governmental body may be well advised to adopt procedures and methods to make records retention easier and more consistent, the responsibility is that of the elected official to maintain his or her records consistent with the law. Whether or not e-mail implicates open meetings law issues is a more complicated question and the answer depends heavily on the specific facts of each individual situation. The answer

to the question can best be described as depending on whether or not the e-mail exchange more closely resembles “correspondence” or a “conversation.” When e-mails are exchanged in close proximity in time to each other among a group of elected officials, they can become much more like a phone or personal conversation or meeting, than a group of letters. Instant messaging makes this all the more likely. However, the same problem could occur if people are responding quickly to each other or “forwarding” or “replying to all” in e-mails even without instant messaging.

An open meetings violation may occur if elected officials are instant “messaging or “contacting” each other via e-mail within a close time frame if: 1) enough of them are involved in the messaging to determine the body’s course of action, and 2) there is a purpose to engage in governmental business. An open meetings violation could also occur if a single official were to e-mail other officials in succession, asking for their support of a particular matter or position. If the sender (or others forwarding the sender’s e-mail) were to reach enough officials to constitute a quorum necessary to take the action contemplated in the e-mail, or to block a contemplated action, then a “walking quorum” or “negative quorum” violation may occur. See, the Wisconsin Supreme Court decision in *State ex rel. Newspapers v. Showers*, 135 Wis. 2d 77, 102, 398 N.W.2d 154 (1976), for a discussion of some of these issues.

Because of these concerns, public officials are instructed to use e-mail, instant messaging, text messaging, or other forms of electronic communication mindful of their responsibilities to avoid public records and open meetings violations. The underlying principle is pretty simple: electronic communication is a valuable, time saving mechanism for quick and incidental communication, but it should not be used to carry on private debate and discussion which belongs at a public meeting subject to public scrutiny.

Social Media

Public officers must only use social media accounts in the name of the elected official, appointed official, or employee. Public officers must not use aliases or, in the alternative, shall account for all accounts, aliases, or fake names used and shall regularly advise the Board of any accounts maintained without their own name.

Section 9 **PROHIBITED ACTS/MISCONDUCT**

The following is a list of criminal restrictions and other prohibited acts placed upon persons serving as Village officers. You can reference this list in the Handbook for Wisconsin Municipal Officers.

1. A municipal officer or employee is prohibited from actually participating in the making of a contract in his/her official capacity if he/she has a direct or indirect pecuniary interest; it can be avoided by having the officer abstain from voting on the contract or taking part in any discussion.

2. A municipal officer may not knowingly accept money or anything of value for furnishing information or performing services pertaining to official duties which is greater or less than is fixed by law.
3. A municipal officer may not knowingly accept personal passes or special privileges for traveling, transportation, or message communication from public utilities.
4. A municipal officer may not resort to bribery by promising appointments or anything of value or using political pressure as a means of securing votes.
5. A trustee may not sell, directly or indirectly, to any intoxicating liquor license holder in the Village, anything used in carrying on the licensee's business.
6. A trustee who is licensed to practice law may not defend persons charged with violation of Village ordinances.
7. A trustee may not, as a member of the Board of Review, fraudulently fix values or omit taxable property from assessment.
8. A municipal officer is criminally liable for knowingly acting in excess of authority or in a manner forbidden by law.
9. A municipal officer acting under color of law may not deprive any U.S. citizen or person of rights, privileges, or immunities guaranteed by the Constitution or laws of the United States.
10. A municipal officer who participates in a meeting held in violation of the Wisconsin Open Meetings Law may be subject to a forfeiture of between \$25 and \$300. The Village cannot reimburse this forfeiture.
11. A trustee may not sell any article, material, product, or merchandise to any Village employee except meals, public services, and articles needed for the health or safety of the employee.

Misconduct in Office

Any Village Trustee who:

- intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of his/her office in a timely manner; or
- does an act which is in excess of lawful authority or which is known to be forbidden by law; or
- exercises a discretionary power in a manner inconsistent with the duties of office or employment or the rights of others and with intent to obtain a dishonest advantage for him/herself or another; or
- makes an entry in an account, record book, report or statement, etc., which is in a material respect intentionally falsified; or
- intentionally solicits or accepts for the purpose of any service or duty anything of value which he/she knows is greater or less than is fixed by law is guilty of misconduct while in office. Sec 946.12, Stats.
- Discloses to any person not present in closed session, information obtained in a closed session of the Board, without the specific authority of the Board.

Conflict of Interest

No public officer or employee may use or permit the use of Village vehicles, equipment, materials or property for personal convenience or profit, except when the services are available to the public generally or are provided as Village policy.

No public officer or employee may engage in any business transaction with the Village, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties or will tend to impair his/her independence or judgement or action in the performance of official duties.

Any public officer or employee who has a substantial financial interest, including employment in any business entity entering into, proposing to enter into or bidding on any transaction with the Village, or as part of his/her official duties will be making an official decision or recommendation significantly affecting a business competitor, client or regular customer, must disclose the interest to the membership of the Village Board to be recorded in the minutes of that body. Upon such disclosure, it is advised that the public officer or employee should abstain from voting on the matter and from participating in the discussion of the matter.

Public officers and employees should not represent private interests before the Village Board or Village agencies. Additionally, no public official or employee shall disclose confidential information concerning the property or government affairs of the Village or use the information to advance his/her financial or other private interests. Gifts and favors should not be accepted when their receipt impairs independence of judgment or action in the performance of official duties.

SECTION 10

ENFORCEMENT OF THIS CODE OF CONDUCT

A. Filing of Complaints

Any person who believes an Elected official, in his/her official capacity, has violated a requirement, prohibition, or guideline set out herein may file a sworn complaint with the Village Clerk identifying (1) the complainant's name, address and contact information; (2) the name and position of the Village official who is the subject of the complaint; (3) the nature of the alleged violation, including the specific provision of the Code allegedly violated, and (4) a statement of facts constituting the alleged violation and the dates on which, or period of time during which, the alleged violation occurred, including any documents and identification of any witnesses supporting the complaint.

The complaint shall include a statement at the end of the complaint stating that the "information contained in the complaint is true and correct, or that the complainant has good reason to believe and does believe that the facts alleged are true and correct and that they constitute a violation of the Code." The complainant shall swear to the facts by oath before a notary public, or

before the Village Clerk. The notary public or Village Clerk shall verify the signature.

A complaint under the Code must be filed no later than one year from the date of discovery of the alleged violation. However, the complainant is encouraged to file the complaint as soon as the information is obtained so that immediate action may be taken by the Board or the appropriate staff member or agency. An unexplained delay in filing a complaint may be considered in determining the sanction to be imposed.

A person who knowingly makes a false, misleading, or unsubstantiated statement in a complaint is subject to criminal prosecution for perjury and possible civil liability. A Village official who seeks to take civil action regarding any such complaint shall do so at his or her expense.

B. Complaint Processing and Procedure

- (1) The Clerk shall forward the complaint to the Village President (unless the Village President is the subject of the complaint; in such instance, it shall be forwarded to the Personnel Chair. By this policy, the Village Board authorizes the Village President and the Personnel Chair to determine the following options (unless one of them is the subject of the complaint; in such instance the alternate shall be the most senior Village Board member by years on the board (hereinafter the "Alternate")):
 - a. The Village President and Personnel Chair (or alternate) shall investigate the complaint and make a recommendation to the Board.
 - b. The Village President and Personnel Chair shall recommend to the Village Board to retain outside counsel to investigate on behalf of the Board.
 - c. The Village President and Personnel Chair shall forward the complaint to the full Board to investigate pursuant to paragraph 2 below.
- (2) Board Investigation of Complaint – In the event they decide the full board needs to investigate, the Village President and Personnel Chair (or alternate) shall forward it to the Board to set a meeting to investigate the allegations within 45 days after filing of the complaint. The Board shall issue a summons signed by the Village Clerk, commanding the individual so complained of to appear before the Board on a day and at a place named in such summons and show cause as to why the individual should not be subject to penalties and sanctions. Such

summons shall be served at least seven days before the time in which such person is commanded to appear, and shall include the complaint and any supporting documentation.

If the person charged appears as required by the summons and denies the complaint; both the complainant and the person charged may produce witnesses, cross-examine witnesses, and be represented by counsel.

If the individual charged does not appear as required by the summons, the Board may subsequently consider such failure to appear in its decision to issue penalties or sanctions.

If the person charged appears as required by the summons and denies the complaint; both the complainant and the person charged may produce witnesses, cross-examine witnesses, and be represented by counsel.

Board Decision – At the conclusion of the evidentiary hearing, the Board, following deliberation in open or executive session, shall prepare a report, including findings of fact, conclusions of law, and a decision as to what action, if any, the Board will take into account with respect to the individual charged. In resolving the complaint, the totality of the circumstances shall be taken into consideration, including the intent of the person accused of the wrongdoing. Such report must be issued within sixty (60) days after the Board adjourns the hearing. If the Board, by motion, concludes that there is a violation of the Code, the Board may impose a sanction or penalty.

- (3) Penalties and Sanctions Policy – It is the intent of the Board to educate and, when necessary, discipline Board members who violate this Code. Discipline shall be progressive, from the least punitive to the most punitive measures, unless the Board believes that the progressive discipline does not provide the appropriate sanction because of the gravity of the offense, or because the Board does not believe the sanction would deter future misconduct.
- (4) Possible Penalties and Sanctions – Possible sanctions may include:
- a. An informal censure by the Board, which would only be made as part of a motion in a public meeting.
 - b. A formal censure by the Board, which would be made by motion in a public meeting and then published in the Village newspaper.
 - c. Mandatory community service. [Wis. Stat. 62.11(3)(e)]
 - d. Attendance at counseling or mediation sessions. [Wis. Stat. 62.11(3)(e)]

- e. Imposition of a monetary fine of up to \$500.00. [Wis. Stat. 62.11(3)(a) & (c)]
- f. Any other sanction available by law.

The imposition of any of these penalties or sanctions will require an affirmative vote of 3/4 of the Village Board, other than an informal or formal censure which shall only require a majority vote of the Board. A violation of the penalties imposed by the Village Board may constitute grounds for removal from office under Wisconsin Statute §17.12(1)(a).

- (5) Notice – The municipal clerk shall give notice of the Board's decision to the person charged.

ELECTED AND APPOINTED OFFICIAL ACKNOWLEDGEMENT FORM

The Code of Conduct for Elected and Appointed Officials describes important information about the Village of Mukwonago. I understand that I should consult the Village President if I have any questions not answered in the Code.

I understand and acknowledge that I have received and read the Code of Conduct. I further understand that it is my responsibility to read and follow the policies contained in this Code of Conduct and any changes made to it.

Official's NAME (printed): _____

Official's SIGNATURE: _____

Date: _____



Village of Mukwonago

Office of the Water and Sewer Utilities

440 River Crest Court, Mukwonago, Wisconsin 53149

Tel. (262) 363-6416 | Fax: (262)363-0552

MEMORANDUM

DATE: 5-29-24

TO: Committee of the Whole

FROM: Wayne Castle, Utilities Director

RE: Utilities master planning task order

A water and wastewater system master plan are a comprehensive, long-term strategic planning document that outlines the current and future needs, challenges, management, and maintenance throughout the entire Village. Here are several key advantages of having a water and wastewater system master plan:

Improved System Efficiency and Reliability

Operational Efficiency: Identifies inefficiencies and optimizes the operation of the water and wastewater system, identifying and addressing inefficiencies and bottlenecks, and ensuring smooth and reliable performance.

Improved Resource Management

Sustainable Water Supply: Ensures a reliable and sustainable water supply by evaluating current and future water sources and usage patterns.

Demand Forecasting: Helps predict future water demand based on population growth, industrial development, and other factors, allowing for better resource allocation.

Enhanced Infrastructure Planning

Maintenance and Upgrades: Identifies aging infrastructure and prioritizes maintenance, rehabilitation, and replacement projects to prevent system failures.

Capital Improvement Planning: Guides investment in infrastructure projects, ensuring they are strategically aligned with long-term needs and financial resources.

Environmental Protection

Pollution Control: Helps prevent the discharge of untreated or inadequately treated wastewater into the environment, protecting water quality in rivers, lakes, and groundwater.

Regulatory Compliance

Meeting Standards: Ensures compliance with federal, state, and local regulations.

Environmental Protection: Helps ensure compliance with environmental regulations and standards, reducing the risk of legal penalties and promoting ecological sustainability.

Health and Safety Standards: Ensures the systems meets health and safety standards, protecting public health by maintaining water quality and safety, and effectively treating wastewater.

Financial Efficiency

Cost Savings: Identifies cost-effective solutions and optimizes resource allocation, reducing overall operational and capital expenses.

Budget Planning: Facilitates long-term financial planning, helping secure funding and allocate resources more effectively.

Stakeholder Engagement

Transparency and Accountability: Promotes transparency in decision-making and fosters trust by clearly communicating plans and progress to stakeholders.

Operational Improvement

Technology Integration: Facilitates the adoption of new technologies and innovations that can enhance system performance, monitoring, and control.

Data-Driven Decisions: Utilizes data and analytics to make informed decisions, improving overall system management.

Integration of the Water and Wastewater Master Plans

Long-term Planning: Provides a clear strategic vision for the future development and management of the water and wastewater system, aligning short-term actions with long-term goals.

Holistic Approach: Integrates previous water and wastewater studies, regional planning efforts, such as land use, transportation, and environmental plans, promoting a holistic approach to community development and sustainability.

In summary, a water and wastewater system master plan are essential for ensuring the efficient, sustainable, and resilient operation of the systems. It helps utilities strategically manage their resources, plan for future needs, comply with regulatory requirements, protect the environment, and engage with

stakeholders, ultimately contributing to the overall well-being and sustainability of the communities they serve.

Recommendation

The attached master plan task order lays out a phased approach that can be accomplished by the end of 2025. The first phase will be completed by the end of this year. The second phase will be completed by the end of next year. This is a budgeted operational item and does not require borrowing. The remainder of phase two will be budgeted for next year. We ask that Board accept Task Order 2024-03.

Attached Documents

Task Order 2024-03

TASK ORDER

This is Task Order No. 2024-03, consisting of 4 pages.
Village of Mukwonago
Water and Wastewater System Master Plan

Task Order

In accordance with the Agreement Amendment between Village of Mukwonago (Owner) and Ruekert & Mielke, Inc. (Engineer) dated December 21, 2022, Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: Water and Wastewater System Master Plan
- B. Description: Provide analysis and planning services to develop a master plan for both the water and wastewater systems. Presently, there is no formal system of knowing when utilities and facilities should be updated or replaced for additional capacity, increased efficiency, and age considerations. The Village of Mukwonago needs a systematic and methodical system for identifying when investments in the water and wastewater infrastructure should be made. For example, if a street is to be resurfaced, the Village ought to have a system in place to readily know capacity and condition information of the utilities below so the decision can be made to address them while the pavement is being reconstructed. The master plan will include water, wastewater, and SCADA components. Improvements will be grouped into near-term, medium-term, and long-term categories corresponding to 5, 15, and 25 years respectively. Having a coordinated upgrade approach to the utilities and facilities formulates to better use of rate payer funds.

2. Services of Engineer

Part of this water and wastewater system master plan will be conducting a condition assessment. This study will focus on the larger utilities that comprise of the water system distribution system and wastewater collection systems. For the distribution system, water mains greater than 12-inch will be considered. For wastewater gravity mains, 15-inch and greater will be considered and force mains greater than or equal to 8-inch will be analyzed. Aspects of the condition assessment will include Likelihood of Failure, Consequence of Failure, and Effective Useful life components. Condition assessment will be done for pipelines using the American Waterworks Association standards. Ruekert Mielke, Inc. will work with the Village on specific cases for smaller pipelines where there is institutional knowledge of poor pipe condition. This standard will be applied to the gravity sewers and force mains as well. In addition to, the following existing facilities will be evaluated:

- Water system facilities that will be included are the well sites and their treatment systems, booster stations, the two elevated storage tanks, the one in-ground reservoir at Well No. 4, and valve vaults.
- Wastewater facilities that are included are lift stations and the wastewater treatment facility.

Another part of the master plan is the capacity assessment. The planning year of 2050 will be used. We will use planned and existing land use, typical water demand and flow rate factors, and development trends in the Village, along with existing conditions to project the demands from the water system and the discharge of wastewater to the collection system.

Ruekert & Mielke, Inc. (R/M) will provide planning services for the Village of Mukwonago for this project. We will use the existing population estimates from the Wastewater Treatment Facility Biosolids Study and the Well No. 3 and No. 4 Hydrous Manganese Oxide (HMO) Project. We will also use the Village-wide water system capacity and storage information from Well No. 3 and No. 4 HMO Project already compiled to the greatest extent practical.

R/M is prepared to have several workshop meetings with an ad hoc review committee as part of this project if the Village chooses to do so.

3. Owner's Responsibilities

Provide water quality data and process data. Provide feedback at review meetings.

TASK ORDER

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
Final Water and Wastewater System Master Plans	December 31, 2025

5. Payments to Engineer

- A. The services described above and within the level of effort will be performed on hourly basis. Owner shall pay Engineer for estimated services rendered as follows:

<u>Water System Master Plan 2024 Work</u>	<u>Phase</u>	<u>Compensation for Services</u>
General	100	\$14,427
Task 1 - Review Previous Water Studies	101	\$11,096
Task 2 - Service Level Criteria	102	\$3,032
Task 3 - Service Area Planning	103	\$2,737
Task 4 - Capacity Needs Analysis	104	\$6,481
Task 5 - Water System Evaluation	105	\$8,027
Task 6 - Water System Model Update	106	\$20,329
Task 8 - Water Quality Evaluation	108	\$30,550
Task 9 - Distribution System Condition Assessment	109	\$23,084
Task 10 - SCADA System Evaluation	110	\$5,282
Subtotal - Water System Master Plan 2024 Work		\$125,045

<u>Wastewater System Master Plan 2024 Work</u>	<u>Phase</u>	<u>Compensation for Services</u>
General	120	\$9,860
Task 1 - Review Previous Wastewater Studies	121	\$9,403
Task 2 - Analyze Collection System Pipe Condition Assessment	122	\$22,629
Task 5 - Perform Facilities Condition Assessment	125	\$25,974
Task 6 - Evaluate SCADA System	126	\$5,884
Subtotal - Wastewater System Master Plan 2024 Work		\$73,750

<u>Water System Master Plan 2025 Work</u>	<u>Phase</u>	<u>Compensation for Services</u>
General	100	\$8,283
Task 7 - Uni-Directional Flushing Program	107	\$20,848
Task 11 - Evaluation of Service Alternatives	111	\$23,099
Task 12 - Report	112	\$19,535
Subtotal - Water System Master Plan 2025 Work		\$71,765

<u>Wastewater System Master Plan 2025 Work</u>	<u>Phase</u>	<u>Compensation for Services</u>
General	120	\$13,620
Task 3 - Analyze Collection System Gravity and Force Main System Capacity	123	\$57,477
Task 4 - Analyze Collection System Facilities Capacity	124	\$12,390
Task 7 - Report	127	\$18,378
Subtotal - Wastewater System Master Plan 2025 Work		\$101,865

- B. The terms of payment are set forth in the Standard Terms and Conditions.

TASK ORDER

6. Service Suppliers and Consultants

Mulcahy Shaw Water (MSW)– MSW will provide wastewater collection system flow metering equipment. They will download and compile monthly flow readings taken every minute at up to four different flow metering locations.

Water Quality Investigations (Andrew Jacque) – This firm will provide guidance on the water quality assessment in the drink water system.

7. Other Modifications to Standard Terms and Conditions

None.

8. Attachments

Level of Effort breakdown for the analysis and planning services to develop a master plan for both the water and wastewater systems.

9. Documents Incorporated by Reference

Ruekert & Mielke, Inc. / Village of Mukwonago Master Agreement.

TASK ORDER

TASK ORDER NO. 2024-03
WATER AND WASTEWATER SYSTEM MASTER PLAN
Between Village of Mukwonago
and
Ruekert & Mielke, Inc.
Dated May 23, 2024

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions, (as modified above) set forth in the Master Engineering Agreement between Owner and Engineer, dated December 21, 2022, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, _____.

OWNER:

Village of Mukwonago

Signature: _____

Name: Fred Winchowky

Title: Village President

Date: _____

ENGINEER:

Ruekert & Mielke, Inc.

Signature: _____

Name: Steven C. Wurster, P.E.

Title: Senior Vice President/COO

Date: May 23, 2024

Digitally signed by Steven
C. Wurster
Date: 2024.05.24
08:27:21 -05'00'

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: Wayne Castle, AAS

Title: Utilities Director

Address: 440 River Crest Court
Mukwonago, WI 53149

Email: wcastle@villageofmukwonago.gov

Phone: 262-363-6416

Name: Michael E. Michalski

Title: Project Engineer

Address: W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

Email: mmichalski@ruekert-mielke.com

Phone: 262-953-3004

WATER SYSTEM MASTER PLAN WORK BREAKDOWN

TASK DESCRIPTION		Total Task Hours	Cost
Task 1 – Review Previous Water Studies			
1)	Conduct inventory of previous water studies in the last 25 years.	9	\$1,685
2)	Review of 2021 Sewer and Water Capacity Analysis.	3	\$575
3)	Review of TID No. 5 Water Study With Water Tower.	3	\$575
4)	Review of CTH NN elevated storage tank report by KLM Engineering.	3	\$575
5)	Review other reports not identified above.	10	\$1,870
6)	Provide Village digital copies of reports.	8	\$1,144
7)	Write report text summarizing each study.	26	\$4,672
	Reimbursables		
	Subtotals	62	\$11,096
Task 2 – Service Level Criteria			
1)	Meet with Village staff to discuss and establish service level criteria.	3	\$555
2)	Summarize the agreed upon service level criteria in the form of draft study report chapter for review by Village staff.	8	\$1,480
3)	Incorporate and finalize the report chapter based on comments from Village staff.	5	\$947
	Reimbursables		\$50
	Subtotals	16	\$3,032
Task 3 – Service Area Planning			
1)	Collect and review available planning information regarding future community growth and development including the location, type and density of anticipated growth and population projections from Village's Comprehensive Plan and Wisconsin DOA estimates. Use analysis prepared for the Wells 3 and 4 HMO project as a starting point.	3	\$555
2)	Meet with Village staff to discuss and achieve consensus on the projected growth over the planning period.	3	\$555
3)	Prepare a draft chapter on population and community growth for review by Village staff.	6	\$954
4)	Finalize the population and community growth report chapter based on comments from Village staff.	4	\$673
	Reimbursables		
	Subtotals	16	\$2,737
Task 4 - Capacity Needs Analysis			
1)	Review existing historical water demands and characteristics by type (residential, commercial, industrial, public). Summarize this information in the form of tables and graphs to illustrate key characteristics of historical water demands.	4	\$740
2)	Establish unit demands for future water use for different categories of users based upon the best available data (i.e. per capita, per lot, per acre, per service connection, etc.).	3	\$555
3)	Meet with Village staff to discuss the potential impact of both existing and future high volume water customers. Establish a consensus as to the high-volume user forecast methodology.	2	\$370
4)	Prepare a summary of historical non-revenue water, and provide an opinion on acceptable levels of non-revenue water for future planning.	3	\$555
5)	Establish maximum day and peak hour ratios to be used for water demand projections. The maximum day water demand ratio will be established based on a historical analysis of average and maximum water demands. Peak hour demand fluctuations will be established from review of existing SCADA data.	7	\$1,317
6)	Project future water consumption and pumpage to year 2050. These projections will be made based on results of the service area planning under Task 2 and unit demands for future land uses throughout the service area to be provided with water over the planning period.	4	\$762
7)	Establish requirements for fire protection throughout the service area based upon the established service level criteria.	2	\$370
8)	Prepare a draft chapter summarizing the water requirements, and discuss the requirements with Village staff.	7	\$1,139
9)	Finalize the chapter on water requirements based on comments from Village staff.	4	\$673
	Reimbursables		
	Reimbursables (includes flow monitoring equipment rental, setup, coordination and data downloads)	36	\$6,481

WATER SYSTEM MASTER PLAN WORK BREAKDOWN

TASK DESCRIPTION		Total Task Hours	Cost
Task 5 – Water System Evaluation			
1)	Perform a water supply analysis to determine the capacity of the well system to provide current and future water needs.	3	\$555
2)	Evaluate the capacities of the pumping facilities to ensure they have adequate capacities to provide water to customers.	7	\$1,317
3)	Perform a storage analysis to determine the design optimum water storage capacity. Show graphical representation of different types of storage.	11	\$2,079
4)	Analyze operational set points of storage.	3	\$577
5)	Summarize the results of the analysis in a series of tables based upon anticipated development milestones or intervals (i.e. existing, 5-year, 15-year, 25 year) and identifying the needs by pressure zone.	4	\$762
6)	Summarize the results of the water supply and storage evaluation in a draft report chapter for review by Village staff.	12	\$2,064
7)	Finalize the water supply and storage evaluation chapter based on comments from Village staff.	4	\$673
	Reimbursables		
	Subtotals	44	\$8,027
Task 6 - Water System Model Update			
1)	Add newer water mains, valves, hydrants, and tanks not in the existing model based on existing GIS information.	16	\$2,960
2)	Assign elevations to new water mains using County topography data.	4	\$740
3)	Run the model to verify operation and to compare the model output to expected results.	2	\$370
4)	Allocate water demands in the model using customer consumption residential, commercial and industrial billing meter data.	14	\$2,494
5)	Create a map of proposed locations for flow and pressure tests. Create flow and pressure test forms to be completed during testing.	8	\$1,448
6)	Set up of flow testing equipment which includes programming of pressure recorders.	2	\$370
7)	Conduct field flow testing and pressure testing at 20 locations with assistance of two Village staff members.	16	\$2,960
8)	Calibrate the model to static system conditions by a comparison of the field flow and pressure testing results.	28	\$5,180
9)	Update the average day demand, maximum day demand, and peak hour demand operating scenarios in the model to generate system pressures and available fire flows under these conditions.	8	\$1,480
10)	Meet with the Village to discuss model results.	2	\$370
11)	Write model summary and incorporate as chapter in report.	11	\$1,857
	Reimbursables		\$100
	Subtotals	111	\$20,329
Task 7 - Uni-Directional Flushing Program			
1)	Meet with the Utility to determine UDF program parameters including: system operating parameters during the flushing program, minimum allowable system pressures, flushing velocity requirements, critical facilities, etc. Coordinate with Village on existing flushing methodology.	2	\$370
2)	Prepare a summary of the unidirectional flushing program parameters.	4	\$740
3)	Using the hydraulic model, develop flushing events for the entire water distribution system.	70	\$12,950
4)	Prepare flushing event reports generated using the hydraulic modeling software.	12	\$2,220
5)	Prepare a system map showing locations of individual flushing locations, and location of valves and hydrants to be operated during the flushing program.	8	\$1,480
6)	Meet with the Village in person to discuss the flushing program and system maps.	2	\$370
7)	Provide hard copies and electronic information of the program parameters summary, flushing events, and system maps.	14	\$2,056
8)	Write report text.	4	\$562
	Reimbursables		\$100
	Subtotals	116	\$20,848

WATER SYSTEM MASTER PLAN WORK BREAKDOWN

TASK DESCRIPTION		Total Task Hours	Cost
Task 8 – Water Quality Evaluation			
1)	Create sampling program in distribution system to analyze water quality.	3	\$577
2)	Coordinate with Northern Lakes for sample frequency, test parameters, containers, preservatives, and transportation. Village staff to take samples.	3	\$555
3)	Interpret test results.	7	\$1,317
4)	Analyze use of Clearatas as a sequestering agent. Identify costs of long term use.	7	\$1,317
5)	Coordinate with Andrew Jacque to identify ways to improve water quality throughout distribution system.	6	\$1,110
6)	Determine overall plan for PFAS at Well No. 7. Have coordination meeting with Water Surplus or Water Well Solutions.	10	\$1,850
7)	Write report text.	8	\$1,324
	Reimbursables (includes coordination with Water Quality Investigations, Andy Jacque)		\$22,500
	Subtotals	44	\$30,550
Task 9 – Distribution System Condition Assessment			
1)	Establish Level of Service goal with Village that will serve as a baseline to assess pipe breaks over time. (e.g. not to exceed 15 leaks and breaks per 100 miles).	5	\$947
2)	Perform statistical analysis to determine relevant factors that can be used to define groups of pipes that degrade in a similar fashion.	9	\$1,687
3)	Perform Likelihood of Failure scoring using a weighted criteria approach.	9	\$1,687
4)	Perform Consequence of Failure scoring analysis using a weighted criteria approach.	9	\$1,687
5)	Determine pipeline risk score based on Likelihood of Failure and Consequence of Failure scoring.	13	\$2,427
6)	Develop color-coded risk scoring map.	28	\$4,978
7)	Develop a performance decay curve showing break rate based on piping age.	14	\$2,612
8)	Determine Effective Useful Life of piping using decay curve and considering Consequence of Failure Scoring and established Level of Service Goal.	14	\$2,612
9)	Meet With the Village to Discuss System Condition Assessment Results.	9	\$1,665
10)	Write report text.	16	\$2,782
	Reimbursables		
	Subtotals	126	\$23,084
Task 10 – SCADA System Evaluation			
1)	Develop an implementation plan, budget and schedule for the following SCADA upgrades: replace SCADA computer, expand SCADA application to utilize multiple/large-screen monitors, upgrade InTouch HMI graphics to Archestra Industrial Graphics format.	6	\$1,308
2)	Evaluate SCADA alarm dialer system. Consider alternatives to the POTS line for SCADA Phone. Consider advantages, disadvantages and costs of each alternative. Prepare a recommendation, implementation plan, budget and schedule for the Recommended Plan.	5	\$1,090
3)	Evaluate SCADA reporting system options. Consider advantages, disadvantages and costs of each alternative. Prepare a recommendation, implementation plan, budget and schedule for the Recommended Plan.	5	\$1,090
4)	Write report text.	8	\$1,744
	Reimbursables		\$50
	Subtotals	24	\$5,282
Task 11 – Evaluation of Service Alternatives			
1)	Evaluate alternatives for future service utilizing the computer model and provide recommendations for improvements required to serve the existing conditions and future developments based upon the service level criteria established in Task 1.	14	\$2,590
2)	Identify the need for future pressure zones and establish pressure zone boundaries that ensure that future service areas can be adequately supplied with water.	3	\$555
3)	Identify the need for booster pumping stations or new wells to ensure that water can be transported from water supply sources to adequately meet the needs of current and future customers.	7	\$1,317
4)	Prepare a graphical summary of projected demands and water supply needs based upon anticipated community growth to illustrate the approximate timing of future supply sources over an anticipated planning year of 2050.	15	\$2,669

WATER SYSTEM MASTER PLAN WORK BREAKDOWN

TASK DESCRIPTION		Total Task Hours	Cost
5)	Evaluate the storage needs of the Village. Identify the capacity, type, and general location of additional water storage facilities while maintaining established service level criteria.	12	\$2,264
6)	Identify areas of undersized or constrained infrastructure in the existing distribution system. Identify improvements to the water distribution system to ensure that adequate water can be conducted to customers at required flows and pressures.	6	\$1,132
7)	Utilize the hydraulic computer model to demonstrate the effectiveness of the improvements.	16	\$2,960
8)	Prepare an illustration of the future water system improvement plan that defines the recommended location and sizing of future water transmission mains, supply, and storage facilities.	11	\$1,907
9)	Prioritize recommended improvements based on an assessment of relative need, community benefits, and the probable timing of future community growth. Group recommended improvements into short, intermediate, and long-term categories within a capital improvements plan.	12	\$2,264
10)	Prepare opinions of probable construction costs for the recommended improvements.	7	\$1,317
11)	Prepare a future facility maintenance plan and schedule for wells, elevated storage facilities, and the in-ground reservoir.	3	\$555
12)	Prepare a draft chapter summarizing the recommended water system improvements.	11	\$1,847
13)	Conduct a workshop with Village staff to present the proposed water system improvements, and solicit their input on the recommended improvements.	2	\$370
14)	Finalize the report chapter based on comments from Village staff.	8	\$1,302
	Reimbursables		\$50
	Subtotals	127	\$23,099
Task 12 – Report			
1)	Prepare Executive Summary and Introduction. Incorporate previous sectional report texts.	10	\$1,316
2)	Prepare historical description of Village water system and major infrastructure components.	8	\$1,124
3)	Prepare description of existing production, storage, demand characteristics, and deficiencies.	9	\$1,309
4)	Prepare future demand projections and needs including regulatory requirements.	9	\$1,309
5)	Prepare recommendations for asset management, capital improvements, and costs over time.	15	\$1,885
6)	Prepare tables and figures.	14	\$1,878
7)	Prepare draft report of findings and recommendations.	13	\$1,693
8)	Meet with Village and review draft report.	9	\$1,496
9)	Incorporate Village changes and comments to draft report.	18	\$2,262
10)	Finalize report.	14	\$1,858
11)	Create GIS story map of recommended plan.	20	\$3,330
	Reimbursables		\$75
	Subtotals	139	\$19,535
General			
1)	Initial project coordination.	14	\$2,470
2)	Project administration for QA review, schedule, budget, and client coordination.	50	\$8,650
3)	Participate in ad-hoc committee meeting workshops at 25%, 50%, 75% and 95% of completion.	40	\$7,000
4)	Present Findings at Village Public Works Committee meeting.	16	\$2,960
5)	Present Findings at Village Board meeting.	8	\$1,480
	Reimbursables		\$150
	Subtotals	128	\$22,710
ESTIMATED TOTAL HOURS			
TOTAL COST		989	\$196,810

WASTEWATER SYSTEM MASTER PLAN WORK BREAKDOWN

TASK DESCRIPTION		Total Task Hours	Cost
Task 1 – Review Previous Wastewater Studies			
1)	Conduct inventory of previous wastewater studies in last 25 years.	10	\$1,627
2)	Review of Atkinson Street Lift Station Tributary Area Study.	3	\$521
3)	Review of 2021 Sewer and Water Capacity Analysis.	3	\$521
4)	Review of 2007 Wastewater Treatment Facilities Plan.	7	\$1,153
5)	Review of 2024 WWTF Biosolids study conclusions.	3	\$521
6)	Review other reports not identified above.	9	\$1,469
7)	Provide Village digital copies of reports.	9	\$1,221
8)	Write report text summarizing each study.	14	\$2,370
	Reimbursables		\$0
	Subtotals	58	\$9,403
Task 2 - Analyze Collection System Pipe Condition Assessment			
1)	Establish Level of Service goal with Village that will serve as a baseline to assess pipe breaks over time. (e.g. Not to exceed 15 leaks and breaks per 100 miles).	5	\$947
2)	Perform statistical analysis to determine relevant factors that can be used to define groups of pipes that degrade in a similar fashion.	9	\$1,687
3)	Perform Likelihood of Failure scoring using a weighted criteria approach.	9	\$1,687
4)	Perform Consequence of Failure scoring analysis using a weighted criteria approach.	9	\$1,687
5)	Determine pipeline risk score based on Likelihood of Failure and Consequence of Failure scoring.	13	\$2,427
6)	Develop color-coded risk scoring map.	28	\$4,978
7)	Develop a performance decay curve showing break rate based on piping age.	14	\$2,612
8)	Determine Effective Useful Life of piping using decay curve and considering Consequence of Failure Scoring and established Level of Service Goal.	14	\$2,612
9)	Meet with the Village to discuss system condition assessment results.	6	\$1,110
10)	Write report text.	16	\$2,782
	Reimbursables		\$100
	Subtotals	123	\$22,629
Task 3 - Analyze Collection System Gravity and Force Main System Capacity			
1)	Write flow metering program. Identify sewersheds. Coordinate with Village and Mulcahy Shaw to implement program. Assume four flow meters will be in place for 4-months.	9	\$1,563
2)	Compile monthly flow metered data as it is downloaded by Mulcahy Shaw. Assume four locations for a four-month monitoring period.	23	\$3,775
3)	Review Record Drawings of gravity mains 18-inch and larger for actual capacity based on Manning's equation.	26	\$4,390
4)	Review Year 2050 land use in Village and collection system area.	21	\$3,560
5)	Determine theoretical flow rates in collection system based on land use, development and flow factors. Categorize flow rates in 5, 15 and 25 year increments.	19	\$3,190
6)	Review historical flow rates to lift stations on peak day events such as September 11th and 12th, 2022. Retrieve SCADA pumps runtime records.	45	\$8,845
7)	Compare peak flow rates in collection system from flow metering events to theoretical capacity.	21	\$3,600
8)	Compare force main lift station peak flow rate at firm capacity to theoretical force main capacity based on a velocity of 6 feet per second.	6	\$1,042
9)	Write report text.	32	\$5,267
	Reimbursables (includes flow monitoring equipment rental, setup, coordination and data downloads)		\$22,245
	Subtotals	202	\$57,477
Task 4 - Analyze Collection System Facilities Capacity			
1)	Identify firm capacity at each lift station based on theoretical value and wet well draw down analysis.	17	\$2,780
2)	Identify peak flow rate to each lift station based on September 11 and 12, 2022 rain event.	5	\$884

WASTEWATER SYSTEM MASTER PLAN WORK BREAKDOWN

TASK DESCRIPTION		Total Task Hours	Cost
4)	Compare lift station firm capacity with peak flow rates from September 11 and 12, 2022. Identify excess capacities and deficiencies.	8	\$1,358
5)	Perform capacity assessment at WWTF for flows and pollutant loadings. Provide assessment for overall WWTF and unit processes.	26	\$4,390
6)	Write report text.	18	\$2,828
	Reimbursables		\$150
	Subtotals	74	\$12,390
Task 5 - Perform Facilities Condition Assessment			
1)	Tour Lift Stations for Condition Assessment. Analyze Electrical, SCADA/Controls, Mechanical, Structural and Architectural Components.	53	\$10,037
2)	Tour WWTF for Condition Assessment. Analyze Electrical, SCADA/Controls, Mechanical, Structural and Architectural Components.	53	\$10,037
3)	Compile data and write report text.	32	\$5,680
	Reimbursables		\$220
	Subtotals	138	\$25,974
Task 6 - Evaluate SCADA System			
1)	Develop an Implementation Plan, Budget and Schedule For the Following SCADA Upgrades: Replace SCADA Computer, Expand SCADA Application to Utilize Multiple/Large-Screen Monitors, Upgrade InTouch HMI Graphics to Archestra Industrial Graphics Format, Reconfigure Wastewater Plant PLC Communication to Utilize Peer to Peer Polling Method Instead of Master Polling Method, Upgrade All In-Plant PLC's to Use Allen Bradley Compact Logix Processors and I/O.	6	\$1,308
2)	Evaluate SCADA Alarm Dialer System. Consider Alternatives to the POTS line for SCADA Phone. Consider Advantages, Disadvantages and Costs of Each Alternative. Prepare a Recommendation, Implementation Plan, Budget and Schedule for the Recommended Plan.	5	\$1,090
3)	Evaluate SCADA Reporting System Options. Consider Advantages, Disadvantages and Costs of Each Alternative. Prepare a Recommendation, Implementation Plan, Budget and Schedule for the Recommended Plan.	5	\$1,090
4)	Write report text.	12	\$2,346
	Reimbursables		\$50
	Subtotals	28	\$5,884
Task 7 - Report			
1)	Prepare Executive Summary and Introduction. Incorporate previous sectional report texts.	13	\$2,071
2)	Prepare tables and figures.	22	\$3,416
3)	Prepare draft report of findings and recommendations. Categorize improvements needed in 5, 15 and 25 year increments.	36	\$5,816
4)	Review draft report with Village.	8	\$1,480
5)	Incorporate Village changes and comments to draft report.	8	\$1,234
6)	Finalize report.	7	\$1,083
7)	Create GIS story map of recommended plan.	19	\$3,203
	Reimbursables		\$75
	Subtotals	113	\$18,378
General			
1)	Initial project coordination.	18	\$3,370
2)	Project administration for QA review, schedule, budget, and client coordination.	38	\$6,590
3)	Participate in ad-hoc committee meeting workshops at 25%, 50%, 75% and 95% of completion.	56	\$10,360
4)	Present findings at Village Public Works Committee meeting.	8	\$1,480
5)	Present findings at Village Board meeting.	8	\$1,480
	Reimbursables		\$200
	Subtotals	128	\$23,480
ESTIMATED TOTAL HOURS			
TOTAL COST		864	\$175,615



Agenda Item Cover Report

Date: 5-29-24	Committee/Board: Public Works
Submitted by: Wayne Castle	Department: Wastewater
Date of Committee Action: 6-5-24	Date of Village Board Action: 6-19-24

Subject:

2023 Compliance Maintenance Annual Report (CMAR) Resolution

Executive Summary:

The CMAR is the annual wastewater operations report submitted to the Department of Natural Resources (DNR). It is a report that rates different categories of the treatment plant and collection system and puts it all into a grading system. This grade shows the performance of your system and any deficiencies. A poor grade can ultimately lead to action taken by the DNR to force a utility to upgrade its system.

The Utility is in good shape structurally and financially. Currently, an issue of concern is the handling of bio-solids. This was also noted last year. New phosphorous limits have forced us to change phosphorous treatment chemicals and increase dosages. This has caused an increased solids production over the last several years by nearly 100%. There is a proposed bio-solids project in the capital plan.

Fiscal Impact:

\$0.00

Executive Recommendation/Action:

Recommend to Village Board to approve CMAR resolution.

☒ **Attachments Included**

- **2023 CMAR**

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

RESOLUTION NO. 2024-34

**A RESOLUTION CONFIRMING APPROVAL AND SUBMITTAL OF THE WISCONSIN
DEPARTMENT OF NATURAL RESOURCES NR208-2023 COMPLIANCE MAINTENANCE
ANNUAL REPORT**

WHEREAS, the Village of Mukwonago operates a wastewater treatment facility as a sewer utility, and

WHEREAS, Chapter NR208 of the Wisconsin Administrative Code requires that each owner or municipality file a Compliance Maintenance Annual report with the Department of Natural Resources.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Mukwonago Board of Trustees, as owner of such wastewater treatment facility, that it has reviewed the Compliance Maintenance Report herewith attached and approves of the same at the June 19, 2024 Village Board meeting; and

BE IT FURTHER RESOLVED, that the Village Board of Trustees of the Village of Mukwonago finds no corrective activities are presently needed to maintain such a facility within the terms of its WPDES permit.

Adopted and approved this 19th day of June 2024.

APPROVED:

Fred H. Winchowky, Village President

ATTESTATION:

Diana Dykstra, MMC
Village Clerk-Treasurer

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:

5/29/2024

2023

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.8877	x	271	x	8.34	=	2,006
February	1.0961	x	230	x	8.34	=	2,104
March	1.2594	x	181	x	8.34	=	1,896
April	1.1410	x	251	x	8.34	=	2,385
May	0.9503	x	314	x	8.34	=	2,486
June	0.8553	x	313	x	8.34	=	2,232
July	0.8277	x	320	x	8.34	=	2,206
August	0.8461	x	332	x	8.34	=	2,341
September	0.8233	x	307	x	8.34	=	2,107
October	0.8648	x	306	x	8.34	=	2,204
November	0.8440	x	305	x	8.34	=	2,146
December	0.8674	x	289	x	8.34	=	2,090

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	1.5	x	90	=	1.35
		x	100	=	1.5
Design BOD, lbs/day	2502	x	90	=	2251.8
		x	100	=	2502

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	1	0
May	1	0	0	1	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	1	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	3	0
Points		0	0	9	0
Total Number of Points					9

9

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:

5/29/2024

2023

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2023-09-13

☐ No

If No, please explain:

N/A

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

N/A

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

N/A

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

☒ Yes

☒ Yes

☒ Yes

☐ No

☐ No

☐ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☒ Yes

4,489,458

gallons

☐ No

Holding Tanks

☒ Yes

11,969,798

gallons

☐ No

Grease Traps

☐ Yes

0

gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

We have experienced alot of issues with the solids handling aspects of the plant due to the large level of solids introduced by the septage taken in. We are working through it and meeting limits but is a task to definitely deal with. Everyone needs to be on board and understand the importance of the operations of the drying beds and stay with to not waste a moment of drying time, piling or pumping of sludge.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:
5/29/2024 **2023**

If yes, describe the situation and your community's response. 6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.? ☐ Yes ☒ No If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.	
--	--

Total Points Generated	9
Score (100 - Total Points Generated)	91
Section Grade	A

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:

5/29/2024

2023

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	4	1	0	0
February	25	22.5	4	1	0	0
March	25	22.5	4	1	0	0
April	25	22.5	6	1	0	0
May	25	22.5	3	1	0	0
June	25	22.5	2	1	0	0
July	25	22.5	1	1	0	0
August	25	22.5	3	1	0	0
September	25	22.5	1	1	0	0
October	25	22.5	3	1	0	0
November	25	22.5	2	1	0	0
December	25	22.5	3	1	0	0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

☐ Yes Enter last calibration date (MM/DD/YYYY)

☒ No

If No, please explain:

We do not have a effluent flow meter. It is assumed that what comes in is the same as what goes out.

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

☐ Yes

0

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:
5/29/2024 2023

● No If Yes, please explain: N/A 4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test? ○ Yes ● No If Yes, please explain: N/A 4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity? ○ Yes ○ No ● N/A Please explain unless not applicable: N/A
--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:

5/29/2024

2023

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	8	1	0	0
February	30	27	10	1	0	0
March	30	27	11	1	0	0
April	30	27	16	1	0	0
May	30	27	9	1	0	0
June	30	27	10	1	0	0
July	30	27	8	1	0	0
August	30	27	18	1	0	0
September	30	27	13	1	0	0
October	30	27	12	1	0	0
November	30	27	12	1	0	0
December	30	27	11	1	0	0

* Equals limit if limit is ≤ 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:		7	3
Exceedances		0	0
Points		0	0
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:

5/29/2024

2023

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	20	20	1.633	0	2.285	.988	.578	2.763	0
February	20	20	2.584	0	1.868	1.415	2.923	4.133	0
March	20	20	2.187	0	1.427	.978	3.008	3.305	0
April	20	20	6.344	0	4.153	1.568	7.575	12.083	0
May									0
June									0
July									0
August									0
September									0
October									0
November	20	20	1.512	0	1.18	1.423	1.63	1.97	0
December	20	20	1.037	0	.958	1.183	.8	1.187	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:
5/29/2024 **2023**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.336	1	0
February	1	0.440	1	0
March	1	0.492	1	0
April	1	0.527	1	0
May	1	0.428	1	0
June	1	0.461	1	0
July	1	0.305	1	0
August	1	0.662	1	0
September	1	0.574	1	0
October	1	0.469	1	0
November	1	0.394	1	0
December	1	0.365	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

N/A

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:
5/29/2024 2023

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
- ☐ Publicly Distributed Exceptional Quality Biosolids
- ☒ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

N/A

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

236.1 acres

2.1.2 How many acres did you use?

61.0 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

N/A

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

o Yes (30 points)

● No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

● Yes

o No (10 points)

o N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 003 - Cake Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	6.5													0	0
Cadmium		39	85	.96													0	0
Copper		1500	4300	540													0	0
Lead		300	840	17													0	0
Mercury		17	57	<.47													0	0
Molybdenum	60		75	13												0		0
Nickel	336		420	15												0		0
Selenium	80		100	<8.6												0		0
Zinc		2800	7500	880													0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

● 0 (0 Points)

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:

5/29/2024

2023

○ 1-2 (10 Points) ○ > 2 (15 Points) 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box) ○ Yes ○ No (10 points) ● N/A - Did not exceed limits or no HQ limit applies (0 points) ○ N/A - Did not land apply biosolids until limit was met (0 points) 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0 Exceedence Points ● 0 (0 Points) ○ 1 (10 Points) ○ > 1 (15 Points) 3.1.4 Were biosolids land applied which exceeded the ceiling limit? ○ Yes (20 Points) ● No (0 Points) 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified? N/A	0																				
4. Pathogen Control (per outfall): 4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu. <table border="1"><tr><td>Outfall Number:</td><td>003</td></tr><tr><td>Biosolids Class:</td><td>B</td></tr><tr><td>Bacteria Type and Limit:</td><td>Fecal Coliform</td></tr><tr><td>Sample Dates:</td><td>01/01/2023 - 12/31/2023</td></tr><tr><td>Density:</td><td>53,000</td></tr><tr><td>Sample Concentration Amount:</td><td>CFU/G TS</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>Yes</td></tr><tr><td>Process:</td><td>Anaerobic Digestion</td></tr><tr><td>Process Description:</td><td>Mesophylic Digestion</td></tr></table> 4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application. 4.2.1 Was the limit exceeded or the process criteria not met at the time of land application? ○ Yes (40 Points) ● No If yes, what action was taken? N/A	Outfall Number:	003	Biosolids Class:	B	Bacteria Type and Limit:	Fecal Coliform	Sample Dates:	01/01/2023 - 12/31/2023	Density:	53,000	Sample Concentration Amount:	CFU/G TS	Requirement Met:	Yes	Land Applied:	Yes	Process:	Anaerobic Digestion	Process Description:	Mesophylic Digestion	0
Outfall Number:	003																				
Biosolids Class:	B																				
Bacteria Type and Limit:	Fecal Coliform																				
Sample Dates:	01/01/2023 - 12/31/2023																				
Density:	53,000																				
Sample Concentration Amount:	CFU/G TS																				
Requirement Met:	Yes																				
Land Applied:	Yes																				
Process:	Anaerobic Digestion																				
Process Description:	Mesophylic Digestion																				
5. Vector Attraction Reduction (per outfall): 5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.																					

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:

5/29/2024

2023

Outfall Number:	003	0
Method Date:	12/31/2023	
Option Used To Satisfy Requirement:	Incorporation when land apply	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):		
Results (if applicable):		
5.2 Was the limit exceeded or the process criteria not met at the time of land application? ○ Yes (40 Points) ● No If yes, what action was taken? N/A		
6. Biosolids Storage 6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site? ● >= 180 days (0 Points) ○ 150 - 179 days (10 Points) ○ 120 - 149 days (20 Points) ○ 90 - 119 days (30 Points) ○ < 90 days (40 Points) ○ N/A (0 Points) 6.2 If you checked N/A above, explain why. N/A		
7. Issues 7.1 Describe any outstanding biosolids issues with treatment, use or overall management: N/A		

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:

5/29/2024

2023

Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing 1.1 Was your wastewater treatment plant adequately staffed last year? ● Yes ○ No If No, please explain: Could use more help/staff for: 1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping? ● Yes ○ No If No, please explain:	
2. Preventative Maintenance 2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items? ● Yes (Continue with question 2) ☐☐ ○ No (40 points)☐☐ If No, please explain, then go to question 3: 2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment? ● Yes ○ No (10 points) 2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly? ● Yes ○ Paper file system ○ Computer system ● Both paper and computer system ○ No (10 points)	0
3. O&M Manual 3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed? ● Yes ○ No	
4. Overall Maintenance /Repairs 4.1 Rate the overall maintenance of your wastewater plant. ○ Excellent ● Very good ○ Good ○ Fair ○ Poor Describe your rating:	

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:
5/29/2024 2023

Required maintenance was routinely done throughout the year. In doing so we had very few unexpected breakdowns of equipment.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Mukwonago Wastewater Treatment Plant

Last Updated: Reporting For:
5/29/2024 2023

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

WAYNE A CASTLE

Certification No:

34504

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes		X		
A3	Recirculating Media Filters		X		
A4	Ponds, Lagoons and Natural				X
A5	Anaerobic Treatment Of Liquid		X		
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen		X		
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- Yes
- No
- N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- Yes
- No
- N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff

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☐ An arrangement with another certified operator ☐ An arrangement with another community with a certified operator ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year ☐ A consultant to serve as your certified operator ☐ None of the above (20 points) If "None of the above" is selected, please explain:	0
4. Continuing Education Credits 4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: ☐ Averaging 6 or more CECs per year. ☐ Averaging less than 6 CECs per year. Advanced Certification: ☒ Averaging 8 or more CECs per year. ☐ Averaging less than 8 CECs per year.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information		
Name:	Diana Doherty/Wayne Castle	
Telephone:	262-363-6416	(XXX) XXX-XXXX
E-Mail Address (optional):	wcastle@villageofmukwonago.gov	
2. Treatment Works Operating Revenues		
2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?		
● Yes (0 points) ☐		
○ No (40 points)		
If No, please explain:		
N/A		
2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?		
Year: 2022		0
● 0-2 years ago (0 points) ☐		
○ 3 or more years ago (20 points) ☐		
○ N/A (private facility)		
2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?		
● Yes (0 points)		
○ No (40 points)		
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds		
3.1 When was the Equipment Replacement Fund last reviewed and/or revised?		
Year: 2022		
● 1-2 years ago (0 points) ☐		
○ 3 or more years ago (20 points) ☐		
○ N/A		
If N/A, please explain:		
N/A		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	736,750.32
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	0.00
3.2.3 Adjusted January 1st Beginning Balance	\$	736,750.32
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	0.00

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 736,750.32

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

N/A

3.3 What amount should be in your Replacement Fund?

\$ 728,876.34

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

N/A

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Facility planning for Phosphorus treatment limit. This is ongoing and pursuing adaptive management practices.	\$2,000,000	2020
2	With current and projected growth of the Village I would not be surprised to see the facility in the process of facility planning in the next 7-10 years.	\$30,000,000	2033
3	Aeration Basins were both drained, cleaned and inspected in May 2021, The IFAS system will be replaced, aerators replaced new automatic gates installed all metal parts of structured recoated and any needed concrete repairs will all be made in 2022. Cost analysis has not yet been determined. * This project has been bid and awarded. A lot of the equipment has arrived and now waiting on rest so the contractor can install and make needed repairs. 2022 Bulk of project was completed in 2022. Season ran out so the three Sluice Gates were replaced with the new motor actuated gates in the spring of 2023 to complete the project.	\$600,000	2022
4	Bio-solids handling project to address the production and storage of solids.	\$8,350,000	2027

5. Financial Management General Comments

Budgeting and setting aside funds to repair and bring equipment up to peak performance is on going.

ENERGY EFFICIENCY AND USE

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6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	6,750	19
February	5,970	23
March	6,969	42
April	6,106	31
May	5,314	21
June	4,071	22
July	3,633	61
August	4,099	50
September	4,243	24
October	4,409	19
November	5,331	23
December	6,337	21
Total	63,232	356
Average	5,269	30

6.1.2 Comments:

None

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☒ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

All lift stations had pumps pulled and inspected and wet wells were cleaned.

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

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By Whom:

Describe and Comment:

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

None

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	31,683	27.52	1,151	62.19	509	1,189
February	29,962	30.69	976	58.91	509	1,305
March	29,830	39.04	764	58.78	507	592
April	29,270	34.23	855	71.55	409	242
May	28,441	29.46	965	77.07	369	38
June	26,476	25.66	1,032	66.96	395	2
July	24,893	25.66	970	68.39	364	0
August	28,565	26.23	1,089	72.57	394	17
September	25,025	24.70	1,013	63.21	396	130
October	27,674	26.81	1,032	68.32	405	52
November	29,695	25.32	1,173	64.38	461	320
December	35,379	26.89	1,316	64.79	546	467
Total	346,893	342.21		797.12		4,354
Average	28,908	28.52	1,028	66.43	439	396

7.1.2 Comments:

None

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☐ Aerobic Digestion
- ☒ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☒ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping

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☐ Mechanical Sludge Processing

☒ Nitrification

☒ SCADA System

☒ UV Disinfection

☒ Variable Speed Drives

☒ Other:

Primary Clarification and grit removal.

7.2.2 Comments:

Most all of our pumps have VFD's on them and we are continually changing lighting over to LED.

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Continue on with LED lighting upgrades.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☐ No

☒ Yes

If Yes, how is the biogas used (Check all that apply):

☒ Flared Off

☐ Building Heat

☒ Process Heat

☐ Generate Electricity

☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☒ No

☐ Yes

☐ Entire facility

Year:

By Whom:

Describe and Comment:

☐ Part of the facility

Year:

By Whom:

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Describe and Comment:	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

To ensure reliable service, complete scheduled cleaning maintenance, televising and manhole inspections per CMOM program. Devise a repair plan to correct issues found above during inspections.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Municipal Code of Ordinances

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2022-02-16

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map

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- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☒ Special Studies Last Year (check only those that apply):

- ☒ Infiltration/Inflow (I/I) Analysis
- ☒ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☒ Lift Station Evaluation Report
- ☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	10.5	% of system/year
Root removal	100	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	10.5	% of system/year
Manhole inspections	11.1	% of system/year
Lift station O&M	4	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year

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Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

None

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

17.6	Total actual amount of precipitation last year in inches
30.9	Annual average precipitation (for your location)
47.5	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
1	Number of sewer pipe failures
2	Number of basement backup occurrences
2	Number of complaints
0.939	Average daily flow in MGD (if available)
1.259	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.02	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.04	Basement backups (number/sewer mile)
0.04	Complaints (number/sewer mile)
1.3	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
------	----------	-------	------------------

None reported

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

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● No If Yes, please describe: 5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: None 5.4 What is being done to address infiltration/inflow in your collection system? Review manhole inspections, televising reports and make repairs accordingly.	
--	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0020265

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

- Notes:
- A = Voluntary Range (Response Optional)
 - B = Voluntary Range (Response Optional)
 - C = Recommendation Range (Response Required)
 - D = Action Range (Response Required)
 - F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing Body or Owner:	
Date of Resolution or Action Taken:	
Resolution Number:	
Date of Submittal:	

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. = 4.00



Agenda Cover Report

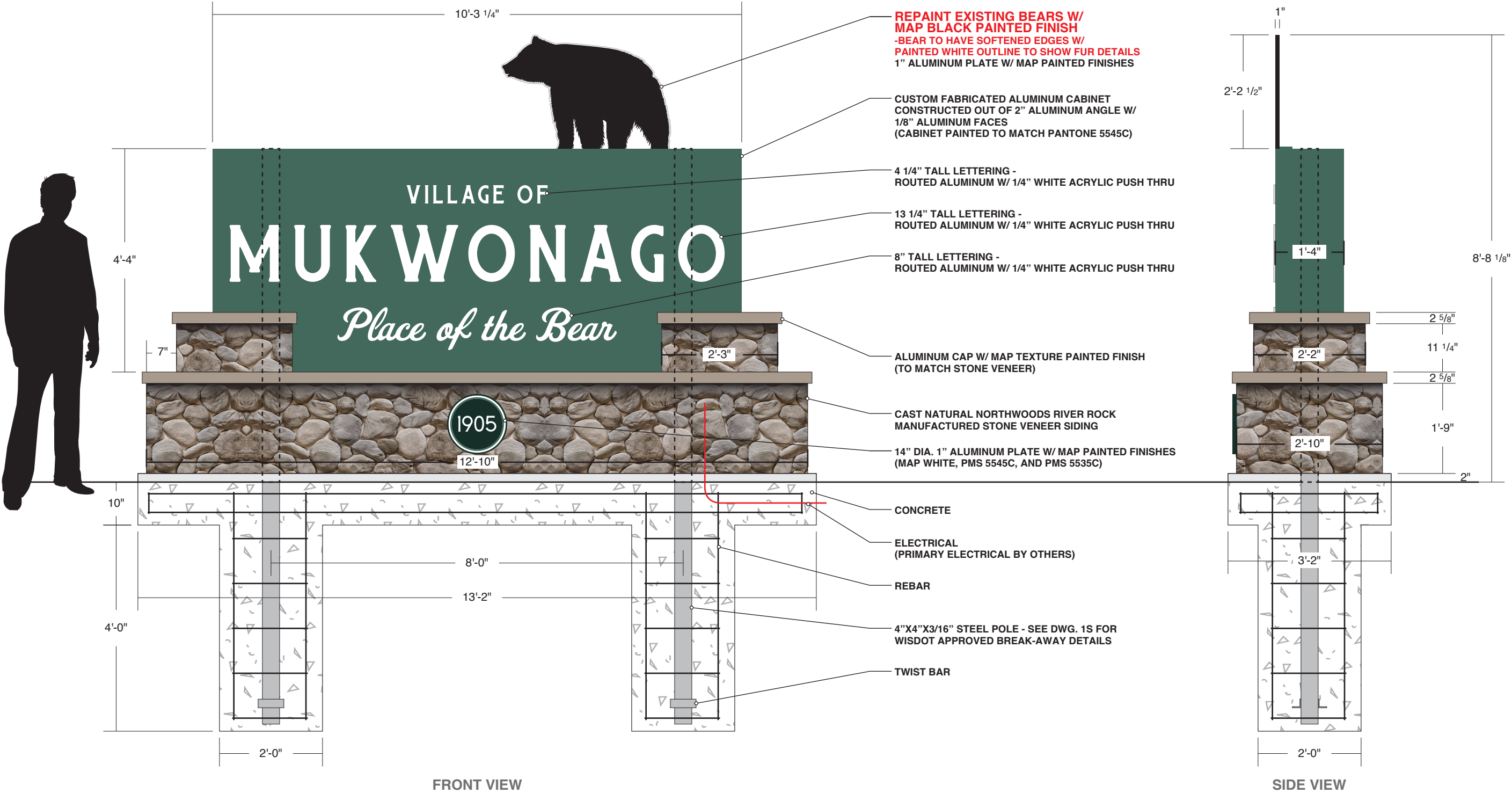
Date:	Committee/Board: Public Works Committee
Submitted by: Ron Bittner	Department: Public Works
Date of Committee Action: 6/5/24	Date of Village Board Action: 6/19/24

Subject: Discussion on changing the color of the bear on future gateway and wayfinding signs.
Executive Summary: Previous village board discussions lead to a color change for the “Bear” on the gateway signs. Staff received renderings for a Black and Brown bear for consideration. With the last primary sign still in production, there is an opportunity to include the change before installation.
Fiscal Impact: There is not a price increase for changing the color on the sign still in production.
Executive Recommendation/Action: Provide direction on the color selection for the STH 83 south primary entrance sign.

☐ **Attachments Included**

MONUMENT SIGN

PRIMARY ENTRANCE: FOOTING DETAILS



"We Project Your Image"

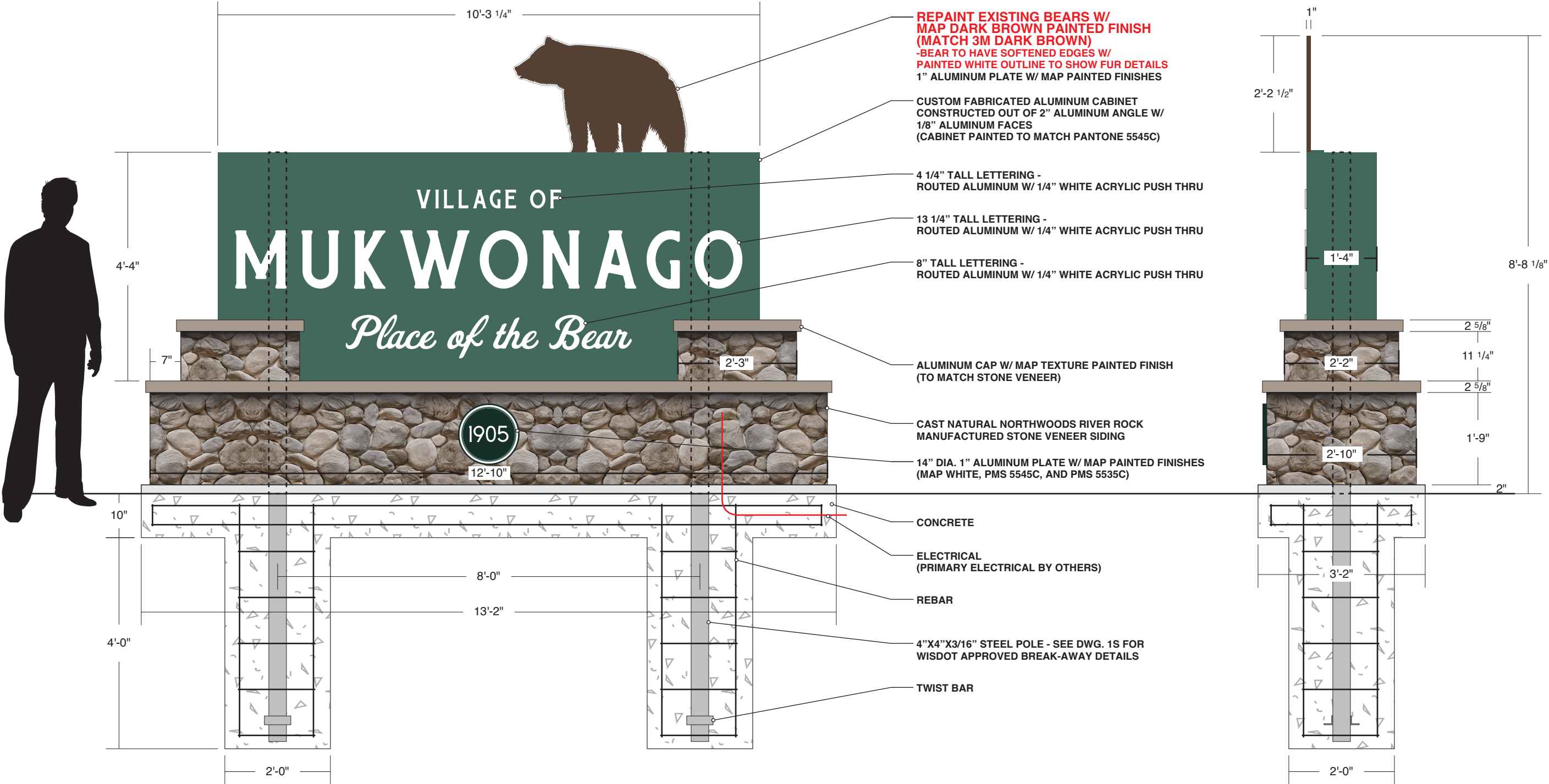
PH: (262) 554-6066
TOLL FREE: (800) 554-8110

Client: VILLAGE OF MUKWONAGO	Date: 6-7-23	REVISION		Illumination: ☐ NO ☒ YES TYPE LED ☒ SINGLE SIDED ☐ DOUBLE SIDED		Paint Colors (AkzoNobel): ☒ PANTONE 5545C ☒ PANTONE 5535C ☐ MAP WHITE ☒ MAP BLACK ☐ ☐ ☐	Vinyl Film Colors (3M Scotchcal): ☐ ☐ ☐ ☐ ☐ ☐	Client Signature: Signature _____ Date _____ NOTICE: Michael's Signs, Inc. does NOT provide primary electrical to sign location - RESPONSIBILITY OF OTHERS The ideas and designs contained in this original and unpublished drawing are the sole property of Michael's Signs, Inc. and MAY NOT BE USED OR REPRODUCED in whole or in part without written permission.
	Drawing #: 1(2)	1 7-31-23		Electrical Requirements: ☐ 120 ☐ 277	Quantity: 2			
Address: 440 RIVER CREST CT	Sheet: 1 of 1	2 5-20-24		Sign Specifications: NOTED ABOVE				
City, State: MUKWONAGO, WI 53149	Scale: 1/2"=1'							
Sales Rep: JUSTIN SILVA	Designer: KD							

NOTE: DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK INVOLVED IN THIS PRINTING PROCESS, THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH TO THE ACTUAL FINISHED PAINTED PRODUCT.

MONUMENT SIGN

PRIMARY ENTRANCE: FOOTING DETAILS



FRONT VIEW

SIDE VIEW



"We Project Your Image"

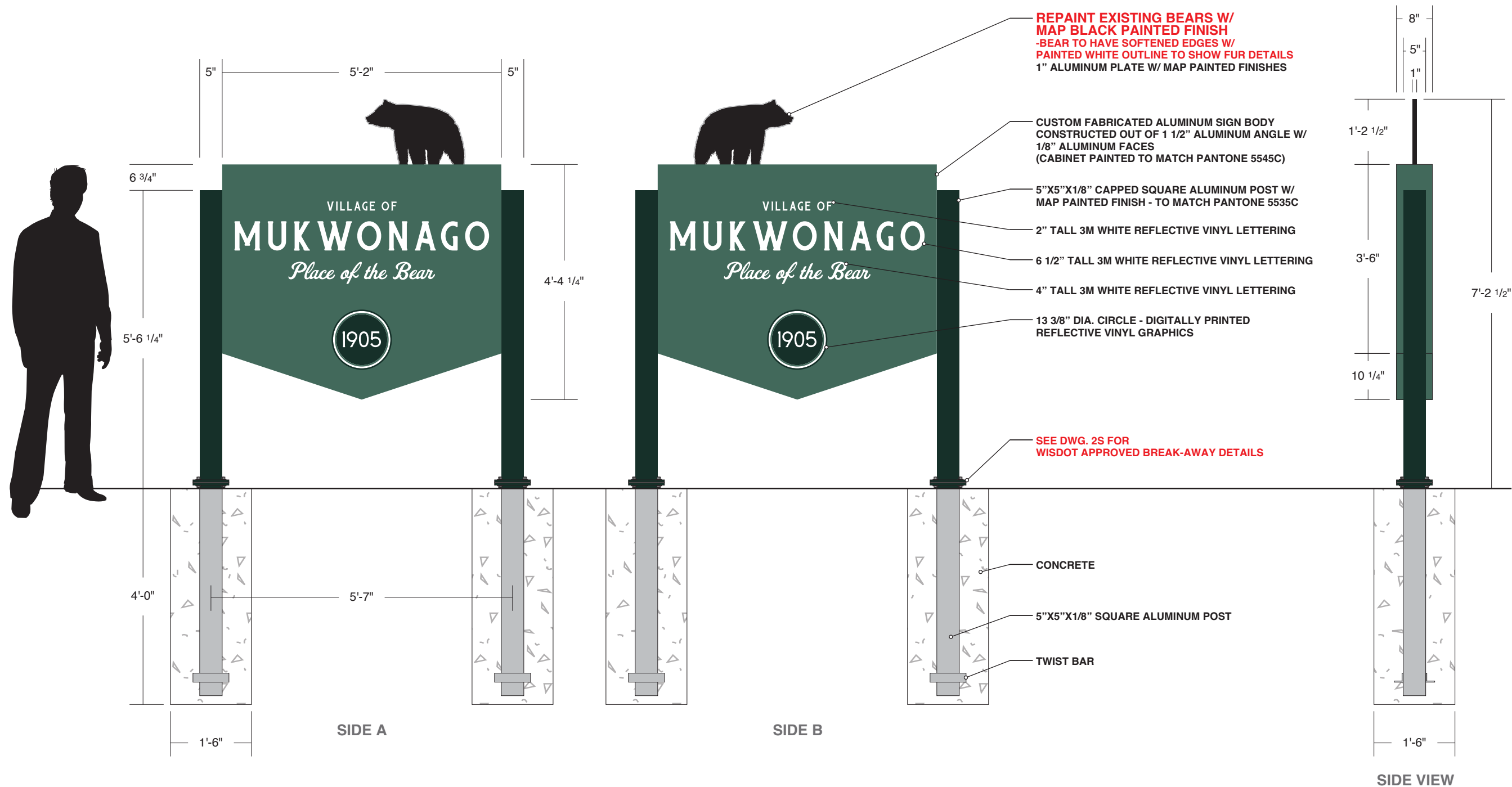
PH: (262) 554-6066
TOLL FREE: (800) 554-8110

Client: VILLAGE OF MUKWONAGO	Date: 6-7-23	REVISION		Illumination: ☐ NO ☒ YES TYPE LED ☒ SINGLE SIDED ☐ DOUBLE SIDED	Paint Colors (AkzoNobel): PANTONE 5545C PANTONE 5535C MAP WHITE MAP DARK BROWN (MATCH 3M DARK BROWN)	Vinyl Film Colors (3M Scotchcal): 	Client Signature: Signature _____ Date _____ NOTICE: Michael's Signs, Inc. does NOT provide primary electrical to sign location - RESPONSIBILITY OF OTHERS The ideas and designs contained in this original and unpublished drawing are the sole property of Michael's Signs, Inc. and MAY NOT BE USED OR REPRODUCED in whole or in part without written permission.
	Drawing #: 1(3)	1 7-31-23	Electrical Requirements: ☐ 120 ☐ 277	Quantity: 2			
Address: 440 RIVER CREST CT	Sheet: 1 of 1	2 5-20-24	Sign Specifications: NOTED ABOVE				
City, State: MUKWONAGO, WI 53149	Scale: 1/2"=1'	3 5-30-24					
Sales Rep: JUSTIN SILVA	Designer: KD						

NOTE: DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK INVOLVED IN THIS PRINTING PROCESS, THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH TO THE ACTUAL FINISHED PAINTED PRODUCT.

POST & PANEL

SECONDARY ENTRANCE: FOOTING DETAILS



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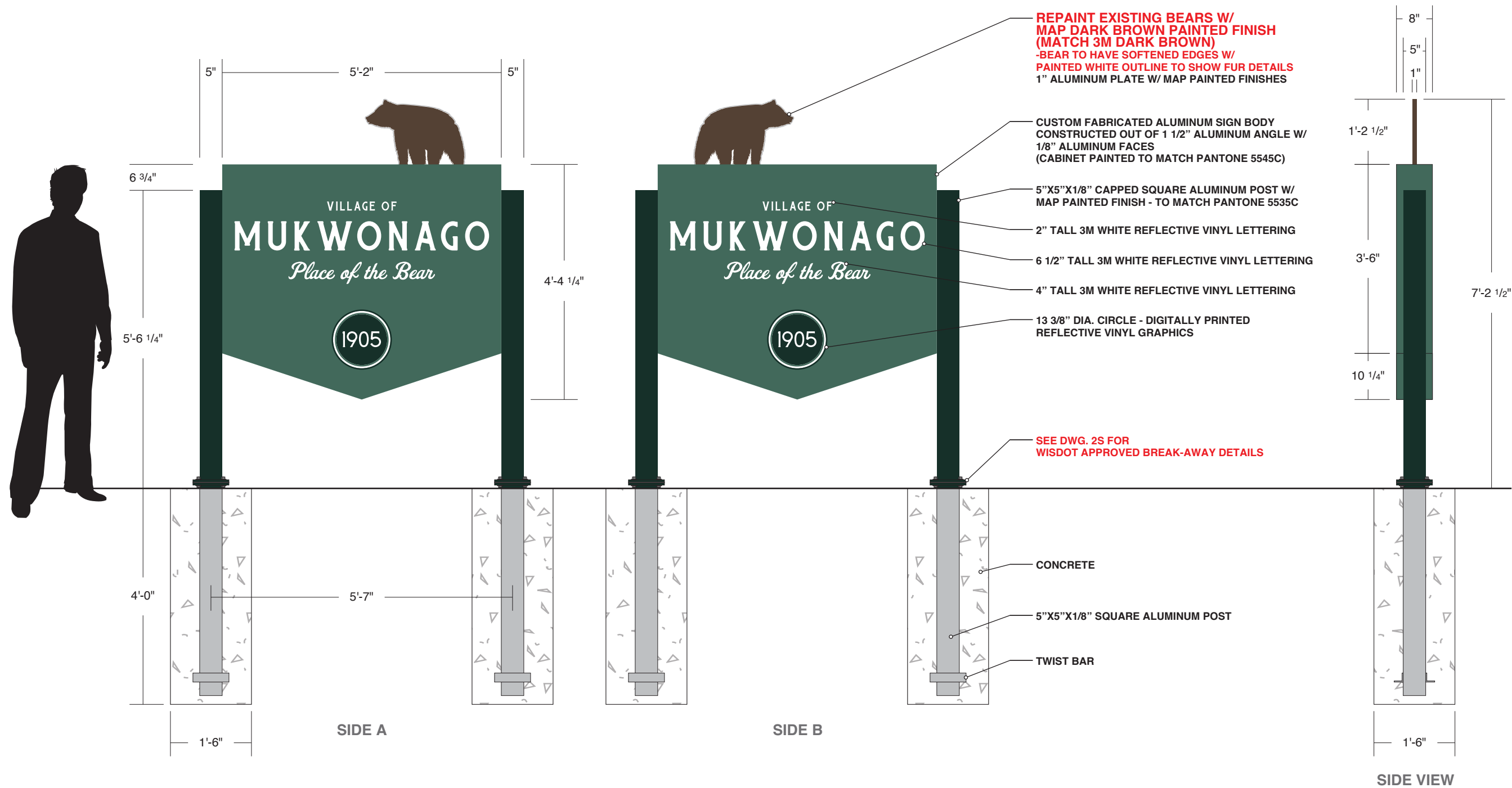
PH: (262) 554-6066
TOLL FREE: (800) 554-8110

Client: VILLAGE OF MUKWONAGO	Date: 6-7-23	REVISION		ILLUMINATION: ☒ NO ☐ YES TYPE _____	☐ SINGLE SIDED ☒ DOUBLE SIDED	Paint Colors (AkzoNobel): PANTONE 5545C PANTONE 5535C MAP WHITE MAP BLACK	Vinyl Film Colors (3M Scotchcal): 3M WHITE REFLECTIVE DIGITALLY PRINTED	Client Signature: Signature _____ Date _____ NOTICE: Michael's Signs, Inc. does NOT provide primary electrical to sign location - RESPONSIBILITY OF OTHERS The ideas and designs contained in this original and unpublished drawing are the sole property of Michael's Signs, Inc. and MAY NOT BE USED OR REPRODUCED in whole or in part without written permission.
	Drawing #: 2(2)	1 7-31-23	2	Electrical Requirements: ☐ 120 ☐ 277	Quantity: 3			
Address: 440 RIVER CREST CT	Sheet: 1 of 1	2 5-20-24	3	Sign Specifications: NOTED ABOVE				
City, State: MUKWONAGO, WI 53149	Scale: 1/2"=1'	4	5					
Sales Rep: JUSTIN SILVA	Designer: KD	6	7					

NOTE: DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK INVOLVED IN THIS PRINTING PROCESS, THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH TO THE ACTUAL FINISHED PAINTED PRODUCT.

POST & PANEL

SECONDARY ENTRANCE: FOOTING DETAILS



"We Project Your Image"

PH: (262) 554-6066
TOLL FREE: (800) 554-8110

Client: VILLAGE OF MUKWONAGO	Date: 6-7-23	REVISION		ILLUMINATION: ☒ NO ☐ YES TYPE _____	☐ SINGLE SIDED ☒ DOUBLE SIDED	Paint Colors (AkzoNobel): PANTONE 5545C PANTONE 5535C MAP WHITE MAP DARK BROWN (MATCH 3M DARK BROWN)	Vinyl Film Colors (3M Scotchcal): 3M WHITE REFLECTIVE DIGITALLY PRINTED	Client Signature: Signature _____ Date _____ NOTICE: Michael's Signs, Inc. does NOT provide primary electrical to sign location - RESPONSIBILITY OF OTHERS The ideas and designs contained in this original and unpublished drawing are the sole property of Michael's Signs, Inc. and MAY NOT BE USED OR REPRODUCED in whole or in part without written permission.
	Drawing #: 2(3)	1 7-31-23	2	Electrical Requirements: ☐ 120 ☐ 277	Quantity: 3			
Address: 440 RIVER CREST CT	Sheet: 1 of 1	2 5-20-24	3	Sign Specifications: NOTED ABOVE				
City, State: MUKWONAGO, WI 53149	Scale: 1/2"=1'	3 5-30-24						
Sales Rep: JUSTIN SILVA	Designer: KD							

NOTE: DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK INVOLVED IN THIS PRINTING PROCESS, THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH TO THE ACTUAL FINISHED PAINTED PRODUCT.



Agenda Item Cover Report

Date: 05/28/2024	Committee/Board: Protective Services
Submitted by: Chief Streit	Department: Police
Date of Committee Action: 06/05/2024	Date of Village Board Action: 06/19/2024

Subject:

City of Milwaukee Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention

Executive Summary:

The City of Milwaukee is receiving federal grant money to help with costs associated with the 2024 Republican National Convention. Agencies who send officers to assist the Milwaukee Police Department can receive reimbursement for certain expenses if they sign the attached Intergovernmental Agreement. Two officers from the village are scheduled to assist at the RNC, one as a member of Suburban Critical Incident Team and another as a member of the Walworth County Mobile Field Force.

Fiscal Impact:

If I do not sign the IAG, all wages and other cost for the officers assisting MPD will be borne by the village rather than through grant dollars.

Executive Recommendation/Action:

Approve Chief Streit to sign the Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention with the City of Milwaukee.

 **Attachments Included**

CONTRACT NUMBER: See Exhibit A
CONTRACTOR: See Exhibit A
COMMON COUNCIL RESOLUTION: 231078

Distribution via DocuSign in this order:

- Assisting agency signatories – Signature/final copy
- Chief (Fire or Police) – Signature/final copy
- Aaron Robinette – Initials/final copy
- Claudia Orugbani – Initials/final copy
- “Comptroller Senior Management” (see DocuSign address book) – Signature/final copy
- City Attorney (ACA Foundos) – Signature/final copy
- Andrea Fowler – final copy (no signature)

**Intergovernmental Agreement for Law Enforcement Services for the
2024 Republican National Convention**

I. Definitions. The following definitions apply to this Agreement.

1. **Agreement** means this Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention.
2. **Assisting Personnel** means those personnel provided by Contractor to assist Milwaukee pursuant to this Agreement.
3. **Convention** means the 2024 Republican National Convention to be held in the City presently scheduled for July 15-18, 2024.
4. **In Writing** means a written communication via the official Milwaukee email account (@milwaukee.gov) of the MPD Chief, MPD Chief of Staff, or the Chief’s designees.
5. **MPD** means the City of Milwaukee Police Department.
6. **Milwaukee** means the City of Milwaukee, Wisconsin.
7. **Parties** means Milwaukee and Contractor; **Party** means Milwaukee or Contractor.
8. **Security Plan** means the security plan developed for the Convention by the U.S. Secret Service, in consultation with the Milwaukee Police Department, the Milwaukee Fire Department, and other local, state and federal agencies.
9. **Security Grant** means the grant provided to Milwaukee by the U.S. Department of Justice and/or the U.S. Department of Homeland Security to provide security for the Convention.
10. **Contractor** means the name of the Contractor identified in Exhibit A.

II. Background.

1. Milwaukee has been chosen as the host city for the Convention. Milwaukee has various security obligations for the Convention pursuant to the Security Plan and an agreement between Milwaukee, the Convention host committee, and the Republican National Committee.
2. Milwaukee requires the assistance of non-Milwaukee police personnel in support of its Convention security obligations.
3. Milwaukee expects to and/or has received the Security Grant to pay for costs associated with securing the Convention, including the law enforcement services described in this Agreement.

IV. Exhibits. Exhibits A and B are incorporated into the Agreement, and contain information and forms specific to Contractor. Contractor agrees to provide the personnel and/or equipment listed in Exhibit B, at the times as listed in Exhibit B, and with all information required of Exhibits A and B. Contractor shall submit a “Final” version of Exhibit B at the appropriate times as specified in this Agreement.

V. Additional Terms of Agreement.

1. **Authority to Execute.** The Parties each represent that they, and their signatories, possess the legal authority to enter into the Agreement and to validly and legally bind their respective Party to all terms of the Agreement.
2. **Term.** The term of the Agreement shall begin on the date of final execution of the Agreement by both Parties and shall end upon the completion of all obligations of the Agreement and participation in administrative proceedings and/or criminal and/or civil trials and/or audits by Milwaukee or Federal auditors.
3. **Amount.** Contractor shall not be paid more than the amount set forth in Exhibit B titled “Total Cost,” in the section entitled “Total Request for Reimbursement” which is the estimated total cost for Contractor’s performance under the Agreement. The amount may be increased or decreased only by written amendment of the Agreement or In Writing.
4. **Payment.**
 - 4.1 Costs Reimbursed. Contractor shall be reimbursed for costs that are all of the following, as applicable: (1) properly supported by the documentation set forth below in the section entitled “Payment Requests” and in Exhibit B; (2) included in the Agreement budget or otherwise approved In Writing; (3) for personnel time, time spent in an “on duty” status between the time Assisting Personnel check in with MPD and the time that they check out with MPD at the end of their shift, in accordance with duty assignments distributed by MPD, or in training assigned by MPD, and at the rate(s) provided in Exhibit B; (4) for transportation, mileage or airfare at current United States General Services Administration rates and policies as set forth in Exhibit B; and (5) for equipment at the rates set forth in Exhibit B and at market rate repair costs for any damage to such equipment.
 - 4.2 Costs Not Reimbursed. Irrespective of any costs set forth in the budget, Contractor shall not be paid for any of the following:
 - 4.2.1 Assisting Personnel’s time while located at their place of lodging or home or while traveling to or from their place of lodging or home to the duty station to which they are assigned by MPD or to the location of any training, unless such personnel are covered by a collective bargaining agreement, employment contract, ordinance or other law requiring them to be paid for such time and travel and documentation is provided as required below.
 - 4.2.2 Costs in violation of any federal, state, or local law, regulation, or rule, or this Agreement.
 - 4.2.3 Costs in violation of the terms of the Security Grant award letter to Milwaukee, which shall be provided to Contractor under separate cover and which shall be incorporated into the Agreement at the time the document is provided to Contractor.
 - 4.2.4 Rates of pay that exceed the normal salary and benefits of Assisting Personnel.
 - 4.2.5 Hours worked outside those established by MPD unless pre-approved In Writing. In Writing approval may be provided retroactively if Assisting Personnel are acting on a

direct command from MPD or responding to an emergency situation which, in their professional judgment, reasonably requires them to provide services outside of their assigned work hours to protect public safety. In such instances, Assisting Personnel shall seek approval from Milwaukee MPD command at the earliest reasonable time.

- 4.2.6 Costs of personal entertainment, miscellaneous items, additional food, or transportation beyond that provided or authorized In Writing.

- 4.3 Payment Requests. Payment requests shall be submitted to Milwaukee no later than September 2, 2024, and must include the following supporting documentation demonstrating that the costs being invoiced are both allowable and allocable to the grant. Failure to include this information in a payment request may result in the denial of the payment request:

- 4.3.1 “Final” version of Exhibit B, and all documentation required therein.
- 4.3.2 If requested, copies of the relevant portion of a collective bargaining agreement, employment contract, ordinance, law, requiring Assisting Personnel to be paid for travel time and overtime.
- 4.3.3 Such other documentation as Milwaukee may reasonably request, or which has been requested by the U.S. Department of Justice, local, state, or federal auditors.
- 4.3.4 If Contractor is budgeted to procure any items or services, it must follow the procurement rules set forth at 2 C.F.R. 200, and must maintain records and make such records available to Milwaukee upon request and must be sufficient to establish (1) the rationale for the method of purchase, (2) selection of the contract type, (3) contractor selection or rejection, and (4) the basis of the contract price (*see* 2 C.F.R. § 200.318(i)).
- 4.3.5 A completed W-9 form.

- 4.4 Timing of payments and recoupment.

- 4.4.1 Payment requests shall be reviewed in the order received. Payment is anticipated to be made within 45 days after a complete reimbursement package is received by Milwaukee. A reimbursement package is deemed to be complete after any/all requests for information made by Milwaukee to Contractor have been received and no further questions remain.
- 4.4.2 Final payment under the Agreement shall be predicated, at Milwaukee’s option, on a final audit of Contractor’s documentation by Milwaukee, state, or federal officials.
- 4.4.3 Contractor shall reimburse Milwaukee for any disbursed funds that Milwaukee, or local, state, or federal auditors determine have been misused or misappropriated, or for which such auditors determine were not properly supported or were not properly allocable to the Security Grant. Such reimbursement of funds shall be due upon Milwaukee’s written demand to Contractor.

- 4.5 Risk. Reimbursements under the Agreement are conditioned upon the City’s actual receipt of funds from the granting authority, and Contractor undertakes any work performed before the City’s receipt of such funds at its own risk. Irrespective of any other term of this Agreement, should City fail to be awarded a federal security grant sufficient to cover the costs of all City’s security obligations under the Security Plan, City may terminate this Agreement.

5. Records, Audit, and Information Requests.

- 5.1 Information requested pursuant to payment requests and audit. Contractor shall furnish Milwaukee with such statements, records, reports, data, and information as Milwaukee may reasonably request to substantiate and/or investigate the basis of payment requests, and/or to meet the requirements of Milwaukee, local, state, or federal audits.

- 5.2 **Federal Grant Record Retention Requirements.** Contractor will retain those records required by 2 C.F.R. § 200.334 for a period of three years after it receives notice from Milwaukee that Milwaukee has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.
- 5.3 **Wisconsin Public Records Law.** The Parties understand and agree that they are each Authorities under the Wisconsin Public Records Law, Wis. Stat. § 19.21, et seq. Irrespective of any other term of this Agreement, Contractor is obligated to retain Records for seven years from the date of the Record's creation. The requirements of this section are in addition to, and not in place of, the retention requirements of any other section or paragraph. This term shall survive for a period of seven years after termination or expiration of this Agreement.
6. **Security Information.** Contractor shall comply with all privilege and confidentiality requirements and procedures set forth by the U.S. Department of Homeland Security, the U.S. Secret Service or any other governmental entity. If Contractor has custody of a record (broadly construed to include paper or electronic formats) that contains details of security arrangements or investigations relevant to the Convention, Contractor shall, as soon as practical and without delay, notify Milwaukee of any request to disclose such record.
7. **Choice of Law and Venue.** The Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin. Contractor and Wisconsin agree that for any claim or suit or other dispute relating to the Agreement that cannot be mutually resolved, jurisdiction and venue shall be in an appropriate court of competent jurisdiction sitting in Milwaukee County, Wisconsin. Contractor agrees to submit itself to the jurisdiction of said courts, to the exclusion of any other court that may have jurisdiction over such a dispute according to any other law, except that, if another party obtains jurisdiction over Milwaukee for claims or other actions involving or related to the Agreement in a different forum or venue, Contractor agrees that it shall submit to the jurisdiction of such forum or venue.
8. **Liability.** Except as otherwise provided in this Agreement, each Party agrees that it will be responsible for its own acts and/or omissions and those of its Assisting Personnel, officials, employees, representatives, and agents in carrying out the terms of this Agreement to the extent authorized by law and shall not be responsible for the acts and/or omissions of the other Party.
9. **No Waiver.** Irrespective of any term of this Agreement, nothing contained in this Agreement shall waive or amend, nor be construed to waive or amend any privilege, defense, limitation of liability, or immunity that either Party, their respective officials, agents, or employees may have under any applicable federal, state, local, or common law.
10. **Sam.gov profile.** Contractor is required to maintain an active profile on SAM.GOV and a Unique Entity Identification number during the term of the Agreement.
11. **Independent legal entities and employment.**
- 11.1 **Independent Legal Entities.** Contractor is an independent legal entity, and neither Contractor, nor Contractor's employees, agents, and/or Assisting Personnel are employees of City, nor are they entitled to any fringe benefits or any other benefits to which City's salaried employees are entitled to or are receiving. Personal income tax payments, social security contributions, insurance, and all other governmental reporting and contributions required as a consequence of Contractor receiving payment under this Agreement shall be the sole responsibility of Contractor. City and Contractor form no joint venture or legal partnership under this Agreement.

- 11.2 Assisting Personnel Remain Employees of Contractor. Contractor acknowledges and affirms that Contractor remains fully responsible for any and all obligations as the employer of its Assisting Personnel, including among other things: responsibility for the payments of: (i) earnings; (ii) overtime earnings; (iii) withholdings; (iv) insurance coverage; (v) workers' compensation; (vi) death benefits; (vii) medical and legal indemnity where lawful and appropriate; and (viii) all other requirements by law, regulations, ordinance, or contract. Assisting Personnel remain employees of Contractor. Contractor shall be responsible for the payment of any compensation or death benefits to Assisting Personnel who are injured or killed while providing services to City under the terms of this Agreement. Contractor does not waive their right to reimbursement and may submit for reimbursement as outlined in Wis. Stat. § 66.0513.
12. **Indemnification.** The City shall indemnify Contractor and Assisting Personnel for liability to third parties incurred while Assisting Personnel are acting within the scope of their employment to fulfill the terms of this Agreement to the extent required by Wis. Stat. § 66.0313.
13. **Notices.** Any notices to be given under these terms and conditions unless otherwise stated shall be submitted via certified mail, return receipt requested, and shall be deemed delivered upon receipt of electronic delivery notice to the persons at the addresses identified "Contractor Contact Information" and "Milwaukee Contact Information" in Exhibit A.
14. **Remedies for noncompliance.** If Contractor fails to comply with any term of the Agreement Milwaukee may take one or more of the following actions:
- 14.1 Temporarily withhold reimbursement pending correction of the deficiency or breach;
 - 14.2 Deny both use of funds for all or part of the activity or action not in compliance;
 - 14.3 Wholly or partially suspend the Agreement;
 - 14.4 Withhold further reimbursement;
 - 14.5 Terminate the Agreement;
 - 14.6 Take other remedies that may be legally available.
15. **Termination.**
- 15.1 Termination by Milwaukee. Milwaukee may terminate the Agreement at any time for any reason upon written notice to Contractor. Contractor will be reimbursed for its costs to date of termination and non-cancelable obligations properly incurred as set forth in the Agreement budget prior to the date of termination under the following circumstances: (1) such costs are properly documented as required in the Agreement; (2) such costs do not exceed the amount allowed under the Agreement; and (3) a report of progress to date of termination has been submitted to Milwaukee. Upon notice of termination, Contractor shall cease to incur or obligate new costs under this program. Milwaukee may terminate the Agreement without payment of costs if Contractor fails to comply with or perform any material term, condition, or obligation contained in the Agreement, and either such breach cannot be cured or, if such breach may be cured, Contractor fails to cure such breach within seven (7) calendar days after Milwaukee provides Contractor with notice of such failure.
- 15.2 Termination by Contractor. Contractor may terminate the Agreement if Contractor is not able to both fulfil the terms of the Agreement and ensure the public safety of its own jurisdiction due to an emergent circumstance. Upon Contractor's termination of the Agreement, Contractor shall fully refund to Milwaukee all costs, funds, or other prepayments that Milwaukee may have paid to Contractor pursuant to the Agreement (if any). Contractor shall be reimbursed according to

the procedures set forth in the Agreement for costs incurred during any provision of Agreement services to Milwaukee. Contractor shall provide notice of termination to Milwaukee as soon as practical upon discovery of conditions requiring the termination.

16. **Amendment.** The Agreement may be amended only by joint written agreement between the Parties.
17. **Headings.** The captions and headings of paragraphs and sections in this Agreement are for convenience of reference only and shall not be construed as defining or limiting the terms.
18. **Survival.** The terms of the Agreement and any exhibits and attachments that by reasonable implications contemplate continued performance, rights, or compliance beyond expiration or termination of the Agreement survive the Agreement and will continue to be enforceable.
19. **Lobbying.** Contractor agrees that no federal appropriated funds have been reimbursed or will be reimbursed, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Funds provided pursuant to the Agreement may not be used to influence federal contracting or financial transactions.
20. **Debarment.** By executing the Agreement, Contractor certifies neither it, nor any of its respective principals are debarred, suspended, or proposed for debarment for federal financial assistance (e.g. General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs), and that Contractor will not enter into any transactions with any subrecipients, contractors, or any of their principals who are debarred, suspended or proposed for debarment using funds provided by this Agreement. Contractor agrees that it will take all steps necessary to ensure that it and its respective principals do not become debarred, suspended or proposed for debarment for federal financial assistance. If Contractor becomes debarred, it will immediately notify Milwaukee, and such debarment may be grounds for termination of the Agreement.
21. **Entire agreement, amendments, severability.**
 - 21.1 Entire Agreement. The Agreement constitutes the entire agreement between Milwaukee and Contractor concerning its subject matter and supersedes all prior agreements, discussions, representations, warranties and covenants between them concerning the subject matter of the Agreement.
 - 21.2 Severability. If any term of the Agreement is, to any extent, held invalid or incapable of being enforced, such term shall be excluded only to the extent of such invalidity or unenforceability. All other terms of the Agreement shall remain in full force and effect and, to the extent possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term as determined by Milwaukee.
22. **Certifications and incorporation of federally required terms.** The following terms and conditions are incorporated into the Addendum:

- 22.1 Amendment Permitted. This list of federally required contract terms may be amended by Milwaukee in the event that the Security Grant contains additional required terms.
- 22.2 Record Retention. Contractor certifies that it will comply with the record retention requirements detailed in 2 C.F.R. § 200.334. Contractor further certifies that it will retain all records as required by 2 C.F.R. § 200.334 for a period of three (3) years after the Term.
- 22.3 Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. If this Agreement exceeds one hundred fifty thousand dollars (\$150,000), Contractor must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency (the U.S. Department of Justice) and the Regional Office of the Environmental Protection Agency (EPA).
- 22.4 Energy Efficiency. Contractor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- 22.5 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). If the Agreement exceeds one hundred thousand dollars (\$100,000), Contractor certifies that:
- 22.5.1 No federal appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 22.5.2 If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Contractor shall request from Milwaukee and provide, completed, to Milwaukee the "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Governmentwide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).
- 22.5.3 Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-contractors shall certify and disclose accordingly.
- 22.5.4 This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such

failure. Contractor certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any. FAR 52.203-12, "Limitation on Payments to Influence Certain Federal Transactions" is hereby incorporated by reference into this certification.

22.6 DHS Seal, Logo, and Flags. Contractor shall not use the Department of Homeland Security (DHS) seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific Federal Emergency Management (FEMA) pre-approval.

22.7 Federal Government is Not a Party. The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to any party pertaining to any matter resulting from the Agreement.

22.8 Domestic preferences for procurements. Pursuant to 2 C.F.R. §200.322, as appropriate and if applicable, and to the extent consistent with law, Contractor should, to the greatest extent practicable under the Agreement, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subcontracts and purchase orders for work or products under the Agreement.

22.9 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment. Contractor shall not knowingly use funds under this Agreement to purchase, or enter into subcontracts to purchase, any equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of a system that is subject to 2 C.F.R. § 200.216. In the event Contractor identifies covered telecommunications equipment or services that constitute a substantial or essential component of any system, or as critical technology as part of any system that is subject to 2 C.F.R. § 200.216, during Agreement performance, Contractor shall alert Milwaukee as soon as possible and shall provide information on any measures taken to prevent recurrence.

22.10 Prohibition on confidentiality agreements. Contractor may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

22.11 All terms found in 2 C.F.R. § 200, Appendix II, if not incorporated elsewhere in this Addendum.

23. Organizational Structure and Law Enforcement Procedures.

23.1 Unified Incident Command. At all times while operating under this Agreement, Assisting Personnel shall be subject to the structure of supervision, command, and control coordinated by MPD through a unified incident command structure, irrespective of the rank or job title normally held by any member of Assisting Personnel within their own agency.

23.2 Lead Local Law Enforcement Agency and Assignments. MPD is the lead local law enforcement agency for purposes of the Convention Security Plan. The Milwaukee Police Chief, or their designee, will communicate the specific assignments for Assisting Personnel to

Contractor's commanding officer. Should Contractor object to any specific assignment, it shall make an objection to MPD and MPD shall reasonably attempt to accommodate the objection. The decision of the MPD regarding the objection and the requirements of the Security Plan shall control.

- 23.3 Policies and Law to Apply. Assisting Personnel will abide by applicable MPD policies, the lawful commands of the MPD Chief of Police and their designees, City of Milwaukee Municipal Code of Ordinances, Wisconsin law, and the United States Constitution. Rules of engagement and applicable standard operating procedures are available at <https://milw.sharepoint.com/:f:/r/sites/MPDRNCInformationCenter/Shared%20Documents/General?csf=1&web=1&e=KpTEFq> (see "Outside Agency Documents" → "Files" → "Wisconsin Intergovernmental Agreements Documents" folder) and must be complied with at all times by Assisting Personnel. All other documents are available from Milwaukee upon request. To activate this link, and access these documents, please request access by contacting the MPD RNC Planning Unit by email at MPD_RNC2024@milwaukee.gov or by telephone at (414) 935-7171.
- 23.4 Police Authority. Most Assisting Personnel duty assignments shall include the assignment of at least one MPD officer. Should an arrest or stop be required, the MPD officer shall conduct the arrest, and Assisting Personnel shall assist as directed. Assisting Personnel shall not conduct arrests or stops unless required to do so by emergent circumstances in which an MPD officer is not available or capable of conducting the arrest or stop. In such cases, the arresting officer shall include an MPD officer at his/her earliest opportunity and shall provide that MPD officer with all relevant and/or requested information. This Agreement is a request for assistance pursuant to Wis. Stat. §§ 66.0301 and 66.0313, pursuant to which a responding Wisconsin officer may assist with an arrest, notwithstanding any other jurisdictional provision.
- 23.5 Conformance to Security Plan. All functions and duties to be performed by Assisting Personnel shall conform to the Security Plan, as relayed by the MPD Chief of Police and their designees.

24. Assisting Personnel and Responsibilities.

- 24.1 Assisting Personnel to Participate in Training. Upon reasonable advance written notification from MPD, Assisting Personnel shall participate in Convention training activities (whether in person or online) that are coordinated by MPD. MPD shall make reasonable efforts to coordinate the training schedule with Contractor.
- 24.2 Services Limited. Assisting Personnel shall only provide services in which they are already experienced and for which they are licensed or certified under the law of Contractor.
- 24.3 Field Operations Guide. MPD presently expects to provide a Field Operations Guide to Assisting Personnel as they arrive in Milwaukee, with which Assisting Personnel shall comply at all times while functioning under the terms of the Agreement.
- 24.4 Assisting Personnel to Participate in After Action Activities. At the request of Milwaukee, Contractor shall reasonably provide information, participate in debriefings, respond to information requests required for insurance or audit purposes, and reasonably aid Milwaukee in the prosecution or defense of any civil or criminal proceedings related to Contractor's performance under the Agreement or in any matter in which Assisting Personnel or Contractor is identified by Milwaukee as a witness. Such assistance shall include the provision of personnel or other records in administrative, criminal, and/or civil proceedings as reasonably requested by Milwaukee.

- 24.5 Assisting Personnel Criteria. Each Assisting Personnel provided by Contractor shall meet each of the following criteria:
- 24.5.1 Be licensed or certified as a law enforcement officer or equivalent by Contractor.
 - 24.5.2 By reason of experience, training, and physical fitness, be qualified and capable of performing the duties required of an active duty licensed or certified police officer assigned to an event of the Convention's size and scope.
 - 24.5.3 If assigned to the Major Incident Response Team, have completed Mobile Field Force training or its equivalent and other training as required by MPD or the United States Secret Service.
 - 24.5.4 Employed as a licensed or certified non-probationary officer with at least 1 year of service by Assisting Governmental Unit and be an officer in good standing at all times until the completion of the Convention.
 - 24.5.5 Have not been (i) sued in an individual capacity and adjudicated as liable for violations of the U.S. Constitution, or (ii) have sustained complaints for the use of excessive, unreasonable or unnecessary force within the last five years.
- 24.6 Declining Personnel. At any time, Milwaukee may decline assignment or deployment of any Assisting Personnel without cause or explanation. In the event such personnel are declined through no fault of Contractor or Assisting Personnel, Milwaukee shall reimburse Contractor for any costs budgeted for under the Agreement and already incurred.
- 24.7 Assisting Personnel Equipment.
- 24.7.1 Each Assisting Personnel shall be equipped by Contractor at Contractor's own expense with a seasonally appropriate patrol uniform and equipment, including service belt, service weapon, radio, and personal soft ballistic body armor. Assisting Personnel shall not bring to their assignments any chemical or other non-lethal munitions except as authorized by MPD via the sanctioned equipment list described below.
 - 24.7.2 A complete, sanctioned, equipment list is will be provided to Contractor at least sixty (60) days before the Convention. Any equipment, gear, service weapons or munitions that are not included on the equipment list may not be used by Assisting Personnel as part of their assignments unless MPD consents to the use of such In Writing.
 - 24.7.3 Assisting Personnel may not bring or utilize any demo equipment provided at low or no cost by a supplier seeking to demonstrate new equipment.
25. **Milwaukee Responsibilities.** In addition to Milwaukee's lead law enforcement agency responsibilities for the Convention, Milwaukee will provide the following:
- 25.1 Training. Training for Assisting Personnel, as and if determined necessary by MPD or the United States Secret Service.
 - 25.2 Lodging and Food. Milwaukee will provide lodging for Assisting Personnel whose home agency is located more than 50 road miles outside of Milwaukee. Milwaukee will also provide a per diem for all Assisting Personnel for those times that they are stationed in Milwaukee, as specified in Exhibit B. Any expenditures for food or lodging outside of those provided by Milwaukee shall be at Assisting Personnel or Contractor's own expense.
26. **Discipline / Probable Cause Matters.** Milwaukee shall refer disciplinary matters involving Assisting Personnel to Contractor. Based on the judgment of Milwaukee, if a particular matter represents

probable cause for the issuance of a criminal complaint, then such matter shall be referred directly to MPD or an external law enforcement agency for investigation with appropriate notice to Contractor.

IN WITNESS WHEREOF, the City and Contractor have fully executed this Agreement as of the date of the final signature below:

CITY OF MILWAUKEE,
A Municipal Corporation

By Its Milwaukee Police Department

By: _____
Chief Jeffrey B. Norman

Date: _____

CONTRACTOR: See Exhibit A

By: _____ Title: _____ Date: _____

By: _____ Title: _____ Date: _____

Countersigned:

_____ Date: _____
(City Comptroller)

Date: _____

____ Initials (Comptroller Staff)

____ Initials (Comptroller Staff)

Examined and approved as to form and execution this ____ day of
_____, 2024.

Assistant City Attorney



Agenda Item Cover Report

Date: 05/23/2024	Committee/Board: Finance
Submitted by: Chief Dan Streit	Department: Police
Date of Committee Action: 06/05/2024	Date of Village Board Action: 06/19/2024

Subject:

Police Squad Purchase

Executive Summary:

I am requesting approval of the purchase of our 2024 Chevy Tahoe squad car. This item was budgeted for in the 2024 police department capital budget.

Fiscal Impact:

\$50,394.00 capital budget funds

Executive Recommendation/Action:

Approve purchase

 **Attachments Included**



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Village of Mukwonago PD

Prepared For: Assistant Chief Chris DeMotto

(262)363-6436

cdemotto@mkpd.org

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial





Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

Quote Worksheet

	MSRP
Base Price	\$53,450.00
Dest Charge	\$1,995.00
Total Options	\$1,215.00
Subtotal	\$56,660.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$6,266.00)
Subtotal Discount	(\$6,266.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$50,394.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$50,394.00

Comments:

2024 Chevrolet Tahoe 4wd PPV to your specs as detailed, (similar to '23 order). Registration fees are not included. Delivery can not be anticipated due to current market conditions. Subject to allocation approval from GM.

Dealer Signature / Date

Customer Signature / Date

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Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete)

Standard Equipment

Mechanical	
	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)
	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)
	Rear axle, 3.23 ratio
	Suspension Package, Premium Smooth Ride (STD)
	GVWR, 7500 lbs. (3402 kg) (4WD models only.) (STD)
	Keyless start, push button
	Automatic Stop/Start
	Engine control, stop/start system disable button, non-latching
	Engine air filtration monitor
	Fuel, gasoline, E15
	Transfer case, active, single-speed, electronic Autotrac does not include neutral. Cannot be dinghy towed (4WD models only. Deleted when (NHT) Max Trailering Package is ordered.)
	Differential, mechanical limited-slip
	4-wheel drive
	Air filter, heavy-duty
	Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator
	Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
	Battery, 730 cold-cranking amps with 80 amp hour rating
	Alternator, 220 amps
	Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way connector and 2" trailering receiver
	Trailer sway control
	Hitch Guidance
	Suspension, front coil-over-shock with stabilizer bar
	Suspension, rear multi-link with coil springs
	Steering, power
	Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
	Exhaust, single system, single-outlet

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Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

Mechanical

Mechanical Jack with tools

Exterior

- Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (STD)
- Tires, 265/65R18SL all-season, blackwall (Standard with (PZX) 18" Bright Silver painted aluminum wheels only.) (STD)
- Wheel, full-size spare, 17" (43.2 cm)
- Tire, spare P265/70R17 all-season, blackwall
- Tire carrier, lockable outside spare, winch-type mounted under frame at rear
- Active aero shutters, upper
- Fascia, front
- Luggage rack side rails, roof-mounted, Black, standard (Available with (5W4) Special Services Vehicle.)
- Assist steps, Black with chrome accent strip
- Headlamps, LED
- Lamps, stop and tail, LED
- Mirrors, outside heated power-adjustable, manual-folding, body-color
- Mirror caps, body-color
- Glass, deep-tinted (all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)
- Glass, acoustic, laminated
- Glass, windshield shade band
- Windshield, solar absorbing
- Wipers, front intermittent, Rainsense
- Wiper, rear intermittent with washer
- Door handles, body-color
- Liftgate, rear manual

Entertainment

- Audio system, Chevrolet Infotainment 3 system, 8" diagonal HD color touchscreen AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
- Audio system feature, 6-speaker system
- SiriusXM, delete
- Infotainment display, 8" diagonal touchscreen

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Entertainment

- Bluetooth for phone personal cell phone connectivity to vehicle audio system
- Wireless Apple CarPlay/Wireless Android Auto
- Wi-Fi Hotspot capable (Standard with (UE1) OnStar only. Terms and limitations apply. See onstar.com or dealer for details.)

Interior

- Seats, front 40/20/40 split-bench (Not available with (D07) center floor console and (USR) USB data ports.) (STD)
- Seat trim, cloth
- Seat adjusters, 8-way power includes 6-way power front passenger seat with 2-way power lumbar
- Seat adjusters, 10-way power includes 8-way power driver seat with 2-way power lumbar
- Seats, second row 60/40 split-folding bench, manual
- Seats, third row 60/40 split-folding bench, manual (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
- Floor covering, Black rubberized vinyl (Deleted when (B30) floor covering is ordered.)
- Electronic Precision Shift
- Steering column lock, electrical
- Steering column, manual tilt and telescopic
- Steering wheel, urethane
- Steering wheel controls, mounted audio, Driver Information Center, cruise control and Forward Collision Alert following gap button (if equipped) (left backside Seek/Scan steering wheel radio buttons are inoperable; these 2 buttons can be repurposed for aftermarket emergency equipment)
- Driver Information Center, 4.2" diagonal color display includes driver personalization
- Rear Seat Reminder
- Door locks, power programmable with lockout protection and delayed locking (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, Auto Lockout is disabled on driver door.)
- Keyless Open includes extended range Remote Keyless Entry
- Cruise control, electronic with set and resume speed
- Theft-deterrent system, content, electrical, unauthorized entry
- USB data ports, 4 total; 2, one type-A and one type-C located within center console and 2, one type-A and one type-C located on instrument panel
- USB charging-only ports, 4 type-C, (2) located on rear of center console and (2) in 3rd row (1 left and 1 right side below quarter glass side window) (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, (2) type-C ports are moved to the rear of center seat base and (2) type-C are moved to the cargo area. Deleted when (A50) front bucket seats are ordered.)

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Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

Interior

Window, power with driver Express-Up/Down

Window, power with front passenger Express-Up/Down

Windows, power with rear Express-Down

Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants

Air conditioning, rear

Defogger, rear-window electric

Power outlets, 2, 120-volt, located on the rear of the center seat and rear cargo area

Power outlet, front auxiliary, 12-volt, located in the center stack of instrument panel

Mirror, inside rearview manual day/night

Visors, driver and front passenger illuminated vanity mirrors, sliding

Assist handles, overhead, driver and front passenger, located in headliner

Assist handles, front passenger A-pillar and second row outboard B-pillar (Deleted when SEO (7X2) left- and right-hand spotlamps or SEO (7X3) left-hand spotlight are ordered.)

Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions. On Police/Special Service vehicles, the control switch is located in the roof console in lieu of the driver - and passenger-side door switch with delayed entry feature.

Cargo management system

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

Automatic Emergency Braking

Hill Start Assist

StabiliTrak, stability control system with brake assist, includes traction control

Safety-Exterior

Daytime Running Lamps, reduced intensity low beam

Safety-Interior

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Deleted when (A50) front bucket seats are ordered. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

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Safety-Interior	
	OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)
	Front and Rear Park Assist
	Following Distance Indicator (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)
	HD Rear Vision Camera
	Front Pedestrian Braking (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)
	Lane Keep Assist with Lane Departure Warning (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)
	Forward Collision Alert (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)
	Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, defaulted off. Feature can be turned on in the Infotainment menu.)
	Door locks, rear child security, manual
	LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats lower anchors and top tethers located in all second-row seating positions (Deleted when (ATZ) second row seat delete is ordered.)
	Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
	Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)
	Warning tones headlamp on, driver and right-front passenger seat belt unfasten and turn signal on
	3 Years of OnStar Remote Access. The OnStar Remote Access Plan gives you simplified remote control of your properly equipped vehicle and unlocks a variety of great features in your myChevrolet mobile app. See dealer for details. (Deleted when (UDA) vehicle deactivated communication system is ordered. OnStar Remote Access Plan does not include emergency or security services. Fleet customers will get Fleet Remote Access through OnStar Vehicle Insights. See onstar.com for details and limitations. Available on select Apple and Android devices. Service availability, features and functionality vary by vehicle, device, and the plan you are enrolled in. Terms apply. Device data connection required.)



Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete)

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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Selected Model and Options

MODEL		
CODE	MODEL	MSRP
CK10706	2024 Chevrolet Tahoe 4WD 4dr Commercial	\$53,450.00
COLORS		
CODE	DESCRIPTION	
GBA	Black	
SUSPENSION PKG		
CODE	DESCRIPTION	MSRP
Z56	Suspension Package, heavy-duty, police-rated. Full independent suspension with monotube dampers, linear coil springs, 35mm solid front stabilizer bar and 32mm hollow rear stabilizer bar (Included and only available with (9C1) Police Vehicle.)	Inc.
EMISSIONS		
CODE	DESCRIPTION	MSRP
FE9	Emissions, Federal requirements	\$0.00
ENGINE		
CODE	DESCRIPTION	MSRP
L84	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)	\$0.00
TRANSMISSION		
CODE	DESCRIPTION	MSRP
MHU	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
GVWR		
CODE	DESCRIPTION	MSRP
C6G	GVWR, 7600 lbs. (3447 kg) (Included and only available with (9C1) Police Package. 4WD model only.)	Inc.

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AXLE		
CODE	DESCRIPTION	MSRP
GU5	Rear axle, 3.23 ratio	\$0.00
PREFERRED EQUIPMENT GROUP		
CODE	DESCRIPTION	MSRP
1FL	Commercial Preferred Equipment Group includes standard equipment	\$0.00
WHEEL TYPE		
CODE	DESCRIPTION	MSRP
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel (Included and only available with (9C1) Police Vehicle.)	Inc.
TIRES		
CODE	DESCRIPTION	MSRP
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	Inc.
PAINT		
CODE	DESCRIPTION	MSRP
GBA	Black	\$0.00
SEAT TYPE		
CODE	DESCRIPTION	MSRP
AZ3	Seats, front 40/20/40 split-bench (STD)	\$0.00
SEAT TRIM		
CODE	DESCRIPTION	MSRP
H1T	Jet Black, Cloth seat trim (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$0.00
RADIO		
CODE	DESCRIPTION	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal HD color touchscreen AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)	\$0.00

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Additional Equipment - Package		
Code	Description	MSRP
9C1	Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) 275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)	\$0.00
AMF	Remote Keyless Entry Package includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$75.00

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ADDITIONAL EQUIPMENT - MECHANICAL		
CODE	DESCRIPTION	MSRP
5J9	Calibration, taillamp flasher, Red/White (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
5LO	Calibration, taillamp flasher, Red/Red (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
6J4	Wiring, horn and siren circuit (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$55.00
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
—	Capless Fuel Fill (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
J55	Brake system, heavy duty with front Brembo calipers and 16" front rotors (Included and only available with (9C1) Police Vehicle.)	Inc.
K3W	Battery, 850 cold-cranking amps with 95 amp hour rating (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating (packaged behind left rear cargo area panel) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
KX4	Alternator, 250 amps (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
RC1	Skid plate, front (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
T66	Wiring provision, for outside mirrors and cargo side mirrors (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
UT7	Ground wires, blunt cut cargo area and blunt cut console area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
V03	Cooling system, extra capacity (Included and only available with (9C1) Police Vehicle or (NHT) Max Trailering Package. Not included when (LM2) Duramax 3.0L Turbo-Diesel I6 engine is ordered.)	Inc.
V76	Recovery hooks, 2 front, frame-mounted, Black (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Required on all models going to Alaska, Guam, Hawaii, Puerto Rico and Virgin Islands. All Tahoe (9C1) and (5W4) vehicles include front fascia with recovery hook openings.)	\$50.00

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ADDITIONAL EQUIPMENT - EXTERIOR		
CODE	DESCRIPTION	MSRP
6C7	Lighting, red and white front auxiliary dome Red and white LED auxiliary dome lamp is located on headliner between front row seats. The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$170.00
7X3	Spotlamp, left-hand Not available with SEO (7X2) left and right-hand spotlamps. Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$800.00
—	Exterior ornamentation delete (front & rear Chevrolet bowties will remain) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
RAV	Tire, spare 275/55R20 all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	Inc.
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Vehicle.)	Inc.
V53	Luggage rack side rails, delete (Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) *CREDIT*	Inc.
WUA	Fascia, front high-approach angle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.

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ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
5J3	Calibration, Surveillance Mode interior lighting (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
6E2	Fleet Calibration provides a single key with a specific code that is common to the door locks of all the vehicles in the vehicle fleet. Key code is an alternate to SEO (6E8) complete vehicle fleet common key. NOTE: NOT COMPATIBLE with previous model years (Requires (AMF) Remote Keyless Entry Package. Includes (AU7) fleet common key with (9C1) Police Vehicle or (5W4) Special Service Vehicle. Not available with SEO (6E8) Fleet Calibration.)	\$25.00
6N5	Switches, rear window inoperative (rear windows can only operate from driver's position.) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$57.00
6N6	Door locks and handles, inside rear doors inoperative (door can only be opened from outside) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$62.00
—	Instrumentation, analog with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
—	Power supply, 100-amp, auxiliary battery, rear electrical center (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
—	Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
ATD	Seat delete, third row passenger *CREDIT*	Inc.
AX2	Key, unique Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
BCV	Lock control, driver side auto door lock disable (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
UN9	Radio Suppression Package, with ground straps (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$95.00
UTQ	Theft-deterrent system content, disable, the alarm and horn become non-functional in an attempt of theft to the vehicle (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$50.00
VZ2	Speedometer calibration (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 20652. Data Updated: Oct 8, 2023 6:40:00 PM PDT.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	MSRP
—	Seat belts, 3-point, all seating positions (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
R9L	Deleted 3 Years of Remote Access. (Requires (UE1) OnStar. Included and only available on vehicles being shipped to Puerto Rico, the Virgin Islands, or Guam.) *CREDIT*	(\$300.00)

ADDITIONAL EQUIPMENT - SAFETY-EXTERIOR

CODE	DESCRIPTION	MSRP
9G8	Headlamps, Daytime Running Lamps and automatic headlamp control delete deletes standard Daytime Running Lamps and automatic headlamp control features (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$50.00

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	MSRP
—	Protected idle allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle (Included and only available (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
VXT	Incomplete vehicle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle. Included and only available with (ATZ) rear seat delete.)	Inc.

SHIP THRU CODES

CODE	DESCRIPTION	MSRP
VPV	Ship Thru, Produced in Arlington Assembly and shipped to Kerr Industries and onto Arlington Assembly (Included with SEO (6J8) White Left/White Right Whelen LED Lamp Package, SEO (6J9) Red Left/Red Right Whelen LED Lamp Package, SEO (6JE) Blue Left/Blue Right Whelen LED Lamp Package, SEO (6JG) Red Left/Blue Right Whelen LED Lamp Package, SEO (6C7) red and white front auxiliary dome lighting, SEO (6N6) door locks and handles, SEO (7X2) left- and right-hand spotlamps, SEO (7X3) left-hand spotlamp, SEO (T53) alternate flashing Red & Blue rear compartment lid warning lamps, SEO (UN9) Radio Suppression Package, SEO (6J3) grille lamps and siren speakers wiring, SEO (6J4) horn and siren circuit wiring and SEO (WX7) auxiliary speaker wiring.)	\$0.00

CUSTOM EQUIPMENT

CODE	DESCRIPTION	MSRP
Delivery	Delivery from Oconomowoc to Mukwonago	\$26.00
Options Total		\$1,215.00

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Data Version: 20652. Data Updated: Oct 8, 2023 6:40:00 PM PDT.



Vehicle: [Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete)

Price Summary

PRICE SUMMARY		MSRP
Base Price		\$53,450.00
Total Options		\$1,215.00
Vehicle Subtotal		\$54,665.00
Destination Charge		\$1,995.00
Grand Total		\$56,660.00

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Data Version: 20652. Data Updated: Oct 8, 2023 6:40:00 PM PDT.

Incident Type Report (Summary)

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
100 - Fire, other	1	0.11%				
111 - Building fire	13	1.44%	50,000.00	10,000.00	60,000.00	91.60%
113 - Cooking fire, confined to container	2	0.22%	2,500.00	500.00	3,000.00	4.58%
131 - Passenger vehicle fire	2	0.22%	2,000.00	100.00	2,100.00	3.21%
143 - Grass fire	2	0.22%				
162 - Outside equipment fire	1	0.11%	400.00	0.00	400.00	0.61%
Total: 21		Total: 2.32%	Total: 54,900.00	Total: 10,600.00	Total: 65,500.00	Total: 100.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
321 - EMS call, excluding vehicle accident with injury	416	46.02%				
3212 - Interfacility Transfer	202	22.35%				
3213 - Intercept	73	8.08%				
322 - Motor vehicle accident with injuries	21	2.32%				
324 - Motor vehicle accident with no injuries.	13	1.44%				
331 - Lock-in (if lock out , use 511)	1	0.11%				
341 - Search for person on land	2	0.22%				
353 - Removal of victim(s) from stalled elevator	1	0.11%				
Total: 729		Total: 80.64%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
412 - Gas leak (natural gas or LPG)	2	0.22%				
424 - Carbon monoxide incident	1	0.11%				
444 - Power line down	1	0.11%				
445 - Arcing, shorted electrical equipment	27	2.99%				
Total: 31		Total: 3.43%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 5 - Service Call						
500 - Service call, other	7	0.77%				
510 - Person in distress, other	1	0.11%				
522 - Water or steam leak	3	0.33%				
551 - Assist police or other governmental agency	1	0.11%				
561 - Unauthorized burning	1	0.11%				
571 - Cover assignment, standby, moveup	4	0.44%				
Total: 17		Total: 1.88%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 6 - Good Intent Call						
611 - Dispatched and cancelled en route	50	5.53%				
622 - No incident found on arrival at dispatch address	6	0.66%				
631 - Authorized controlled burning	2	0.22%				
651 - Smoke scare, odor of smoke	2	0.22%				
671 - HazMat release investigation w/no HazMat	7	0.77%				
Total: 67		Total: 7.41%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
700 - False alarm or false call, other	1	0.11%				
733 - Smoke detector activation due to malfunction	1	0.11%				
735 - Alarm system sounded due to malfunction	8	0.88%				
736 - CO detector activation due to malfunction	2	0.22%				

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
740 - Unintentional transmission of alarm, other	1	0.11%				
741 - Sprinkler activation, no fire - unintentional	1	0.11%				
743 - Smoke detector activation, no fire - unintentional	1	0.11%				
745 - Alarm system activation, no fire - unintentional	21	2.32%				
746 - Carbon monoxide detector activation, no CO	3	0.33%				
	Total: 39	Total: 4.31%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
	Total: 904	Total: 100.00%	Total: 54,900.00	Total: 10,600.00	Total: 65,500.00	Total: 100.00%

PLAN COMMISSION STAFF REPORT

TO: Village of Mukwonago Plan Commission

FROM: Peter Gesch, P.E., Ruekert & Mielke, Inc.

REPORT DATE: June 5, 2024

MEETING DATE: June 11, 2024, 6:30 P.M.

SUBJECT: Dunkin Donuts – Site Plan & Architectural Review and Conditional Use

BASIC INFORMATION	
Project:	Dunkin Donuts
Applicant:	Kardo Rasha – Kardo Group, LLC
Consulting Engineer:	Mach IV Engineering & Surveying LLC
Consulting Architect:	KP+J Architects & Engineers
Request:	Site Plan & Architectural Review & Conditional Use
Staff Recommendation:	Approve with Conditions

PARCEL DATA/CHARACTERISTICS	
Tax Key:	MUKV2014987
Acreage:	0.65 Acres
Current Use:	Vacant
Proposed Use:	Restaurant w/ Drive-Thru
Reason for Request:	Development of new Dunkin Donuts Facility
Land Use Classification:	Business
Zoning Classification:	B-2 – General Business

Project Summary & Overview

A Dunkin Donuts facility is proposed to be constructed directly north of the intersection of Bay View Road and Greenwald Court on parcel MUKV2014987. The facility will have one entrance and exit located directly across from Greenwald Court. The development will feature a new building with a drive-thru facility and on-site parking for guests. A fast food/carry-out restaurant and sit-down restaurant are both permitted uses in the B-2 District, however a drive-thru facility requires a Conditional Use Permit.

Additional information is provided in the attached documents submitted by the applicant and staff review comments are included at the end of this report.

Original site plan documents were submitted showing two entrances and exits onto Bay View Road – one where it is shown now and one at the end of the median closer to STH 83. Staff advised the applicant that the entrance/exit closest to STH 83 would not be allowed due to possible queuing and safety concerns with the STH 83 intersection. It was recommended that the applicant contact the Brooklife Church, Inc. to discuss use of the existing driveway on the west side of the parcel that services Brooklife Church and adjacent development and eliminate the entrance/exit onto Bayview Road, however, staff is not aware of any discussions that were had between Brooklife and the Applicant.

Staff spoke with WisDOT and WisDOT indicated that they purchased access rights to the property up to the intersection with Greenwald Court, therefore, their current proposed entrance/exit would not conflict with any WisDOT access rights.

Conditional Use Request

Attached to this staff report is the justification questions for a Conditional Use Permit that have been answered by the applicant. The Planning Commission shall take these into consideration when making their decisions.

Conditional Use Process / Findings

The established review procedures are that the Plan Commission shall hold a public hearing and make a recommendation to the Village Board whom makes the final decision.

Following the close of the public hearing, the Plan Commission may recommend (1) approval, (2) approval with conditions, or (3) denial.

If approval is recommended, the Plan Commission can recommend conditions deemed necessary to protect public health, safety, and welfare. The Plan Commission, in passing on the matter, will need to make the following determinations consistent with Section 100-354 of Mukwonago's Zoning Regulations:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or welfare of the Village.
2. The uses, values and enjoyment of other property in the surrounding neighborhood that are already permitted shall be, in no foreseeable manner, substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
3. The establishment, maintenance or operation of the conditional use is compatible with surrounding properties, whether in the same or different zoning districts. In making this determination, the Plan Commission and Village Board must determine whether the petitioner has demonstrated there are no adverse effects on surrounding properties or that potentially adverse effects have been eliminated or reduced to an acceptable level. Approaches that could be employed to mitigate potentially adverse effects will depend on the particular circumstances but may include:
 - a. Adjusting the location of the use, or parts thereof, on the subject property;
 - b. Limiting hours of operation;
 - c. Limiting the size or scope of the use, or parts thereof;
 - d. Controlling how the use is managed on an ongoing basis;
 - e. Providing additional landscaping;
 - f. Providing additional screening; and
 - g. Limiting operations conducted out-of-doors, if otherwise allowed

~Mukwonago, Village of > 12-10221 > Staff Report-20240605-Dunkin Donuts-SPAR and CU~

4. The establishment of the conditional use will not impede the normal and ordinary development and improvement of the surrounding property for uses permitted within the district and/or which are consistent with the standards in the Comprehensive Plan.
5. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the use.
6. Adequate measures have been taken or will be taken providing ingress and egress to minimize traffic congestion on public streets so as not to diminish the level of service of any intersection which is impacted by traffic arising from the conditional use.

In addition, the property owner / tenant has shown compliance with the requirements set forth in the Village's zoning regulations for specified use.

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

These findings are incorporated into the draft conditional use order which is attached.

The Plan Commission shall approve a conditional use application if the terms and conditions of the zoning regulations are met. However, in the event the terms and conditions of the ordinance are not consented to and complied with by the applicant, the Commission may deny the application. In addition, the Commission may deny the application or place conditions on it if substantial evidence, as defined in §62.23(7) Wis. Stats. is presented. That evidence must demonstrate the inability of the applicant to comply with or meet the conditions of the zoning regulations or that the conditions to be applied by the Plan Commission are necessary to protect the public health, safety or welfare of the community based upon the presentation of substantial evidence. Potential motion for approval to Recommend to the Village Board approval of the project as a conditional use as set forth in the attached conditional use order as drafted, provided the Village Attorney approves the final form of the conditional use order.

Staff Review

Engineering:	Storm water management not required. No erosion control plan provided and will need to be provided and approved before construction. Sidewalk closed signage needs to be provided when tying into storm inlet on Bay View Road.
Public Works	Right-of-way permits will be required for new drive entrance and connection to storm sewer.
Utilities	Drawings show cutting in new sanitary and water laterals for the site. Size of water and sewer not shown on plans. After some research, there is an existing 6" sewer lateral stubbed to the site that will need to be abandoned if not used. Additionally, there is an existing 1.5" water service stubbed to the site that will need to be abandoned if not used.
Police	No comments at this time.
Fire:	No comments at this time.

Building Inspection

Lighting Plan does not include photometrics. Staff will need to review and approve prior to issuance of a building permit.

Planning

Architectural plans state 30 required parking spots and engineering plans state 6 required spots. Both sets of drawings are incorrect in this manner. Required parking is 1 space per 3 seats (1 seat = 10SF dining area) and this equates to 6 required spots with 180 SF of dining area. Plus 1 spot per employee is required. Plan of operation states 3 employees per shift and 8 employees total. Drive-thru facility requires stacking of 6 vehicles plus 2 spaces if delivery vehicles are used. Plan of operation does not indicate delivery service. Required on-site parking is 9 spaces per ordinance, however plan commission has opportunity to require more. 21 spaces are being provided. Drive-thru stacking requirement is being met.

Minor concerns with delivery vehicles blocking on-site traffic flow.

Setbacks, greenspace, max lot coverage, and other district requirements are all being met.

Recommended Action**Conditional Use Permit**

Staff recommends the Planning Commission recommend to the Village Board approval of a conditional use permit as set forth in the provided resolution.

To – Grant a Conditional Use Permit for a drive-thru facility with the following on-going conditions deemed necessary to protect the health, safety, and welfare:

1. Ongoing conditions of approval. The following conditions shall constitute an ongoing obligation:
 - a. Any modifications to the site, buildings, site improvements, shall require the conditional use application being updated.
2. The following conditions are also true and are consistent with Section 100-354 of Mukwonago's zoning regulations:
 - a. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or welfare of the Village.
 - b. The uses, values and enjoyment of other property in the surrounding neighborhood that are already permitted shall be, in no foreseeable manner, substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
 - c. The establishment, maintenance or operation of the conditional use is compatible with surrounding properties, whether in the same or different zoning districts.
 - d. The establishment of the conditional use will not impede the normal and ordinary development and improvement of the surrounding property for uses permitted within the district and/or which are consistent with the standards in the Comprehensive Plan.
 - e. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the use.
 - f. Adequate measures have been taken or will be taken providing ingress and egress to minimize traffic congestion on public streets so as not to diminish the level of service of any intersection which is impacted by traffic arising from the conditional use.

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Staff Report – SPAR & Conditional Use
Dunkin Donuts
June 5, 2024
Page 5

Site Plan and Architectural Review

Staff Recommends the Planning Commission Approve a resolution for the Site Plan and Architectural Review, as set forth in the attached resolution.

Attachments

1. Application and Development Information
2. Plans and Site Drawings



VILLAGE OF MUKWONAGO

CONDITIONAL USE PERMIT REQUIREMENTS

- ☐ Application Completeness: See page 2 for complete list of submittals.
- ☐ Pre-Application Meetings: Available upon request.
- ☐ Application Submission:
 - ☐ **Applications must be submitted electronically** through the Village on-line permit system. The system may be accessed through this [link](#).
 - ☐ If you are a new user, you will need to start by creating a “Contractor” account. A “Contractor” is a non-owner (Business Owner, Design Professional, etc). If you are the property AND business owner, you may apply as a “Homeowner”.
 - ☐ Once you arrive to the site you will need to apply for a “Planning, Zoning, or Engineering Process”. This link can be found on the left side of the screen under Planning and Zoning page of the Village website. The program will allow you search by the address, apply for appropriate application, input various information, and upload documents.
 - ☐ Fees: Fees may be paid in one of three ways.
 1. You may pay your fee online. After the application is submitted staff has received and reviewed the application an email will be sent to the applicant (email that is provided) letting you know that you can pay the fee online. There is an additional fee associated with this option.
 2. You may pay with cash or a check by mailing or bring the check to Village Hall. There is not a transaction fee associated with this option.
 3. You may pay with a credit card at Village Hall during normal hours and in person. There is a transaction fee association with this option.
 - ☐ Meeting Dates: Plan Commission meets on the second Tuesday of each month at 6:30 p.m. A schedule of meeting dates can be found at our [web site](#). The Village Board meets on the 3rd Wednesday of the month at 6:30p.m.
 - ☐ Application Deadlines: Applications deadlines are approximately 5 weeks prior to the scheduled meeting. A schedule of deadlines may be found on our [web site](#).

PROCEDURAL CHECKLIST FOR CONDITIONAL USE REVIEW AND APPROVAL

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

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

Application:

- ☒ Online Application Completed
- ☒ Application fee: [current fee schedule](#)
- ☒ Agreement for Reimbursable Services Acknowledgement

Required site drawings:

- ☒ Survey of the property
- ☒ Landscape plan
- ☒ Parking plan (including parking computations)
- ☒ Lighting plan (including photo metrics and cut sheets)
- ☒ Proposed location and connection to the sanitary sewer and water mains
- ☐ Preliminary Stormwater Management plan (if applicable)
- ☒ All building elevations (color renderings)
- ☐ Building Material Cut Sheets
- ☒ Floor plans
- ☒ Signage proposed (additional permit and approvals required under Ch. 64)

Other Documents:

- ☒ Plan of operation/proposal
- ☒ Justification of CU Request – see below
- ☒ Electronic Submittals are required. All documents need to be uploaded into the BS&A Software.
- ☐ Any additional information as determined by Village Staff.
- ☐ Any Licenses from the Village Clerk.

JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

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

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

The proposed use will be for a commercial restaurant with seating and drive through capacity. The proposed development will adhere to the required Village zoning dimensional and performance standards.

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

The proposed use will be for a commercial restaurant with seating and drive through capacity. The proposed development will adhere to the required Village zoning dimensional and performance standards.

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

No, the proposed development will not created any adverse impacts.

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

The proposed use will be for a commercial restaurant with seating and drive through capacity. The property is zoned B-2 for "General Business" which permits restaurants.

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

Yes, there are public utilities available to serve the property.

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

Yes, there proposed development will be accessible to both pedestrian and vehicular traffic to provide food and beverage (restaurant) service to the public. The proposed development is a suitable fit for the small parcel.

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

VILLAGE OF MUKWONAGO

SITE PLAN, ARCHITECTURAL, AND PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

Application Fee: Below

Date Submitted: _____

FEES

(Please check one)

- ☐ Minor Site Plan (Buildings less than 600 sq. ft.): \$135.00 plus \$.02 per sq. ft.
- ☐ Site Plan and/or Architectural Review: \$250.00 plus \$.02 per sq. ft.
- ☐ Conceptual Site Plan and/or Architectural Review: \$200.00 plus \$.02 per sq. ft.
- ☐ Planned Unit Development (PUD) Review: \$185.00 plus \$25.00/unit
- ☐ Resubmittal of or Amendment to Site Plan and/or Architectural Review: \$200.00

CONTACTS

Zoning and Planning Department

Contact:

Phone: (262) 363-6420 ex 2111

Fax: (262) 363-6425

Email: planner@villageofmukwonago.com

GUIDELINES

The undersigned petition is to consider a request, as stated herein, for the specified parcel(s) of land and will be reviewed by the Plan Commission and Village Board of the Village of Mukwonago. The application packet must be filed with the Village Clerk **at least 30 days prior to the meeting** of the Planning Commission at which action is desired. The Plan Commission meets on the second Tuesday of each month at 6:30 p.m.

Materials listed below must be provided to the Village of Mukwonago in accordance with Village Municipal Code Chapter 100 Article IX. Section 100-601(f) and other pertinent sections of Village ordinances, and, as necessary, to permit review that is consistent with proper planning practice. The Village will strive to accommodate reasonable requests for informal preliminary staff review, however the Village shall not place any items on the agenda for Plan Commission consideration until such time as the application is complete in accordance with all requirements specified on this and other attached application forms.

Mail completed applications to: Village Planner
ATTN: Site Plan/Architectural Plan/Planned Unit Development
440 River Crest Ct
Mukwonago, WI 53149
Deliver to: Village Clerk's Office
440 River Crest Ct
Email to: planner@villageofmukwonago.com

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

APPLICANT (*Full Legal Name*)

Name: Kardo Rasha

Company: Kardo Group LLC

Address: 3209 York Road City: Oak Brook State: IL Zip: 60523

Daytime Phone: (847) 668-6842 Fax: _____

E-Mail: kardo.rasha@gmail.com

APPLICANT IS REPRESENTED BY (Full Legal Name)

Name: Christian Cebrero
Company: KP+J Architects & Engineers
Address: 960 Rand Road City: Des Plaines State: IL Zip: 60016
Daytime Phone: (224) 499-0982 Fax: _____
E-Mail: jolly@kpenr.com

ARCHITECT

Name: Jolly Thulaseedas
Company: KP+J Architects & Engineers
Address: 960 Rand Road City: Des Plaines State: IL Zip: 60016
Daytime Phone: (224) 499-0982 Fax: _____
E-Mail: jolly@kpenr.com

PROFESSIONAL ENGINEER

Name: Brad McDermid, P.E.
Company: Mach IV Engineering & Surveying LLC
Address: 2260 Salscheider Ct City: Green Bay State: WI Zip: 54313
Daytime Phone: (708) 308-2183 Fax: _____
E-Mail: bmcdermid@mach-iv.com

REGISTERED SURVEYOR

Name: Andrew Cleveland, PLS
Company: Mach IV Engineering & Surveying LLC
Address: 2260 Salscheider Ct City: Green Bay State: WI Zip: 54313
Daytime Phone: (920) 712-2328 Fax: _____
E-Mail: acleveland@mach-iv.com

CONTRACTOR

Name: Nilax Patel
Company: Resa Construction
Address: 711 N. Elmhurst Rd City: Prospect Heights State: IL Zip: 60070
Daytime Phone: (847) 850-5510 Fax: _____
E-Mail: nilax@resaconstruction.com

PROPERTY INFORMATION

Property Owner (s) (if different from applicant): Darwin N and Donna E Greenwald Living Trust
Address: 1243 Fox River Ct City: Mukwonago State: WI Zip: 53149
Daytime Phone: (262) 363-4095 Fax: _____
E-Mail: DARWIN@GREENWALD.BIZ
Present Zoning: _____ Tax Key No(s): MUKV2014987
Location/Address: Bayview Road
Present Use: Vacant Intended Use: Drive-Thru Restaurant (coffee shop)

PROCEDURAL CHECKLIST FOR SITE PLAN/ARCHITECTURAL PLAN/PUD REVIEW AND APPROVAL

Submittals for review must include and be accompanied by the following:

Application:

- ☐ Completed application form including the procedural checklist.
- ☐ Application fee: See page 1.
- ☐ Agreement for Reimbursable Services (separate application).

Other Documents:

- ☐ Five(5) complete sets of Application and materials, in addition to the original, for Village of Mukwonago review.
 - ☐ Project Summary: Please attach a statement detailing the reasons and background for this request including: details of proposal, services provided, wares sold, plans and hours of operation, number of employees, frequency of customer visits, frequency of deliveries to site, description of any interior/exterior modifications or additions to be made to property, any outside storage (dumpsters, trucks, materials...), number of parking stalls, screening/buffer type, any other information available. **PLEASE EXPLAIN IN DETAIL.**
 - ☐ **Electronic Submittals are required.** Email (or CD ROM) with all plans and submittal materials in Adobe PDF to planner@villageofmukwonago.com.
 - ☐ Any additional information as determined by Village staff.
- Upon receipt of a complete submittal, staff review will be conducted within ten business days.
 - All Site Plan, Architectural, and Planned Unit Development review requests require Plan Commission review and Village Board approval.

CERTIFICATION

Applicant hereby certifies that:

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

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

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

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



Signature - Property Owner

(Darwin N and Donna E Greenwald Living Trust)

Name & Title (PRINT)

5/17/2024

Date

Signature - Property Owner

Name & Title (PRINT)

Date



Signature - Applicant

Kardo Rasha

Name & Title (PRINT)

5/21/24

Date

Christian Cebreno

Digitally signed by Christian Cebreno
Date: 2024.05.21 11:48:33-0500

Signature - Applicant's Representative

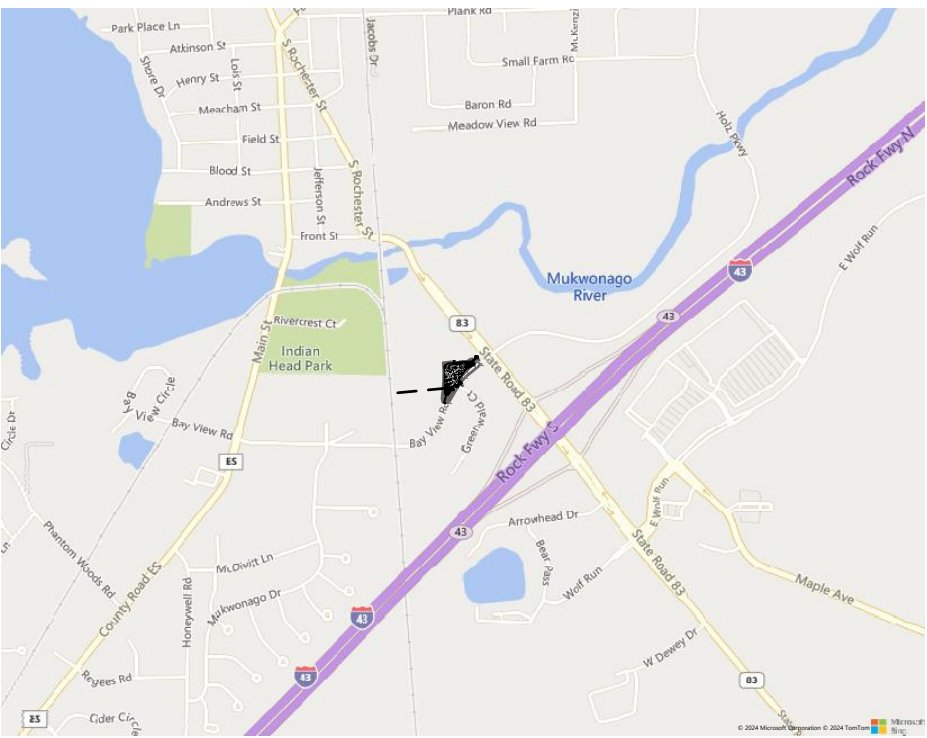
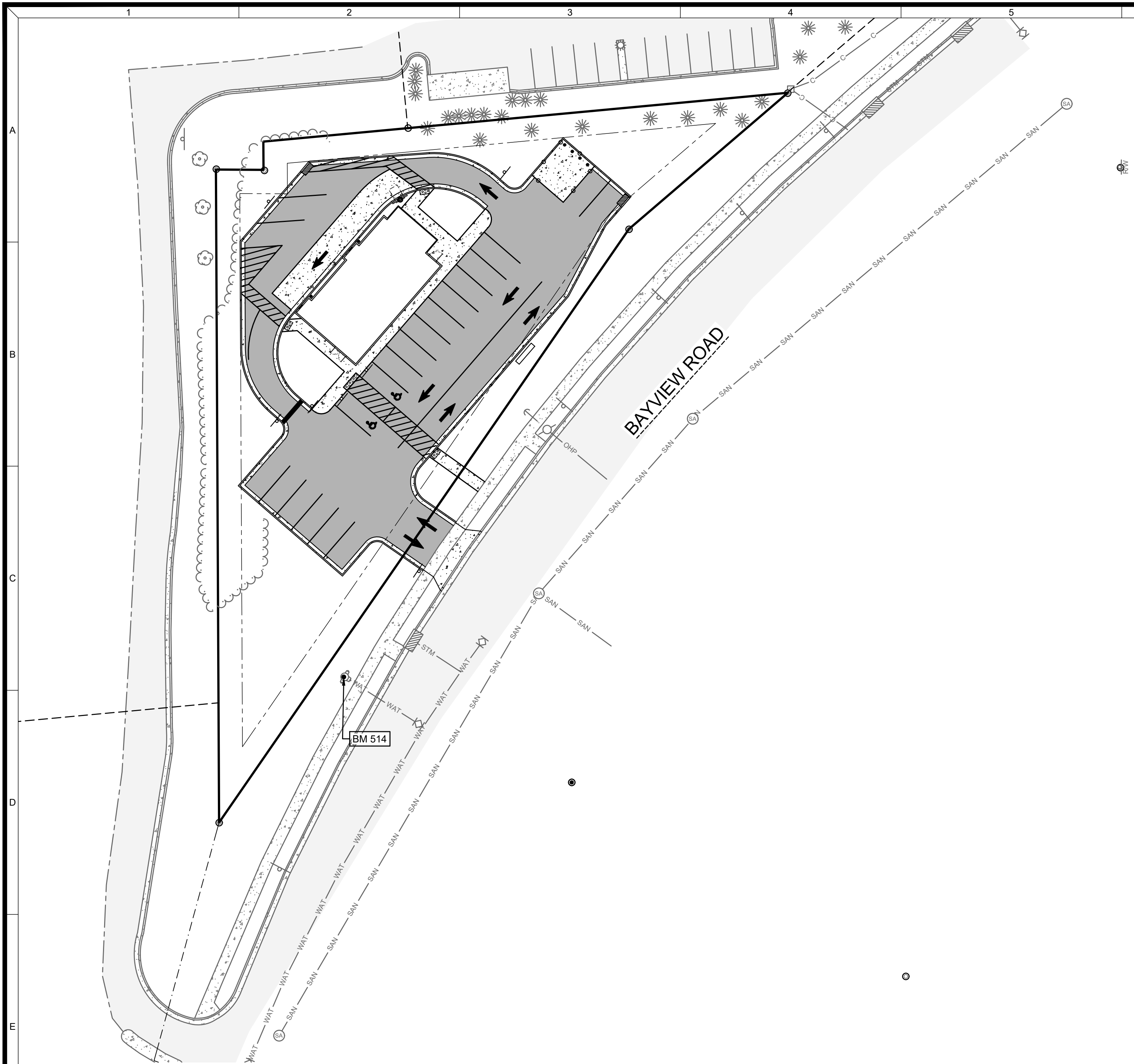
Christian Cebreno

Name & Title (PRINT)

Date

FOR OFFICE USE ONLY	
Date Paid	Receipt #
Plan Commission Date(s)	Village Board Date(s)
Escrow Required? ☐ Yes ☐ No	Escrow Amount
Plan Commission Disposition	
Village Board Disposition	

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LOCATION MAP

TBD
MUKWONAGO, WI 53149

NOT TO SCALE

Benchmarks		
Label	Elevation	Description
BM 513	814.92	HYDRANT ARROW HEAD
BM 514	816.92	HYDRANT ARROW HEAD

CIVIL SHEETS INDEX

- C0.1 COVER SHEET
- C1.0 EXISTING CONDITIONS & DEMOLITION PLAN
- C2.0 SITE PLAN
- C3.0 UTILITY PLAN
- C4.0 GRADING PLAN
- C5.0 EROSION CONTROL PLAN
- C5.1 EROSION CONTROL DETAILS
- C6.0 SITE DETAILS
- C6.1 SITE & UTILITY DETAILS
- L1.0 LANDSCAPE PLAN

CIVIL GENERAL NOTES:

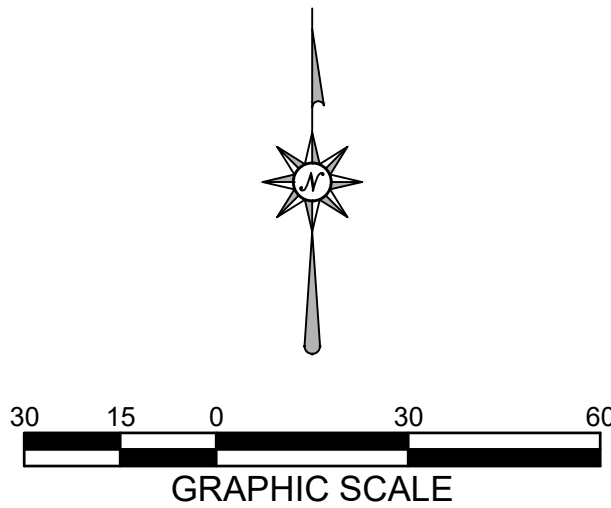
- SURVEY WAS PERFORMED BY MACH IV ENGINEERING & SURVEYING LLC APRIL10 2024.
- SURVEY VERTICAL DATUM IS NAVD88.
- THIS SURVEY DOES NOT GUARANTEE THE EXISTENCE/ NON-EXISTENCE, SIZE, TYPE OR LOCATION OF UNDERGROUND UTILITIES. UTILITIES SHOWN ARE BASED ON ABOVEGROUND UTILITY STRUCTURES (I.E. VALVES, MANHOLES ETC.), AND AVAILABLE UTILITY MAPS AND PLANS.
- UNLESS OTHERWISE INDICATED, ALL EXISTING STRUCTURES AND FACILITIES SHALL REMAIN.
- PROVIDE TURF, AS SPECIFIED TO ALL DISTURBED AREAS NOT RECEIVING PAVEMENTS, CURBS, SIDEWALKS, BUILDINGS, OR LANDSCAPING, WITHIN THE LIMITS OF CONSTRUCTION.
- NO LAND DISTURBING ACTIVITIES SHALL TAKE PLACE UNTIL ALL TEMPORARY SOIL EROSION DEVICES ARE INSTALLED.
- ALL GRADE TRANSITIONS BETWEEN NEW AND EXISTING SHALL BE SMOOTH AND GRADUAL WITH NO SHARP OR ABRUPT CHANGES.
- COORDINATE THE WORK OF ALL TRADES - VERIFY ALL FIELD CONDITIONS, QUANTITIES AND DIMENSIONS PRIOR TO COMMENCEMENT OF WORK. ANY DISCREPANCIES SHALL BE PROMPTLY BROUGHT TO THE ATTENTION OF THE ARCHITECT.
- EXECUTE ALL WORK WITH CARE AS TO PROTECT FROM DAMAGE ADJACENT EXISTING FEATURES TO REMAIN. ANY SUCH DAMAGE SHALL BE REPAIRED OR REPLACED TO MATCH THE ORIGINAL CONDITION AS APPROVED BY THE ARCHITECT.
- UNLESS REFERRED TO, OR INDICATED AS "EXISTING", ALL WORK SHOWN ON THESE DRAWINGS SHALL BE CONSIDERED AS NEW AND PROVIDED UNDER THIS CONTRACT.
- FINISHED GRADE OF TOPSOIL (AFTER COMPACTION) SHALL BE 1/2" TO 1" BELOW TOP OF ABUTTING PAVEMENTS, SIDEWALKS, AND CURBING.
- NO DISTURBANCE SHALL OCCUR OUTSIDE OF SITE LIMITS.
- GENERAL CONTRACTOR SHALL OBTAIN APPROVAL FROM OWNER AND MUNICIPALITY PRIOR TO ANY LAND DISTURBANCE OUTSIDE THE CONSTRUCTION LIMITS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING WORK IN RIGHT OF WAY PERMITS.
- NO HAZARDOUS MATERIALS WILL BE STORED ON-SITE.
- FOR LEGEND AND ABBREVIATIONS SEE SHEET C0.1.
- FOR EROSION CONTROL PLAN AND NOTES SEE SHEET C5.0 AND C5.1.
- FOR NOTES SHOWN THUS, "Ⓢ", SEE SHEET KEY NOTES, ON SHEET THEY APPEAR.

DIGGERS HOTLINE

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WISCONSIN STATUTE 182.0175 (1974) REQUIRES MIN. 3
WORK DAYS NOTICE BEFORE YOU EXCAVATE

THE LOCATIONS OF THE EXISTING UTILITY INSTALLATIONS
AS SHOWN ON THE PLANS ARE APPROXIMATE. THERE
MAY BE OTHER UNDERGROUND UTILITY INSTALLATIONS
WITHIN THE PROJECT AREA THAT ARE NOT SHOWN.



CIVIL LEGEND

EXISTING		PROPOSED	
CABLE PEDESTAL		EVERGREEN SHRUB	
ELECTRIC METER		EVERGREEN TREE	
ELECTRIC PEDESTAL		TREE	
GUY WIRE		TREE SHRUB	
LIGHT POLE		BUILDING OVERHANG	
POWER POLE		UNDERGROUND CABLE	
GAS METER		OVERHEAD WIRE	
GAS VALVE		UNDERGROUND ELECTRIC	
BOLLARD		GAS	
HANDICAP PARKING		LANDSCAPE	
SANITARY CLEANOUT		FENCE	
SANITARY MANHOLE		GUARDRAIL	
CATCH BASIN		CENTERLINE	
CULVERT		CURB	
DOWNSPOUT		PARKING STRIPE	
INLET		SANITARY SEWER	
INLET 2' X 2'		CULVERT	
STORM CLEANOUT		STORM SEWER	
STORM MANHOLE		FIBER OPTIC	
FIBER OPTIC PEDESTAL		WOOD LINE	
SIGN		RETAINING WALL	
FIRE HYDRANT		WATERMAIN	
WATER SHUT OFF		CONTOUR MAJOR	
WATER VALVE		CONTOUR MINOR	

ABBREVIATIONS

Ø	DIAMETER	MIN	MINIMUM
AC	ACRE	mm	MILLIMETER
AEW	APRON END WALL	N	NORTH
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS	NE	NORTHEAST
BM	BENCHMARK	OC	ON CENTER
C	CABLE	OD	OUTSIDE DIAMETER
CB	CATCH BASIN	OHP	OVER HEAD POWER
CI	CURB INLET	OL	OUTLOT
CMP	CORRUGATED METAL PIPE	PSI	POUNDS PER SQUARE INCH
CO	CLEAN OUT	PVC	POLYVINYL CHLORIDE
CSM	CERTIFIED SURVEY MAP	R	RADIUS
C.T.H	COUNTY TRUNK HIGHWAY	RAD	RADIUS
DIA	DIAMETER	RCP	REINFORCED CONCRETE PIPE
DOT	DEPARTMENT OF TRANSPORTATION	REQ	REQUIRED
E	EAST	S	SOUTH
EL	ELECTRIC (BURIED)	SA	SANITARY
FDM	FACILITIES DEVELOPMENT MANUAL	SAN	SANITARY
FFE	FIRST FLOOR ELEVATION	SCHD	SCHEDULE
FL	FLOW LINE	S.D.	SUMP DEPTH
FO	FIBER OPTIC	SQ	SQUARE
FT	FEET	ST	STORM
G	GAS	S.T.H	STATE TRUNK HIGHWAY
G.F.E.	GROUND FLOOR ELEVATION	STM	STORM
GR	GRADE	T	TELEPHONE
HDPE	HIGH DENSITY POLYETHYLENE	T/C	TOP OF CURB
INL	INLET	U.S.H.	UNITED STATES HIGHWAY
INV	INVERT	V	VARIES
M	METER	W	WEST
MAX	MAXIMUM	WAT	WATER
MH	MANHOLE	WI	WISCONSIN
		WisDOT	WISCONSIN DEPARTMENT OF TRANSPORTATION

KP + J ARCHITECTS

DUNKIN DONUTS

COVER SHEET

REVISION DESCRIPTION

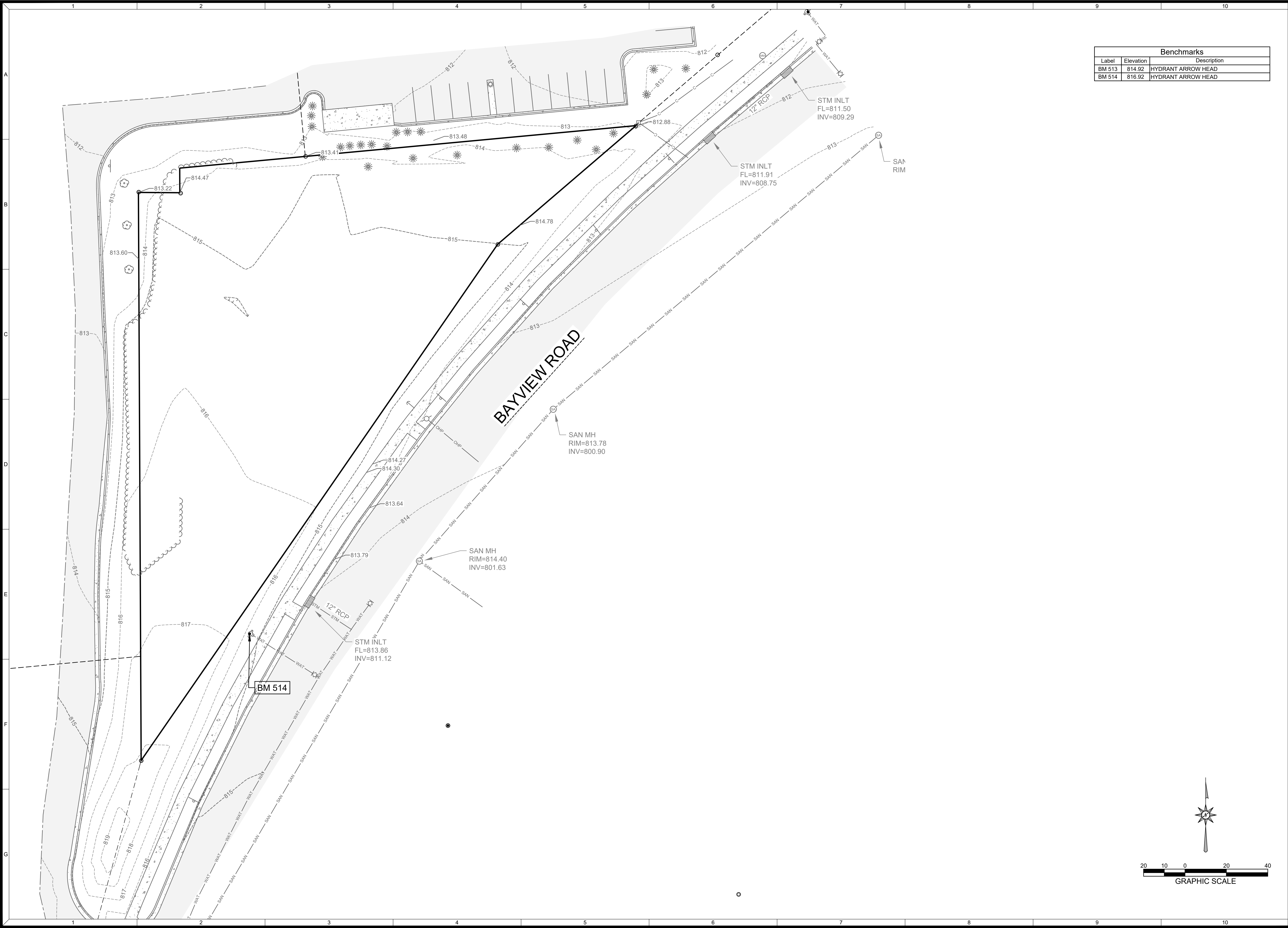
NO.

DATE: MAY 14, 2024
DRAFTED BY: RPH
CHECKED BY:
PROJECT NO.: 2195-01-24
DRAWING NUMBER
SHEET NUMBER

C0.1

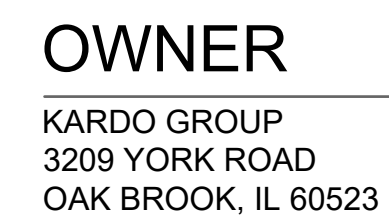
OF 1

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Benchmarks		
Label	Elevation	Description
BM 513	814.92	HYDRANT ARROW HEAD
BM 514	816.92	HYDRANT ARROW HEAD

REVISION DESCRIPTION	
NO.	
	DATE: MAY 14, 2024
	DRAFTED BY: RPH
	CHECKED BY:
	PROJECT NO.: 2195-01-24
DRAWING NUMBER	
SHEET NUMBER	
C1.0	
OF 1	



Benchmarks		
Label	Elevation	Description
BM 513	814.92	HYDRANT ARROW HEAD
BM 514	816.92	HYDRANT ARROW HEAD

SHEET KEY NOTES:

- (1) STANDARD DUTY ASPHALT; SEE DETAIL A SHEET C6.0
- (2) CONCRETE PAVEMENT; SEE DETAIL B SHEET C6.0
- (3) CONCRETE CURB & GUTTER; SEE DETAIL C SHEET C6.0
- (4) CONCRETE SIDEWALK; SEE DETAIL D SHEET C6.0
- (5) STOOP LOCATION; REFER TO ARCHITECTURAL DRAWINGS
- (6) DUMPSTER PAD; SEE DETAIL E SHEET C6.0
- (7) DUMPSTER ENCLOSURE; REFER TO ARCHITECTURAL DRAWINGS
- (8) BOLLARD; SEE DETAIL F SHEET C6.0
- (9) DIRECTIONAL TRAFFIC FLOW ARROW; SEE DETAIL G SHEET C6.0
- (10) ADA DETECTABLE WARNING PLATE; SEE DETAIL H SHEET C6.0
- (11) ADA SIDEWALK RAMP; SEE DETAIL I SHEET C6.0
- (12) ADA HANDICAP STALL SYMBOL; SEE DETAIL J SHEET C6.0
- (13) ADA HANDICAP SIGN; SEE DETAIL K SHEET C6.0
- (14) 4" WIDE PAINT STRIPE; COLOR BY OWNER
- (15) "DO NOT ENTER" SIGN; SEE DETAIL K SHEET C6.0
- (16) "STOP" SIGN; SEE DETAIL K SHEET C6.0
- (17) "ONE WAY TRAFFIC" SIGN; SEE DETAIL K SHEET C6.0
- (18) 18" WIDE PAINTED STOP BAR
- (19) MONUMENT SIGN LOCATION
- (20) CONCRETE DRIVEWAY APRON; SEE DETAIL A SHEET C6.1

SITE STATISTICS

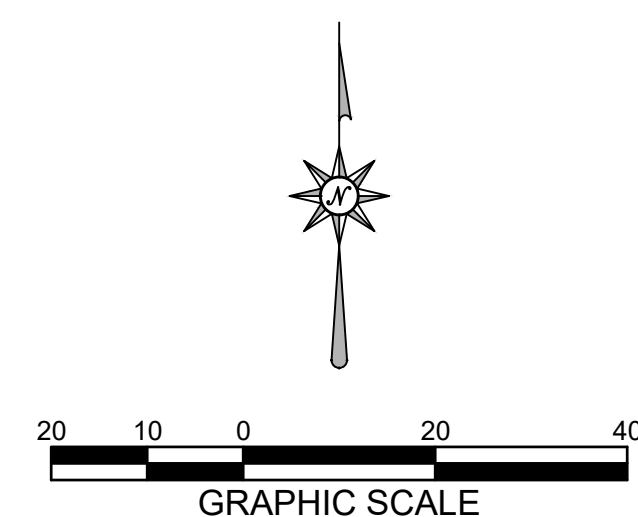
PARCEL ADDRESS:	TBD
PARCEL NUMBER:	MUKV2014987
PARCEL SIZE:	30,577 SF (0.70 AC)
ZONING:	B-2 (GENERAL BUSINESS)

<u>EXISTING SITE</u>	
GREEN SPACE:	30,577 SF (100.0%)
IMPERVIOUS AREA	
BUILDING:	0.0 SF (0.0%)
PAVEMENT:	0.0 SF (0.0%)
TOTAL IMPERVIOUS:	0.0 SF (0.0%)

<u>PROPOSED SITE</u>	
TOTAL DISTURBED AREA:	30,577 SF (0.70 AC)
GREEN SPACE REQUIRED:	25% (7,644 SF)
GREEN SPACE PROVIDED:	13,760 SF (45.0%)
IMPERVIOUS AREA	
BUILDING:	1,985 SF (6.5%)
PAVEMENT:	14,832 SF (48.5%)
TOTAL IMPERVIOUS:	16,817 SF (55.0%)

PARKING PROVIDED
PARKING SPACES REQ'D/CALCS: 1 STALL / 3 SEATS (1 SEAT = 10 SF DINING AREA)
180 SF DINING AREA / (10 SF / SEAT) = 18 SEATS
(1 STALL / 3 SEATS) * 18 SEATS = 6 STALLS

PARKING SPACES PROVIDED: 21 STALLS (INCLUDES 2 ADA HANDICAP STALLS)



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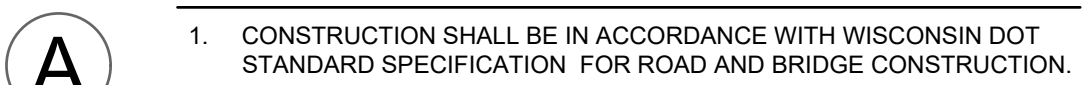
2260 Salscheider Court Green Bay, WI 54313
PH: 920-569-5765; Fax: 920-569-5767
www.machiv.com

KP + J ARCHITECTS

DUNKIN DONUTS

SITE PLAN

[illegible]



2. LOCATION OF STANDARD AND REVERSE PAN CURB AND GUTTER
3. CURB SHALL BE PLACED ON A MINIMUM OF 6" OF COMPACTED SUBGRADE
- 18" CONCRETE CURB AND GUTTER**

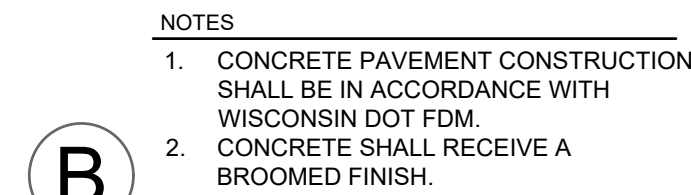
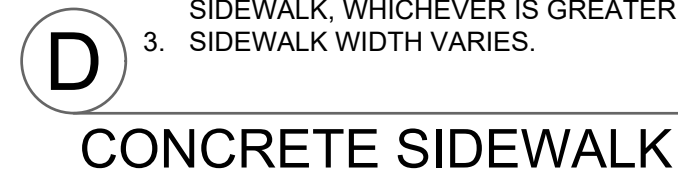


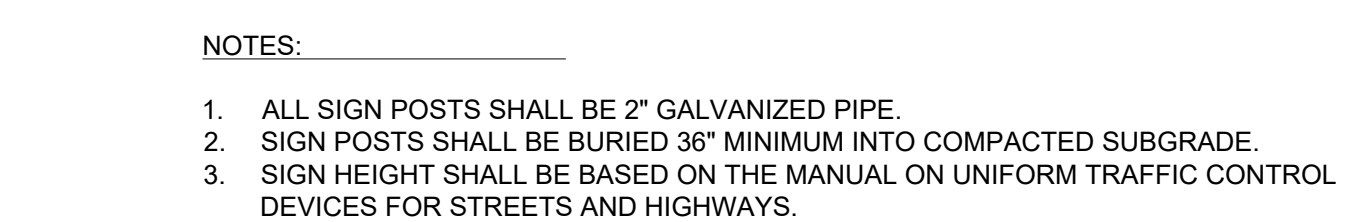
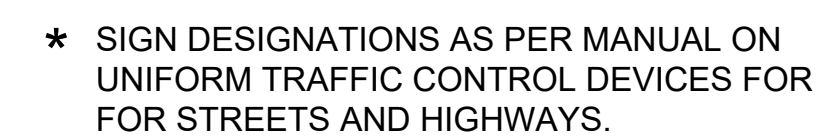
Diagram illustrating the curb end transition. The diagram shows a cross-section of a curb and gutter. Key features include:

- TOP OF CURB**: Indicated by a horizontal line at the top of the curb.
- TOOLED JOINT**: A vertical line indicating the joint between the curb and the gutter.
- END OF CURB**: A horizontal line at the end of the curb.
- 2' CURB END TRANSITION**: A horizontal dimension line indicating the length of the transition area.
- 18"**: A horizontal dimension line indicating the distance from the top of the curb to the end of the curb.
- 6"**: A horizontal dimension line indicating the distance from the top of the curb to the tooled joint.

The diagram is labeled **CURB END TRANSITION FRONT VIEW**.



- [illegible]

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ACCESS AISLE

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www.mach-iv.com

KP + J ARCHITECTS

DUNKIN DONUTS

SITE DETAILS

[illegible]

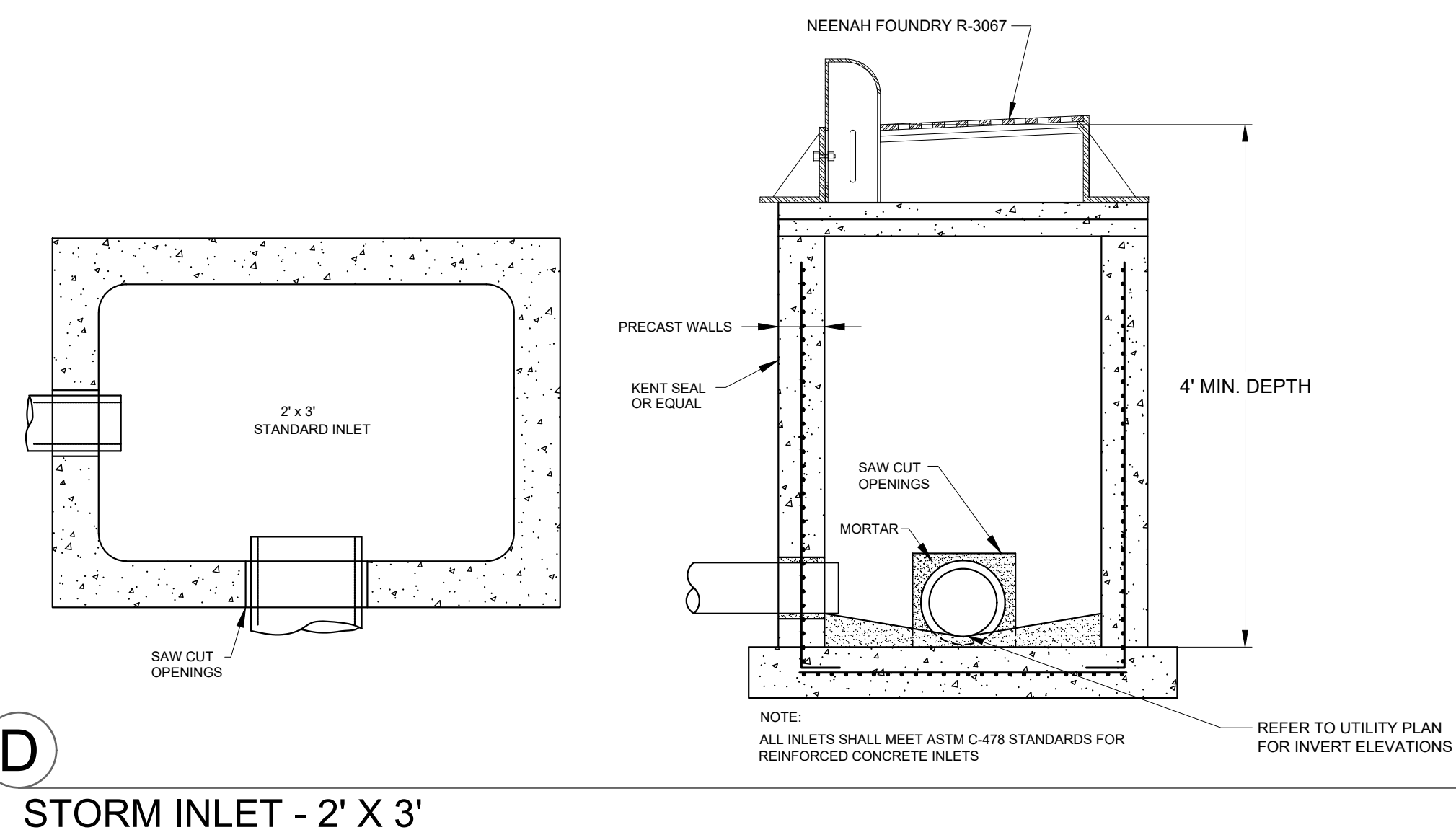
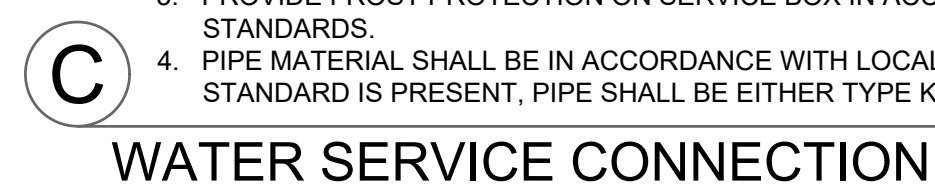
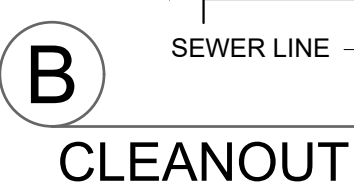
DATE: MAY 14, 2024
DRAFTED BY: RPH
CHECKED BY:
PROJECT NO.: 2195-01-24

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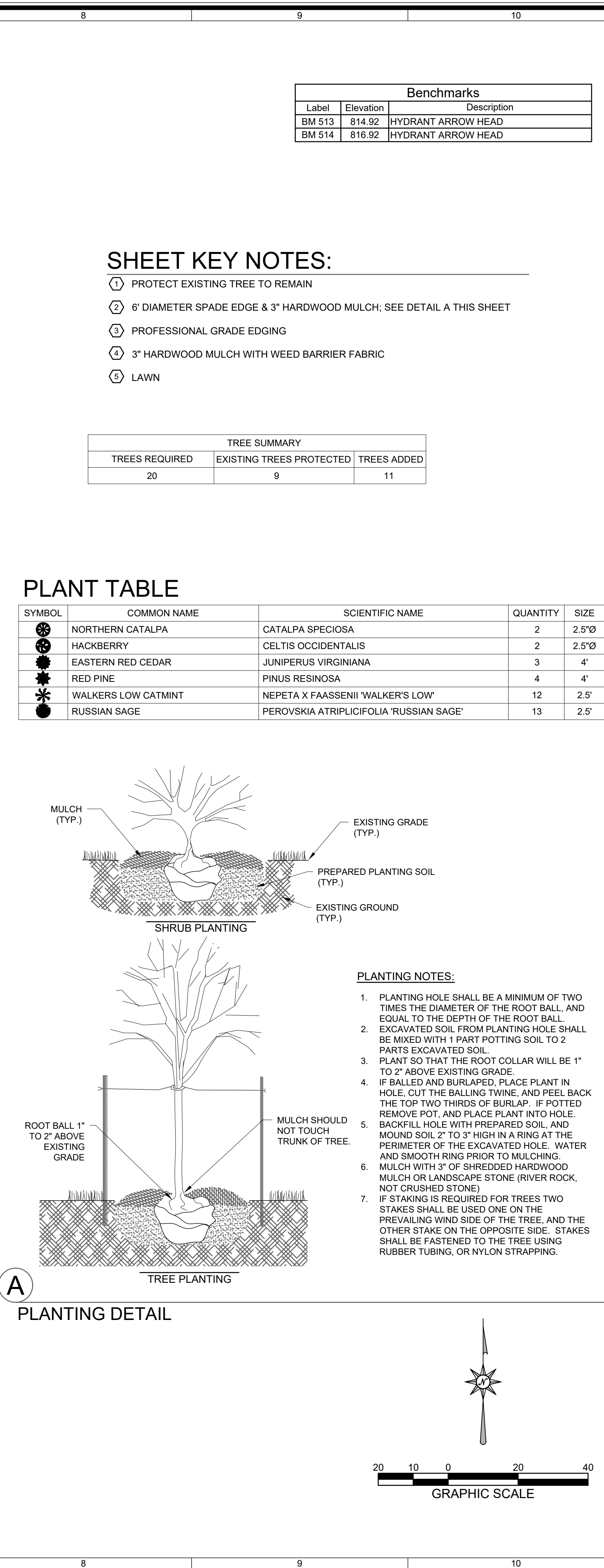
	SHEET NUMBER

C6.0

OF 1



DATE: MAY 14, 2024	
DRAFTED BY: RPH	
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PROJECT NO.: 2195-01-24	
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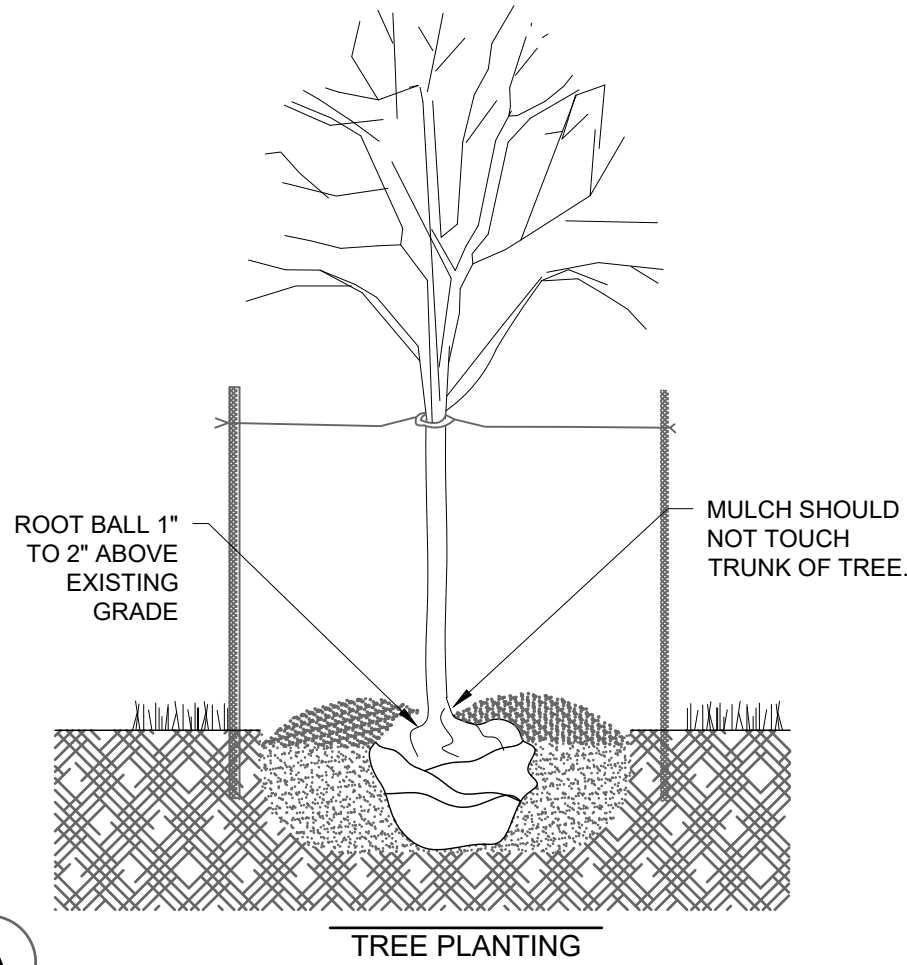
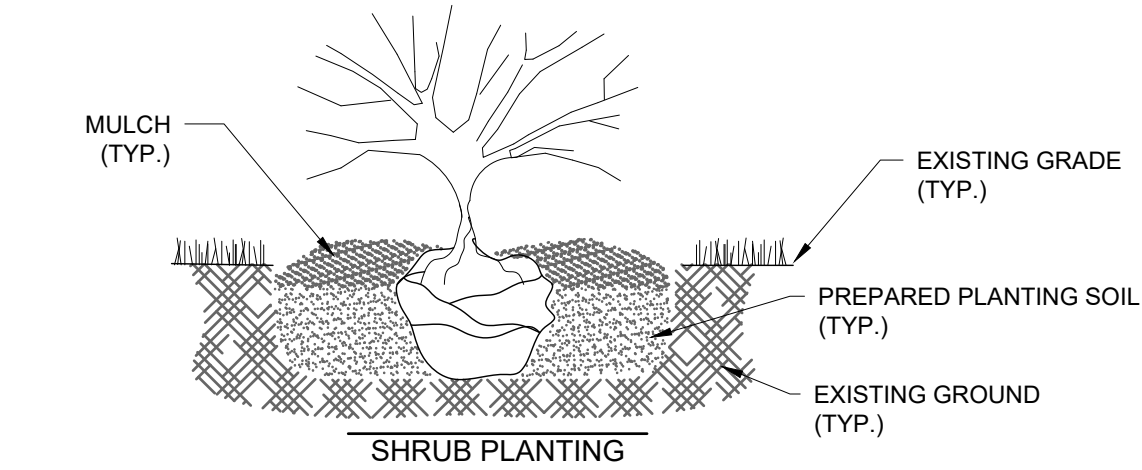


SHEET KEY NOTES:

- 1 PROTECT EXISTING TREE TO REMAIN
- 2 6" DIAMETER SPADE EDGE & 3" HARDWOOD MULCH; SEE DETAIL A THIS SHEET
- 3 PROFESSIONAL GRADE EDGING
- 4 3" HARDWOOD MULCH WITH WEED BARRIER FABRIC
- 5 LAWN

PLANT TABLE

SYMBOL	COMMON NAME	SCIENTIFIC NAME	QUANTITY	SIZE
	NORTHERN CATALPA	CATALPA SPECIOSA	2	2.5"Ø
	HACKBERRY	CELTIS OCCIDENTALIS	2	2.5"Ø
	EASTERN RED CEDAR	JUNIPERUS VIRGINIANA	3	4"
	RED PINE	PINUS RESINOSA	4	4"
	WALKER'S LOW CATMINT	NEPETA X FASSENII 'WALKER'S LOW'	12	2.5"
	RUSSIAN SAGE	PEROVSKIA ATROPILICIFOLIA 'RUSSIAN SAGE'	13	2.5"



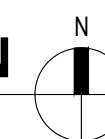
- ### PLANTING NOTES:
1. PLANTING HOLE SHALL BE A MINIMUM OF TWO TIMES THE DIAMETER OF THE ROOT BALL - AND EQUAL TO THE DEPTH OF THE ROOT BALL
 2. EXCAVATED SOIL FROM PLANTING HOLE SHALL BE MIXED WITH 1 PART POTTING SOIL TO 2 PARTS EXCAVATED SOIL
 3. PLANT SO THAT THE TOP OF THE COLLAR WILL BE 1" TO 2" ABOVE EXISTING GRADE
 4. IF BALLED AND BURLAPED, PLACE PLANT IN HOLE, CUT THE BALLING TWINE, AND PEEL BACK THE TOP TWO THIRDS OF BURLAP. IF POTTED OR BURLAPED, AND NOT BALLED, PEEL AWAY BURLAP
 5. BACKFILL HOLE WITH PREPARED SOIL, AND MOUND SOIL 2" TO 3" HIGH IN A RING AT THE PERIMETER OF THE EXCAVATED HOLE. WATER AND SMOOTH RING PRIOR TO MULCHING.
 6. MULCH WITH 3" OF ORGANIC HARDWOOD MULCH OR LANDSCAPE STONE (RIVER ROCK, NOT CRUSHED STONE)
 7. IF STAKING IS REQUIRED FOR TREES TWO STAKES SHALL BE USED ONE ON THE PERPENDICULAR INSIDE OF THE TREE, AND THE OTHER STAKE ON THE OPPOSITE SIDE. STAKES SHALL BE FASTENED TO THE TREE USING RUBBER TUBING, OR NYLON STRAPPING.

LANDSCAPE NOTES

1. DIAMETERS OF PLANT MATERIALS AS DRAWN ARE REPRESENTATIVE OF PLANTS AT OR NEAR MATURITY RATHER THAN AT INITIAL PLANTING SIZES.
2. THE PLANT LIST IS INTENDED AS A GUIDE FOR THE CONTRACTOR. IN THE EVENT OF DISCREPANCY BETWEEN THE NUMBER OF PLANTS ON THE PLANT LIST AND ON THE DRAWING, THE GREATER NUMBER SHALL APPLY.
3. ADJUSTMENTS IN LOCATIONS OF PLANT MATERIALS MAY BE NECESSARY DUE TO NEW OR EXISTING UTILITIES OR SITE OBSTRUCTIONS. REVIEW WITH ARCHITECT BEFORE ADJUSTMENTS ARE MADE.
4. ALL SHRUBS OCCURRING IN CONTINUOUS ROW OR FORMAL ARRANGEMENT SHALL HAVE UNIFORM HEIGHT, SPREAD AND HABIT OF GROWTH. FOR GROUNDCOVER LOCATIONS, FILL AREA WITH QUANTITY OF PLANTS DESIGNATED, EVENLY SPACED.
5. A MINIMUM OF 12" DEPTH OF 50% TOPSOIL AND 50% COMPOST SHALL BE PLACED IN ALL BED AREAS BY THE CONTRACTOR PRIOR TO PLANT INSTALLATION.
6. MULCH TREES WITH MIN. 3" DEPTH OF HARDWOOD MULCH AS NOTED ON PLAN AND PER DETAILS. MULCH SHALL EXTEND IN A CONTINUOUS LAYER WITHIN PLANTING BEDS FROM FACE TO FACE OF SITE STRUCTURES - WALKS, BUILDING, OR OTHER PLANT BED LIMITS.
7. PROTECT EXISTING LAWN AREAS; REPAIR ANY CONTRACT RELATED DAMAGE TO LAWN AREAS.
8. THE CONTRACTOR SHALL MAINTAIN ALL PLANTS AND BEDS FOR A 90 DAY PERIOD AFTER ACCEPTANCE OF THE WORK BY THE ARCHITECT. THIS INCLUDES REGULAR WATERING, WEEDING AND MOWING.
9. THE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIALS FOR ONE-YEAR FROM DATE OF ACCEPTANCE. BEFORE END OF WARRANTY PERIOD CONTRACTOR SHALL REPLACE ALL TREES, SHRUBS OR PLANTINGS NOT ALIVE OR IN A HEALTHY GROWING CONDITION.
10. SEED ALL DISTURBED AREAS WITH WDot No. 40 GRASS MIX.

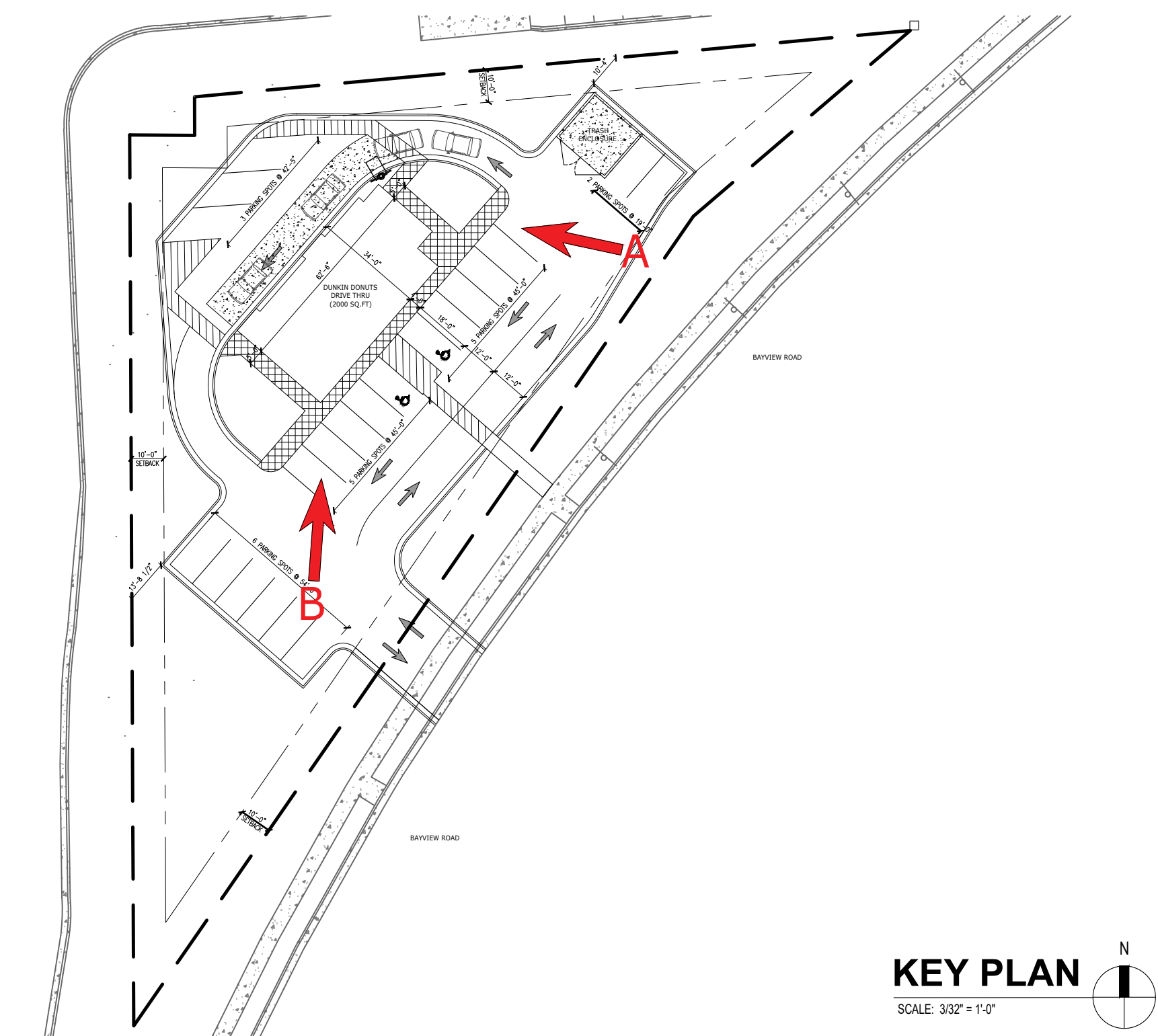


1 **SITE PLAN**
SCALE: 1/16" = 1'-0"



SITE AREA	30,582 SQ.FT
PROPOSED BUILDING AREA	2000 SQ.FT
REQUIRED PARKING	30
PROPOSED PARKING	21

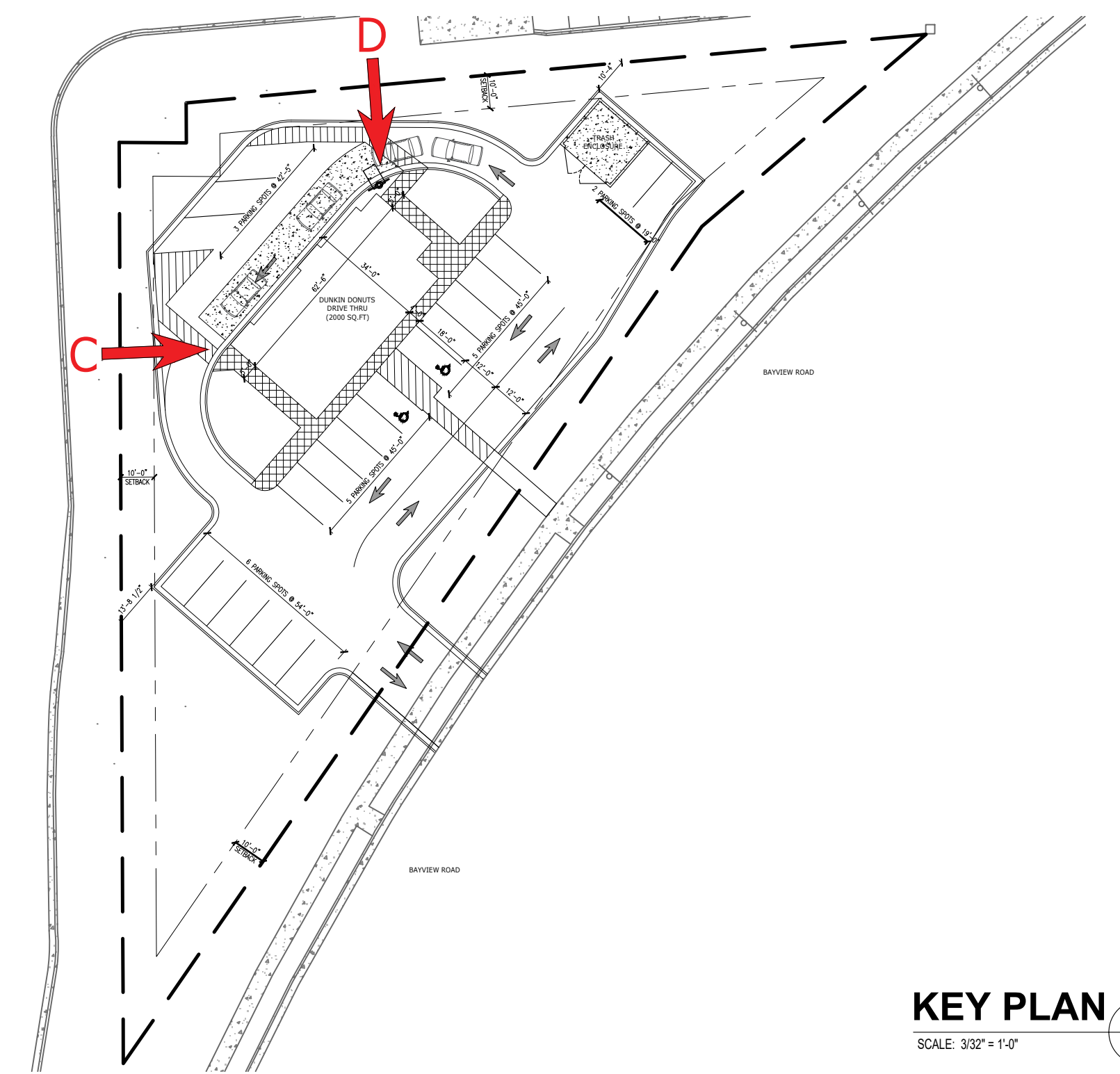




2 VIEW B
NTS



1 VIEW A
NTS



KEY PLAN
SCALE: 3/32" = 1'-0"



2 VIEW D
NTS



1 VIEW C
NTS

PROJECT _____ TYPE _____

SPECIFIER _____ MEMO _____

ORDERING CODE BREAKDOWN

MAIN FEATURES

- A die-cast, aluminum alloy housing with Polyester super durable powder coating for optimal thermal performance, weather resistance, gloss/color retention, and exceptional corrosion resistance
- 3,000 lumens at 20W to 16,000 lumens at 125W
- Delivering up to 164 lm/W
- Integral photocells, motions sensors, and Casambi wireless bluetooth integration
- 5 mounting options available; All mounting options allow for multiple fixture installations at 90°
- 120-277V with dim-to-off 0-10V dimming standard
- Multiple field-installed shielding options available



Extended Site Arm

EPA: 0.26 sq. ft.

WEIGHT: 11.19 lbs.



FIXTURE	LUMENS	BEAM SPREAD	CRI	CCT	VOLTAGE	CONTROLS	SURGE	PHOTOCELL RECEPTACLE	FINISH	MOUNTING	FIXTURE OPTIONS	ADAPTER OPTIONS	FIELD OPTIONS
GL1C	3H : 3,000 lm; 20W	2RM : Type II Roadway Medium	7 : 70 CRI	30 : 3000K	STD : 120-277V	10 : 0-10V	1PS : 10kV 5kA, 120-277V	00 : None	SBZ : Bronze (RAL8019)	SA : Site Arm	ZT1 : 0-10V Z Ambient Light Control	RP : Site Arm Round Pole Adapter	SOL28 HSS : House-side Shield
	4H : 4,000 lm; 30W	3RM : Type III Roadway Medium	8 : 80 CRI	40 : 4000K			2PS : *20kV 10kA, 120-277V	0Z : Z receptacle	SGY : Gray (RAL7038)	ES : Extended Site Arm	ZT3 : 0-10V Z IR + Ambient Light Control	SMCB : Wall Pack Surface Mount Conduit Box	SOL28 FSS : Front-side Shield
	5H : 5,000 lm; 40W	4WS : Type IV Wide Short		50 : 5000K				PB : Button-eye	SWH : White (RAL9003)	KM : 3" OD Knuckle	ZT4 : 0-10V Z Occupancy + IR + Ambient Light Control	ERP : Extended Site Arm Round Pole Adapter	SOL28 CSS : Cul-de-Sac Shield
	7H : 7,000 lm; 50W	5QS : Type V Square Short							SBK : Black (RAL9017)	HT : Horizontal Tenon	ZT5 : 0-10V Z Casambi Bluetooth Mesh Node		SOL28 SS : Scoop Shield
	8H : 8,000 lm; 60W	5QM : Type V Square Medium								WP : Wall Pack			
	9H : 9,000 lm; 70W												
	10H : 10,000 lm; 80W												
	11H : 11,000 lm; 90W												
	12H : 12,000 lm; 100W												
	13H : 13,000 lm; 110W												
	14H : 14,000 lm; 120W												

Notes: * Special offering, consult factory for lead time and availability.
Shields are flat-black, injection molded plastic resin, tool-less, clip-on discrete shield

Additional CRIs and/or CCTs available upon request
HSS not compatible with 4WS optics, instead use SS.

PROJECT

TYPE

ELECTRICAL

- 120-277V
- PF>0.9, THD<20%
- Parallel surge protection: enhanced 10kV standard, extreme 20kV optional (ANSI C136.2-2015)
- For series surge protection, consult factory
- Rated for operation -40°C to 40°C; For 50°C option, consult factory

OPTICS + PERFORMANCE

- Up to 164 lumens per watt
- 3,000- to 16,000-lumen packages (20-70W)
- 5 customized distributions available
 - Type II Roadway Medium (Coefficient of Utilization: 0.793)
 - Type III Roadway Medium (Coefficient of Utilization: 0.852)
 - Type IV Wide Short (Coefficient of Utilization: 0.840)
 - Type V Square Short
 - Type V Square Medium
- Multiple shielding options available

CONSTRUCTION

- Die-cast, aluminum alloy housing for optimal thermal performance and exceptional corrosion resistance

FINISH

- TGIC polyester super-durable powder coating with superior gloss, color retention and weather resistance
- Standard finishes provided at 3 mil nominal thickness, salt-spray-tested to 3,000 hours as per ASTM B117

CONTROLS

- Dim-to-off 0-10V dimming standard
- Integral photocells, motions sensors, and Casambi wireless bluetooth integration
- Zhaga Book 18 Receptacle option for next generation ambient light/motion sensing
- Button-eye photocell

MOUNTING

- All mounting options allow for multiple fixture installations at 90°
- Round pole adapter available for site arm as a field installed option
- Surface mount conduit box (SMBC) available for wall pack as a field installed option

LISTINGS

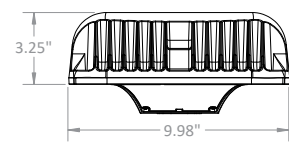
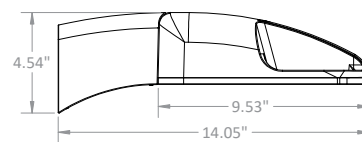
- IP66-rated optical and electrical chambers
- 3G Vibration-rated (ANSI C136.31)
- cULus Listed for wet locations
- IDA Dark Sky listed with ≤3000K and Site Arm or Horizontal Tenon
- Zhaga D4i listed

WARRANTY

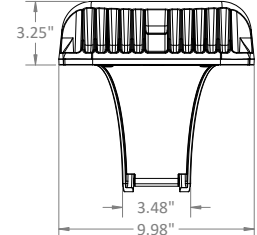
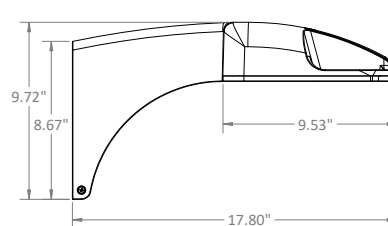
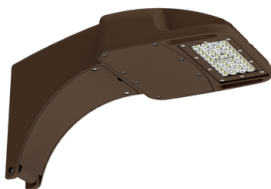
- 5-year warranty

Site Arm (SA)

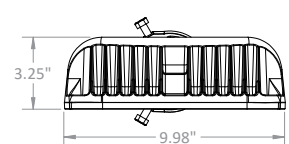
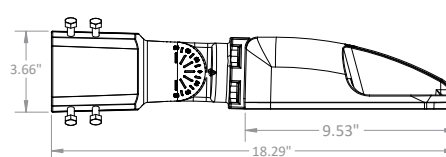
EPA (front)	EPA (side)	Weight
0.25 sq. ft.	0.28 sq. ft.	11.19 lbs.

**Extended Site Arm (ES)**

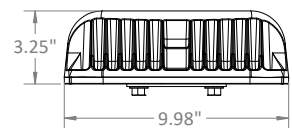
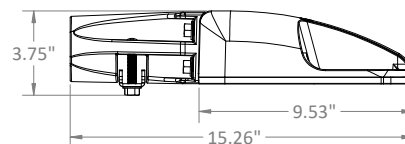
EPA (front)	EPA (side)	Weight
0.40 sq. ft.	0.46 sq. ft.	13.69 lbs.

**Knuckle (KM)**

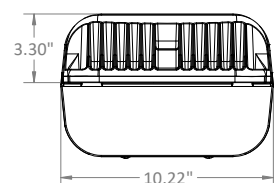
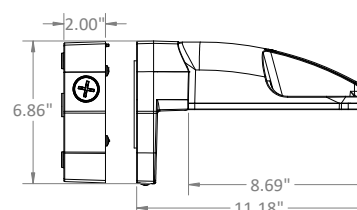
EPA (front)	EPA (side)	Weight
0.32 sq. ft.	0.37 sq. ft.	11.88 lbs.

**Horizontal Tenon (HT)**

EPA (front)	EPA (side)	Weight
0.22 sq. ft.	0.30 sq. ft.	11.88 lbs.

**Wall Pack (WP)
and (WP-SMBC)**

EPA (front)	EPA (side)	Weight
0.46 sq. ft.	0.23 sq. ft.	12.30 lbs.



LUMEN AMBIENT TEMPERATURE (LAT) MULTIPLIERS

Ambient Temperature		Lumen Multiplier
Celsius	Fahrenheit	
0°C	32°F	1.02
10°C	50°F	1.01
25°C	77°F	1.00
40°C	104°F	0.99
50°C	122°F	0.97

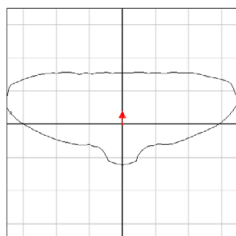
TM-21 LUMEN MAINTENANCE PROJECTION

Calculated by utilizing the LED manufacturer's LM80 test data in conjunction with third party verified in-situ LED drive current and LED temperature data. Use data below to determine light loss factors.

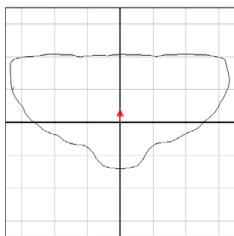
50,000 hrs	60,000 hrs	100,000 hrs
99.67%	99.49%	98.77%

PHOTOMETRIC DISTRIBUTION

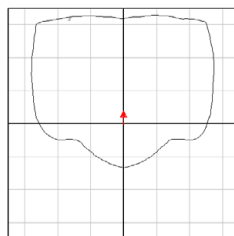
TYPE II ROADWAY MEDIUM (2RM)



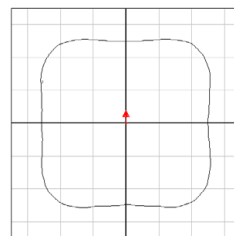
TYPE III ROADWAY MEDIUM (3RM)



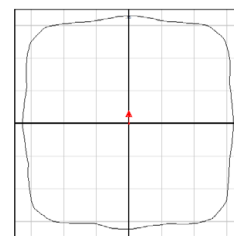
TYPE IV WIDE SHORT (4WS)



TYPE V SQUARE SHORT (5QS)



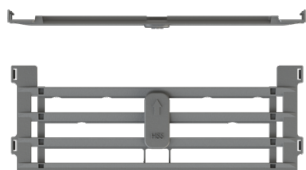
TYPE V SQUARE MEDIUM (5QM)



SHIELD ACCESSORY DETAILS

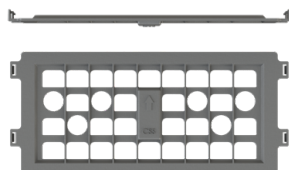
HOUSE SIDE SHIELD (HSS)

- Flat-black, injection molded plastic resin
- Tool-less, clip-on discrete shield
- Blocks light behind the fixture



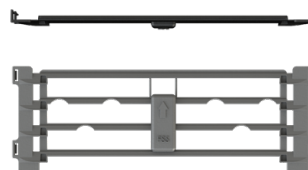
CUL-DE-SAC SHIELD (CSS)

- Flat-black, injection molded plastic resin
- Tool-less, clip-on discrete shield
- Blocks light to left and right of the fixture



FRONT SIDE SHIELD (FSS)

- Flat-black, injection molded plastic resin
- Tool-less, clip-on discrete shield
- Blocks light in front of the fixture.



SCOOP SHIELD (SS)

- Flat-black, injection-molded plastic resin
- Tool-less, clip-on discrete shield
- Blocks light behind the fixture (4WS only)



CONTROLS

0-10 V ZHAGA OPTIONS

- ZT1: Ambient Light Control
- ZT3: IR + Ambient Light Control
- ZT4: Occupancy + IR + Ambient Light Control
- ZT5: 0-10V Zhaga Casambi BLE + ALC



Performance Package	Wattage Label	Drive Current	Color Temp. (CCT)	Input Power (Watts)	TYPE II ROADWAY MED (2RM) AT 70 CRI			TYPE III ROADWAY MED (3RM) AT 70 CRI			TYPE IV WIDE SHORT (4WS) AT 70 CRI			TYPE V SQUARE SHORT (5QS) AT 70 CRI			TYPE V SQUARE MED (5QM) AT 70 CRI		
					Lumens	Efficacy (lm/W)	BUG Rating	Lumens	Efficacy (lm/W)	BUG Rating	Lumens	Efficacy (lm/W)	BUG Rating	Lumens	Efficacy (lm/W)	BUG Rating	Lumens	Efficacy (lm/W)	BUG Rating
3H	20	250mA	5000K	21.5	3,529	164	1 0 1	3,516	164	1 0 1	3,348	156	1 0 1	3,513	163	2 0 2	3,209	149	2 0 2
			4000K		3,448	160	1 0 1	3,435	160	1 0 1	3,271	152	1 0 1	3,433	160	2 0 2	3,135	146	2 0 2
			3000K		3,300	153	1 0 1	3,288	153	1 0 1	3,131	146	1 0 1	3,285	153	2 0 2	3,000	140	2 0 2
4H	30	353mA	5000K	31.2	4,988	160	1 0 1	4,969	159	1 0 1	4,732	152	1 0 1	4,966	159	2 0 2	4,535	145	3 0 3
			4000K		4,873	156	1 0 1	4,855	156	1 0 1	4,623	148	1 0 1	4,851	155	3 0 3	4,430	142	2 0 2
			3000K		4,664	149	1 0 1	4,646	149	1 0 1	4,425	142	1 0 1	4,643	149	3 0 3	4,240	136	2 0 2
5H	40	463mA	5000K	41.3	6,384	155	1 0 1	6,359	154	1 0 1	6,056	147	1 0 2	6,355	154	3 0 3	5,804	141	3 0 3
			4000K		6,237	151	1 0 1	6,213	150	1 0 1	5,917	143	1 0 2	6,209	150	3 0 3	5,670	137	3 0 3
			3000K		5,969	145	1 0 1	5,947	144	1 0 1	5,663	137	1 0 2	5,943	144	3 0 3	5,427	131	3 0 3
7H	50	588mA	5000K	53.4	7,893	148	2 0 1	7,863	147	1 0 2	7,488	140	1 0 2	7,858	147	3 0 3	7,176	134	3 0 3
			4000K		7,711	144	2 0 1	7,682	144	1 0 2	7,316	137	1 0 2	7,677	144	3 0 3	7,011	131	3 0 3
			3000K		7,381	138	2 0 1	7,352	138	1 0 2	7,002	131	1 0 2	7,348	138	3 0 3	6,710	126	3 0 3
8H	60	735mA	5000K	64.74	9,717	150	2 0 2	9,680	150	1 0 2	9,218	142	1 0 2	9,674	149	3 0 3	8,834	136	3 0 3
			4000K		9,494	147	2 0 2	9,458	146	1 0 2	9,006	139	1 0 2	9,451	146	3 0 3	8,631	133	3 0 3
			3000K		9,086	140	2 0 2	9,052	140	1 0 2	8,620	133	1 0 2	9,046	140	3 0 3	8,261	128	3 0 3
9H	70	840mA	5000K	73.9	10,866	147	2 0 2	10,824	146	2 0 2	10,308	139	1 0 2	10,817	146	3 0 3	9,878	134	3 0 3
			4000K		10,616	144	2 0 2	10,575	143	2 0 2	10,071	136	1 0 2	10,568	143	3 0 3	9,651	131	3 0 3
			3000K		10,160	137	2 0 2	10,121	137	1 0 2	9,639	130	1 0 2	10,115	137	3 0 3	9,237	125	3 0 3
10H	80	945mA	5000K	83.45	11,991	144	2 0 2	11,945	143	2 0 2	11,374	136	2 0 2	11,937	143	4 0 4	10,900	131	3 0 3
			4000K		11,715	140	2 0 2	11,670	140	2 0 2	11,113	133	2 0 2	11,662	140	3 0 3	10,649	128	3 0 3
			3000K		11,212	134	2 0 2	11,169	134	2 0 2	10,636	127	2 0 2	11,162	134	3 0 3	10,192	122	3 0 3
11H	90	1071mA	5000K	94.75	13,225	140	2 0 2	13,174	139	2 0 2	12,545	132	2 0 2	13,165	139	4 0 4	12,021	127	4 0 4
			4000K		12,920	136	2 0 2	12,871	136	2 0 2	12,256	129	2 0 2	12,862	136	4 0 4	11,745	124	4 0 4
			3000K		12,366	131	2 0 2	12,319	130	2 0 2	11,730	124	2 0 2	12,310	130	4 0 4	11,241	119	3 0 3
12H	100	1176mA	5000K	104.6	14,239	136	2 0 2	14,185	136	2 0 2	13,507	129	2 0 2	14,175	136	4 0 4	12,944	124	4 0 4
			4000K		13,911	133	2 0 2	13,858	132	2 0 2	13,196	126	2 0 2	13,849	132	4 0 4	12,646	121	4 0 4
			3000K		13,315	127	2 0 2	13,264	127	2 0 2	12,630	121	2 0 2	13,255	127	4 0 4	12,103	116	4 0 4
13H	110	1281mA	5000K	114.4	15,134	132	3 0 2	15,077	132	2 0 2	14,356	125	2 0 3	15,066	132	4 0 4	13,758	120	4 0 4
			4000K		14,786	129	3 0 2	14,730	129	2 0 2	14,026	123	2 0 2	14,719	129	4 0 4	13,441	117	4 0 4
			3000K		14,152	124	2 0 2	14,098	123	2 0 2	13,424	117	2 0 2	14,088	123	4 0 4	12,864	112	4 0 4
14H	120	1386mA	5000K	124.6	16,051	129	3 0 2	15,990	128	2 0 2	15,226	122	2 0 3	15,979	128	4 0 4	14,591	117	4 0 4
			4000K		15,682	126	3 0 2	15,622	125	2 0 2	14,876	119	2 0 3	15,611	125	4 0 4	14,255	114	4 0 4
			3000K		15,009	120	3 0 2	14,952	120	2 0 2	14,237	114	2 0 3	14,941	120	4 0 4	13,644	110	4 0 4





1 **SITE PLAN**
SCALE: 1/16" = 1'-0"

SITE AREA	30,582 SQ.FT
PROPOSED BUILDING AREA	2000 SQ.FT
REQUIRED PARKING	30
PROPOSED PARKING	21

KP & J Architects & Engineers, LLC
960 Rand Rd, Suite 220
Des Plaines, IL 60016
(224) 595 - 8202
ccebrero@kpenr.com

May 14, 2024

Department of City Planning
440 River Crest Ct.
Mukwonago, WI 53149
(262) 363-6420

Village of Mukwonago,

I hope this letter finds you well. I am writing on behalf of KP & J Architects & Engineers, an established architectural and engineering firm headquartered in Des Plaines, Illinois. Our client is proposing to build new Dunkin Donuts Drive Thru Quick Service Restaurant at Mukwonago, WI. As per the requirements of the planning submission, please see below information for the Plan of Operations.

a. Hours of operation;
4am – 9pm

b. Number of employees, including both full-time equivalents and maximum number of personnel to be on the premises at any time;
8 total employees. Max 3 during every shift.

c. Anticipated noise, odors, dust, soot, runoff or pollution and measures taken to mitigate the impacts of these matters on neighboring properties;
No pollution or run off. Drive thru speaker board noise will be controlled electronically, therefore no disturbance to neighbors.

d. Descriptions of any materials stored outside and any activities, processing or other operations taking place outside of an enclosed building, if otherwise allowed;
n/a

e. Compliance with the Village's Stormwater Ordinance, erosion control standards, where applicable;
Will comply with the Village.

f. Sanitary facilities and private on-site waste transfer systems are in compliance with the requirements of the county agencies with jurisdiction;
n/a

g. Facilities for managing removal of trash, solid waste and recycling materials;
Will provide an enclosed trash bin.

h. Anticipated daily traffic, including, but not limited to, the types and weights of vehicles, night provisions, necessary intersection and road improvements or other measures proposed to accommodate increased traffic and/or the weight of the vehicles being utilized;

Normal size cars/vans/suv as our daily customers. Anticipated total daily cars 200, mostly drive thru. 1 truck delivery per week during the day operations.

i. List of hazardous, toxic or explosive materials to be stored on-site, if otherwise allowed, and any spill containment, safety or pollution measures which will be put in place for the use;
n/a

j. Outdoor lighting and measures taken to mitigate light pollution and impacts to neighboring properties.
No Lighting will be facing or disturbing neighbors.

Sincerely,
Christian Cebrero
Project Manager

KP & J ARCHITECTS & ENGINEERS, LLC

RESOLUTION 2024-35

Village of Mukwonago Order Granting a Conditional Use and Prescribing Conditions for a Dunkin Donuts Drive-Through Facility on Parcel MUKV2014987, Mukwonago, WI

WHEREAS, KARDO GROUP, LLC (hereinafter "property owner") owns the property identified MUKV2014987, (hereinafter "subject property") in the Village of Mukwonago, more particularly described as follows:

PT NW1/4 & SW1/4 SEC 36 T5N R18E; COM IN W LINE OF SAID SEC AT A PNT 515.31 FT S0°45'54"W OF W1/4 CRNR OF SEC; N44°19'29"E 1592.14 FT ALNG RFRNCE LINE OF HWY 43; N39°28'34"W 984.00 FT ALNG RFRNCE LINE OF HWY 83; S50°31'26"W 80 FT TO BGN; S50°31'26"W 30.00 FT; N88°24'26"W 373.02 FT; S0°57'42" W ALNG W LINE OF NW1/4 1323.90 FT TO SW CRNR OF NW1/4; S0°45'54"W 283.13 FT; N44°19'29"E 485.11 FT; N26°09'03"E 829.49 FT; N6°09'55"W 209.40 FT; N39°28'34"W 409 FT TO BGN :: ALSO COM SW CRNR NW1/4 SEC 36; N00°51'22"E 1323.44 FT; S88°29'23"E 20.00 FT TO BGN; N00°51'22"E 11.88 FT; N85°48'36"E 221.03 FT; S44°49'38"E 49.00 FT; N88°29'23"W ALNG S LINE OF NW1/4 OF NW1/4 SEC 36 255.25 FT TO BGN :: EX DOC #1629109 & EX DOC #1654621 & EX CSM #7568 & EX DOC #2080528 & EX CSM #7914 & CSM #7915 & EX DOC #2706373 & EX CSM #9571

WHEREAS, the property owner has, consistent with the Village of Mukwonago's zoning regulations, submitted a conditional use application for a new Dunkin Donuts Drive-Through Facility per Section 100-251, and

Return to:

Diana Dykstra, Clerk-Treasurer
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Parcel Number: MUKV 2014987

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

WHEREAS, allowing for required public notice, the Plan Commission conducted a public hearing on June 11, 2024, to consider the petitioner's request; and

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

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

WHEREAS, the Plan Commission, in passing on the matter, has made the following determinations consistent with Section 100-354 of Mukwonago's zoning regulations:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or welfare of the Village.
2. The uses, values and enjoyment of other property in the surrounding neighborhood that are already permitted shall be, in no foreseeable manner, substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
3. The establishment of the conditional use will not impede the normal and ordinary development and improvement of the surrounding property for uses permitted within the district and/or which are consistent with the standards in the Comprehensive Plan.

4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the use.
5. Adequate measures have been taken or will be taken providing ingress and egress to minimize traffic congestion on public streets so as not to diminish the level of service of any intersection which is impacted by traffic arising from the conditional use.

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

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

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

1. **Authorized uses.** Subject to the terms and conditions of this approval and the sections of the zoning code that apply, the property owner is authorized to construct a Dunkin Donuts Drive-Through Facility.
2. **Issuance of permit required.** The zoning administrator is authorized to issue the property owner a conditional use permit when all conditions enumerated in section 3 have been satisfied to his or her satisfaction. Such permit is the last approval before the property owner/tenant can begin to establish the use as authorized herein.
3. **Initial conditions of approval.** The following conditions shall be satisfied prior to the issuance of the conditional use permit:
 - a. The property owner must submit site/architectural plans to the Village for review and obtain approval of the same within 9 months of the date of this decision.
 - b. The property owner must accept the terms and conditions of this conditional use order in its entirety in writing within 6 months of the date of this decision. Prior to such expiration, the property owner may request an extension to this time period and the Village Clerk may approve an extension with good cause.
 - c. This order must be recorded against the subject property in the Waukesha County register of deeds office (only if subsections 3(a) through 3(b) have been satisfied).

In the event the requirements enumerated in subsections 3(a) and 3(b) above are not satisfied, this order shall automatically be null and void without any further action by the Village of Mukwonago on the aforementioned date.

4. **Ongoing conditions of approval.** The following conditions shall constitute an ongoing obligation:
 - a. Any modifications to the site, buildings, site improvements shall require the conditional use application being updated.
5. **Expansion or changes.** The conditional use hereby authorized shall be confined to the subject property without extension or expansion. Any expansion or change in use shall require issuance of a new conditional use approval pursuant to the requirements in effect at the time of application.
6. **Modification of property boundary lines.** The property owner shall not change the size and/or shape of the subject property by any means without the approval of the Village Board. If the Village Board determines that a proposed change is substantial with regard to the overall size of the parcel and/or configuration, such change shall require issuance of a new conditional use approval pursuant to the requirements in effect at the time of application.

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

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

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

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

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

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

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

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

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

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

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

18. **Acceptance.** GRANTEES hereby accept the said Conditional Use Grant and covenant strictly to comply with all the terms and conditions thereof. GRANTEES acknowledge that, in accordance with the provisions of the Zoning Code, failure to comply with any conditions of the Conditional Use Grant is cause for the termination of said Grant by the Village. GRANTEES also acknowledge that approval of the Conditional Use Grant allows the appropriate Village officials to conduct reasonable and routine inspections of the property. This Covenant shall run with the land and shall be binding on the GRANTEES and all persons claiming any estate or interest in the Premises by, through or under the GRANTEES, as long as the said Premises are used as described in the Conditional Use Grant

Approved this 19th day of June, 2024.

BY THE VILLAGE BOARD OF THE VILLAGE OF MUKWONAGO

Fred Winchowky, Village President

Attest:

Diana Dykstra, Village Clerk-Treasurer

STATE OF WISCONSIN, WAUKESHA/WALWORTH COUNTY

Personally came before me this ____ day of _____ 2024, the persons described above, Fred Winchowky, Village President, and Diana Dykstra, Village Clerk, to me known to be the persons who executed the foregoing instrument and to me known to be such Village President and Village Clerk of the Village of Mukwonago and acknowledged that they executed the foregoing instrument as such officers of said municipal corporation by its authority and pursuant to the authorization by the Village Board from their meeting on the ____ day of _____, 2024.

NOTARY PUBLIC

My Commission Expires:

The remainder of this page left intentionally blank.

Acceptance by Property Owner

I, _____ verify that I am an authorized agent for KARDO GROUP, LLC accepts the terms stated herein.

Dated this _____ day of _____, 2024

_____, agent

STATE OF WISCONSIN, WAUKESHA

Personally, came before me this _____ day of _____, 2024, the above-named person, _____ to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

My Commission Expires:

Drafted by Peter Gesch, Contracted Village Planner at the direction of the Mukwonago Village Board.

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

PC RESOLUTION NO. 2024-07

**A RESOLUTION FOR A SITE PLAN AND ARCHITECTURAL REVIEW FOR DUNKIN
DONUTS DRIVE-THROUGH, PARCEL MUKV 2014987**

WHEREAS, pursuant to Section 100-601 of the Zoning Code, an application for a site plan and architectural review has been filed for the approval of a new Dunkin Donuts Drive-Through Facility, which application was filed in the office of the Village Clerk, Village of Mukwonago, Wisconsin, and

WHEREAS, the application has been submitted by Kardo Rasha of Kard Group, LLC (Owner), and

WHEREAS, the use is a conditional use within the B-2 Community Business District – in which the subject property is located, and

WHEREAS, the plan of operation and plans have been reviewed and recommended by the Plan Commission.

NOW, THEREFORE, BE IT RESOLVED by the Plan Commission of the Village of Mukwonago, Wisconsin hereby approves the site plan and architectural review for the new Dunkin Donuts Drive-Through facility to be constructed on Bay View Road, based upon the plans submitted to the Village.

NOW, THEREFORE, BE IT FURTHER RESOLVED the site plan and architectural review approval shall be subject to the following conditions:

1. Prior to any land disturbing activity, the applicant must submit a complete and final set of site construction plans to the Village and receive approval of said plans prior to issuance of any building permits. Plans shall include but are not limited to grading, utilities, utility calculations, erosion control, landscaping, lighting, building architecture, building materials and other plans as required. All Village department heads must verify in writing whether they have approved the final plans within their purview. Any outstanding matters must be resolved to staff's satisfaction. Construction shall comply with any conditions of approval issued by staff.
2. A final erosion control plan shall be submitted for review and approval.
3. All required regulatory agency permits shall be received and provided to the Village prior to the start of construction.
4. Prior to any land-disturbing activity, a pre-construction meeting must be held with the applicant's representatives and primary contractors, and Village department heads and representatives. The applicant representative shall coordinate such meeting.
5. The applicant must obtain all required land disturbance permits within nine months of this date, and start construction within six months of the date of building permit issuance and continue in good faith to completion.

6. Prior to any land-disturbing activity, the applicant must reimburse the Village for any outstanding charges and establish an escrow account with the Village as may be required.
7. The Applicant shall establish an escrow in the value of \$10,000 prior to the start of construction.
8. The applicant must obtain all required building permits within nine months of this date, and start construction within six months of the date of building permit issuance and continue in good faith to completion.
9. All work related to this project must comply with all project plans approved by the Village.
10. The developer must comply with all requirements related to impact fees imposed by the Village.
11. The developer shall comply with all parts of the Municipal Code as it relates to this project.
12. If the approved plans need to be revised to address any of the conditions of approval or to conform to Building and Fire Safety Codes, the Zoning Administrator and the Building Inspectors are authorized to approve minor modifications so long as the overall project elements remain unchanged. If they determine that the revision is substantial, the plans must be submitted to the Plan Commission for review and approval.
13. Trash enclosure shall be constructed per Village standards and plans submitted.
14. Refuse/Recycling Collection shall be contracted privately.
15. All lighting within the parking lot and building lighting shall be full cut off lighting and meet municipal standards. Building lighting shall not be direct light or the appearance of light towards adjoining properties. The Police Department or Zoning Administrator, after completion or any modification to the lighting in the future, may request adjustments. A photometric lighting plan must be submitted and approved prior to construction.
16. Landscaping shall be installed per Village standards and approved plans.
17. The applicant shall comply with the requirements of the Village Utility Department pertaining to sewer and water services.
18. Any future modification to the site such as modification of parking, lighting, grading, signage, fences, etc. may require Site Plan and Architectural Review.

Passed and adopted by the Village of Mukwonago Plan Commission this 11th day of June, 2024.

VILLAGE OF MUKWONAGO

By: _____
Fred Winchowky, Village President

Attest: _____
Shay Zervas, Deputy Clerk-Treasurer

Accounts Payable Cover Sheet

Report:

Village Accounts Payable

**Period or corresponding
report date**

6/13/2024

\$

229,194.33

Total for Approval: \$ 229,194.33

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 06/20/2024 - 06/20/2024
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE
VENDOR NAME: 10-33 VEHICLE SERVICES, LLC					
3285	NEW SQUAD EQUIPMENT	430-5700-571100	11,368.67	11,368.67 POLICE	06/20/2024
TOTAL VENDOR 10-33 VEHICLE SERVICES, LLC				11,368.67	
VENDOR NAME: ACTIVE911, INC.					
571150	ACTIVE911 MEMBERSHIP 2024	150-5221-532400	661.50	661.50 FIRE	06/20/2024
TOTAL VENDOR ACTIVE911, INC.				661.50	
VENDOR NAME: ALSCO					
IMIL2021595	VILLAGE HALL WALK OPFF MATS	100-5160-521900	160.41	160.41 DPW	06/20/2024
IMIL2023610	PD JUNE 10 MATT CLEANING	100-5211-539400	51.89	51.89 POLICE	06/20/2024
IMIL2019558	PD MAY 27 MAT CLEANING	100-5211-539400	51.89	51.89 POLICE	06/20/2024
TOTAL VENDOR ALSCO				264.19	
VENDOR NAME: AM TOWING					
W 37453	BATTALION 32 TRANSMISSION REPAIR	150-5222-539500	2,567.02	2,567.02 FIRE	06/20/2024
TOTAL VENDOR AM TOWING				2,567.02	
VENDOR NAME: AMAZON CAPITOL SERVICES					
1GM3PR1VHNNP	ADOPT A ROAD SAFETY VESTS	100-5323-534800	127.77	127.77 DPW	06/20/2024
1R1Q1MMH1LYV PAPER	COPY PAPER	100-5241-531100	0.93	39.99 ALLOCATE	06/20/2024
		100-5142-531100	4.99		
		100-5145-531100	2.32		
		100-5141-531100	1.24		
		100-5632-531100	1.15		
		100-5323-531100	4.71		
		100-5120-531100	1.99		
		100-5211-531100	4.91		
		150-5221-531100	4.96		
		410-5363-531100	0.40		
		440-5511-531100	4.56		
		500-5344-531100	0.56		
		610-6920-692100	3.85		
		620-8300-840000	3.42		
1R1Q1MMH1LYV CLERK ECONOMIC FOLDERS				52.47 CLERK	06/20/2024
		100-5144-531100	8.99		
1MY7NVWQLRCD STAPLES				8.20 DPW	06/20/2024
TOTAL VENDOR AMAZON CAPITOL SERVICES				228.43	
VENDOR NAME: AQUATIC INFORMATICS INC.					
108930	SOFTWARE SUPPORT-HACH WIMS	620-8400-852000	979.50	1,959.00 UTILITIES	06/20/2024
		610-6920-692300	979.50		
TOTAL VENDOR AQUATIC INFORMATICS INC.				1,959.00	
VENDOR NAME: ASSOCIATED APPRAISAL CONSULTANT INC					
174643	JUNE 24 REVALUATION CONTRACT	100-5153-521900	9,981.88	9,981.88 CLERK	06/20/2024

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE
VENDOR NAME: ASSOCIATED APPRAISAL CONSULTANT INC					
TOTAL VENDOR ASSOCIATED APPRAISAL CONSULTANT INC				9,981.88	
VENDOR NAME: BAKER TILLY US, LLP					
BT2813873	2023 AUDIT PROGRESS BILL	100-5151-521900	1,014.20	4,605.26 FINANCE	06/20/2024
		150-5221-521900	427.99		
		200-5141-521900	127.30		
		410-5363-521900	109.69		
		430-5141-521900	110.80		
		440-5511-521900	195.62		
		480-5151-521900	310.89		
		500-5344-521900	6.14		
		220-5151-521900	287.83		
		240-5151-521900	287.83		
		250-5151-521900	287.83		
		610-6920-692300	719.57		
		620-8400-852000	719.57		
TOTAL VENDOR BAKER TILLY US, LLP				4,605.26	
VENDOR NAME: BARRIENTOS DESIGN & CONSULTING					
1911	DPW FACILITY EXPANSION ASSESMENT	480-5700-573000	2,428.70	2,428.70 DPW	06/20/2024
1918	FACILITIES ANALYSIS	610-6920-692300	3,574.35	7,148.70 FINANCE	06/20/2024
		620-8400-852000	3,574.35		
TOTAL VENDOR BARRIENTOS DESIGN & CONSULTING				9,577.40	
VENDOR NAME: BASSETT MECHANICAL					
6511571C	MAINTENANCE SERVICE CONTRACT	620-8400-852000	1,105.00	1,105.00 UTILITIES	06/20/2024
TOTAL VENDOR BASSETT MECHANICAL				1,105.00	
VENDOR NAME: BOBS GLASS SERVICE					
W090367	STATION #1 GARAGE DOOR GLASS REPLACENT/D	100-5323-539500	195.00	2,065.00 DPW	06/20/2024
		100-5220-539400	1,870.00		
TOTAL VENDOR BOBS GLASS SERVICE				2,065.00	
VENDOR NAME: BUELOW, VETTER, BUIKEMA, OLSON					
MAY 2024 ACTIVITY	LEGAL SERVICES	100-5211-521900	1,311.00	2,372.00 FINANCE	06/20/2024
		150-5221-521900	790.50		
		100-5211-521900	142.50		
		100-5145-521900	128.00		
TOTAL VENDOR BUELOW, VETTER, BUIKEMA, OLSON				2,372.00	
VENDOR NAME: C & M AUTO PARTS INC					
6079-383719	TORO 5910 AC SUPPLIES	100-5324-539500	46.41	46.41 DPW	06/20/2024
6079-383644	ZERO TURN GREASE AND BEARING	100-5324-539500	21.99	21.99 DPW	06/20/2024
TOTAL VENDOR C & M AUTO PARTS INC				68.40	

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: CARDINAL PRINT GROUP						
19944	CHAPLAIN BUSINESS CARDS	340-5890-580602	137.00	137.00	POLICE	06/20/2024
TOTAL VENDOR CARDINAL PRINT GROUP				137.00		
VENDOR NAME: CINTAS						
4195186664	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	140.55	140.55	DPW	06/20/2024
4195186721	UNIFORM SERVICE	610-6920-693000	90.10	180.21	UTILITIES	06/20/2024
		620-8400-856000	90.11			
4194470340	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	131.75	131.75	DPW	06/20/2024
4194470534	UNIFORM SERVICE	620-8400-856000	70.86	141.71	UTILITIES	06/20/2024
		610-6920-693000	70.85			
TOTAL VENDOR CINTAS				594.22		
VENDOR NAME: COMEDYSPORTZ						
17-1385	PHANTOM JUNCTION STAGE PERFORMANCE	340-5890-580603	1,480.00	1,480.00	DPW	06/20/2024
TOTAL VENDOR COMEDYSPORTZ				1,480.00		
VENDOR NAME: CORE & MAIN LP						
U953351	REPAIR PARTS-WATER MAIN AND HYDRANTS	610-6454-665400	1,133.00	4,009.40	UTILITIES	06/20/2024
		610-6451-665100	2,876.40			
T309670	METER TO RADIO CABLE	610-6453-664100	416.39	416.39	UTILITIES	06/20/2024
TOTAL VENDOR CORE & MAIN LP				4,425.79		
VENDOR NAME: COUNTY MATERIALS CORPORATION						
4049576-00	MATERIAL HANDELING BLOCK	620-8010-827000	1,397.00	1,397.00	UTILITIES	06/20/2024
4049583-00	MATERIAL HANDLING BLOCK	620-8010-827000	972.00	972.00	UTILITIES	06/20/2024
TOTAL VENDOR COUNTY MATERIALS CORPORATION				2,369.00		
VENDOR NAME: CP2 CONSULTING, INC.						
198	STRATEGIC PLANNING CONTRACT	100-5141-521900	6,125.00	6,125.00	CLERK	06/20/2024
TOTAL VENDOR CP2 CONSULTING, INC.				6,125.00		
VENDOR NAME: CRIVELLO CARLSON S.C.						
5331-205264	APRIL LEGAL SERVICES	100-5130-521900	2,160.00	2,440.00	FINANCE	06/20/2024
		440-5511-531000	160.00			
		810-5140-521900	120.00			
TOTAL VENDOR CRIVELLO CARLSON S.C.				2,440.00		
VENDOR NAME: CUMMINS SALES AND SERVICE						
F6-75660	GENERATOR EXERCISE TIMER INSTALL	610-6200-662500	3,376.16	3,376.16	UTILITIES	06/20/2024
TOTAL VENDOR CUMMINS SALES AND SERVICE				3,376.16		
VENDOR NAME: CUOMO, ZACHARY						
053024	ZACH CUOMO CLOTHING	150-5233-534600	828.26	828.26	FIRE	06/20/2024

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: CUOMO, ZACHARY						
060324	CUOMO REIMBURSEMENT	150-5222-531100	10.49	10.49	FIRE	06/20/2024
TOTAL VENDOR CUOMO, ZACHARY				838.75		
VENDOR NAME: DF TOMASINI, INC.						
DFT#2288-29	WATERMAIN REPAIR-212 FRANKLIN STREET	610-6451-665100	8,328.25	8,328.25	UTILITIES	06/20/2024
TOTAL VENDOR DF TOMASINI, INC.				8,328.25		
VENDOR NAME: DIGGERS HOTLINE INC						
240538301 DPW	STORM SEWER LOCARES	100-5344-539500	99.50	99.50	DPW	06/20/2024
240538301 UTILITIES	DIGGERS HOTLINE FEES	610-6920-693000	99.50	199.00	UTILITIES	06/20/2024
		620-8400-856000	99.50			
TOTAL VENDOR DIGGERS HOTLINE INC				298.50		
VENDOR NAME: EBIX						
13310	EBIX INVOICE	150-5231-521900	5,115.11	5,115.11	FIRE	06/20/2024
TOTAL VENDOR EBIX				5,115.11		
VENDOR NAME: EDWARD ROSADO						
061024	REFUND COMMUNITY ROOM SECURITY DEPOSIT	P100-4820-485500	300.00	300.00	CLERK	06/20/2024
TOTAL VENDOR EDWARD ROSADO				300.00		
VENDOR NAME: ETNA SUPPLY						
S105679952.001	REPAIR PARTS FOR STOCK	620-8030-831000	1,870.85	1,870.85	UTILITIES	06/20/2024
TOTAL VENDOR ETNA SUPPLY				1,870.85		
VENDOR NAME: EVOQUA WATER TECHNOLOGIES						
906485491	DIGESTER-DRIP TRAP REPAIR PARTS	620-8010-833000	3,008.42	3,008.42	UTILITIES	06/20/2024
TOTAL VENDOR EVOQUA WATER TECHNOLOGIES				3,008.42		
VENDOR NAME: EXCEL BUILDING SERVICES LLC						
4234	PD BUILDING CLEANING	100-5211-539400	975.00	975.00	POLICE	06/20/2024
TOTAL VENDOR EXCEL BUILDING SERVICES LLC				975.00		
VENDOR NAME: FASTENAL COMPANY						
WIMUK101582	LAWN MOWER PARTS	620-8010-827000	48.10	48.10	UTILITIES	06/20/2024
WIMUK101707	LOCATING PAINT	610-6920-693000	260.28	520.56	UTILITIES	06/20/2024
		620-8400-856000	260.28			
TOTAL VENDOR FASTENAL COMPANY				568.66		
VENDOR NAME: FIRELINE SPRINKLER, LLC						
8384-24	ANNUAL FIRE SPRINKLER INSPECTION	620-8400-852000	325.00	325.00	UTILITIES	06/20/2024
TOTAL VENDOR FIRELINE SPRINKLER, LLC				325.00		
VENDOR NAME: FOSTER COACH SALES						
27557	2017 AMBULANCE REPAIR	150-5231-539500	59.90	59.90	FIRE	06/20/2024

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VENDOR NAME: FOSTER COACH SALES					
TOTAL VENDOR FOSTER COACH SALES				59.90	
VENDOR NAME: GALLS LLC					
028096349	CHAPLAIN JACKETS	340-5890-580602	480.79	480.79 POLICE	06/20/2024
TOTAL VENDOR GALLS LLC				480.79	
VENDOR NAME: GORDON FLESCH CO					
I00925159	CANON LEASE 06/20/24 - 07/19/24	100-5142-531200	20.25	162.10 ALLOCATE	06/20/2024
		100-5300-539900	19.08		
		100-5120-531100	8.07		
		100-5141-531100	5.03		
		100-5145-531100	9.43		
		100-5241-531200	3.78		
		100-5632-531200	4.65		
		100-5211-531200	19.91		
		150-5221-531100	20.10		
		410-5363-531200	1.62		
		440-5511-531200	18.48		
		500-5344-531200	2.25		
		610-6902-690300	15.61		
		620-8400-851000	13.84		
TOTAL VENDOR GORDON FLESCH CO				162.10	
VENDOR NAME: HAHN ACE HARDWARE					
MAY 2024 DPW	PARK/SHOP AND VILLAGE HALL SUPPLIES	100-5160-531100	14.39	162.37 DPW	06/20/2024
		100-5323-531100	77.33		
		100-5521-531100	70.65		
MAY 2024 UTILITIES VARIOUS-CLEANING SUPPLIES, TOOLS , HARDW					
		610-6300-663200	119.38	566.38 UTILITIES	06/20/2024
		620-8010-826000	48.00		
		620-8010-827000	371.00		
		620-8020-827000	28.00		
MAY 2024 FIRE HAHN ACE HARDWARE INVOICE					
		150-5221-531100	28.79	63.12 FIRE	06/20/2024
		150-5222-531100	34.33		
TOTAL VENDOR HAHN ACE HARDWARE				791.87	
VENDOR NAME: HAWKINS WATER TREATMENT					
6774892	CHEMICALS-WATER TREATMENT	610-6300-663100	3,395.48	3,395.48 UTILITIES	06/20/2024
TOTAL VENDOR HAWKINS WATER TREATMENT				3,395.48	
VENDOR NAME: HINCKLEY SPRINGS					
23849324060824	LAB SUPPLIES	620-8010-826000	80.81	80.81 UTILITIES	06/20/2024
23853226060824	VILLAGE HALL/DPW DRINKING WATER	100-5160-531100	18.64	56.63 DPW	06/20/2024
		100-5323-531100	37.99		

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		BANK CODE: GEN				
INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE	
VENDOR NAME: HINCKLEY SPRINGS						
	TOTAL VENDOR HINCKLEY SPRINGS			137.44		
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,						
56412	PROSECUTIONS	100-5130-521900	1,050.00	1,050.00 FINANCE	06/20/2024	
	TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,			1,050.00		
VENDOR NAME: HORN OIL						
MAY 2024	MAY 2024 MONTHLY FUEL	100-5212-535100	3,485.92	9,866.46 ALLOCATE	06/20/2024	
		100-5241-535100	131.94			
		100-5324-535100	1,410.94			
		150-5222-535100	779.31			
		150-5231-535100	2,348.61			
		610-6920-693300	332.78			
		620-8010-828000	943.52			
		620-8030-828000	373.49			
		620-8010-827000	59.95			
	TOTAL VENDOR HORN OIL			9,866.46		
VENDOR NAME: HYDROCORP						
CI-00620	COMMERCIAL CROSS CONNECTION SURVEY PROGR	610-6920-692300	1,413.00	1,413.00 UTILITIES	06/20/2024	
	TOTAL VENDOR HYDROCORP			1,413.00		
VENDOR NAME: JAMES IMAGING SYSTEMS						
1448985	COPIES KONICA 450I SUPPLIES	100-5142-531200	17.50	140.14 ALLOCATE	06/20/2024	
		100-5300-539900	16.49			
		100-5120-531100	6.98			
		100-5141-531100	4.34			
		100-5145-531100	8.15			
		100-5241-531200	3.27			
		100-5632-531200	4.02			
		100-5211-531200	17.21			
		150-5221-531100	17.38			
		410-5363-531200	1.40			
		440-5511-531200	15.98			
		500-5344-531200	1.95			
		610-6902-690300	13.50			
		620-8300-840000	11.97			
	TOTAL VENDOR JAMES IMAGING SYSTEMS			140.14		
VENDOR NAME: JAYME SUKOWATY						
061024	DNR EXAM REIMBURSEMENT	620-8400-854100	75.00	75.00 UTILITIES	06/20/2024	
	TOTAL VENDOR JAYME SUKOWATY			75.00		
VENDOR NAME: JEFFERSON FIRE & SAFETY						
IN313465	TURNOUT GEAR CREDIT	150-5700-571300	(1,324.00)	(1,324.00) FIRE	06/20/2024	
IN314967	BAUER COMPRESSOR MAINTENANCE	150-5222-539500	922.00	922.00 FIRE	06/20/2024	
IN315150	INNOTEX ENERGY TURNOUT GEAR	150-5700-571300	38,602.00	38,602.00 FIRE	06/20/2024	
	TOTAL VENDOR JEFFERSON FIRE & SAFETY			38,200.00		

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: KIESLERS POLICE SUPPLY						
IN240460	TRAINING AMMUNITION	100-5215-531100	286.00	286.00	POLICE	06/20/2024
TOTAL VENDOR KIESLERS POLICE SUPPLY				286.00		
VENDOR NAME: KNIGHT BERRY TITLE INC						
2273682	SEARCH FEE RELATED TO LAND PURCHASE	810-5140-521900	775.00	775.00	DPW	06/20/2024
TOTAL VENDOR KNIGHT BERRY TITLE INC				775.00		
VENDOR NAME: LIFE-ASSIST, INC.						
1441411	EMS SUPPLIES	150-5231-531100	163.89	163.89	FIRE	06/20/2024
1439766	EMS SUPPLIES	150-5231-531100	316.12	316.12	FIRE	06/20/2024
1442377	EMS SUPPLIES	150-5231-531100	102.00	102.00	FIRE	06/20/2024
1442421	EMS SUPPLIES	150-5231-531100	168.20	168.20	FIRE	06/20/2024
TOTAL VENDOR LIFE-ASSIST, INC.				750.21		
VENDOR NAME: MARCO TECHNOLOGIES						
36681459	COPIER LEASE	610-6920-692100	95.87	191.73	UTILITIES	06/20/2024
		620-8400-851000	95.86			
TOTAL VENDOR MARCO TECHNOLOGIES				191.73		
VENDOR NAME: MCDONOUGH SEPTIC						
I12364	PORTABLE RESTROOMS	100-5521-531100	95.00	95.00	DPW	06/20/2024
I12365	PORTABLE RESTROOMS	100-5521-531100	95.00	95.00	DPW	06/20/2024
I12366	PORTABLE RESTROOMS	100-5521-531100	190.00	190.00	DPW	06/20/2024
I12403	PORTABLE RESTROOMS	100-5521-531100	285.00	285.00	DPW	06/20/2024
I12388	PORTABLE RESTROOMS	100-5521-531100	95.00	95.00	DPW	06/20/2024
I12363	HAULER STATION PORTA TOILET	620-8010-827000	95.00	95.00	UTILITIES	06/20/2024
I12362	HAULER STATION PORTA TOILET	620-8010-827000	95.00	95.00	UTILITIES	06/20/2024
I12361	HAULER STATION PORTA TOILET	620-8010-827000	95.00	95.00	UTILITIES	06/20/2024
I12360	HAULER STATION PORTA TOILET	620-8010-827000	95.00	95.00	UTILITIES	06/20/2024
I12359	HAULER STATION PORTA TOILET	620-8010-827000	95.00	95.00	UTILITIES	06/20/2024
TOTAL VENDOR MCDONOUGH SEPTIC				1,235.00		
VENDOR NAME: MESSAGEUS						
241520134	PHONE LONG DISTANCE SERVICE	620-8400-851000	2.60	5.21	UTILITIES	06/20/2024
		610-6920-692100	2.61			
TOTAL VENDOR MESSAGEUS				5.21		
VENDOR NAME: MIHLBAUER, ALEX						
052924	MIHLBAUER ADVANCED OPEN WATER CERTIFICAT	150-5223-533500	342.88	342.88	FIRE	06/20/2024
TOTAL VENDOR MIHLBAUER, ALEX				342.88		
VENDOR NAME: NAPA AUTO PARTS - SP018						
224522	CLEANING SUPPLIES	610-6200-662300	28.08	28.08	UTILITIES	06/20/2024
224447	GENERATOR BATTERY	610-6200-662500	189.07	189.07	UTILITIES	06/20/2024
224521	CORE DEPOSIT REFUND- GENERATOR BATTERY	610-6200-662500	(27.00)	(27.00)	UTILITIES	06/20/2024
224474	TOOL	610-6200-662500	13.99	13.99	UTILITIES	06/20/2024
225201	RIVER PARK LS PM'S	620-8020-832000	159.88	159.88	UTILITIES	06/20/2024
225312	ATKINSON LS GENERATOR PM'S	620-8020-832000	217.58	217.58	UTILITIES	06/20/2024

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VENDOR NAME: NAPA AUTO PARTS - SP018						
224969	GENERATOR PM'S	620-8020-832000	380.40	380.40	UTILITIES	06/20/2024
225089	GENERATOR PM'S	620-8020-832000	(54.00)	(54.00)	UTILITIES	06/20/2024
224644	5910 TORO PARTS	100-5324-539500	210.72	210.72	DPW	06/20/2024
224779	OIL DRY	150-5222-531100	101.43	101.43	FIRE	06/20/2024
TOTAL VENDOR NAPA AUTO PARTS - SP018				1,220.15		
VENDOR NAME: NORTHERN LAKE SERVICE INC						
2408587	COMPLIANCE SAMPLING- COURIER FEE	610-6300-663200	60.00	60.00	UTILITIES	06/20/2024
2408985	COMPLIANCE SAMPLING- BACTI	610-6300-663200	165.00	165.00	UTILITIES	06/20/2024
TOTAL VENDOR NORTHERN LAKE SERVICE INC				225.00		
VENDOR NAME: OAK RIDGE CONTRACTING INC.						
01857	MINIWAUKAN FOOTBALL BUILDING ROOF REPAIR	100-5521-531100	300.00	300.00	DPW	06/20/2024
TOTAL VENDOR OAK RIDGE CONTRACTING INC.				300.00		
VENDOR NAME: OFFICE PRO						
694081-0	COPY PAPER	100-5241-531100	4.43	190.20	ALLOCATE	06/20/2024
		100-5142-531100	23.76			
		100-5145-531100	11.07			
		100-5141-531100	5.90			
		100-5632-531100	5.46			
		100-5323-531100	22.39			
		100-5120-531100	9.47			
		100-5211-531100	23.36			
		150-5221-531100	23.58			
		410-5363-531100	1.90			
		440-5511-531100	21.68			
		500-5344-531100	2.64			
		610-6920-692100	18.32			
		620-8300-840000	16.24			
TOTAL VENDOR OFFICE PRO				190.20		
VENDOR NAME: PROHEALTH CARE LAB BILLING						
10005103606	PROHEALTH MAY BLOOD DRAWS	100-5212-521900	38.24	38.24	POLICE	06/20/2024
TOTAL VENDOR PROHEALTH CARE LAB BILLING				38.24		
VENDOR NAME: PROHEALTH MEDICAL GROUP						
322794	NEW DISPATCHER DRUG/MEDICAL EXAM	100-5211-521900	112.00	112.00	POLICE	06/20/2024
TOTAL VENDOR PROHEALTH MEDICAL GROUP				112.00		
VENDOR NAME: PROHEALTH PHARMACY						
MAY 2024	PHC MEDICATIONS	150-5231-531100	896.03	896.03	FIRE	06/20/2024
TOTAL VENDOR PROHEALTH PHARMACY				896.03		
VENDOR NAME: PROVEN POWER INC						
02-462262	JD ZERO TURN PARTS	100-5324-539500	82.71	82.71	DPW	06/20/2024
TOTAL VENDOR PROVEN POWER INC				82.71		
VENDOR NAME: QUADIENT LEASING USA INC						

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VENDOR NAME: QUADIENT LEASING USA INC MAY 2024		100-5142-531500	2,000.00	2,000.00 CLERK	06/20/2024
TOTAL VENDOR QUADIENT LEASING USA INC				2,000.00	
VENDOR NAME: R & R INSURANCE SERVICES 30		100-5154-551400	181.13	29,568.50 FINANCE	06/20/2024
		100-5154-551400	6,009.26		
		150-5221-522600	17,532.72		
		100-5154-551400	3,847.07		
		610-6920-692400	564.66		
		620-8400-853000	1,433.66		
3034309 2024 Q3 WORKERS COMP INSURANCE		100-5154-551100	9,648.84	19,125.00 FINANCE	06/20/2024
		100-5254-522600	65.08		
		150-5221-522600	6,178.11		
		410-5363-522600	65.08		
		440-5511-522600	159.94		
		500-5344-522600	65.08		
		610-6920-692400	1,176.40		
		620-8400-853000	1,766.47		
TOTAL VENDOR R & R INSURANCE SERVICES				48,693.50	
VENDOR NAME: SAN-A-CARE 623257		100-5160-531100	54.60	336.35 DPW	06/20/2024
		100-5521-531100	281.75		
TOTAL VENDOR SAN-A-CARE				336.35	
VENDOR NAME: SOUTHERN LAKES NEWSPAPERS 455712		100-5153-531200	119.70	119.70 CLERK	06/20/2024
060124 DPW CHARGES VILLAGE HALL ROOF REPLACEMENT ADVERTIZIN		480-5700-573000	51.51	51.51 DPW	06/20/2024
060124 CLERK CHARGE OPEN BOOK-BOR LEGAL NOTICE		100-5153-531200	153.99	240.99 CLERK	06/20/2024
		100-5241-531200	87.00		
TOTAL VENDOR SOUTHERN LAKES NEWSPAPERS				412.20	
VENDOR NAME: STEVEN TOEPFER MFD 17274		150-0000-130450	3,440.98	3,440.98 FINANCE	06/20/2024
TOTAL VENDOR STEVEN TOEPFER				3,440.98	
VENDOR NAME: TERMINAL ANDRAE INC. 65560		620-8010-834000	200.00	200.00 UTILITIES	06/20/2024
65564 LIGHTING REPLACEMENTS/UPGRADES		620-0000-000104	2,650.00	2,650.00 UTILITIES	06/20/2024
65519 PLC PANEL LIFT STATION		620-8010-833000	402.60	402.60 UTILITIES	06/20/2024
TOTAL VENDOR TERMINAL ANDRAE INC.				3,252.60	
VENDOR NAME: T-MOBILE MAY 2024		150-5221-522500	369.76	369.76 FIRE	06/20/2024

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE
VENDOR NAME: T-MOBILE					
	TOTAL VENDOR T-MOBILE			369.76	
VENDOR NAME: TOWN OF MUKWONAGO 7334	VERSIT LEGAL FEES	150-5221-521900	431.20	431.20 FIRE	06/20/2024
	TOTAL VENDOR TOWN OF MUKWONAGO			431.20	
VENDOR NAME: TRACTOR SUPPLY CREDIT PLAN MAY 2024 DPW	PARK/SHOP & MACHINERY EQUIPMENT	100-5323-531100	24.18	366.16 DPW	06/20/2024
		100-5324-539500	271.99		
		100-5521-531100	69.99		
MAY 2024 UTILITIES	HARDWARE	620-8010-827000	10.95	10.95 UTILITIES	06/20/2024
	TOTAL VENDOR TRACTOR SUPPLY CREDIT PLAN			377.11	
VENDOR NAME: TRACY SEALCOATING SERVICE LLC 809	WASHINGTON AVE. BASKETBALL SEALING	100-5521-531100	1,855.00	1,855.00 DPW	06/20/2024
	TOTAL VENDOR TRACY SEALCOATING SERVICE LLC			1,855.00	
VENDOR NAME: TRAFFIC SAFETY WAREHOUSE 125413A	SAFETY SIGNS, CONES AND BOLLARD COVERS	100-5323-534800	2,516.10	3,108.60 DPW	06/20/2024
		100-5220-539400	592.50		
	TOTAL VENDOR TRAFFIC SAFETY WAREHOUSE			3,108.60	
VENDOR NAME: UNITED LIQUID WASTE RECYCLING INC 49534	SLUDGE DISPOSAL	620-8010-825500	9,280.00	9,280.00 UTILITIES	06/20/2024
	TOTAL VENDOR UNITED LIQUID WASTE RECYCLING INC			9,280.00	
VENDOR NAME: VELOCITY LLC 2024102	JUNE 2024 OFFICE 365 LICENSING AND SENTI	100-5111-522900	56.00	1,228.00 ALLOCATE	06/20/2024
		100-5120-522900	20.50		
		100-5141-522900	20.50		
		100-5142-522900	70.00		
		100-5211-522900	302.00		
		100-5241-522900	61.50		
		100-5300-522900	73.50		
		100-5512-522900	16.50		
		100-5632-522900	20.50		
		150-5221-522900	348.50		
		610-6920-692100	53.50		
		620-8400-851000	53.50		
		100-5145-522900	61.50		
		100-5150-521900	62.00		
		440-5511-534000	8.00		
	TOTAL VENDOR VELOCITY LLC			1,228.00	
VENDOR NAME: VERIZON WIRELESS 9965751644	VERIZON INVOICE	150-5221-522500	50.10	50.10 FIRE	06/20/2024

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE		
VENDOR NAME: VERIZON WIRELESS							
	TOTAL VENDOR VERIZON WIRELESS			50.10			
VENDOR NAME: WAUKESHA COUNTY EMERGENCY							
650	EMERGENCY MANAGEMENT ID CARDS	100-5235-531100	2.25	2.25 POLICE	06/20/2024		
	TOTAL VENDOR WAUKESHA COUNTY EMERGENCY			2.25			
VENDOR NAME: WAUKESHA CTY TREASURER							
2024-54010020	WAUKESHA APRIL BALLOT PRINT	100-5144-531200	190.03	190.03 CLERK	06/20/2024		
	TOTAL VENDOR WAUKESHA CTY TREASURER			190.03			
VENDOR NAME: WCTC							
S0832044	WCTC TRAINING	100-5215-533500	1,345.72	1,345.72 POLICE	06/20/2024		
S0832043	ZIMMERMAN FFI WCTC	150-5223-533500	100.95	100.95 FIRE	06/20/2024		
	TOTAL VENDOR WCTC			1,446.67			
VENDOR NAME: WI DEPT OF JUSTICE CIB							
L6812T 202405	BACKGROUND CHECKS	100-0000-242205	595.00	707.00 ALLOCATE	06/20/2024		
		100-5211-521900	112.00				
	TOTAL VENDOR WI DEPT OF JUSTICE CIB			707.00			
VENDOR NAME: WI STATE LAB OF HYGIENE							
776593	COMPLIANCE SAMPLING- FLUORIDE	610-6300-663200	29.00	29.00 UTILITIES	06/20/2024		
	TOTAL VENDOR WI STATE LAB OF HYGIENE			29.00			
VENDOR NAME: ZAESKE DEBORAH							
2024 UNIFORM ALLOW	2024 UNIFORM ALLOWANCE - ZAESKE	100-5211-534600	161.98	161.98 POLICE	06/20/2024		
	TOTAL VENDOR ZAESKE DEBORAH			161.98			
GRAND TOTAL:				229,194.33			

RESOLUTION 2024-36
A RESOLUTION AMENDING THE 2024 ADOPTED BUDGETS FOR THE FIRE DEPT
AND FIRE/AMBULANCE DESIGNATED FUND BUDGETS

WHEREAS, action by the Village Board of the Village of Mukwonago is required to amend the 2024 Adopted Budget, and,

WHEREAS, the Fire Chief has proposed increasing the Fire Department budget to purchase a Turnout Gear Extractor and to fully fund the Sick Leave payout reserve using funding from the 2023 annual settlement, and,

WHEREAS, the Town has tentatively approved these items, 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 2024 Adopted Village Budget as follows, subject to the Town also approving the amendment:

		REVENUE INCREASE (DECREASE)	EXPENDITURE INCREASE (DECREASE)
Fund 150 - FIRE/AMBULANCE FUND			
150-4700-473100	Fire/Amb Service To Town (Town Funding)	26,770	
150-4900-492000	Transfer from Other Funds (Village Funding)	26,770	
TOTAL REVENUES		53,540	
150-5700-571300	FIRE DEPT CAPITAL EQUIP (Turnout Gear Extractor)		17,900
150-5900-592500	TRANSFER TO DESIGNATED FUND BALANCE (Sick Leave)		35,640
TOTAL EXPENDITURES			53,540

Increase Fire Dept Budget to recognize use of the Village and the Town 2023 Settlement funds

Fund 320 - FIRE/AMBULANCE DESIGNATED			
320-4900-493000	FUND BALANCE APPLIED	26,770	
320-5900-592000	TRANSFER TO OTHER FUNDS		26,770

Increase budget to show transfer of reserves to Fire Dept Fund for Village portion of Turnout Gear Extractor and sick leave reserve funding

Passed and adopted by Roll Call Vote this 19th day of June, 2024.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer



Agenda Item Cover Report

Date: 6/11/24	Committee/Board: Judicial Committee/Village Board
Submitted by: Diana Dykstra	Department: Village Clerk-Treasurer
Date of Committee Action: June 19, 2024	Date of Village Board Action: June 19, 2024

Subject:

Class B/B Reserve combination license - The Block

Executive Summary:

The Block applied for their "renewal" reserve license.

They have not paid for their \$10,000 initial issuance fee from 2024 or the \$600 License Fee. They only paid their \$25 publication fee in June of 2023.

I did not ISSUE (physically print and provide them a copy) their 2024 license due to lack of payment of license fees. This request would also require a license prior to approval of a renewal.

This would require payment of \$10,600 for 2024 and \$600 renewal for 2025.

The Village does not have an "open for business" clause that requires a business to be open in order to continue to hold a license. Therefore there is no concern with not using the license at this time.

If the Board approves this renewal, I would suggest any outstanding liabilities with the Village be handled including the 2024 license prior to approval.

Fiscal Impact:

License Fees Received

Executive Recommendation/Action:

Staff Recommends contingencies to the approval.

 Attachments Included

Alcohol Beverage License
Application

For Municipal Use Only	
Municipality	Village of Mukwonago
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ 300 ☒ Class "B" Beer \$ 100
- ☐ "Class A" Liquor \$ 500 ☐ "Class B" Liquor \$ 500
- ☐ "Class A" Liquor (cider only) \$ ☒ Reserve "Class B" Liquor \$ 500
- ☐ "Class C" Liquor (wine only) \$ 100

Fees	
License Fees	\$
Background Check Fee	\$ 10
Publication Fee	\$ 25
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) Zip Main, LLC		
2. Business Trade Name or DBA The Block		
3. FEIN 88-2056464	4. Wisconsin Seller's Permit Number	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization		
6. State of Organization Wi	7. Date of Organization 04/29/2022	8. Wisconsin DFI Registration Number
9. Premises Address 950 Main St.		
10. City Mukwonago	11. State WI	12. Zip Code 53149
13. County Waukesha	14. Governing Municipality: ☐ City ☐ Town ☒ Village of Mukwonago	15. Aldermanic District
16. Premises Phone [REDACTED]	17. Premises Email bradleyz.zip@gmail.com	18. Website theblockmukwonago.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Any Structure located at 950 main Street, Mukwonago, Wi 53149		
[REDACTED]		
22. State WI		23. Zip Code 53149

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . ☐ Yes ☒ No beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Zajork	Bradley	Member	

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Zajork	Bradley	M
Title	Email	
Member		
Signature	06/04/20	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/4/24			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

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

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

FEE \$ 100 - (10 events)

Application Date: 6/12/24

☐ Town ☒ Village ☐ City of MUKWONAGO

County of WILKESHA

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

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

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

at the premises described below during a special event beginning 6-26-2024 and ending 8-25, 2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name KNIGHTS OF COLUMBUS 7048

(b) Address VETERANS WAY
(Street)

☐ Town ☒ Village ☐ City

(c) Date organized 1978

(d) If corporation, give date of incorporation 1980

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

(f) Names and addresses of all officers:

President BOB LAFCEWSKI

Vice President DON BRAUN

Secretary PAT WILEY

Treasurer DAVE JOHNSON

(g) Name and address of manager or person in charge of affair:

DAVID WAGWITZ MUKWONAGO

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

(a) Street number Field Park 933 N. Rochester

(b) Lot — Block —

(c) Do premises occupy all or part of building? —

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

3. Name of Event

(a) List name of the event MUKWONAGO FARMERS MARKET

(b) Dates of event 6-26, 7-3, 7-10, 7-17, 7-24-7-31 8-7, 8-14, 8-21, 8-28

DECLARATION

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

Officer

[Signature]
(Signature / Date)

K O S C INC.
(Name of Organization)

Date Filed with Clerk

6-12-24

Date Reported to Council or Board

Date Granted by Council

License No.

VILLAGE OF MUKWONAGO
SPECIAL EVENT PERMIT APPLICATION
Application Fee: See fee sheet

Date Submitted: _____

Total Fees Paid: _____

Application must be received a minimum of 60 days prior to the special event. Fees are non-refundable.

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Area Chamber of Commerce + Tourism
Mailing Address: 100 Atkinson St. City: Mukwonago State: WI Zip: 53149
Phone Number: (262) 363-7758 Is this organization a 501(c)(3) organization?: ES ☒ NO
Website Address: www.mukwonagochamber.org
Event Contact Person: April Reszka
Mailing Address: Same as above City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: (262) 363-7758 Cell Phone: (262) 751-1651
Email Address: director@mukwonagochamber.org

EVENT INFORMATION

Name of the Event: MACC Farmers Market Date(s) of the Event: 5/15 - 10/9 Sat
Event Start Time: 12pm setup (2pm start) Event End Time: 6³⁰ take down (6pm end)
Location of the Event: Field Park

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

see plan of operation

- F. Based on the class definitions found in the manual, what class is your event? ☒ CLASS I ☐ CLASS II
- G. Estimated # of participants: 20 Spectators: 400 Vendors: 35

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

3/12 Amorphic Beer sent in their application
after we sent in the special event permit
6/2 Knights of Columbus will also
sell beer/malted Beverages



PROJECT NO: XXXX-XX-XX	HWY: CTH ES	COUNTY: WAUKESHA	CROSSWALK AT FRONT STREET	SHEET 5
------------------------	-------------	------------------	---------------------------	---------

Diana Dykstra

From: Fred Schnook
Sent: Wednesday, June 14, 2023 5:08 PM
To: Diana Dykstra
Cc: Ron Bittner; Village President
Subject: FW: Crosswalk on Hwy ES

Diana:

Please add this to the agenda for the Board meeting.

Please call me with any questions.

Fred



Fred P. Schnook
Village Administrator

Phone: 262.363.6420 X2100
Cell : 262.395.9431
Email : fschnook@villageofmukwonago.gov
440 River Crest Ct
Mukwonago, WI 53149
www.villageofmukwonago.gov



From: Bayer, Nathan J. <NBayer@CrivelloCarlson.com>
Sent: Wednesday, June 14, 2023 4:45 PM
To: Fred Schnook <fschnook@villageofmukwonago.gov>
Cc: Kosmeder, Stephanie N. <SKosmeder@CrivelloCarlson.com>
Subject: RE: Crosswalk on Hwy ES

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good afternoon:

As I understand it, Waukesha County wishes to install a crosswalk on Main street, which is a County Highway. Here is a photo of the proposed location of the crosswalk, which is near the T-intersection with Front Street:



There are differing jurisdictions here: although it is the County's road, it is the City that still arguably possesses/controls the right of way extending beyond the roadway on either side.

A basis upon which the Village may object to creation of this crosswalk is as follows: In order to create a crosswalk here, a necessary step is adding the pavement/sidewalk north and south of Main street. (That pavement/sidewalk does **not** now exist.) The pouring of these small sidewalk sections is what, by definition, creates the new "crosswalk."

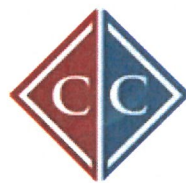
The new small sidewalk sections must be placed in the Village's right of way in order to make the County's plan work. The Village could take the position that it does not want those inserted in the right of way. It could also deny a permit under Chapter 74 for this work in the right of way.

Again, there are competing jurisdictions here, and the most efficient path to resolution may be reaching out to share concerns with the County, and seeing if they might voluntarily abandon the plan or alter the proposal to something that the Village is more comfortable with.

Nathan J. Bayer | Shareholder

NBayer@CrivelloCarlson.com

Direct:414-290-7505



Crivello Carlson, S.C.

710 North Plankinton Avenue
Suite 500

Milwaukee, Wisconsin 53203

Main:414-271-7722

Fax: 414-271-4438

www.crivellocarlson.com

From: Fred Schnook <fschnook@villageofmukwonago.gov>
Sent: Wednesday, June 14, 2023 1:02 PM
To: Bayer, Nathan J. <NBayer@CrivelloCarlson.com>
Subject: FW: Crosswalk on Hwy ES

Hi Nathan:

I need to have you opine as to whether or not the Board can say no to this proposed crow walk.

Please call me to flesh-out what I need from you.

Thanks!

Fred



Fred P. Schnook
Village Administrator
Phone: 262.363.6420 X2100
Cell : 262.395.9431
Email : fschnook@villageofmukwonago.gov
440 River Crest Ct
Mukwonago, WI 53149
www.villageofmukwonago.gov



From: Fred Schnook
Sent: Tuesday, June 13, 2023 12:41 PM
To: Village President <president@villageofmukwonago.gov>
Cc: Ron Bittner <rbittner@villageofmukwonago.gov>; Diana Dykstra <ddykstra@villageofmukwonago.gov>
Subject: FW: Crosswalk on Hwy ES

President Fred:

Please read below and advise.

Thank you!

Fred



Fred P. Schnook
Village Administrator

Phone: 262.363.6420 X2100

Cell : 262.395.9431

Email : fschnook@villageofmukwonago.gov

440 River Crest Ct

Mukwonago, WI 53149

www.villageofmukwonago.gov



From: Ron Bittner <rbittner@villageofmukwonago.gov>

Sent: Tuesday, June 13, 2023 9:40 AM

To: Fred Schnook <fschnook@villageofmukwonago.gov>

Cc: Diana Dykstra <ddykstra@villageofmukwonago.gov>

Subject: FW: Crosswalk on Hwy ES

Fred,

I contacted Kay from the Dance Academy and her response to the crosswalk is below. Would you like me to add this to the 6/21 agenda for discussion?

Please Update your Contact Information as my Email Address has changed!



Ron Bittner

Public Works Director

Phone: 262.363.6447

Email rbittner@villageofmukwonago.gov

440 River Crest Ct

Mukwonago, WI 53149

www.villageofmukwonago.gov

www.mukwonagodowntown.gov



From: Kay Heine <kayheine@yahoo.com>

Sent: Tuesday, June 13, 2023 9:13 AM

To: Ron Bittner <rbittner@villageofmukwonago.gov>

Subject: Crosswalk on Hwy ES

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Ron,

I would prefer not to have a crosswalk added in front of my business located at 715 Main Street. Occasionally people do need to cross the street there, but most importantly are the parking spaces. We use all of our parking most days we are open, so I feel this is the priority. Thank you for contacting me regarding this matter.

CREATE A PARKING REGULATION FOR
CTH ES IN THE VILLAGE OF MUKWONAGO

WHEREAS a request has been received due to safety concerns for pedestrians and traffic for crosswalk facilities on CTH ES near the intersection with Front Street; and

WHEREAS in response to this request, Waukesha County had designed American Disability Act (ADA) compliant curb ramps for that location which resulted in curbsides not appropriate for safe parking at this location; and

WHEREAS it has been determined that the addition of crosswalk facilities at this location would enhance safety and public access; and

WHEREAS, the pedestrian traffic at this location necessitates facility improvements at this location; and

WHEREAS, the parking, standing and stopping of vehicles along county trunk highways can have a detrimental effect upon highway capacity and safety; and

WHEREAS, this prohibited parking area provides safe visibility of traffic conditions for motorists and pedestrians; and

WHEREAS, Section 349.13. Wisconsin Statutes provides that local authorities may regulate the parking standing and stopping of vehicles along such highways.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA DOES ORDAIN that the following parking regulation shall be in effect upon the placement of proper signs:

Both sides of CTH ES from the centerline of Front Street to a point 120 feet North of Front Street in the Village of Mukwonago – No Parking at Any Time.

BE IT FURTHER ORDAINED that this ordinance rescinds all other previous parking regulations for the above-described portion of the County Trunk Highway System.

BE IT FURTHER ORDAINED that this ordinance is contingent on crosswalk facilities being constructed by the Village of Mukwonago on CTH ES near the intersection with Front Street

*VILLAGE OF MUKWONAGO
POLICE DEPARTMENT*



MONTHLY REPORT

May 2024

Citation Totals by Offense

All Departments

Violation Date: 05/01/2024 through 05/31/2024

Court	Agency	Offense Code	Offense Description	Total
MKPD				
Adult				
		940.19(1)	Battery	1
		346.13(3)	Deviation From Designated Lane	1
		947.01(1)	Disorderly Conduct	3
		82-2	Display Of Power	1
		346.94(1)	Driving On Sidewalk	3
		346.04(1)	Fail/Obey Traffic Officer Sign/Signal	1
		346.04(2)	Fail/Obey Traffic Officer-Work Area	1
		346.46(1)	Fail/Stop At Stop Sign	2
		346.18(2)	Fail/Yield While Making Left Turn	2
		346.57(2)	Failure To Keep Vehicle Under Control	4
		346.70(1)	Failure To Notify Police Of Accident	1
		346.48(1)	Failure To Stop For School Bus	4
		346.68	Hit And Run-Unattended Vehicle	1
		346.485(1)	Illegal Pass Of School Bus Reported	1
		346.48(3)	Improper Passing/Stopped School Bus	1
		341.15(2)	Improperly Attached License Plates	1
		346.89(1)	Inattentive Driving	6
		343.43(1)(d)	Lic Restriction Violation-Class D/M Vehicle	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	3
		344.62(1)	Operate Motor Vehicle W/O Insurance	14
		347.14(1)	Operate Vehicle W/O Stopping Lights	2
		343.05(3)(a)	Operate W/O Valid License	1
		343.44(1)(a)	Operating After Suspension	4
		346.63(1)(b)	Operating W/Pac	1
		346.63(1)(a)	Operating While Intox.	2
		343.44(1)(b)	Operating While Revoked	1
		82-71	Parking Lot Traffic Violation	5
		54-103	Possession of Nicotine/Tobacco by a Minor	2
		346.57(4)(gm)2	Speeding on Freeway	9
		346.57(5)	Speeding Zone And Posted Limits	24
		118.163	Truancy	3
		347.06(3)	Unclean/Defective Lights Or Reflectors	6
		346.13(1)	Unsafe Lane Deviation	1
		346.37(1)(c)1	Violate Red Traffic Signal	3
Adult Grand Total				133

Citation Totals by Offense

All Departments

Violation Date: 05/01/2024 through 05/31/2024

Court	Agency	Offense Code	Offense Description	Total
MKPD				
	Juvenile			
		947.01(1)	Disorderly Conduct	1
		961.41(3g)(b)	Possession of Controlled Substance	1
		54-103	Possession of Nicotine/Tobacco by a Minor	1
		943.20(1)(a)	Theft-Movable Property<=\$2500	1
		943.13(1m)(a)	Trespass To Land	1
		118.163	Truancy	9
			Juvenile Grand Total	14

Mukwonago Police Department
Tickets Totals (by Violation)

Issue Date: 05/01/2024 through 05/31/2024

Violation Description	Violation Code	Area	Total
Handicapped Parking Violation	82-180		3
		MHS	1
		By Violation:	4
Mhs - Park W/O Permit	82-212		1
		By Violation:	1
Night Parking Violation	82-180(E)		3
		By Violation:	3
Park In Excess Of Limits - Sub	82-207		1
		By Violation:	1
Park No Parking Anytime	82-192		1
		By Violation:	1
Park Time Zone 1hr/2hr	82-1(E)		2
		By Violation:	2
		Total Tickets:	12



Monthly Case Overview Report

Printed On: 06/03/24 11:27

Reporting Period: 05/01/2024 - 05/31/2024

Village of Mukwonago Police - 1122

	Total
	82
Administrative/Informational	9
Agg Asslt-Family-Strongarm	1
Assist Other Dept/Service/Request by Citizen	1
Bail Jumping	1
Criminal Damage-Private	1
Disorderly Conduct	6
Disorderly Conduct: Harassment	1
Disorderly Conduct:Fighting	1
DOA - Sudden Death, Etc.	1
Drug/Narcotic Law Investigatio	1
Emergency Detention/M.O.	1
Found Property	4
Fraud Complaint	2
Harassing Communication	1
Health-Safety	2
Juvenile Trouble	1
Marijuana-Possession	2
OWI/DWI-Liquor	3
Parking Complaint	1
Probation/Parole Hold	1
Public Order Crimes	12
Retail Theft >\$200	4
School Bus Violations	1
Shoplifting/Retail Theft Compl	1
Simple Assault	1
Suspicious Circumstance	1
Telephone Information	1
Theft - All	2
Theft - All Others <\$50	1
Theft - All Others >\$200	1
Theft From Building \$50-\$200	1
Traffic Offense/Traffic Other	11
Trespassing	2
Trouble With a Person	1
Warrant Service	1



Arrests by Statute Report

Printed On: 06/03/24 11:28

Reporting Period: 05/03/24 - 05/31/24

This report contains all arrest charges.

	Total	Felony	Misdemeanor	Non-Criminal	Ordinance
346.63(1)(a) - Operating While Intoxicated - 1st Offense	2			2	
346.63(1)(a) - Operating While Intoxicated - 2nd Offense	1		1		
346.63(1)(b) - Operating With Prohibited Alcohol Concentration - 1st Offense, PAC >=.08,<.15	1			1	
54-1(24) - Theft (under \$2500.00)	1				1
54-1(P) - Battery	1				1
54-1(V) - Possession of a Controlled Substance 961.41(3g)(e)	3				3
54-1(X) - Criminal Trespass to Land	1				1
54-103 - Possession of Nicotine or Tobacco Product by a Minor	4				4
54-106 - Truancy/Habitual Truancy	12				12
940.19(2) - Substantial Battery-Intend Bodily Harm	1	1			
940.235(1) - Strangulation and Suffocation	1	1			
943.13(1m)(b) - Trespass to Land-Remain after Notice	2			2	
943.20(1)(e) - Theft - Written Lease - (>\$10,000)	2	2			
943.50(1m)(b) - Retail Theft - Intentionally Take - (<=\$500)(UCR >=\$200)	1		1		
943.50(1m)(b) - Retail Theft - Intentionally Take - (>\$500-\$5,000)	1	1			
943.50(1m)(b) - Retail Theft-Intentionally Take >\$500-\$5,000	2	2			
943.50(1m)(f) - Retail Theft-Rem Anti-Theft Device <=\$500	1	1			
946.49(1)(a) - Bail Jumping-Misdemeanor	2		2		
947.01 - Disorderly Conduct	9		5		4
947.013(1m)(b) - Harassment-Conduct or Acts	1			1	
FUGM - Fugitive Warrant Other Municipal	1			1	
FUGP - Probation/Parole Hold	2			2	
Total	52	8	9	9	26



Traffic Crash List

Printed On: 06/03/24 11:30

Village of Mukwonago Police

Date Time	Case#	Crash#	Officer	Total Units	Total Injured	Total Killed	Crash Type	EMS#
05/26/2024 12:53		24-000099	Dykstra, Tyler-tdyk48	2	0	0	C	
05/23/2024 16:14		24-000098	Kubiak, Michael L-mkub41	2	0	0	C	
05/22/2024 13:58		24-000097	Wilson, Chet-cwil47	2	0	0	C	
05/19/2024 14:04		24-000096	Wilson, Chet-cwil47	2	0	0	C	
05/21/2024 16:15		24-000095	Rogers, Richard-rrog49	2	0	0	C	
05/20/2024 12:28		24-000094	Zajichek, Taylor-tzaj36	2	1	0	C	
05/15/2024 20:41	24-021752	24-000093	Zajichek, Taylor-tzaj36	2	2	0	C	
05/17/2024 11:04		24-000092	Steinbrenner, Jason J-jste35	2	0	0	C	
05/15/2024 13:10		24-000091	Kirkpatrick, Cory-ckir37	2	0	0	C	
05/19/2024 21:39	24-022399	24-000090	Zajichek, Taylor-tzaj36	4	0	0	C	
05/18/2024 12:59		24-000089	Wilson, Chet-cwil47	2	0	0	C	
05/16/2024 06:59		24-000088	McKinney, Daniel-dmck44	1	0	0	C	
05/15/2024 07:05		24-000087	McKinney, Daniel-dmck44	3	1	0	C	
05/18/2024 17:39		24-000086	McKinney, Daniel-dmck44	2	0	0	C	
05/14/2024 17:36		24-000085	Zajichek, Taylor-tzaj36	2	1	0	C	
05/13/2024 15:02		24-000084	Zajichek, Taylor-tzaj36	3	0	0	C	
05/09/2024 11:59		24-000083	Pinkowski, Shaun-spin42	2	0	0	C	
05/07/2024 20:08		24-000082	Rogers, Richard-rrog49	1	0	0	C	
05/04/2024 01:29	24-019626	24-000081	McKinney, Daniel-dmck44	2	1	0	C	
05/08/2024 18:15		24-000080	Rogers, Richard-rrog49	2	0	0	C	
05/02/2024 14:56		24-000078	Kirkpatrick, Cory-ckir37	2	0	0	C	
05/06/2024 14:28		24-000077	Wilson, Chet-cwil47	2	0	0	C	
05/06/2024 13:07		24-000076	Wilson, Chet-cwil47	2	1	0	C	
Village of Mukwonago Police				48	7	0		

23

Police Contacts - Village

First Shift	1624
Second Shift	1084
Third Shift	519
911 Calls	219
TOTAL CALLS	3446

Police Contacts - Town

First Shift	731
Second Shift	719
Third Shift	710
911 Calls	71
TOTAL CALLS	2231

Phantom Lake Patrol

All Calls/Contacts	12
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<u>TOTAL CONTACTS</u>	5689
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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	75233	10845	19453	74204	81891	15583	8096	91738	61292
Speed Beg	73941	10579	19145	72065	81728	15355	6470	91599	59555
Total Miles	1292	266	308	2139	163	228	1626	139	1737
Total Gas	151.4	30	43.4	228.1	9.2	13.9	173.9	21.1	219.4

Respectfully Submitted,

Chief Daniel J. Streit
Village of Mukwongo Police Department



Wisconsin Department of Transportation
Office of the Secretary
4822 Madison Yards Way, S903
Madison, WI 53705

Governor Tony Evers
Secretary Craig Thompson
wisconsindot.gov
Telephone: (608) 266-1114
FAX: (608) 266-9912
Email: sec.exec@dot.wi.gov

June 4, 2024

Jason Equitz
Village of East Troy
2015 Energy Drive
East Troy, WI 53120

Dear Jason Equitz,

Congratulations! The Wisconsin Department of Transportation (WisDOT) has approved the following Transportation Alternative Program (TAP) project(s) for Federal Fiscal Years (FFY) 2024-2028:

Project Title	Federal Award Limit
East Troy to Mukwonago Multi-Use Path Planning Study	\$76,000.00

Section 85.021 of the Wisconsin Statutes requires TAP projects to commence within four years of the project award date. **Please note that the date of this letter constitutes the project award date and as such begins the four-year commencement deadline.** A representative from the WisDOT region office will follow up with you regarding project execution.

It is important that you not incur any project costs until receipt of notification from WisDOT that your project is authorized to receive federal funding.

In the interim, if you have any questions, please contact WisDOT TAP/CMAQ Statewide Program Manager, Stephanie Mertens, at 608-266-9507 or stephanie.mertens@dot.wi.gov.

Thank you for participating in the WisDOT TAP program. We look forward to collaborating with your community to make this project successful.

Sincerely,

A handwritten signature in blue ink, appearing to read "Craig Thompson".

Craig Thompson
Secretary, Wisconsin Department of Transportation

June 4, 2024

Date