

Village of Mukwonago
Notice of Meeting and Agenda

COMMITTEE OF THE WHOLE MEETING
Wednesday, November 4, 2020

Time: **5:30 pm**

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

1. Call to Order

2. Roll Call

3. Approval of Minutes

- 3.1 Discussion and possible action to approve minutes of the Committee of the Whole meeting of October 7, 2020.

[2020-10-07 Draft COW Minutes](#)

4. Finance Committee, Trustee Meiners

Discussion and action possible on the following items.

- 4.1 Monthly Treasurer Report and Revenue/Expenditure Guideline Report For September *(For information purposes only, no action required)*

[2020-09 September Treasury Report.pdf](#)

[2020-09 September Revenue & Expenditure Report.pdf](#)

- 4.2 Discussion and possible recommendation to approve Vouchers in the amount of \$448,176.58.

[2020-11-04 COW AP Packet.pdf](#)

- 4.3 Recommend authorization to Finance Director to submit request for remaining balance of Routes-to-Recovery grant after final reporting period expenses are submitted in November

[Routes to Recovery memo to Board.pdf](#)

- 4.4 Discussion and possible recommendation on **Resolution 2020-50** a resolution to adopt the 2021 Fee Schedule changes.

[Cover Page - Fee Schedule](#)

[RESOLUTION 2020-50 \(2021 Fee Schedule\).docx](#)

[2021 Fee Schedule - Draftv2](#)

- 4.5 Discussion and possible recommendation on a Resolution to approve Receipt of Claims for Refund/Adjustment of 2018 and 2019 Property Taxes under Wis. Stats. Section 70.511 and request of chargeback of taxes for the real property known as Tax ID MUKV1970999022.

[Proposed Resolution Excessive Assmt](#)

- 4.6 Discussion and possible recommendation to approve Change Order and final pay request for the WWTF Septage Receiving, Grit, and Digester Upgrade to August Winter and Son in the amount of \$42,945.24.

[Brown-20201009-Close Out Letter and Information.pdf](#)

- 4.7 Proposed 2021 Budget Updates.

[AIRF - budget notice update.pdf](#)

5. Judicial Committee, Trustee Walsh

Discussion and action possible on the following items

- 5.1 Discussion and possible recommendation regarding creating an Ordinance authorizing the sale of intoxicating liquor to be consumed by the glass on the premises where sold, and also authorizing the sale of intoxicating liquor in the original package or container, in any quantity to be consumed off the premises where sold.

[Class B Ordinance Revision](#)

- 5.2 Review and possible recommendation on an Village of Mukwonago Elected Official Handbook update.

[Cover Page - Elected Officials Handbook](#)

[VofMukwonago Handbook-Rev 10282020](#)

- 5.3 Discussion and possible recommendation on establishing a policy regarding special board meetings.

[Request for Discussion re Special Meetings](#)

- 5.4 Discussion and possible recommendation on a policy for remote participation of Trustees at Village Board Meetings.

[Attorney - Policy Re Remote Participation](#)

6. Personnel Committee, Trustee Johnson

- 6.1 Discussion and possible recommendation to approve changes to the Employee Handbook subject to final review by labor attorney.

[Summary Memo of 2020 Employee Handbook Updates 10-7-2020 COW.pdf](#)

[Employee Handbook-2020 Updates COW Review 10-7-2020.pdf](#)

[Village Remote Work Policy DRAFT Revised 9-16-2020.pdf](#)

[Village of Mukwonago Remote Work Agreement Form Draft Revised 9-16-2020.pdf](#)

[Policy- Key Control and Agreement Policy VOM](#)

7. Public Works Committee, Trustee Brill

Discussion and action possible on the following items

- 7.1 Discussion and possible recommendation on hosting two Electronics Recycling Events in 2021

[RD App and Ele Event Agreement 2021 \(3\).pdf](#)

8. Protective Services, Trustee Adler

Discussion and action possible on the following items

8.1 Discussion and possible recommendation on Engine Response Fee dispute.

[Cover Page - Panetta ERF Billing Dispute](#)

[Panetta ERF Dispute 07-10-2020.pdf](#)

9. Adjournment

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

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, October 7, 2020

Time: **5:30 pm**

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

Call to Order

The Village President Winchowky called the meeting to order at 5:30p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members Present:

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

Also Present

John Weidl, Village Administrator
Diana Doherty, Finance Director
Diana Dykstra, Clerk-Treasurer
Kevin Schmidt, Police Chief
Ron Bittner, DPW Director
Dave Brown, Utilities Director
Mark Blum, Village Attorney
Peter Gesch, Village Engineer
Bob Harley, Building Inspector
Tim Ruetenbeck, Building Inspector

Presentations

MS4 Stormwater Presentation from Ruekert Mielke

Ruekert & Mielke representatives were present to review the MS4 Permit for Stormwater and discuss all the requirements of being in compliance. Stormwater runs directly into our lakes and streams and there are special regulations the Village must follow to be in compliance with our permit.

2018 Forestry Grant Presentation from the Village of Mukwonago Public Works Department

Brendan Mcquen is the Forester of our Public Works Department and presented how the Village spent the funds in 2019 and how they are improving their inventory, tracking the species, training staff members, and planting new trees. He discussed the opportunity to apply for another grant in 2020 and later on the agenda is requesting permission.

Approval of Minutes

Motion to approve minutes of September 2, 2020 Committee of the Whole.

Decker/Johnson motion to approve minutes of September 2, 2020 Committee of the Whole. Unanimously carried.

Finance Committee, Trustee Meiners

Monthly Treasurer Report and Revenue/Expenditure Guideline Report For August
Reports were placed on file.

Discussion and possible recommendation on Resolution 2020-50 a resolution to adopt the 2021 Fee Schedule changes.

Meiners/Decker motion to send to the next Committee of the Whole meeting. There was discussion regarding establishing the Chicken Permit fee at \$40 initially and \$10 each year thereafter. Further discussion ensued regarding a \$500 special meeting fee charged to those developers requesting a special meeting. Trustee Meiners suggested \$250. Trustee Johnson suggested \$300. President Winchowky felt the \$500 was too high. It was requested this item come back to the next meeting with information on what other communities charge.

Discussion and possible recommendation to proceed with a 3% Simplified Rate Increase for the Water Utility.

Utility Director Dave Brown was present to discuss the proposed 3% simplified rate increase. He noted that in order to keep on track for the 2023 deadline for proposed infrastructure improvements the Village needs to stay on track. This will avoid larger increases down the line. The average increase for each homeowner is \$3.48 per quarter.

Meiners/Decker motion to recommend approval to proceed with a 3% Simplified Rate Increase for the Water Utility. Unanimously carried.

Health and Recreation Committee, Trustee Decker

Discussion and possible recommendation on establishing new Trick or Treat Hours for the Village of Mukwonago.

Trustee Decker noted his subdivision at River Park Estates always has on the 3rd.

Trustee Brill noted that Fox River also holds the 31st.

Trustee Johnson commented she has heard what the residents are saying and wants to be sure that staff reaches out to the public of this change.

Trustee Adler noted he brought this forward after discussing with residents and sees that some subdivisions are holding it on the 31st no matter what. He would like to see this uniform.

President Winchowky commented it has always been the Sunday before and we shouldn't let the subdivisions decide what the date will be.

Decker/Adler motion to recommend a change to October 31st from 4-6pm this year. Motion carried 6-1. President Winchowky voted "No"

Discussion and possible recommendation on an Architectural design contract with Anderson Ashton in the amount of \$17,370 for the outdoor performance stage.

Public Works Director Bittner noted quotes were received for the design, and he is looking for recommendation.

Trustee Decker confirmed if this will be ready to BID by the first of the year.

President Winchowky questioned if the Village will own the plans. This is important based on prior experiences.

Trustee Walsh asked what the dimensions would be. It was noted there will be a 50X25 Stage, 20X22 Room and Pavilion at 50X25. Director Bittner commented all will fit within the Budget of \$750,000 in 2021.

Decker/Meiners motion to approve an Architectural design contract with Anderson Ashton in the amount of \$17,370 for the outdoor performance stage.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, and Winchowky. "No"

Trustee Walsh. Motion carried 6-1.

Judicial Committee, Trustee Walsh

Discussion and possible recommendation on Ordinance 982 prohibiting signage from being hung on village property or fencing.

Trustee Walsh noted he is not in favor of an entire prohibition of signage but is in favor of permitted use and designating where they can be hung and must be in relation to the event. Trustee Johnson agrees and likes the idea that the sign says what the event is and not just any sign so residents will know what is going on there.

Trustee Decker disagrees. He has been fighting for (8) years with people hanging signs on the fence and feels it looks like junk. He notes they are spending money on an electric sign and he is against any hanging signs.

Walsh/Johnson motion to accept signage through a permit process only notifying of an event and limited to the permitted event and location.

President Winchowky questioned the restriction as it relates to the baseball program.

Attorney Blum noted this ordinance is about an out-right prohibition of signage, and he is hearing from the Board their comments about adding language for the renter of the park, which he will have to check on for groups to hang signs such as anyone using the park being allowed one sign at the entrance with the date and time.

Trustee Adler asked what the status was on the electronic sign. It was noted it is on the Plan Commission agenda for review.

Roll Call: "Yes" Trustee Brill, Johnson, Walsh. "No" Trustee Adler, Decker, Meiners, and Winchowky. Motion fails 4-3.

Walsh/Johnson motion to table this item while Village Attorney will review for special event permits to deal with signage notifying date and time of events.

Unanimously carried.

Discussion and possible recommendation to request Attorney to draft an ordinance regarding Temporary Occupancy.

Trustee Walsh reviewed the memo from Chief Stein and asked if there is a need for this and why would the Village entertain this?

Administrator Weidl requested the Board suspend the rules and allow Jay Campbell to speak. Campbell is the Developer of 915 Main St.

Campbell noted this is a common practice and they have two buildings with full occupancy and leasing is going well. The 913 Building is done. Some tenants would like to occupy the third floor and all life safety issues are completed, it is mostly just cosmetic items.

Inspector Harley asked what Municipalities allow this sort of thing? Campbell responded the City of Milwaukee. Harley clarified that Milwaukee is a Class 1 City and the Village can

not do this. There are no other municipalities around that are allowed this, and he can't break state code.

Trustee Walsh asked if this can be verified with staff and would like this to come back.

Administrator Weidl confirmed he would get information from the Inspector and let everyone know.

Fire Lt. Chirs Hahn noted that a Class 1 City is self-certified and the Village Plans go to the State. The Village would have to have on staff engineers if they wanted to certify plans.

Discussion and possible action to approve an agent change for the Pick N Save #384 to Todd Glasser

Walsh/Meiners motion to recommend approval. Unanimously carried.

Discussion and possible recommendation on Amending Ordinance 54-54 regarding Bow Hunting in the Village.

It was noted the Village law is more restrictive and it is not able to be.

Walsh/Meiners motion to recommend approval of amending Ordinance 54-54 regarding Bow Hunting in the Village. Unanimously carried.

Personnel Committee, Trustee Johnson

Discussion and possible recommendation to approve Resolution 2020-52 adopting revisions to the Community Planner / Zoning Administrator Position Description.

Trustee Johnson noted she met and reviewed with staff and feels this meets our needs.

Johnson/Meiners motion to recommend approval with minor change presented to the "reports to" section to clarify it reports to the Village Administrator and serves as DDC advisor by Ordinance. Unanimously carried.

Discussion and possible recommendation to approve changes to Employee Handbook subject to final review by labor attorney.

Finance Director Doherty reviewed the changes as described in her memo to the Board.

Johnson/Walsh motion to send to the next Committee meeting for review to provide additional time to read through. Unanimously carried.

Public Works Committee, Trustee Brill

Discussion and possible recommendation to approve a Letter of Credit reduction for Phantom Lakes Preserve to \$68,396.40.

Brill/Walsh motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve a Letter of Credit Reduction for Box Self Storage Development to \$105,735.

Brill/Walsh motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve a Letter of Credit Reduction for Chapman Villas to \$1, 218,930.

Brill/Walsh motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve a Letter of Credit reduction for Hittman Property on Arrowhead Drive and STH83 to \$8,838.

Brill/Meiners motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to approve Resolution 2020-51 a resolution authorizing the filing of the 2021 Forestry Grant Application.

Brill/Decker motion to recommend approval. Unanimously carried.

Discussion and possible recommendation on a purchase requisition for the Utility Department for an enclosed cargo trailer from Bob Clapper Automotive in the amount of \$16,300.

Utility Director Brown noted this is in the Capital Budget and would assist in bringing all their materials into one location to take on sight for a water main break etc.

Brill/Johnson motion to recommend approval on a purchase requisition for the Utility Department for an enclosed cargo trailer from Bob Clapper Automotive in the amount of \$16,300. Unanimously carried.

Discussion and possible recommendation to draft an ordinance allowing services within the 10' of a driveway requiring homeowner to sign a waiver releasing the Village from damages to driveway and being responsible for all driveway repairs and attaching as signed agreement to deed.

Utility Director Brown discussed the issue with particular locations and the flexibility that should be offered for driveways. He felt the Village needs to try to work with the homeowners, obviously encouraging to keep off the driveway, however if they are willing to pay for the repairs and they have no other options, the Village should work with them. The Village Attorney will draft an Ordinance to bring to the October 21 Village Board meeting.

Protective Services, Trustee Adler

Monthly Police Report

Report was placed on file, no action was required.

Adjournment

Meeting was adjourned at 7:33pm.

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk/Treasurer

TREASURERS REPORT	Sep-2020	TOTAL	Citizens	LGIP	Long Term Investments - Johnson Bank & ADM
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GENERAL VILLAGE

100-111xxx	General Fund	1,865,960.60	542,172.26	264,458.36	1,059,329.98
100-111005/020/033	Checking/MRA/Accrued Sick	1,224,935.02	819,605.47	295,654.79	109,674.76
150-111300	Fire Department	360,920.87	360,920.87		
200-110xxx	Community Development (Deback)	1,226,393.00	135,879.98	1,090,513.02	
210-111xxx	Wisc Development - RLF	216,805.29			216,805.29
220-111xxx	TID#3-General	889,992.46	5,262.95	871,304.53	13,424.98
240-111xxx	TID#4-General	489,914.93	399,662.45	90,252.48	
250-111xxx	TID#5-General	3,539,850.57	68,461.15	3,471,389.42	
300-111xxx	Debt Service	2,267,435.50	40,263.09	2,227,172.41	
320-111300	Fire Department Designated	257,490.53	133,030.25	124,460.28	
340-111xxx	Village Designated Funds	308,865.01	188,839.13	120,025.88	
410-111300	Recycling	194,109.97	155,149.15	38,960.82	
430-111300	Capital Equipment	248,527.41	43,374.37	205,153.04	
440-111xxx	Library	240,116.47	229,945.08	10,171.39	
480-111xxx	Capital Improvement Funds	1,802,003.00	127,395.61	1,436,332.54	238,274.85
500-111300	Stormwater District #1	66,284.70	66,284.70		
600-111xxx	Impact Fees	200,885.57	70,709.63	130,175.94	
720-111xxx	Taxroll	55,718.47	55,718.47	-	
810-111xxx	Parkland Site	359,258.05	122,664.41	236,593.64	
TOTAL		15,815,467.42	3,565,339.02	10,612,618.54	1,637,509.86

WATER UTILITY

610-111300	Cash	223.43	223.43		
610-111200	Bonds & Unrestricted Cash	43,386.86		43,386.86	
610-111400	Long Term Debt	-			-
610-111050	Current Year Debt Reserve	353,592.22	353,592.22	-	
610-111060	Required Debt Reserve	603,229.46	-	177,646.71	425,582.75
610-111080	Impact Fee	101,380.36	97,879.61	3,500.75	
610-111033	Accrued Sick Pay	5,622.43			5,622.43
TOTAL		1,107,434.76	451,695.26	224,534.32	431,205.18

SEWER UTILITY

620-111300	Cash	(2,422.47)	(2,422.47)		
620-111200	Bonds & Unrestricted Cash	1,895.90		1,895.90	
610-111400	Long Term Debt	110,629.64			110,629.64
620-111030	Reserve Capacity Assessment	686,306.93	66,429.22	619,877.71	-
620-111060	Required Debt Reserve	721,123.35	-	-	721,123.35
620-111050	Current Year Debt Reserve	502,707.22	502,707.22	-	
620-111070	Equipment Replacement Fund	727,842.73	-	532,922.87	194,919.86
620-111080	Impact Fee	663,503.63	27,526.25	635,977.38	
620-111033	Accrued Sick Pay	5,564.19		5,564.19	-
TOTAL		3,417,151.12	594,240.22	1,796,238.05	1,026,672.85

GRAND TOTAL	20,340,053.30	4,611,274.50	12,633,390.91	3,095,387.89
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Prepared by Diana Doherty

balance check

20,340,053.30

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 09/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	22,000.00	19,784.46	2,215.54	89.93
PTAX	GENERAL PROPERTY TAX	2,671,895.00	2,671,800.57	94.43	100.00
UNCLASSIFIED	Unclassified	0.00	10,257.59	(10,257.59)	100.00
TAXES	OTHER TAXES	392,000.00	310,029.99	81,970.01	79.09
IGOVTVREV	INTERGOVERNMENTAL REVENUES	861,478.00	561,047.20	300,430.80	65.13
LICPER	LICENSES & PERMITS	337,597.00	256,805.57	80,791.43	76.07
LAWORD	FINES & FORFEITURES	165,000.00	117,746.84	47,253.16	71.36
PUBCHGS	PUBLIC CHARGES FOR SERVICES	38,817.00	28,805.94	10,011.06	74.21
LEISURE	LEISURE ACTIVITIES	98,000.00	44,732.62	53,267.38	45.65
IGOVTVCH	INTERGOVERNMENTAL CHARGES	209,200.00	67,052.18	142,147.82	32.05
INVTSTINC	INVESTMENT INCOME	86,500.00	47,798.71	38,701.29	55.26
TOTAL REVENUES		4,882,487.00	4,135,861.67	746,625.33	84.71
Expenditures					
5111	VILLAGE BOARD	54,829.00	65,762.40	(10,933.40)	119.94
5112	HISTORIC PRESERVATION	290.00	0.00	290.00	0.00
5120	MUNICIPAL COURT	44,630.00	31,250.31	13,379.69	70.02
5130	VILLAGE ATTORNEY	78,780.00	78,479.00	301.00	99.62
5141	VILLAGE ADMINISTRATION/FINANCE	196,369.00	139,342.16	57,026.84	70.96
5142	CLERK-TREASURER	224,096.00	150,533.82	73,562.18	67.17
5144	ELECTIONS	23,400.00	20,622.16	2,777.84	88.13
5151	INDEPENDENT AUDITING	13,000.00	9,215.38	3,784.62	70.89
5153	ASSESSMENT OF PROPERTY	19,850.00	13,088.35	6,761.65	65.94
5154	RISK & PROPERTY INSURANCE	132,800.00	65,744.43	67,055.57	49.51
5160	VILLAGE HALL	56,133.00	42,393.72	13,739.28	75.52
5191	UNCOLLECTED TAX	0.00	68,164.03	(68,164.03)	100.00
5211	POLICE ADMINISTRATION	1,205,935.00	775,115.18	430,819.82	64.28
5212	POLICE PATROL	976,998.00	698,550.44	278,447.56	71.50
5213	CRIME INVESTIGATION	241,298.00	168,246.66	73,051.34	69.73
5215	POLICE TRAINING	12,000.00	4,401.31	7,598.69	36.68
5220	FIRE STATION (VILLAGE)	8,198.00	1,022.25	7,175.75	12.47
5235	EMERGENCY GOVERNMENT	2,350.00	946.11	1,403.89	40.26
5241	BUILDING INSPECTOR	231,858.00	154,708.51	77,149.49	66.73
5247	BOARD OF APPEALS	1,000.00	0.38	999.62	0.04
5254	DAMS	7,652.00	7,763.55	(111.55)	101.46
5300	DPW GENERAL ADMINISTRATION	341,556.00	262,133.94	79,422.06	76.75
5323	GARAGE	49,502.00	41,699.79	7,802.21	84.24
5324	MACHINERY & EQUIPMENT	87,848.00	63,888.14	23,959.86	72.73
5335	ENGINEERING	50,000.00	51,235.87	(1,235.87)	102.47
5341	STREETS & ALLEYS	24,298.00	12,305.01	11,992.99	50.64
5342	STREET LIGHTING	172,500.00	127,995.18	44,504.82	74.20
5343	CURBS GUTTERS & SIDEWALKS	25,526.00	97.00	25,429.00	0.38
5344	STORM SEWER	16,208.00	10,664.69	5,543.31	65.80
5345	STREET CLEANING	11,438.00	6,629.70	4,808.30	57.96
5346	BRIDGES & CULVERTS	5,033.00	0.00	5,033.00	0.00
5347	SNOW & ICE CONTROL	126,777.00	72,096.44	54,680.56	56.87
5348	STREET SIGNS & MARKINGS	10,776.00	13,439.92	(2,663.92)	124.72
5362	GARBAGE COLLECTION	4,293.00	1,754.44	2,538.56	40.87
5431	ANIMAL POUND	2,750.00	2,420.00	330.00	88.00
5512	MUSEUM	11,000.00	4,751.88	6,248.12	43.20
5521	PARKS	173,872.00	138,232.13	35,639.87	79.50
5522	CELEBRATIONS	4,119.00	2,898.20	1,220.80	70.36
5611	FORESTRY	30,555.00	12,519.06	18,035.94	40.97
5613	WEED CONTROL	1,618.00	12.56	1,605.44	0.78
5632	PLANNING DEPARTMENT	123,658.00	100,251.15	23,406.85	81.07
5660	STORMWATER MASTER PLAN	12,000.00	1,194.00	10,806.00	9.95
5670	ECONOMIC DEVELOPMENT	65,694.00	51,617.10	14,076.90	78.57
5880	USE OF GRANTS/DONATIONS	0.00	50,000.00	(50,000.00)	100.00
TOTAL EXPENDITURES		4,882,487.00	3,523,186.35	1,359,300.65	72.16
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		4,882,487.00	4,135,861.67	746,625.33	84.71
TOTAL EXPENDITURES		4,882,487.00	3,523,186.35	1,359,300.65	72.16
NET OF REVENUES & EXPENDITURES		0.00	612,675.32	(612,675.32)	100.00

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 09/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	0.00	35,740.50	(35,740.50)	100.00
PTAX	GENERAL PROPERTY TAX	222,854.00	167,140.53	55,713.47	75.00
EBIX	EBIX REVENUES	1,034,294.00	838,319.10	195,974.90	81.05
IGOVTRV	INTERGOVERNMENTAL REVENUES	6,000.00	15,804.73	(9,804.73)	263.41
PUBCHGS	PUBLIC CHARGES FOR SERVICES	1,500.00	385.00	1,115.00	25.67
IGOVTC	INTERGOVERNMENTAL CHARGES	222,854.00	167,140.53	55,713.47	75.00
INVTINC	INVESTMENT INCOME	1,000.00	508.24	491.76	50.82
TOTAL REVENUES		1,488,502.00	1,225,038.63	263,463.37	82.30
Expenditures					
5140	ADMINISTRATIVE & GENERAL	26,361.00	19,770.75	6,590.25	75.00
5221	FIRE ADMINISTRATION	939,371.00	652,712.43	286,658.57	69.48
5222	FIRE SUPPRESSION	62,798.00	33,663.99	29,134.01	53.61
5223	FIRE TRAINING	42,478.00	19,592.20	22,885.80	46.12
5231	AMBULANCE	328,347.00	259,445.02	68,901.98	79.02
5232	AMBULANCE TRAINING	22,601.00	9,494.02	13,106.98	42.01
5700	CAPITAL OUTLAY EXPENDITURES	34,000.00	18,068.81	15,931.19	53.14
5880	USE OF GRANTS/DONATIONS	0.00	4,760.00	(4,760.00)	100.00
5900	OTHER FINANCING USES	32,546.00	0.00	32,546.00	0.00
TOTAL EXPENDITURES		1,488,502.00	1,017,507.22	470,994.78	68.36
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		1,488,502.00	1,225,038.63	263,463.37	82.30
TOTAL EXPENDITURES		1,488,502.00	1,017,507.22	470,994.78	68.36
NET OF REVENUES & EXPENDITURES		0.00	207,531.41	(207,531.41)	100.00

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 09/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	100.00	325.00	(225.00)	325.00
UTILREV	UTILITY REVENUES	2,002,653.00	1,506,888.02	495,764.98	75.24
CONTRIB	CONTRIBUTED CAPITAL	100,000.00	97,509.60	2,490.40	97.51
MISCINC	MISC INCOME UTILITIES	137,000.00	127,199.05	9,800.95	92.85
IGOVTC	INTERGOVERNMENTAL CHARGES	1,500.00	10.92	1,489.08	0.73
INVTINC	INVESTMENT INCOME	52,100.00	14,264.70	37,835.30	27.38
TOTAL REVENUES		2,293,353.00	1,746,197.29	547,155.71	76.14
Expenditures					
5140	ADMINISTRATIVE & GENERAL	200.00	117.73	82.27	58.87
5900	OTHER FINANCING USES	267,896.00	10,000.00	257,896.00	3.73
6200	PUMPING OPERATIONS	112,320.00	83,732.30	28,587.70	74.55
6210	PUMPING MAINTENANCE	189,232.00	216,933.44	(27,701.44)	114.64
6300	WATER TREATMENT OPERATIONS	68,537.00	56,771.96	11,765.04	82.83
6310	WATER TREATMENT MAINTENANCE	13,838.00	15,856.64	(2,018.64)	114.59
6450	T&D-DISTR RSRVR/STNDP MAINT	21,740.00	20,654.80	1,085.20	95.01
6451	T&D-MAINS MAINTENANCE	54,847.00	17,261.91	37,585.09	31.47
6452	T&D-SERVICES MAINTENANCE	39,152.00	37,121.41	2,030.59	94.81
6453	T&D-METERS MAINTENANCE	20,166.00	17,002.38	3,163.62	84.31
6454	T&D-HYDRANTS MAINTENANCE	35,162.00	9,769.64	25,392.36	27.78
6901	METER READING LABOR	3,532.00	6,329.91	(2,797.91)	179.22
6902	ACCOUNTING & COLLECTING LABOR	73,400.00	61,314.34	12,085.66	83.53
6920	ADMINISTRATIVE & GENERAL EXP	995,777.00	621,732.79	374,044.21	62.44
6950	YEAR END ACCOUNTING ADJUSTMENT	397,554.00	0.00	397,554.00	0.00
TOTAL EXPENDITURES		2,293,353.00	1,174,599.25	1,118,753.75	51.22
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,293,353.00	1,746,197.29	547,155.71	76.14
TOTAL EXPENDITURES		2,293,353.00	1,174,599.25	1,118,753.75	51.22
NET OF REVENUES & EXPENDITURES		0.00	571,598.04	(571,598.04)	100.00

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 09/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund 620 - SEWER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	1,500.00	0.00	1,500.00	0.00
UNCLASSIFIED	Unclassified	10,000.00	10,000.00	0.00	100.00
UTILREV	UTILITY REVENUES	1,590,640.00	1,200,660.40	389,979.60	75.48
LICPER	LICENSES & PERMITS	101,600.00	64,525.60	37,074.40	63.51
CONTRIB	CONTRIBUTED CAPITAL	80,000.00	27,293.80	52,706.20	34.12
MISCINC	MISC INCOME UTILITIES	250,000.00	143,683.39	106,316.61	57.47
INVSTINC	INVESTMENT INCOME	41,175.00	37,084.74	4,090.26	90.07
TOTAL REVENUES		2,074,915.00	1,483,247.93	591,667.07	71.48
Expenditures					
5140	ADMINISTRATIVE & GENERAL	120.00	14,503.49	(14,383.49)	2,086.24
5900	OTHER FINANCING USES	88,014.00	0.00	88,014.00	0.00
8010	WWTP-TREATMENT/DISPOSAL/GP	564,304.00	337,087.04	227,216.96	59.74
8020	LIFT STATIONS/PUMPING EQUIP	31,499.00	13,667.71	17,831.29	43.39
8030	WASTEWATER COLLECTION SYSTEM	105,867.00	40,649.26	65,217.74	38.40
8300	ACCOUNTING/COLLECTING	73,400.00	56,566.94	16,833.06	77.07
8400	ADMINISTRATIVE & GENERAL	576,232.00	382,488.38	193,743.62	66.38
8900	YEAR END ACCOUNTING ADJUSTMENT	635,479.00	0.00	635,479.00	0.00
TOTAL EXPENDITURES		2,074,915.00	844,962.82	1,229,952.18	40.72
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		2,074,915.00	1,483,247.93	591,667.07	71.48
TOTAL EXPENDITURES		2,074,915.00	844,962.82	1,229,952.18	40.72
NET OF REVENUES & EXPENDITURES		0.00	638,285.11	(638,285.11)	100.00
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		10,739,257.00	8,590,345.52	2,148,911.48	79.99
TOTAL EXPENDITURES - ALL FUNDS		10,739,257.00	6,560,255.64	4,179,001.36	61.09
NET OF REVENUES & EXPENDITURES		0.00	2,030,089.88	(2,030,089.88)	100.00

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	11/5/2020	\$	231,305.29
Library Accounts Payable		\$	10,522.37
WE Energies (ach withdrawal)		\$	32,517.59
US Bank (ach withdrawal)		\$	22,502.91
Manual Checks or E-checks issued	10/2/2020	\$	439.00
Manual Checks or E-checks issued	10/5/2020	\$	236.85
Manual Checks or E-checks issued	10/6/2020	\$	87.10
Manual Checks or E-checks issued	10/12/2020	\$	4,771.32
Manual Checks or E-checks issued	10/14/2020	\$	8,030.71
Manual Checks or E-checks issued	10/20/2020	\$	76,323.34
Manual Checks or E-checks issued	10/28/2020	\$	61,440.10
Total for Approval:		\$	<u>448,176.58</u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT
VENDOR NAME: 5 ALARM FIRE & SAFETY					
201170-1	STREAMLIGHT LED SCENE LIGHTS	150-5700-571300	1,100.00	1,100.00	FIRE
201192-1	RESCUE 42 RIPPER	150-5700-571400	516.28	516.28	FIRE
TOTAL VENDOR 5 ALARM FIRE & SAFETY				1,616.28	
VENDOR NAME: ADAMS ELECTRIC					
7643	WATER WELL 4 GENERATOR REPAIR	610-6200-662500	142.98	142.98	UTILITIES
TOTAL VENDOR ADAMS ELECTRIC				142.98	
VENDOR NAME: ALSCO					
IMIL1620208	OCTOBER 22 MAT CLEANING SERVICE	100-5211-539400	43.89	43.89	POLICE
TOTAL VENDOR ALSCO				43.89	
VENDOR NAME: AM TOWING					
W27948	AM TOWING 3481 TOW INVOICE	150-5222-539500	126.00	126.00	FIRE
TOTAL VENDOR AM TOWING				126.00	
VENDOR NAME: AT & T MOBILITY					
287291370101	WIRELESS SERVICE	100-5211-522500	580.97	580.97	POLICE
TOTAL VENDOR AT & T MOBILITY				580.97	
VENDOR NAME: BAYCOM INC.					
10122020	APPARATUS CHARGERS 2020 DNR GRANT	150-5700-571300	5,630.00	5,630.00	FIRE
TOTAL VENDOR BAYCOM INC.				5,630.00	
VENDOR NAME: BEDROCK SEWER & WATER					
2262	WATER CURB STOP REPAIR	610-6452-665200	2,141.14	2,141.14	UTILITIES
2259	WATER CURB BOX AND CONCRETE SIDEWALK REP	610-6452-665200	6,150.00	6,150.00	UTILITIES
TOTAL VENDOR BEDROCK SEWER & WATER				8,291.14	
VENDOR NAME: BLUE BAY RESTAURANT					
2020 AUG 11 ELECTIC	AUGUST ELECTION FOOD COVID	100-5144-531100	170.50	170.50	CLERK
TOTAL VENDOR BLUE BAY RESTAURANT				170.50	
VENDOR NAME: BOUND TREE MEDICAL LLC					
83819712	EMS SUPPLIES	150-5231-531100	162.49	162.49	FIRE
TOTAL VENDOR BOUND TREE MEDICAL LLC				162.49	
VENDOR NAME: BS&A					
131390	QUARTERLY PERMIT APPLICATIONS	100-5241-521900	370.00	370.00	BUILDING
TOTAL VENDOR BS&A				370.00	
VENDOR NAME: C & M AUTO PARTS INC					
6079-326306	3481 OIL CHANGE	150-5222-539500	3.79	3.79	FIRE
6079-326143	PULLEY	100-5324-539500	15.93	15.93	DPW
6079-326070	FILTERS & GASKETS	100-5324-539500	34.45	34.45	DPW
6079-326074	FILTER	100-5324-539500	3.79	3.79	DPW
6079-326201	3481 REPAIR	150-5222-539500	90.10	90.10	FIRE
6079-326341	3481 REPAIR	150-5222-539500	17.99	17.99	FIRE
TOTAL VENDOR C & M AUTO PARTS INC				166.05	

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT
VENDOR NAME: CENTRAL OFFICE SYSTEMS					
69908747	COPIER INVOICE	150-5221-531100	92.00	92.00	FIRE
69908617	LEASE PAYMENT 11/01/2020 - 11/30-2020	100-5142-531200	23.10	165.00	ALLOCATE
		150-5221-531100	21.45		
		220-5140-531200	1.65		
		410-5363-531200	3.30		
		440-5511-531200	8.25		
		500-5344-531200	1.65		
		610-6902-690300	54.45		
		620-8300-840000	51.15		
TOTAL VENDOR CENTRAL OFFICE SYSTEMS				257.00	
VENDOR NAME: CENTURY SPRINGS BOTTLING					
5632617	WWTF LAB WATER	620-8010-826000	132.00	132.00	UTILITIES
5676994	WATER COOLER	100-5160-531100	33.00	33.00	DPW
TOTAL VENDOR CENTURY SPRINGS BOTTLING				165.00	
VENDOR NAME: CHENAULT CAMERON					
2020 CLOTHING ALLOW	2020 CLOTHING ALLOWANCE - CHENAULT	150-5222-534600	50.00	50.00	FIRE
TOTAL VENDOR CHENAULT CAMERON				50.00	
VENDOR NAME: CINTAS					
4064630955	UNIFORM SERVICE	610-6920-693000	39.75	79.75	UTILITIES
		620-8010-827000	40.00		
4064631042	STAFF UNIFORMS	100-5323-531100	98.52	98.52	DPW
4065293629	UNIFORM SERVICE	610-6920-693000	39.75	79.75	UTILITIES
		620-8010-827000	40.00		
4065293653	UNIFORMS	100-5323-531100	98.52	98.52	DPW
TOTAL VENDOR CINTAS				356.54	
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY					
BCJ 3301	OFF KUBIAK COLUMBIA SOUTHERN UNIVERSITY	100-5212-516300	705.00	705.00	POLICE
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY				705.00	
VENDOR NAME: CONLEY MEDIA, LLC					
6362411020	CHICKEN ORDINANCE PUBLICATION	100-5632-531200	253.86	253.86	PLANNER
TOTAL VENDOR CONLEY MEDIA, LLC				253.86	
VENDOR NAME: CORE & MAIN LP					
N186460	WATER SERVICE REPAIR PARTS	610-6452-665200	802.50	802.50	UTILITIES
TOTAL VENDOR CORE & MAIN LP				802.50	
VENDOR NAME: EAGLE ENGRAVING					
2020-4516	ACCOUNTABILITY TAGS	150-5222-531100	30.60	30.60	FIRE
TOTAL VENDOR EAGLE ENGRAVING				30.60	

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: EHLERS					
84745	PARKS FINANCIAL FEASIBILITY STUDY	100-5670-521900	400.00	400.00	ADMIN
TOTAL VENDOR EHLERS				400.00	
VENDOR NAME: ELEMECH INC					
PAL7427	WWTF SEPTAGE METER CONTROLLER/BILLING MA 620-8030-531000		1,600.00	1,600.00	UTILITIES
TOTAL VENDOR ELEMECH INC				1,600.00	
VENDOR NAME: EMERGENCY APPARATUS MAINTENANCE INC					
112112	3463 PUMP TEST AND MAINTENANCE	150-5222-539500	593.04	593.04	FIRE
112111	3462 PUMP TEST AND MAINTENANCE	150-5222-539500	474.99	474.99	FIRE
112109	3471 PUMP TEST AND MAINTENANCE	150-5222-539500	474.99	474.99	FIRE
TOTAL VENDOR EMERGENCY APPARATUS MAINTENANCE INC				1,543.02	
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS					
2208875	EMS SUPPLIES	150-5231-531100	347.88	347.88	FIRE
2208935	EMP GLOVES- COVID	150-5231-531100	690.00	690.00	FIRE
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS				1,037.88	
VENDOR NAME: ENVIRONMENT CONTROL					
15868-613	MONTHLY MAINTENANCE	100-5160-521900	298.00	298.00	DPW
TOTAL VENDOR ENVIRONMENT CONTROL				298.00	
VENDOR NAME: EXCEL BUILDING SERVICES LLC					
3577	EXCEL BUILDING SERVICES (CLEANING)	100-5211-539400	975.00	975.00	POLICE
TOTAL VENDOR EXCEL BUILDING SERVICES LLC				975.00	
VENDOR NAME: FRIESEMA DAVID					
164802	EMERGENCY SERVICES INSTRUCTOR BOOK- FRIE	150-5221-533500	85.50	85.50	FIRE
TOTAL VENDOR FRIESEMA DAVID				85.50	
VENDOR NAME: GALLS LLC					
016656936	2020 UNIFORM ALLOWANCE - KREISER - 1 REV	100-5212-534600	170.00	170.00	POLICE
016456236	CREDIT FOR BLAUER POLYESTER ARMORSKIN VE	100-5212-534700	(28.50)	(28.50)	POLICE
016656934	NEW OFFICER BULLETPROOF VEST - ARMOR EXP	100-5212-534700	800.00	800.00	POLICE
016656938	NEW DISPATCHER/CLERK - 1 LONG SLEEVE UNI	100-5211-534700	74.67	74.67	POLICE
016656940	2020 UNIFORM ALLOWANCE - STREIT - 1 PAIR	100-5211-534600	109.95	109.95	POLICE
016674397	NEW OFFICER - 1 BLAUER POLYESTER ARMORSK	100-5212-534700	114.99	114.99	POLICE
TOTAL VENDOR GALLS LLC				1,241.11	
VENDOR NAME: GARDEN MART/THE					
GM072820MVU	WWTF STUMP REMOVAL	620-8010-827000	(21.93)	(21.93)	UTILITIES
109250	WWTF STUMP REMOVAL	620-8010-827000	83.96	83.96	UTILITIES
106236	WWTF STUMP REMOVAL	620-8010-827000	20.05	20.05	UTILITIES
103343	WWTF STUMP REMOVAL	620-8010-827000	8.07	8.07	UTILITIES
106074	SUPPLIES	100-5521-531100	16.13	16.13	DPW
106075	SUPPLIES	100-5521-531100	64.53	64.53	DPW
TOTAL VENDOR GARDEN MART/THE				170.81	
VENDOR NAME: GENESEE AGGREGATE CORP					
11760	WATER STONE FOR SERVICE REPAIRS	610-6452-665200	856.74	856.74	UTILITIES
11832	WATER BEDDING STONE FOR MAIN REPAIRS	610-6451-665100	175.56	175.56	UTILITIES

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VENDOR NAME: GENESEE AGGREGATE CORP					
TOTAL VENDOR GENESEE AGGREGATE CORP				1,032.30	
VENDOR NAME: GENESEE AGGREGATE TRUCKING					
T11832	WATER BEDDING STONE FOR MAIN REPAIRS	610-6451-665100	94.71	94.71	UTILITIES
T11760	WATER STONE FOR SERVICE REPAIRS	610-6452-665200	462.20	462.20	UTILITIES
TOTAL VENDOR GENESEE AGGREGATE TRUCKING				556.91	
VENDOR NAME: HAWKINS WATER TREATMENT					
4812085	WATER CHEMICALS FOR TREATMENT	610-6300-663100	2,115.84	2,115.84	UTILITIES
TOTAL VENDOR HAWKINS WATER TREATMENT				2,115.84	
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,					
50096	MISC MATTERS	100-5130-521900	2,840.00	2,840.00	FINANCE
50097	PROSECUTIONS	100-5130-521900	787.50	787.50	FINANCE
50098	SUGDEN/TID 5 HILLCOURT/BRIOHN PROJECT	100-0000-211425	472.50	472.50	FINANCE
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				4,100.00	
VENDOR NAME: JACQUELINE J HITTMAN REV LVNG TR					
2020 BOND REDUCTION	HITTMAN PROPERTY ARROWHEAD DR	100-0000-211425	44,190.00	44,190.00	FINANCE
TOTAL VENDOR JACQUELINE J HITTMAN REV LVNG TR				44,190.00	
VENDOR NAME: JEFFERSON FIRE & SAFETY					
IN122782	PPV FAN- BATTERY	150-5700-571300	3,945.00	3,945.00	FIRE
TOTAL VENDOR JEFFERSON FIRE & SAFETY				3,945.00	
VENDOR NAME: JET VAC ENVIRONMENTAL					
0000003276	WATER TOOLS FOR NEW VALVE EXCERCISING MA	610-0000-139200	400.70	400.70	UTILITIES
0000003241	WATER NEW VALVE EXCERSIZER INSTALLATION	610-0000-139200	1,800.00	1,800.00	UTILITIES
0000003240	REPAIR 2 12' WATERMAIN VALVES	610-6451-665100	6,680.00	6,680.00	UTILITIES
TOTAL VENDOR JET VAC ENVIRONMENTAL				8,880.70	
VENDOR NAME: LA FORCE INC					
1144995	WWTF OFFICE SECURITY LOCKS	620-8010-834000	9,181.00	9,181.00	UTILITIES
TOTAL VENDOR LA FORCE INC				9,181.00	
VENDOR NAME: LANGE ENTERPRISES INC					
74175	STREET SIGNS	100-5348-531100	227.72	227.72	DPW
TOTAL VENDOR LANGE ENTERPRISES INC				227.72	
VENDOR NAME: LYNCH CHEVROLET					
4072110	VEHICLE MAINTENANCE (WAS NOT A WARRANTY	610-6920-693300	126.83	126.83	UTILITIES
TOTAL VENDOR LYNCH CHEVROLET				126.83	
VENDOR NAME: MARTENS PLBG & HTG INC					
55514	FD FAUCETT REPAIRS	100-5220-539400	160.04	160.04	DPW
TOTAL VENDOR MARTENS PLBG & HTG INC				160.04	
VENDOR NAME: MEDLINE INDUSTRIES, INC					
1906742242	EMS SUPPLIES	150-5231-531100	488.22	488.22	FIRE
1919448269	EMS SUPPLIES N95 MASKS- COVID-19	150-5231-531100	162.26	162.26	FIRE

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT
VENDOR NAME: MEDLINE INDUSTRIES, INC				
	TOTAL VENDOR MEDLINE INDUSTRIES, INC			650.48
VENDOR NAME: MUDTECH LLC				
12-10086.200	PMNT PICK N SAVE POND	480-5700-584800	92,021.25	92,021.25 FINANCE
	TOTAL VENDOR MUDTECH LLC			92,021.25
VENDOR NAME: MUKWONAGO AUTO PARTS - GENERAL				
115576	HYDRANT MAINTENANCE	610-6454-665400	197.64	197.64 UTILITIES
115575	RIVER SAMPLING TIE DOWN STRAPS FOR CANOE	620-8010-826000	23.49	23.49 UTILITIES
	TOTAL VENDOR MUKWONAGO AUTO PARTS - GENERAL			221.13
VENDOR NAME: MULCAHY/SHAW WATER, INC.				
322859	WWTF MAINTENANCE OF MAINS LAKE AREA FLOW	620-8030-831000	11,880.00	11,880.00 UTILITIES
	TOTAL VENDOR MULCAHY/SHAW WATER, INC.			11,880.00
VENDOR NAME: NELSON SYSTEMS, INC				
P101592	NELSON SYSTEMS ANNUAL MAINTENANCE AGREEMENT	100-5211-521900	2,872.01	2,872.01 POLICE
	TOTAL VENDOR NELSON SYSTEMS, INC			2,872.01
VENDOR NAME: NEXTEL WIRELESS SOLUTIONS				
25	WWTF SCADA KEYS FOR SOUTH TOWER BUILDING	620-8010-827000	18.00	18.00 UTILITIES
	TOTAL VENDOR NEXTEL WIRELESS SOLUTIONS			18.00
VENDOR NAME: NORTHERN LAKE SERVICE INC				
389223	WATER TESTING	610-6300-663200	418.00	418.00 UTILITIES
388740	WWTF LAB TESTING	620-8010-826000	334.00	334.00 UTILITIES
388735	WWTF LAB TESTING	620-8010-826000	334.00	334.00 UTILITIES
	TOTAL VENDOR NORTHERN LAKE SERVICE INC			1,086.00
VENDOR NAME: OFFICE PRO				
0403016-001	CALENDARS & GLUE STICKS	100-5142-531100	4.80	20.49 ALLOCATE
		100-5141-531100	4.80	
		100-5144-531100	10.89	
0403230-001	COPY PAPER	100-5142-531100	17.64	126.00 ALLOCATE
		150-5221-531100	16.38	
		220-5140-531100	1.26	
		410-5363-531100	2.52	
		440-5511-531100	6.30	
		500-5344-531100	1.26	
		610-6902-690300	41.58	
		620-8300-840000	39.06	
	TOTAL VENDOR OFFICE PRO			146.49
VENDOR NAME: PAL STEEL COMPANY				
6875	LUMBER	100-5348-531100	40.50	40.50 DPW
	TOTAL VENDOR PAL STEEL COMPANY			40.50

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: PORT-A-JOHN, INC					
1320090-IN	360 S MCKENZIE	100-5521-531100	88.00	88.00	DPW
TOTAL VENDOR PORT-A-JOHN, INC				88.00	
VENDOR NAME: PROPHOENIX CORPORATION					
2021099	IDEMIA LIVE SCAN INTERFACE WITH PROPHOEN	100-5212-521900	4,800.00	4,800.00	POLICE
TOTAL VENDOR PROPHOENIX CORPORATION				4,800.00	
VENDOR NAME: PROTANIC INC					
63927	PHOSPHORUS REMOVAL CHEMICAL TANK TEST	620-8030-531000	625.00	625.00	UTILITIES
TOTAL VENDOR PROTANIC INC				625.00	
VENDOR NAME: QUILL LLC					
11419728	OFFICE AND STATION SUPPLIES	150-5221-531100	283.20	283.20	FIRE
11344018	RESTROOM SUPPLIES	100-5323-531100	148.70	148.70	DPW
TOTAL VENDOR QUILL LLC				431.90	
VENDOR NAME: RICOH USA, INC					
34169206	COPIER LEASE PAYMENT 11/1/20 TO 11/30/20	100-5142-531200	23.88	170.61	ALLOCATE
		150-5221-531100	22.18		
		220-5140-531200	1.71		
		410-5363-531200	3.41		
		440-5511-531200	8.53		
		500-5344-531200	1.71		
		610-6902-690300	56.30		
		620-8300-840000	52.89		
TOTAL VENDOR RICOH USA, INC				170.61	
VENDOR NAME: RUTENBECK, TIM					
2020 CLOTHING	2020 CLOTHING ALLOWANCE - RUTENBECK	100-5241-539900	200.00	200.00	BUILDING
TOTAL VENDOR RUTENBECK, TIM				200.00	
VENDOR NAME: RYAN HUGHES					
2020 CLOTHING	2020 CLOTHING ALLOWANCE - HUGHES	150-5222-534600	25.00	25.00	FIRE
TOTAL VENDOR RYAN HUGHES				25.00	
VENDOR NAME: SHERWIN-WILLIAMS					
5945-2	WELL BUILDING PAINT SUPPLIES	610-6210-662300	20.66	20.66	UTILITIES
TOTAL VENDOR SHERWIN-WILLIAMS				20.66	
VENDOR NAME: SHRED-IT USA					
8180679896	2020 OCTOBER VH SHREDDING SERVICES	100-5141-531100	32.61	65.23	ALLOCATE
		100-5142-531100	16.31		
		100-5632-531100	16.31		
8180717411	OCTOBER SHREDDING SERVICE	100-5211-539400	67.05	67.05	POLICE
TOTAL VENDOR SHRED-IT USA				132.28	
VENDOR NAME: SOMAR ENTERPRISES					

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT
VENDOR NAME: SOMAR ENTERPRISES				
102015	20 CANNISTERS OF O.C SABRE RED CROSSFIRE	100-5212-531100 299.80	299.80	POLICE
TOTAL VENDOR SOMAR ENTERPRISES			299.80	
VENDOR NAME: SUBURBAN LABORATORIES INC				
179666	WATER LAB TESTING	610-6300-663200 96.00	96.00	UTILITIES
TOTAL VENDOR SUBURBAN LABORATORIES INC			96.00	
VENDOR NAME: TERRIE CHAPMAN				
2020 PARK REFUND	2020 PARK REFUND 10/24/2020 FIELD PARK	100-4820-485000 125.00	125.00	CLERK
TOTAL VENDOR TERRIE CHAPMAN			125.00	
VENDOR NAME: VANGUARD COMPUTERS INC				
51339	3 HP CTO ELITBOOK 850 G 6 LAPTOP COMPUTE	100-5211-539500 1,012.50	3,037.50	POLICE
		100-5213-539500 1,012.50		
		340-5890-581100 1,012.50		
TOTAL VENDOR VANGUARD COMPUTERS INC			3,037.50	
VENDOR NAME: VERIZON WIRELESS				
9864847416	2020 OCTOBER CELL BILL ACCT# 85503900-00	150-5221-522500 359.68	359.68	FIRE
9864847415	2020 OCTOBER CELL BILL ACCT3 885503900-0	150-5221-522500 20.76	275.93	MULTIPLE
		100-5323-522500 20.76		
		610-6920-692100 117.21		
		620-8400-851000 117.20		
9864847414	2020 OCTOBER CELL BILL ACCT3 885503900-0	100-5141-522500 133.89	1,806.23	MULTIPLE
		100-5241-522500 137.18		
		150-5221-522500 61.39		
		100-5211-522500 2.39		
		100-5323-522500 131.50		
		610-6920-692100 144.95		
		620-8400-851000 144.94		
		150-5700-580500 1,049.99		
TOTAL VENDOR VERIZON WIRELESS			2,441.84	
VENDOR NAME: WAUKESHA LIME AND STONE				
1711187	SUPPLIES	100-5521-531100 70.56	70.56	DPW
TOTAL VENDOR WAUKESHA LIME AND STONE			70.56	
VENDOR NAME: WCTC				
S0725849	WCTC INVOICE	150-5223-533500 240.00	240.00	FIRE
TOTAL VENDOR WCTC			240.00	
VENDOR NAME: WEDIGE RADIATOR & AC INC				
184160	3481 REPAIR	150-5222-539500 249.00	249.00	FIRE
TOTAL VENDOR WEDIGE RADIATOR & AC INC			249.00	

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: WEGNER ANDY					
2020 CLOTHING	2020 CLOTHING ALLOWANCE - WEGNER	150-5222-534600	50.00	50.00	FIRE
TOTAL VENDOR WEGNER ANDY				50.00	
VENDOR NAME: WI DEPT OF JUSTICE-TIME					
455TIME-0000009375	QUARTERLY WI DOJ TIME SYSTEM ACCESS CHAR	100-5211-521900	2,250.00	2,250.00	POLICE
TOTAL VENDOR WI DEPT OF JUSTICE-TIME				2,250.00	
VENDOR NAME: WI DEPT OF REVENUE					
2020 ASSESSMENT WAI	2020 WAUKESHA MANUFACT ASSESS	100-5153-521900	2,964.61	2,964.61	CLERK
2020 ASSESSMENT WAI	2020 WALWORTH MANUFACT ASSESS	100-5153-521900	1,094.16	1,094.16	CLERK
TOTAL VENDOR WI DEPT OF REVENUE				4,058.77	
VENDOR NAME: WISCONSIN IMAGING SOLUTIONS LLC					
AR47532	WWTF COPIER EXPENSE	620-8400-851000	38.50	38.50	UTILITIES
TOTAL VENDOR WISCONSIN IMAGING SOLUTIONS LLC				38.50	
VENDOR NAME: WOLTER POWER SYSTEMS					
532022045	HEATER BLOCK	100-5323-539500	261.45	261.45	DPW
TOTAL VENDOR WOLTER POWER SYSTEMS				261.45	
VENDOR NAME: ZEP SALES & SERVICE					
9005631933	ZEP INVOICE- COVID-19	150-5231-531100	869.10	869.10	FIRE
TOTAL VENDOR ZEP SALES & SERVICE				869.10	
GRAND TOTAL:				231,305.29	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Al
IMIL1606399 43479	ALSCO MATS & DUSTERS 440-5511-531100	09/10/2020 CKIM	10/09/2020	36.10	
	SUPPLIES			36.10	
29933 43536	AMERICA AQUARIA FISH TANK MAINTENANCE 440-5511-531000	09/25/2020 CKIM	10/09/2020	85.00	
	OUTSIDE SERVICES			85.00	
2035471458 43491	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/05/2020 CKIM	10/09/2020	11.60	
	BOOKS			11.60	
2035471459 43492	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/05/2020 CKIM	10/09/2020	17.63	
	BOOKS			17.63	
2035471460 43493	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/05/2020 CKIM	10/09/2020	164.71	
	BOOKS			164.71	
2035471461 43494	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/05/2020 CKIM	10/09/2020	3.14	
	BOOKS			3.14	
2035471462 43495	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/05/2020 CKIM	10/09/2020	99.69	
	BOOKS			99.69	
2035471463 43496	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/05/2020 CKIM	10/09/2020	15.09	
	BOOKS			15.09	
2035477682 43497	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/09/2020 CKIM	10/09/2020	15.95	
	BOOKS			15.95	
2035477683 43498	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/09/2020 CKIM	10/09/2020	9.42	
	BOOKS			9.42	
2035477684 43499	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/09/2020 CKIM	10/09/2020	184.04	
	BOOKS			184.04	
2035477685 43500	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/09/2020 CKIM	10/09/2020	18.89	
	BOOKS			18.89	
2035495107 43501	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/17/2020 CKIM	10/09/2020	15.95	
	BOOKS			15.95	
2035495108 43502	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/17/2020 CKIM	10/09/2020	15.11	
	BOOKS			15.11	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Al
2035495109 43503	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/17/2020 CKIM	10/09/2020	24.60 24.60	
2035495110 43504	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/17/2020 CKIM	10/09/2020	72.65 72.65	
2035495111 43505	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/17/2020 CKIM	10/09/2020	10.07 10.07	
2035495112 43506	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/17/2020 CKIM	10/09/2020	784.05 784.05	
2035487762 43507	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/15/2020 CKIM	10/09/2020	10.07 10.07	
2035487763 43508	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/15/2020 CKIM	10/09/2020	15.11 15.11	
2035487764 43509	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/15/2020 CKIM	10/09/2020	16.71 16.71	
2035487765 43510	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/15/2020 CKIM	10/09/2020	31.79 31.79	
2035487766 43511	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/15/2020 CKIM	10/09/2020	508.55 508.55	
2035487767 43512	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/15/2020 CKIM	10/09/2020	30.40 30.40	
2035500547 43513	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/21/2020 CKIM	10/09/2020	10.07 10.07	
2035500548 43514	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/21/2020 CKIM	10/09/2020	7.54 7.54	
2035500549 43515	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/21/2020 CKIM	10/09/2020	10.63 10.63	
2035500550 43516	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/21/2020 CKIM	10/09/2020	62.73 62.73	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Al
2035500551 43517	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/21/2020 CKIM	10/09/2020	73.86 73.86	
2035500552 43518	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/21/2020 CKIM	10/09/2020	18.89 18.89	
2035500553 43519	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/21/2020 CKIM	10/09/2020	53.71 53.71	
2035514293 43528	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/25/2020 CKIM	10/09/2020	7.27 7.27	
2035514294 43529	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/25/2020 CKIM	10/09/2020	28.62 28.62	
2035514295 43530	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/25/2020 CKIM	10/09/2020	10.07 10.07	
2035514296 43531	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/25/2020 CKIM	10/09/2020	53.85 53.85	
2035514297 43532	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/25/2020 CKIM	10/09/2020	36.36 36.36	
2035514298 43533	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/25/2020 CKIM	10/09/2020	39.15 39.15	
2035514299 43534	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/25/2020 CKIM	10/09/2020	19.52 19.52	
2035501000 43535	BAKER & TAYLOR INC. BOOKS 440-5700-532800	09/22/2020 CKIM	10/09/2020	525.59 525.59	
B5963014 43520	BRODART BOOKS 440-5700-532800	09/02/2020 CKIM	10/09/2020	397.23 397.23	
B5963679 43521	BRODART BOOKS 440-5700-532800	09/03/2020 CKIM	10/09/2020	79.48 79.48	
B5971875 43527	BRODART BOOKS 440-5700-532800	09/24/2020 CKIM	10/09/2020	709.90 709.90	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Ar
B5966764 43544	BRODART BOOKS 440-5700-532800	09/11/2020 CKIM	10/22/2020	132.68 132.68	
SEPT 43490	TERRY BUCHMANN CRICUT BLADE 440-5511-531400	09/03/2020 CKIM	10/09/2020	28.02 28.02	
71779530 43522	CENGAGE LEARNING BOOKS 440-5700-532800	09/04/2020 CKIM	10/09/2020	91.97 91.97	
6837635 43480	DEMCO HANGING BAGS 440-5511-531100	09/02/2020 CKIM	10/09/2020	44.99 44.99	
9102020 43541	GODDARD LESLIE MARSHALL FIELD PROGRAM 440-5511-533100	09/10/2020 CKIM	10/09/2020	200.00 200.00	
821876 43537	MICROMARKETING LLC AUDIO BOOK 440-5700-532900	09/01/2020 CKIM	10/09/2020	28.33 28.33	
99328126 43523	MIDWEST TAPE AUDIO BOOK 440-5700-532900	09/01/2020 CKIM	10/09/2020	39.99 39.99	
99358749 43524	MIDWEST TAPE AUDIO BOOK 440-5700-532900	09/09/2020 CKIM	10/09/2020	29.99 29.99	
10920 43543	MUREN SHAWNA CHAIR YOGA 440-5511-533100	10/09/2020 CKIM	10/09/2020	200.00 200.00	
AR122114 43478	OFFICE COPYING EQUIPMENT 8/12/20-9/11/20 440-5511-531000	09/16/2020 CKIM	10/09/2020	273.49 273.49	
51631 43525	OLEARY PLUMBING & HEATING INC REPAIR HOSE BIBB 440-5511-539500	08/28/2020 CKIM	10/09/2020	330.71 330.71	
52191 43575	OLEARY PLUMBING & HEATING INC COOLER/BOTTLE FILLER 440-5511-539500	09/23/2020 mschneider	10/23/2020	2,370.00 2,370.00	
10524855 43481	QUILL LLC CLEANING SUPPLIES 440-5511-531100	09/16/2020 CKIM	10/09/2020	5.99 5.99	
10427166 43482	QUILL LLC GLOVES 440-5511-531100	09/14/2020 CKIM	10/09/2020	7.18 7.18	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Al
10380266 43483	QUILL LLC CLEANING SUPPLIES 440-5511-531100	09/11/2020 CKIM	10/09/2020	15.54 15.54	
10150555 43484	QUILL LLC PAPER PRODUCTS 440-5511-531100	09/02/2020 CKIM	10/09/2020	33.99 33.99	
10134857 43485	QUILL LLC COPY PAPER 440-5511-531100	09/02/2020 CKIM	10/09/2020	65.98 65.98	
10174598 43486	QUILL LLC PAPER PRODUCTS 440-5511-531100	09/03/2020 CKIM	10/09/2020	50.14 50.14	
10174356 43487	QUILL LLC PAPER PRODUCTS 440-5511-531100	09/03/2020 CKIM	10/09/2020	54.38 54.38	
101470934 43488	QUILL LLC PAPER PRODUCTS 440-5511-531100	09/03/2020 CKIM	10/09/2020	101.98 101.98	
10781431 43539	QUILL LLC CLEANING WIPES 440-5511-531100	09/24/2020 CKIM	10/09/2020	14.97 14.97	
10654243 43540	QUILL LLC TONOR 440-5511-531100	09/21/2020 CKIM	10/09/2020	110.46 110.46	
5060463825 43538	RICOH USA, INC 6/26/20-9/25/20 440-5511-531000	09/23/2020 CKIM	10/09/2020	147.18 147.18	
106688 43526	ROMAN ELECTRIC CO., INC. REPAIR LIGHT 440-5511-539500	08/31/2020 CKIM	10/09/2020	170.00 170.00	
AZ0915 43610	RUTH PAGE JONES WOMAN SUFFRAGE PROGRAM 440-5511-533100	09/23/2020 CKIM	10/09/2020	125.00 125.00	
1046-F041211 43477	UNITED STATES ALLIANCE FIRE PROTECT FIRE ALARM INSPECTION 440-5511-522000	09/30/2020 mschneider	10/22/2020	900.00 900.00	
465884 43489	VERNON LIBRARY SUPPLIES DVD CASES 440-5511-531100	09/04/2020 CKIM	10/09/2020	68.62 68.62	
14127 43542	WALWORTH CTY SECURITY ALARMS LLC FIRE ALARM MONITORING 440-5511-522000	10/01/2020 CKIM	10/09/2020	540.00 540.00	

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Inv Ref#	Description	Entered By			
	GL Distribution				

# of Invoices:	70	# Due:	0	Totals:	10,522.37
# of Credit Memos:	0	# Due:	0	Totals:	0.00
Net of Invoices and Credit Memos:					10,522.37

--- TOTALS BY FUND ---

440 - LIBRARY FUND	10,522.37
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--- TOTALS BY DEPT/ACTIVITY ---

5511 - LIBRARY SERVICES	5,979.72
5700 - CAPITAL OUTLAY EXPENDITURES	4,542.65

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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
20200918 43687	WE ENERGIES 6819-119-729 Hall 100-5160-522200	09/18/2020 mschneider 6819-119-729 Hall	11/02/2020	720.89 720.89	0.00	Paid	Y 10/30/2020
20200918 43688	WE ENERGIES 6819-119-729 Hall Gas 100-5160-522400	09/18/2020 mschneider 6819-119-729 Hall Gas	11/02/2020	13.11 13.11	0.00	Paid	Y 10/30/2020
20200918 43689	WE ENERGIES 0437-358-622 Flashers 100-5211-522200	09/18/2020 mschneider 0437-358-622 Flashers	11/02/2020	9.64 9.64	0.00	Paid	Y 10/30/2020
20200918 43690	WE ENERGIES 7410-051-890 Police 100-5211-522200	09/18/2020 mschneider 7410-051-890 Police	11/02/2020	1,063.38 1,063.38	0.00	Paid	Y 10/30/2020
20200918 43691	WE ENERGIES 8011-380-768 Police Garage 100-5211-522200	09/18/2020 mschneider 8011-380-768 Police Garage	11/02/2020	40.94 40.94	0.00	Paid	Y 10/30/2020
20200918 43692	WE ENERGIES 7879-450-073 Mukw Dam 100-5254-522200	09/18/2020 mschneider 7879-450-073 Mukw Dam	11/02/2020	22.62 22.62	0.00	Paid	Y 10/30/2020
20200918 43693	WE ENERGIES 3893-949-966 DPW Elec 100-5323-522200	09/18/2020 mschneider 3893-949-966 DPW Elec	11/02/2020	282.64 282.64	0.00	Paid	Y 10/30/2020
20200918 43694	WE ENERGIES 3608-115-165 DPW Gas 100-5323-522400	09/18/2020 mschneider 3608-115-165 DPW Gas	11/02/2020	27.20 27.20	0.00	Paid	Y 10/30/2020
20200918 43695	WE ENERGIES 5001-021-384 Street Lights 100-5342-522200	09/18/2020 mschneider 5001-021-384 Street Lights	11/02/2020	8,099.55 8,099.55	0.00	Paid	Y 10/30/2020
20200918 43696	WE ENERGIES 1438-746-449 Street Lights 100-5342-522200	09/18/2020 mschneider 1438-746-449 Street Lights	11/02/2020	55.26 55.26	0.00	Paid	Y 10/30/2020

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20200918 43697	WE ENERGIES 0647-211-550 School Crossing Lights 100-5342-522200	09/18/2020 mschneider	11/02/2020	17.33	0.00	Paid	Y 10/30/2020
	0647-211-550 School Crossing Lights			17.33			
20200918 43698	WE ENERGIES 0659-874-941 Museum 100-5512-522200	09/18/2020 mschneider	11/02/2020	83.19	0.00	Paid	Y 10/30/2020
	0659-874-941 Museum			83.19			
20200918 43699	WE ENERGIES 2405-680-633 Andrews St. 100-5521-522200	09/18/2020 mschneider	11/02/2020	102.94	0.00	Paid	Y 10/30/2020
	2405-680-633 Andrews St.			102.94			
20200918 43700	WE ENERGIES 8046-699-403 Field Park 100-5521-522200	09/18/2020 mschneider	11/02/2020	118.51	0.00	Paid	Y 10/30/2020
	8046-699-403 Field Park			118.51			
20200918 43701	WE ENERGIES 8658-233-953 Fld Prk Baseball Lights 100-5521-522200	09/18/2020 mschneider	11/02/2020	22.65	0.00	Paid	Y 10/30/2020
	8658-233-953 Fld Prk Baseball Lights			22.65			
20200918 43702	WE ENERGIES 6837-391-587 Parks 100-5521-522200	09/18/2020 mschneider	11/02/2020	38.27	0.00	Paid	Y 10/30/2020
	6837-391-587 Parks			38.27			
20200918 43703	WE ENERGIES 5864-823-491 Concession Building 100-5521-522200	09/18/2020 mschneider	11/02/2020	217.77	0.00	Paid	Y 10/30/2020
	5864-823-491 Concession Building			217.77			
20200918 43704	WE ENERGIES 3277-621-318 F. Park Sump Pump 100-5521-522200	09/18/2020 mschneider	11/02/2020	23.04	0.00	Paid	Y 10/30/2020
	3277-621-318 F. Park Sump Pump			23.04			
20200918 43705	WE ENERGIES 1610-585-380 Parks 100-5521-522200	09/18/2020 mschneider	11/02/2020	16.79	0.00	Paid	Y 10/30/2020
	1610-585-380 Parks			16.79			
20200918 43706	WE ENERGIES 6881-040-700 Miniwauken Park 100-5521-522200	09/18/2020 mschneider	11/02/2020	30.31	0.00	Paid	Y 10/30/2020
	6881-040-700 Miniwauken Park			30.31			

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20200918 43707	WE ENERGIES 7698-426-664 Fire 150-5221-522200	09/18/2020 mschneider	11/02/2020	876.14 876.14	0.00	Paid	Y 10/30/2020
20200918 43708	WE ENERGIES 9248-740-506 Library Elec 440-5511-522200	09/18/2020 mschneider	11/02/2020	3,278.23 3,278.23	0.00	Paid	Y 10/30/2020
20200918 43709	WE ENERGIES 4843-559-306 Library Gas 440-5511-522400	09/18/2020 mschneider	11/02/2020	133.29 133.29	0.00	Paid	Y 10/30/2020
20200918 43710	WE ENERGIES 9069-575-087 Well #3 Elec 610-6200-662200	09/18/2020 mschneider	11/02/2020	95.84 95.84	0.00	Paid	Y 10/30/2020
20200918 43711	WE ENERGIES 4400-457-029 Well #3 Gas 610-6200-662200	09/18/2020 mschneider	11/02/2020	10.56 10.56	0.00	Paid	Y 10/30/2020
20200918 43712	WE ENERGIES 2409-366-321 Well #4 Elec 610-6200-662200	09/18/2020 mschneider	11/02/2020	706.21 706.21	0.00	Paid	Y 10/30/2020
20200918 43713	WE ENERGIES 0465-443-270 Well #4 Gas 610-6200-662200	09/18/2020 mschneider	11/02/2020	10.56 10.56	0.00	Paid	Y 10/30/2020
20200918 43714	WE ENERGIES 0801-988-732 Well #5 610-6200-662200	09/18/2020 mschneider	11/02/2020	1,660.08 1,660.08	0.00	Paid	Y 10/30/2020
20200918 43715	WE ENERGIES 4607-813-092 Well #6 610-6200-662200	09/18/2020 mschneider	11/02/2020	682.38 682.38	0.00	Paid	Y 10/30/2020
20200918 43716	WE ENERGIES 9291-834-028 Greenwald 610-6200-662200	09/18/2020 mschneider	11/02/2020	160.20 160.20	0.00	Paid	Y 10/30/2020

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20200918 43717	WE ENERGIES 3068-463-180 Tower 610-6200-662200	09/18/2020 mschneider	11/02/2020	32.04 32.04	0.00	Paid	Y 10/30/2020
20200918 43718	WE ENERGIES 7843-678-578 Atkinson Pump 620-8020-821000	09/18/2020 mschneider	11/02/2020	393.56 393.56	0.00	Paid	Y 10/30/2020
20200918 43719	WE ENERGIES 8238-765-652 Fox River View 620-8020-821000	09/18/2020 mschneider	11/02/2020	150.17 150.17	0.00	Paid	Y 10/30/2020
20200918 43720	WE ENERGIES 8051-462-203 1240 N. Rochester 620-8020-821000	09/18/2020 mschneider	11/02/2020	92.66 92.66	0.00	Paid	Y 10/30/2020
20200918 43721	WE ENERGIES 7282-806-809 Holz Elec 620-8010-821100	09/18/2020 mschneider	11/02/2020	7,861.72 7,861.72	0.00	Paid	Y 10/30/2020
20200918 43722	WE ENERGIES 2404-776-809 Holz Gas 620-8010-821200	09/18/2020 mschneider	11/02/2020	9.90 9.90	0.00	Paid	Y 10/30/2020
20200918 43723	WE ENERGIES 9276-498-259 Digester Gas 620-8010-821200	09/18/2020 mschneider	11/02/2020	97.20 97.20	0.00	Paid	Y 10/30/2020
20200918 43724	WE ENERGIES 3234-559-591 Well #7 610-6200-662200	09/18/2020 mschneider	11/02/2020	1,694.41 1,694.41	0.00	Paid	Y 10/30/2020
20200918 43725	WE ENERGIES 6478-966-911 1224 Riverton 620-8020-821000	09/18/2020 mschneider	11/02/2020	67.50 67.50	0.00	Paid	Y 10/30/2020
20200918 43726	WE ENERGIES 8818-483-919 Tower Radio Bldg 100-5211-522200	09/18/2020 mschneider	11/02/2020	23.70 23.70	0.00	Paid	Y 10/30/2020

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20200918 43727	WE ENERGIES 8808-380-714 Street Lights 100-5342-522200	09/18/2020 mschneider	11/02/2020	2,951.90 2,951.90	0.00	Paid	Y 10/30/2020
20200918 43728	WE ENERGIES 3051-426-864 Miniwaukan Pavilion 100-5521-522200	09/18/2020 mschneider	11/02/2020	21.83 21.83	0.00	Paid	Y 10/30/2020
20200918 43729	WE ENERGIES 5000-725-767 PD Tower meter #05662 100-5211-522200	09/18/2020 mschneider	11/02/2020	50.23 50.23	0.00	Paid	Y 10/30/2020
20200918 43730	WE ENERGIES 8016-691-668 Booster Station 610-6200-662200	09/18/2020 mschneider	11/02/2020	409.80 409.80	0.00	Paid	Y 10/30/2020
20200918 43731	WE ENERGIES 2008-500-143 Parks-200 S Rochester 100-5342-522200	09/18/2020 mschneider	11/02/2020	22.75 22.75	0.00	Paid	Y 10/30/2020
20200918 43732	WE ENERGIES 6482-485-554 police-CTH E N of 100-5211-522200	09/18/2020 mschneider	11/02/2020	18.70 18.70	0.00	Paid	Y 10/30/2020
20200918 43733	WE ENERGIES 2054-702-968 Parks 100-5521-522200	09/18/2020 mschneider	11/02/2020	0.00 0.00	0.00	Paid	Y 10/30/2020

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

# of Invoices:	47	# Due:	0	Totals:	32,517.59	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					32,517.59	0.00	

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	720.89	
100-5160-522400	GAS	13.11	
100-5211-522200	ELECTRIC	1,206.59	
100-5254-522200	ELECTRIC	22.62	
100-5323-522200	ELECTRIC	282.64	
100-5323-522400	GAS	27.20	
100-5342-522200	ELECTRIC	11,146.79	
100-5512-522200	ELECTRIC	83.19	
100-5521-522200	ELECTRIC	592.11	
150-5221-522200	ELECTRIC	876.14	
440-5511-522200	ELECTRIC	3,278.23	
440-5511-522400	GAS	133.29	
610-6200-662200	FUEL OR POWER PURCHASED	5,462.08	
620-8010-821100	WWTP ELECTRIC POWER	7,861.72	
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	107.10	
620-8020-821000	PUMPING POWER & FUEL	703.89	

--- TOTALS BY FUND ---

100 - GENERAL FUND	14,095.14	0.00
150 - FIRE/AMBULANCE FUND	876.14	0.00
440 - LIBRARY FUND	3,411.52	0.00
610 - WATER UTILITY FUND	5,462.08	0.00
620 - SEWER UTILITY FUND	8,672.71	0.00

--- TOTALS BY DEPT/ACTIVITY ---

5160 - VILLAGE HALL	734.00	0.00
5211 - POLICE ADMINISTRATION	1,206.59	0.00
5221 - FIRE ADMINISTRATION	876.14	0.00
5254 - DAMS	22.62	0.00
5323 - GARAGE	309.84	0.00
5342 - STREET LIGHTING	11,146.79	0.00
5511 - LIBRARY SERVICES	3,411.52	0.00
5512 - MUSEUM	83.19	0.00
5521 - PARKS	592.11	0.00
6200 - PUMPING OPERATIONS	5,462.08	0.00
8010 - WWTP-TREATMENT/DISPOSAL/GP	7,968.82	0.00
8020 - LIFT STATIONS/PUMPING EQUIP	703.89	0.00

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CASTLE WAYNE A 43907	US BANK REFUND CREDIT KAHLAHARI CONTINUING 620-8400-854100	09/30/2020 mschneider	10/27/2020	(129.00) (129.00)	0.00	Paid	Y 10/20/2020
SMITH JAMES A 43908	US BANK REFUND CREDIT KAHLAHARI CONTINUING 620-8400-854100	09/17/2020 mschneider	10/27/2020	(129.00) (129.00)	0.00	Paid	Y 10/20/2020
FRISCH LAURA L 43909	US BANK REFUND CREDIT - HOME DEPOT CELL 440-5511-539500	10/13/2020 mschneider	10/27/2020	(111.75) (111.75)	0.00	Paid	Y 10/20/2020
ISELY MARY JO 43910	US BANK RETURNED ITEM 440-5700-532900	09/21/2020 mschneider	10/27/2020	(9.20) (9.20)	0.00	Paid	Y 10/20/2020
ISELY MARY JO 43911	US BANK REFUND CREDIT AMAZON MR MERCEDES DVD 440-5700-532900	09/30/2020 mschneider	10/27/2020	(19.99) (19.99)	0.00	Paid	Y 10/20/2020
ZIMMERMANN ANGE 43912	US BANK REFUND CREDIT MOBILE BEACON 440-5700-581100	10/09/2020 mschneider	10/27/2020	(1,910.00) (1,910.00)	0.00	Paid	Y 10/20/2020
PETERSON RANDY 44014	US BANK REFUND CREDIT TAX ON FLEET MANAGER 100-5324-539500	09/22/2020 mschneider	10/27/2020	(9.35) (9.35)	0.00	Paid	Y 10/20/2020
Purchase Card Vendor: 0002 US BANK							
BITTNER RONALD 43734	SITEONE LANDSCAPE SUPPLY, LANDSCAPE SUPPLIES DELIVERY CHARGE 100-5521-531100	09/03/2020 mschneider	10/27/2020	25.00 25.00	0.00	Paid	Y 10/20/2020
BITTNER RONALD 43735	SITEONE LANDSCAPE SUPPLY, TREE WATER BAGS 100-5521-531100	09/03/2020 mschneider	10/27/2020	321.98 321.98	0.00	Paid	Y 10/20/2020

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Purchase Card Vendor: 0002 US BANK							
BITTNER RONALD 43736	PICK N SAVE #384 LUNCH FOR TRAINING EVENT 100-5323-533500 620-8400-854100	09/24/2020 mschneider	10/27/2020	133.09 66.55 66.54	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL EDUCATIONAL/TRAINING EXPENSES						
BITTNER RONALD 43737	ALLPARTITIONS INDIAN HEAD PARK RESTROOM EQUIPMENT 480-5700-584900	09/30/2020 mschneider	10/27/2020	2,952.20 2,952.20	0.00	Paid	Y 10/20/2020
	PARK IMPROVEMENT PROJECTS						
CASTLE WAYNE A 43738	5 ALARM FIRE & SAFETY - I WWTF SCBA TESTING ADAPTORS 620-8400-854100	09/28/2020 mschneider	10/27/2020	310.00 310.00	0.00	Paid	Y 10/20/2020
	EDUCATIONAL/TRAINING EXPENSES						
DEMOTTO CHRIS 43740	AMZN MKTP US*MU00A4710 BACK UP GENERATOR FOR RADIO 100-5211-539500	09/15/2020 mschneider	10/27/2020	748.00 748.00	0.00	Paid	Y 10/20/2020
	REPAIRS & MAINTENANCE						
DEMOTTO CHRIS 43741	AMZN MKTP US*M42PH09N2 GAS MASKS AND FILTERS 100-5212-539500	09/28/2020 mschneider	10/27/2020	288.34 288.34	0.00	Paid	Y 10/20/2020
	REPAIRS & MAINTENANCE						
DEMOTTO CHRIS 43742	AMZN MKTP US*M48I99600 LATEX GLOVES 100-5212-531100	09/28/2020 mschneider	10/27/2020	35.98 35.98	0.00	Paid	Y 10/20/2020
	SUPPLIES						
DEMOTTO CHRIS 43743	AMZN MKTP US*MK1TD2CZ1 AM GAS MASK POUCH 100-5212-531100	09/28/2020 mschneider	10/27/2020	45.00 45.00	0.00	Paid	Y 10/20/2020
	SUPPLIES						
DOHERTY DIANA 43744	WWW.RUEKERTMIELKE.COM UTILITY FINANCE TRAINING WEBINARS 610-6902-690300 620-8300-840000	10/05/2020 mschneider	10/27/2020	51.75 25.88 25.87	0.00	Paid	Y 10/20/2020
	SUPPLIES & EXPENSE OPERATION SUPPLY/EXPENSE-ACCTG						
DOHERTY DIANA 43745	GOVERNMENT FINANCE OFFIC GFOA CAPITAL PROGRAM WEBINAR 100-5141-533500	10/09/2020 mschneider	10/27/2020	35.00 35.00	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL						

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Purchase Card Vendor: 0002 US BANK							
DOHERTY DIANA 43746	GOVERNMENT FINANCE OFFIC GFOA CAPITAL BUDGET WEBINAR 100-5141-533500	10/09/2020 mschneider	10/27/2020	85.00	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL			85.00			
DYKSTRA DIANA 43747	AMZN MKTP US*M47KD4T71 NOTARY PUBLIC LOG BOOK 100-5142-531100	09/15/2020 mschneider	10/27/2020	16.97	0.00	Paid	Y 10/20/2020
	NOTARY PUBLIC LOG BOOK			16.97			
DYKSTRA DIANA 43748	AMZN MKTP US*MU7E29990 LIVE STREAM CABELING 100-5142-521900	09/16/2020 mschneider	10/27/2020	10.99	0.00	Paid	Y 10/20/2020
	LIVE STREAM CABELING			10.99			
DYKSTRA DIANA 43749	AMZN MKTP US*M49CC41M1 LIVE STREAM CAMERA 100-5142-521900	09/16/2020 mschneider	10/27/2020	650.00	0.00	Paid	Y 10/20/2020
	LIVE STREAM CAMERA			650.00			
DYKSTRA DIANA 43750	AMZN MKTP US*M40563EV0 MAGNIFYERS FOR ELECTIONS 100-5144-531100	09/22/2020 mschneider	10/27/2020	36.24	0.00	Paid	Y 10/20/2020
	MAGNIFYERS FOR ELECTIONS			36.24			
DYKSTRA DIANA 43751	AMZN MKTP US*M44QN0000 OFFICE SUPPLIES 100-5142-531100	09/23/2020 mschneider	10/27/2020	38.89	0.00	Paid	Y 10/20/2020
	OFFICE SUPPLIES			38.89			
DYKSTRA DIANA 43752	AMZN MKTP US*M47775B90 VIDEO CAMERA WALL MOUNT 100-5142-521900	09/26/2020 mschneider	10/27/2020	55.00	0.00	Paid	Y 10/20/2020
	VIDEO CAMERA WALL MOUNT			55.00			
DYKSTRA DIANA 43753	BALTIC NETWORKS INC WIRELESS NETWORK ENHANCEMENTS 430-5700-571800	10/13/2020 mschneider	10/27/2020	1,347.16	0.00	Paid	Y 10/20/2020
	VILLAGE-WIDE CAPITAL BENEFIT			1,347.16			
FRISCH LAURA L 43754	WALGREENS #7039 GIFT CARDS 440-5890-580600	09/15/2020 mschneider	10/27/2020	34.50	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES			34.50			

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Purchase Card Vendor: 0002 US BANK							
FRISCH LAURA L 43755	AMZN MKTP US*M403Z8FF2 SWEEPER 440-5511-531100	09/15/2020 mschneider	10/27/2020	34.99	0.00	Paid	Y 10/20/2020
	SUPPLIES			34.99			
FRISCH LAURA L 43756	DOLLAR TREE, INC. PROGRAM SUPPLIES 440-5511-533100	09/30/2020 mschneider	10/27/2020	101.45	0.00	Paid	Y 10/20/2020
	PROGRAMMING			101.45			
FRISCH LAURA L 43757	GAN*USATODAYCIRC NEWSPAPER SUBSCRIPTION 440-5511-532700	10/01/2020 mschneider	10/27/2020	323.09	0.00	Paid	Y 10/20/2020
	NEWSPAPERS			323.09			
FRISCH LAURA L 43758	USPS PO 5657100149 MAIL PACKAGE 440-5511-531500	10/02/2020 mschneider	10/27/2020	2.66	0.00	Paid	Y 10/20/2020
	POSTAGE			2.66			
FRISCH LAURA L 43759	USPS PO 5657100149 MAIL PACKAGE 440-5511-531500	10/06/2020 mschneider	10/27/2020	2.66	0.00	Paid	Y 10/20/2020
	POSTAGE			2.66			
FRISCH LAURA L 43760	WAL-MART #1571 PROGRAM SUPPLIES 440-5511-533100	10/06/2020 mschneider	10/27/2020	31.33	0.00	Paid	Y 10/20/2020
	PROGRAMMING			31.33			
FRISCH LAURA L 43761	WM SUPERCENTER #1571 PROGRAM SUPPLIES 440-5511-533100	10/07/2020 mschneider	10/27/2020	2.91	0.00	Paid	Y 10/20/2020
	PROGRAMMING			2.91			
FRISCH LAURA L 43762	AMZN MKTP US*MK65F4XA0 PROGRAM SUPPLIES 440-5511-533100	10/08/2020 mschneider	10/27/2020	16.99	0.00	Paid	Y 10/20/2020
	PROGRAMMING			16.99			
FRISCH LAURA L 43763	MAILCHIMP *MONTHLY MONTHLY NEWSLETTER 440-5511-534000	10/08/2020 mschneider	10/27/2020	59.99	0.00	Paid	Y 10/20/2020
	DIGITAL MATERIALS			59.99			

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Purchase Card Vendor: 0002 US BANK							
FRISCH LAURA L 43765	THE HOME DEPOT 4921 SHADES 440-5511-539500	10/13/2020 mschneider	10/27/2020	261.66	0.00	Paid	Y 10/20/2020
	REPAIRS & MAINTENANCE			261.66			
HARLEY ROBERT J 43766	CELLULAR SALES WI-MW NEW IPHONE 100-5241-522500	10/06/2020 mschneider	10/27/2020	139.97	0.00	Paid	Y 10/20/2020
	TELEPHONE			139.97			
ISELY MARY JO 43767	AMAZON.COM*M49005FP2 DVD 440-5700-532900	09/15/2020 mschneider	10/27/2020	45.95	0.00	Paid	Y 10/20/2020
	AV MATERIAL			45.95			
ISELY MARY JO 43768	AMZN MKTP US*MU1XA8720 DVD 440-5700-532900	09/15/2020 mschneider	10/27/2020	22.60	0.00	Paid	Y 10/20/2020
	AV MATERIAL			22.60			
ISELY MARY JO 43769	AMZN MKTP US*M40L05ZV2 GPS 440-5890-580600	09/16/2020 mschneider	10/27/2020	104.55	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES			104.55			
ISELY MARY JO 43770	AMZN MKTP US*MU6DC0IR0 TUNER 440-5890-580600	09/16/2020 mschneider	10/27/2020	8.99	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES			8.99			
ISELY MARY JO 43771	AMAZON.COM*M40CC1440 DVD 440-5700-532900	09/19/2020 mschneider	10/27/2020	504.58	0.00	Paid	Y 10/20/2020
	AV MATERIAL			504.58			
ISELY MARY JO 43772	AMAZON.COM*M433U8HS1 DVD 440-5700-532900	09/20/2020 mschneider	10/27/2020	11.97	0.00	Paid	Y 10/20/2020
	AV MATERIAL			11.97			
ISELY MARY JO 43773	AMAZON.COM*M441T8P42 BOOK 440-5890-580600	09/20/2020 mschneider	10/27/2020	26.95	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES			26.95			

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Purchase Card Vendor: 0002 US BANK							
ISELY MARY JO 43775	WAL-MART #1571 CANNING KIT 440-5511-533000	09/21/2020 mschneider	10/27/2020	27.38	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			27.38			
ISELY MARY JO 43776	AMAZON.COM*M42X45XD2 DVD 440-5700-532900	09/21/2020 mschneider	10/27/2020	29.99	0.00	Paid	Y 10/20/2020
	AV MATERIAL			29.99			
ISELY MARY JO 43777	AMAZON.COM*M402T32Q2 AMZN BOOK 440-5700-532800	09/26/2020 mschneider	10/27/2020	39.45	0.00	Paid	Y 10/20/2020
	BOOKS			39.45			
ISELY MARY JO 43778	AMAZON.COM*M439Z1BC0 AMZN BOOK 440-5700-532800	09/26/2020 mschneider	10/27/2020	13.69	0.00	Paid	Y 10/20/2020
	BOOKS			13.69			
ISELY MARY JO 43780	AMAZON.COM*MK2SD0JF1 AMZN BOOK 440-5700-532800	10/01/2020 mschneider	10/27/2020	9.49	0.00	Paid	Y 10/20/2020
	BOOKS			9.49			
ISELY MARY JO 43781	AMZN MKTP US*MK7GO04B2 LASER TAG 440-5890-580600	10/01/2020 mschneider	10/27/2020	64.99	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES			64.99			
ISELY MARY JO 43782	AMZN MKTP US*MK1QS54X2 THINGERY SUPPLIES 440-5511-533000	10/01/2020 mschneider	10/27/2020	68.94	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			68.94			
ISELY MARY JO 43783	NETFLIX.COM 10/1/20-10/31/20 440-5511-534000	10/01/2020 mschneider	10/27/2020	15.99	0.00	Paid	Y 10/20/2020
	DIGITAL MATERIALS			15.99			
ISELY MARY JO 43784	AMZN MKTP US*MK79U55T1 DVD 440-5700-532900	10/06/2020 mschneider	10/27/2020	12.92	0.00	Paid	Y 10/20/2020
	AV MATERIAL			12.92			

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Purchase Card Vendor: 0002 US BANK							
ISELY MARY JO 43785	WALMART.COM AT MIXER 440-5511-533000	10/07/2020 mschneider	10/27/2020	79.99	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			79.99			
ISELY MARY JO 43786	AMAZON.COM*MK26K2XP2 DVD 440-5700-532900	10/07/2020 mschneider	10/27/2020	160.67	0.00	Paid	Y 10/20/2020
	AV MATERIAL			160.67			
ISELY MARY JO 43787	AMZN MKTP US*MK7JV51M0 DVD 440-5700-532900	10/07/2020 mschneider	10/27/2020	7.99	0.00	Paid	Y 10/20/2020
	AV MATERIAL			7.99			
ISELY MARY JO 43788	AMAZON.COM*MK76Y5VI2 DVD 440-5700-532900	10/07/2020 mschneider	10/27/2020	94.90	0.00	Paid	Y 10/20/2020
	AV MATERIAL			94.90			
ISELY MARY JO 43789	AMZN MKTP US*MK8FM46J1 BAKING PAN 440-5511-533000	10/08/2020 mschneider	10/27/2020	25.20	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			25.20			
ISELY MARY JO 43790	AMZN MKTP US*MK2A82661 THINGERY KIT SUPPLIES 440-5511-533000	10/08/2020 mschneider	10/27/2020	257.80	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			257.80			
ISELY MARY JO 43791	AMZN MKTP US*MK20O76Y1 BOOK 440-5700-532800	10/08/2020 mschneider	10/27/2020	108.64	0.00	Paid	Y 10/20/2020
	BOOKS			108.64			
ISELY MARY JO 43792	AMZN MKTP US*MK7883621 THINGERY KIT ITEMS 440-5511-533000	10/08/2020 mschneider	10/27/2020	230.63	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			230.63			
ISELY MARY JO 43793	AMZN MKTP US*MK7OL8MU2 KIT ITEM 440-5511-533000	10/08/2020 mschneider	10/27/2020	13.08	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			13.08			

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Purchase Card Vendor: 0002 US BANK							
ISELY MARY JO 43794	AMZN MKTP US*MK3RV5MP2 BOOK 440-5700-532800	10/08/2020 mschneider	10/27/2020	12.73	0.00	Paid	Y 10/20/2020
	BOOKS			12.73			
ISELY MARY JO 43795	ACORN TV MONTHLY MONTHLY FEE 440-5511-534000	10/08/2020 mschneider	10/27/2020	6.29	0.00	Paid	Y 10/20/2020
	DIGITAL MATERIALS			6.29			
ISELY MARY JO 43796	AMZN MKTP US*MK9386S81 KIT ITEM 440-5511-533000	10/09/2020 mschneider	10/27/2020	5.72	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			5.72			
ISELY MARY JO 43797	AMAZON.COM*MK76G2MF0 DVD 440-5700-532900	10/09/2020 mschneider	10/27/2020	11.98	0.00	Paid	Y 10/20/2020
	AV MATERIAL			11.98			
ISELY MARY JO 43798	AMZN MKTP US*MK96S16Q0 XBOX & SEALER 440-5511-533000	10/12/2020 mschneider	10/27/2020	139.98	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			139.98			
ISELY MARY JO 43799	AMAZON.COM*MK3FA8R41 DVD 440-5700-532900	10/12/2020 mschneider	10/27/2020	52.91	0.00	Paid	Y 10/20/2020
	AV MATERIAL			52.91			
ISELY MARY JO 43800	AMZN MKTP US*MK7RT99A2 NINTENDO SWITCH 440-5511-533000	10/14/2020 mschneider	10/27/2020	199.99	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			199.99			
KINDER MATTHEW 43801	OPC*WISCONSIN RURAL WTR WATER ON LINE ZOOM TRAINING CLASSS 610-6920-693000	09/16/2020 mschneider	10/27/2020	50.00	0.00	Paid	Y 10/20/2020
	MISC GENERAL EXPENSES			50.00			
KINDER MATTHEW 43802	OPC MSC*SERVICE FEE 024 WATER ZOOM TRAINING CLASS 610-6920-693000	09/16/2020 mschneider	10/27/2020	4.95	0.00	Paid	Y 10/20/2020
	MISC GENERAL EXPENSES			4.95			

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Purchase Card Vendor: 0002 US BANK							
KINDER MATTHEW 43803	THE HOME DEPOT #4921 WWTF TOOLS FOR MATTS TRUCK AND SHOP 620-8010-827000	09/23/2020 mschneider	10/27/2020	78.82 78.82	0.00	Paid	Y 10/20/2020
KINDER MATTHEW 43804	DNR WS2 EM1 EPAY DEM SRVF WATER LICENSE RENEWAL 610-6920-693000	09/29/2020 mschneider	10/27/2020	0.79 0.79	0.00	Paid	Y 10/20/2020
KINDER MATTHEW 43805	DNR WS2 EM1 EPAY DEM SALE WATER LICENSE RENEWAL 610-6920-693000	09/29/2020 mschneider	10/27/2020	45.00 45.00	0.00	Paid	Y 10/20/2020
KINDER MATTHEW 43806	USPS PO 5657100149 WATER LAB TESTING 610-6300-663200	10/13/2020 mschneider	10/27/2020	3.80 3.80	0.00	Paid	Y 10/20/2020
MILLER KENNETH 43807	RIVER S EDGE WASH & LUBE WWTF OIL CHANGE FRO SERVICE TRUCK 620-8030-828000	09/21/2020 mschneider	10/27/2020	68.24 68.24	0.00	Paid	Y 10/20/2020
MILLER KENNETH 43808	THE HOME DEPOT #4921 WWTF TOOLS FOR SERVICE TRUCK 620-8010-827000	09/21/2020 mschneider	10/27/2020	199.00 199.00	0.00	Paid	Y 10/20/2020
MILLER KENNETH 43809	WM SUPERCENTER #1571 WWTF TABLES 620-8010-827000	09/24/2020 mschneider	10/27/2020	144.90 144.90	0.00	Paid	Y 10/20/2020
MILLER KENNETH 43810	TPI CORPORATION WWTF RIVER PARKS LIFT STATION 620-8020-832000	10/08/2020 mschneider	10/27/2020	35.70 35.70	0.00	Paid	Y 10/20/2020
MILLER KENNETH 43811	OTTER SALES AND SERVICE WWTF MOWER REPAIR PARTS 620-8010-827000	10/12/2020 mschneider	10/27/2020	183.10 183.10	0.00	Paid	Y 10/20/2020

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Purchase Card Vendor: 0002 US BANK							
PETERSON RANDY 43812	FS *KZSOFTWARE.COM FLEET MANAGER UPDATE 100-5324-539500	09/22/2020 mschneider	10/27/2020	179.35	0.00	Paid	Y 10/20/2020
	REPAIRS & MAINTENANCE			179.35			
PETERSON RANDY 43813	SUSQUEHANNA MOTORSPORTS 5910 TORO TAIL LIGHT 100-5324-539500	09/29/2020 mschneider	10/27/2020	133.29	0.00	Paid	Y 10/20/2020
	REPAIRS & MAINTENANCE			133.29			
PETERSON RANDY 43815	ALLPARTITIONS INDIAN HEAD RESTROOM EQUIPMENT 480-5700-584900	09/30/2020 mschneider	10/27/2020	564.00	0.00	Paid	Y 10/20/2020
	PARK IMPROVEMENT PROJECTS			564.00			
PETERSON RANDY 43816	LINCOLN CONTRACTORS SUPPL COMPRESSOR RENTAL 100-5521-531100	10/12/2020 mschneider	10/27/2020	100.28	0.00	Paid	Y 10/20/2020
	SUPPLIES			100.28			
SCHMIDT KEVIN B 43817	STAPLS0186295811000001 PAPER DIVIDERS, WIRE HOOKS, PICTURE 100-5211-531100	09/17/2020 mschneider	10/27/2020	48.52	0.00	Paid	Y 10/20/2020
	SUPPLIES			48.52			
SCHMIDT KEVIN B 43818	STAPLS0186385373000001 RUBBER BANDS, ENVELOPES, AIR DUSTER 100-5211-531100	09/22/2020 mschneider	10/27/2020	24.12	0.00	Paid	Y 10/20/2020
	SUPPLIES			24.12			
SCHMIDT KEVIN B 43819	WISCONSIN POLICE LEADERSH WPLF CHIEFS CONFERENCE REGISTRATION 100-5211-533500	09/29/2020 mschneider	10/27/2020	330.00	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL			330.00			
SCHMIDT KEVIN B 43820	KALAHARI RESORT - WI ECOM KALAHARI ONE NIGT DEPOSIT FOR WPLF 100-5211-533500	09/30/2020 mschneider	10/27/2020	139.00	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL			139.00			
STIEN JEFFREY R 43822	5.11, INC. 5.11 STIEN CLOTHING 150-5221-534600	09/15/2020 mschneider	10/27/2020	188.97	0.00	Paid	Y 10/20/2020
	CLOTHING ALLOWANCE			188.97			

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Purchase Card Vendor: 0002 US BANK							
STIEN JEFFREY R 43823	RWC PRESSURE MONITOR FOR 3471 TIRES 150-5222-539500	09/21/2020 mschneider	10/27/2020	185.60	0.00	Paid	Y 10/20/2020
	REPAIRS & MAINTENANCE			185.60			
STIEN JEFFREY R 43824	AMZN MKTP US*M46GY2Y12 AERIAL OPERATOR BOOKS STIEN-HAHN 150-5221-533500	09/30/2020 mschneider	10/27/2020	160.14	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL			160.14			
STREIT DANIEL 43825	AMAZON.COM*MU0C18UR0 PHOTO FRAMES FOR STAFF WALL PHOTOS 100-5211-531100	09/16/2020 mschneider	10/27/2020	66.05	0.00	Paid	Y 10/20/2020
	SUPPLIES			66.05			
STREIT DANIEL 43826	GANSON ENGINEERING TRACS PAPER FOR SQUAD PRINTERS 100-5212-531100	09/18/2020 mschneider	10/27/2020	144.00	0.00	Paid	Y 10/20/2020
	SUPPLIES			144.00			
STREIT DANIEL 43827	KALAHARI RESORT - WI ECOM STREIT KALAHARI ONE NIGHT DEPOSIT 100-5211-533500	09/25/2020 mschneider	10/27/2020	139.00	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL			139.00			
STREIT DANIEL 43828	WISCONSIN POLICE LEADERSH STREIT WPLF CHIEFS CONFERENCE 100-5211-533500	09/29/2020 mschneider	10/27/2020	225.00	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL			225.00			
STREIT DANIEL 43829	AMAZON.COM*MK3RB6LF1 HDMI CABLE FOR TRACS PRINTER 100-5212-539500	09/30/2020 mschneider	10/27/2020	13.49	0.00	Paid	Y 10/20/2020
	REPAIRS & MAINTENANCE			13.49			
STREIT DANIEL 43830	APCO INTERNATIONAL INC APCO GROUP MEMBERSHIP DUES FOR 2021 100-5211-532400	10/13/2020 mschneider	10/27/2020	345.00	0.00	Paid	Y 10/20/2020
	MEMBERSHIP DUES			345.00			
SURA MATTHEW J 43831	ZAGG INC BUTTERFLY ULTRASOUND 150-5700-580500	10/01/2020 mschneider	10/27/2020	118.11	0.00	Paid	Y 10/20/2020
	ACT 102 EXPENSES			118.11			

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Purchase Card Vendor: 0002 US BANK							
SURA MATTHEW J 43832	ZAGG INC BUTTERFLY ULTRASOUND 150-5700-580500	10/02/2020 mschneider	10/27/2020	20.99	0.00	Paid	Y 10/20/2020
	ACT 102 EXPENSES			20.99			
WEGNER LEE 43833	ALLPARTITIONS INDIAN HEAD RESTROOM REMODEL 480-5700-584900	09/30/2020 mschneider	10/27/2020	4,882.00	0.00	Paid	Y 10/20/2020
	PARK IMPROVEMENT PROJECTS			4,882.00			
WEIDL JOHN S 43834	SQ *ESPRESSO LOVE COFFEE MTG WITH STOCKWELL 100-5670-533500	09/15/2020 mschneider	10/27/2020	4.25	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL			4.25			
WEIDL JOHN S 43835	CROSSROADS PIZZA AND PD EMPLOYEE APPRECIATION 100-5141-539800	09/16/2020 mschneider	10/27/2020	132.13	0.00	Paid	Y 10/20/2020
	EMPLOYEE RECOGNITION			132.13			
WEIDL JOHN S 43836	TAYLOR S PEOPLES PARK MEDIATION DAY LUNCH WAUKESHA 100-5670-533500	09/16/2020 mschneider	10/27/2020	30.12	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL			30.12			
WEIDL JOHN S 43837	FORK IN THE ROAD VH EMPLOYEE APPRECIATION 100-5141-539800	09/18/2020 mschneider	10/27/2020	129.20	0.00	Paid	Y 10/20/2020
	EMPLOYEE RECOGNITION			129.20			
WEIDL JOHN S 43838	FORK IN THE ROAD JUDGE SMART RETIREMENT LUNCH 100-5141-539800	09/18/2020 mschneider	10/27/2020	20.23	0.00	Paid	Y 10/20/2020
	EMPLOYEE RECOGNITION			20.23			
WEIDL JOHN S 43839	AMZN MKTP US*M41JB2162 VH SNACKS 100-5141-531100	09/20/2020 mschneider	10/27/2020	94.92	0.00	Paid	Y 10/20/2020
	SUPPLIES			94.92			
WEIDL JOHN S 43840	SOL DE MEXICO SPEAKER AT MONTHLY ROTARY BOARD 100-5670-533500	09/23/2020 mschneider	10/27/2020	21.82	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL			21.82			

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Purchase Card Vendor: 0002 US BANK							
WEIDL JOHN S 43841	AMZN MKTP US*M48XA5YY1 HALLOWEEN CANDY VH 100-5141-539900	09/27/2020 mschneider	10/27/2020	41.99	0.00	Paid	Y 10/20/2020
	OTHER			41.99			
WEIDL JOHN S 43842	AMAZON.COM*M40W58U52 HALLOWEEN CANDY - BUSINESS TRICK OR 100-5141-539900	09/28/2020 mschneider	10/27/2020	64.17	0.00	Paid	Y 10/20/2020
	OTHER			64.17			
WEIDL JOHN S 43843	FORK IN THE ROAD LUNCH WITH POTENTIAL DEVELOPER - 100-5670-533500	09/29/2020 mschneider	10/27/2020	19.23	0.00	Paid	Y 10/20/2020
	TRAINING & TRAVEL			19.23			
WEIDL JOHN S 43844	AMZN MKTP US*MK9606140 SAFER AT HOME CARES ACT - INK FOR 100-5141-531100	10/07/2020 mschneider	10/27/2020	138.98	0.00	Paid	Y 10/20/2020
	SUPPLIES			138.98			
WEIDL JOHN S 43845	AMZN MKTP US*MK2NH7BM1 CHARGING CABLES MULTIPURPOSE 100-5670-531100	10/07/2020 mschneider	10/27/2020	45.19	0.00	Paid	Y 10/20/2020
	SUPPLIES			45.19			
WEIDL JOHN S 43846	MICROSOFT*MICROSOFT 365 F MICROSOFT 360 AUTORENEWAL 100-5141-531100	10/10/2020 mschneider	10/27/2020	104.99	0.00	Paid	Y 10/20/2020
	SUPPLIES			104.99			
ZIMMERMANN ANGE 43847	IN *EAST TROY RAILROAD MU MEMBERSHIP PASS 440-5511-533000	09/16/2020 mschneider	10/27/2020	560.00	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			560.00			
ZIMMERMANN ANGE 43848	WPY*THE HOLLOW TICKETS 440-5890-580600	09/17/2020 mschneider	10/27/2020	165.00	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES			165.00			
ZIMMERMANN ANGE 43849	DINOSAUR ADVENTURE TICKETS 440-5890-580600	09/18/2020 mschneider	10/27/2020	130.54	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES			130.54			

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Purchase Card Vendor: 0002 US BANK							
ZIMMERMANN ANGE 43850	AMAZON.COM*M480S51E2 AMZN BOOK 440-5700-532800	09/20/2020 mschneider	10/27/2020	21.98 21.98	0.00	Paid	Y 10/20/2020
	BOOKS						
ZIMMERMANN ANGE 43851	AMZN MKTP US*M488Q1541 3D MASK 440-5511-531400	09/20/2020 mschneider	10/27/2020	20.98 20.98	0.00	Paid	Y 10/20/2020
	META SPACE EQUIPMENT & SUPPLIE						
ZIMMERMANN ANGE 43852	AMZN MKTP US*M48Y71Q91 PROGRAM SUPPLIES 440-5511-533100	09/21/2020 mschneider	10/27/2020	11.19 11.19	0.00	Paid	Y 10/20/2020
	PROGRAMMING						
ZIMMERMANN ANGE 43853	AMAZON.COM*M49UJ02R1 BOOK 440-5700-532800	09/23/2020 mschneider	10/27/2020	16.24 16.24	0.00	Paid	Y 10/20/2020
	BOOKS						
ZIMMERMANN ANGE 43854	AMZN MKTP US*M44ZW0170 PROGRAM SUPPLIES 440-5511-533100	09/23/2020 mschneider	10/27/2020	61.87 61.87	0.00	Paid	Y 10/20/2020
	PROGRAMMING						
ZIMMERMANN ANGE 43855	CUSTOMINK LLC FACE MASKS 440-5890-580600	09/24/2020 mschneider	10/27/2020	209.58 209.58	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES						
ZIMMERMANN ANGE 43856	AMZN MKTP US*M472T8QJ2 LAPTOP 440-5700-581100	09/24/2020 mschneider	10/27/2020	1,039.98 1,039.98	0.00	Paid	Y 10/20/2020
	EQUIPMENT (NON-CAPITALIZED)						
ZIMMERMANN ANGE 43857	AMZN MKTP US*M426L4MW0 THINGERY KIT 440-5511-533000	09/25/2020 mschneider	10/27/2020	104.99 104.99	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES						
ZIMMERMANN ANGE 43858	TIDIO COMMUNICATOR CHAT COMMUNICATOR 440-5511-534000	09/25/2020 mschneider	10/27/2020	69.30 69.30	0.00	Paid	Y 10/20/2020
	DIGITAL MATERIALS						

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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							
ZIMMERMANN ANGE 43859	AMZN MKTP US*M44ZP37L2 KEYBOARD COVER 440-5511-531100	09/27/2020 mschneider	10/27/2020	84.99	0.00	Paid	Y 10/20/2020
	SUPPLIES			84.99			
ZIMMERMANN ANGE 43860	AMZN MKTP US*MK6TC9TM1 TRIPOD 440-5511-533000	10/01/2020 mschneider	10/27/2020	149.00	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			149.00			
ZIMMERMANN ANGE 43861	WALGREENS #7039 GIFT CARD 440-5890-580600	10/02/2020 mschneider	10/27/2020	29.95	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES			29.95			
ZIMMERMANN ANGE 43862	UPWORK -330363189TRIALEND WEBSITE WORK 440-5890-580600	10/04/2020 mschneider	10/27/2020	49.99	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES			49.99			
ZIMMERMANN ANGE 43863	AMZN MKTP US*MK4DW8JD2 THINGERY KIT ITEMS 440-5511-533000	10/04/2020 mschneider	10/27/2020	609.82	0.00	Paid	Y 10/20/2020
	THINGERY PURCHASES			609.82			
ZIMMERMANN ANGE 43864	UPWORK -331157121REF WEBSITE WORK 440-5890-580600	10/05/2020 mschneider	10/27/2020	824.00	0.00	Paid	Y 10/20/2020
	DONATED FUND EXPENDITURES			824.00			
ZIMMERMANN ANGE 43865	AMAZON.COM*MK67T9152 AMZN PROGRAM SUPPLIES 440-5511-533100	10/06/2020 mschneider	10/27/2020	57.44	0.00	Paid	Y 10/20/2020
	PROGRAMMING			57.44			
ZIMMERMANN ANGE 43867	ADOBE IL CREATIVE CLD ILLUSTRATOR 440-5511-534000	10/09/2020 mschneider	10/27/2020	22.04	0.00	Paid	Y 10/20/2020
	DIGITAL MATERIALS			22.04			
ZIMMERMANN ANGE 43868	SHOCKBYTE SHOCKBYTE MINECRAFT HOST 440-5511-531400	10/10/2020 mschneider	10/27/2020	5.00	0.00	Paid	Y 10/20/2020
	META SPACE EQUIPMENT & SUPPLIE			5.00			

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date

Purchase Card Vendor: 0002 US BANK

ZIMMERMANN ANGE							
43869	ADOBE CREATIVE CLOUD	10/11/2020	10/27/2020	83.99	0.00	Paid	Y
	CREATIVE CLOUD APP	mschneider					10/20/2020
	440-5511-534000	DIGITAL MATERIALS		83.99			

ZIMMERMANN ANGE							
43870	AMAZON.COM*MK97K3DW2 AMZN	10/12/2020	10/27/2020	17.99	0.00	Paid	Y
	BOOK	mschneider					10/20/2020
	440-5700-532800	BOOKS		17.99			

ZIMMERMANN ANGE							
43871	AMZN MKTP US*MK5XZ2SD0	10/13/2020	10/27/2020	191.19	0.00	Paid	Y
	FACE MASKS	mschneider					10/20/2020
	440-5511-531100	SUPPLIES		191.19			

Total Purchase Card Vendor: 0002 US BANK	24,821.20	0.00
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# of Invoices: 131	# Due: 0	Totals: 24,821.20	0.00
# of Credit Memos: 7	# Due: 0	Totals: (2,318.29)	0.00

Net of Invoices and Credit Memos:	22,502.91	0.00
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--- TOTALS BY GL DISTRIBUTION ---

100-5141-531100	SUPPLIES	338.89
100-5141-533500	TRAINING & TRAVEL	120.00
100-5141-539800	EMPLOYEE RECOGNITION	281.56
100-5141-539900	OTHER	106.16
100-5142-521900	PROFESSIONAL SERVICES	715.99
100-5142-531100	SUPPLIES	55.86
100-5144-531100	SUPPLIES	36.24
100-5211-531100	SUPPLIES	138.69
100-5211-532400	MEMBERSHIP DUES	345.00
100-5211-533500	TRAINING & TRAVEL	833.00
100-5211-539500	REPAIRS & MAINTENANCE	748.00
100-5212-531100	SUPPLIES	224.98
100-5212-539500	REPAIRS & MAINTENANCE	301.83
100-5241-522500	TELEPHONE	139.97
100-5323-533500	TRAINING & TRAVEL	66.55
100-5324-539500	REPAIRS & MAINTENANCE	303.29
100-5521-531100	SUPPLIES	447.26
100-5670-531100	SUPPLIES	45.19
100-5670-533500	TRAINING & TRAVEL	75.42
150-5221-533500	TRAINING & TRAVEL	160.14

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INVOICE REGISTER REPORT FOR MUKWONAGO
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	GL Distribution						
	150-5221-534600	CLOTHING ALLOWANCE		188.97			
	150-5222-539500	REPAIRS & MAINTENANCE		185.60			
	150-5700-580500	ACT 102 EXPENSES		139.10			
	430-5700-571800	VILLAGE-WIDE CAPITAL BENEFIT		1,347.16			
	440-5511-531100	SUPPLIES		311.17			
	440-5511-531400	META SPACE EQUIPMENT & SUPPLIE		25.98			
	440-5511-531500	POSTAGE		5.32			
	440-5511-532700	NEWSPAPERS		323.09			
	440-5511-533000	THINGERY PURCHASES		2,472.52			
	440-5511-533100	PROGRAMMING		283.18			
	440-5511-534000	DIGITAL MATERIALS		257.60			
	440-5511-539500	REPAIRS & MAINTENANCE		149.91			
	440-5700-532800	BOOKS		240.21			
	440-5700-532900	AV MATERIAL		927.27			
	440-5700-581100	EQUIPMENT (NON-CAPITALIZED)		(870.02)			
	440-5890-580600	DONATED FUND EXPENDITURES		1,649.04			
	480-5700-584900	PARK IMPROVEMENT PROJECTS		8,398.20			
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		3.80			
	610-6902-690300	SUPPLIES & EXPENSE		25.88			
	610-6920-693000	MISC GENERAL EXPENSES		100.74			
	620-8010-827000	OPERATION SUPPLY/EXPENSE		605.82			
	620-8020-832000	MAINTENANCE-LIFT STATIONS/PUMP		35.70			
	620-8030-828000	TRANSPORTATION EXPENSE		68.24			
	620-8300-840000	OPERATION SUPPLY/EXPENSE-ACCTG		25.87			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		118.54			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			5,323.88	0.00		
	150 - FIRE/AMBULANCE FUND			673.81	0.00		
	430 - CAPITAL EQUIPMENT FUND			1,347.16	0.00		
	440 - LIBRARY FUND			5,775.27	0.00		
	480 - CAPITAL IMPROVEMENT FUND			8,398.20	0.00		
	610 - WATER UTILITY FUND			130.42	0.00		
	620 - SEWER UTILITY FUND			854.17	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5141 - VILLAGE ADMINISTRATION/FINA			846.61	0.00		
	5142 - CLERK-TREASURER			771.85	0.00		
	5144 - ELECTIONS			36.24	0.00		
	5211 - POLICE ADMINISTRATION			2,064.69	0.00		
	5212 - POLICE PATROL			526.81	0.00		
	5221 - FIRE ADMINISTRATION			349.11	0.00		
	5222 - FIRE SUPPRESSION			185.60	0.00		
	5241 - BUILDING INSPECTOR			139.97	0.00		
	5323 - GARAGE			66.55	0.00		
	5324 - MACHINERY & EQUIPMENT			303.29	0.00		
	5511 - LIBRARY SERVICES			3,828.77	0.00		
	5521 - PARKS			447.26	0.00		
	5670 - ECONOMIC DEVELOPMENT			120.61	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			10,181.92	0.00		
	5890 - USE OF DESIGNATED FUNDS			1,649.04	0.00		
	6300 - WATER TREATMENT OPERATIONS			3.80	0.00		
	6902 - ACCOUNTING & COLLECTING LAE			25.88	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			100.74	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			605.82	0.00		
	8020 - LIFT STATIONS/PUMPING EQUIP			35.70	0.00		
	8030 - WASTEWATER COLLECTION SYSTE			68.24	0.00		
	8300 - ACCOUNTING/COLLECTING			25.87	0.00		
	8400 - ADMINISTRATIVE & GENERAL			118.54	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0366			171.75			
	0960			4,537.05			
	1051			183.36			
	2365			2,416.93			
	2380			847.22			
	2544			2,155.25			

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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
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	3064			1,117.32			
	4325			4,882.00			
	4746			139.10			
	4952			139.97			
	5538			932.54			
	6370			534.71			
	6639			310.00			
	7940			872.23			
	8378			541.64			
	8389			630.94			
	9625			976.92			
	9708			3,432.27			

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/02/2020	GEN	30594	GREENFIELD POLICE DEPT	WARRANT #201620 WOOLLEY MELISSA M 5/1/82	100-0000-233200	439.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		439.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/05/2020	GEN	224 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES -	100-5142-539900	19.09
		224 (E)		INVOICE CLOUD MONTHLY FEES -	100-5241-539900	95.45
		224 (E)		INVOICE CLOUD MONTHLY FEES -	410-5363-539900	40.77
		224 (E)		INVOICE CLOUD MONTHLY FEES -	610-6902-690300	40.77
		224 (E)		INVOICE CLOUD MONTHLY FEES -	620-8300-840000	40.77
						236.85
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		236.85

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/06/2020	GEN	30595	CITY OF GREENFIELD	WARRANT CHRISTOPHER SALLEY DOB	100-0000-233000	87.10
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		87.10

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/12/2020	GEN	30685	MUKWONAGO AREA SCHOOLS	RESTITUTION JADEN SINGSIME	100-0000-233000	275.49
10/12/2020	GEN	30686	TREASURER STATE OF WI	COURT & JAIL FINES	100-0000-242400	3,251.83
10/12/2020	GEN	30687	TREASURER WAUKESHA COUNTY	COURT JAIL FINES AND FEES	100-0000-243240	1,184.00
10/12/2020	GEN	30688	WALWORTH CTY TREASURER	COURT JAIL FEES	100-0000-243250	60.00
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		4,771.32

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/14/2020	GEN	225 (E)	B2E SOLUTIONS	PAYROLL FEES PR 10/16/20	100-5111-539900	33.34
		225 (E)		PAYROLL FEES PR 10/16/20	100-5120-539900	9.53
		225 (E)		PAYROLL FEES PR 10/16/20	100-5141-539900	27.33
		225 (E)		PAYROLL FEES PR 10/16/20	100-5142-539900	9.53
		225 (E)		PAYROLL FEES PR 10/16/20	100-5144-521900	27.50
		225 (E)		PAYROLL FEES PR 10/16/20	100-5211-539900	46.38
		225 (E)		PAYROLL FEES PR 10/16/20	100-5212-539900	73.17
		225 (E)		PAYROLL FEES PR 10/16/20	100-5213-521900	9.53
		225 (E)		PAYROLL FEES PR 10/16/20	100-5241-539900	9.53
		225 (E)		PAYROLL FEES PR 10/16/20	100-5300-539900	40.37
		225 (E)		PAYROLL FEES PR 10/16/20	100-5670-521900	4.76
		225 (E)		PAYROLL FEES PR 10/16/20	150-5221-539900	211.06
		225 (E)		PAYROLL FEES PR 10/16/20	440-5511-539900	103.54
		225 (E)		PAYROLL FEES PR 10/16/20	610-6902-690300	22.57
		225 (E)		PAYROLL FEES PR 10/16/20	620-8300-840000	17.80
						645.94
10/14/2020	GEN	226 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 101620	100-0000-215250	600.00
		226 (E)		RETIREMENT PR 101620	150-0000-215250	213.04
		226 (E)		RETIREMENT PR 101620	610-0000-215250	100.00
		226 (E)		RETIREMENT PR 101620	620-0000-215250	100.00
						1,013.04
10/14/2020	GEN	30709	AFLAC	ACCOUNT# V1553 OCTOBER PREMS	100-0000-215302	261.83
		30709		ACCOUNT# V1553 OCTOBER PREMS	150-0000-215302	253.42
		30709		ACCOUNT# V1553 OCTOBER PREMS	610-0000-215302	50.76
		30709		ACCOUNT# V1553 OCTOBER PREMS	620-0000-215302	50.74
						616.75
10/14/2020	GEN	30710	MINNESOTA LIFE INSURANCE	NOVEMBER 2020 PREM LIFE INSURANCE	100-0000-215301	1,264.45
		30710		NOVEMBER 2020 PREM LIFE INSURANCE	150-0000-215301	125.88
		30710		NOVEMBER 2020 PREM LIFE INSURANCE	440-0000-215301	202.46
		30710		NOVEMBER 2020 PREM LIFE INSURANCE	500-0000-215301	1.61
		30710		NOVEMBER 2020 PREM LIFE INSURANCE	610-0000-215301	82.88
		30710		NOVEMBER 2020 PREM LIFE INSURANCE	620-0000-215301	65.28
						1,742.56

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/14/2020	GEN	30711	ST FRANCIS MUNICIPAL COURT	WARRANT #BE297306-2 SHAW/ABRIEL/M DOB 9/4/98	100-0000-233200	222.80
10/14/2020	GEN	30712	VANTAGEPOINT TRANSFER AGENTS	RETIREMENT PR 10/16/20 ACCT 305155	100-0000-215250	2,772.89
		30712		RETIREMENT PR 10/16/20 ACCT 305155	150-0000-215250	3.66
		30712		RETIREMENT PR 10/16/20 ACCT 305155	440-0000-215250	465.59
		30712		RETIREMENT PR 10/16/20 ACCT 305155	610-0000-215250	336.89
		30712		RETIREMENT PR 10/16/20 ACCT 305155	620-0000-215250	210.59
						3,789.62
			TOTAL - ALL FUNDS	TOTAL OF 6 CHECKS		8,030.71

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10/20/2020	GEN	227 (E)	DELTA DENTAL OF WISCONSIN	NOVEMBER 2020 DENTAL PREMIUMS	100-0000-215304	428.38
10/20/2020	GEN	228 (E)	EMPLOYEE TRUST FUNDS	NOVEMBER 2020 PREM HEALTH INSURANCE	100-0000-215300	48,799.70
		228 (E)		NOVEMBER 2020 PREM HEALTH INSURANCE	150-0000-215300	9,193.76
		228 (E)		NOVEMBER 2020 PREM HEALTH INSURANCE	440-0000-215300	7,379.26
		228 (E)		NOVEMBER 2020 PREM HEALTH INSURANCE	500-0000-215300	73.78
		228 (E)		NOVEMBER 2020 PREM HEALTH INSURANCE	610-0000-215300	4,401.05
		228 (E)		NOVEMBER 2020 PREM HEALTH INSURANCE	620-0000-215300	3,616.95
						73,464.50
10/20/2020	GEN	229 (E)	WI DEPT OF REVENUE QTRLY TAX	WI DEPT OF REVENUE QTRLY TAX	100-5160-539900	6.38
		229 (E)		WI DEPT OF REVENUE QTRLY TAX	100-5521-539900	423.74
		229 (E)		WI DEPT OF REVENUE QTRLY TAX	440-5511-539900	92.84
						522.96
10/20/2020	GEN	30713	VILLAGE OF MUKWONAGO	B20-0006 HILL COURT	100-0000-211425	1,907.50
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		76,323.34

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/28/2020	GEN	232 (E)	B2E SOLUTIONS	PAYROLL FEES PR 10/30/20	100-5111-539900	23.23
		232 (E)		PAYROLL FEES PR 10/30/20	100-5120-539900	6.64
		232 (E)		PAYROLL FEES PR 10/30/20	100-5141-539900	19.91
		232 (E)		PAYROLL FEES PR 10/30/20	100-5142-539900	6.64
		232 (E)		PAYROLL FEES PR 10/30/20	100-5211-539900	33.18
		232 (E)		PAYROLL FEES PR 10/30/20	100-5212-539900	43.13
		232 (E)		PAYROLL FEES PR 10/30/20	100-5213-521900	6.64
		232 (E)		PAYROLL FEES PR 10/30/20	100-5241-539900	6.64
		232 (E)		PAYROLL FEES PR 10/30/20	100-5300-539900	29.86
		232 (E)		PAYROLL FEES PR 10/30/20	100-5670-521900	3.32
		232 (E)		PAYROLL FEES PR 10/30/20	150-5221-539900	142.65
		232 (E)		PAYROLL FEES PR 10/30/20	440-5511-539900	72.99
		232 (E)		PAYROLL FEES PR 10/30/20	610-6902-690300	16.59
		232 (E)		PAYROLL FEES PR 10/30/20	620-8300-840000	13.27
						424.69
10/28/2020	GEN	233 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 103020	100-0000-215250	600.00
		233 (E)		RETIREMENT PR 103020	150-0000-215250	289.38
		233 (E)		RETIREMENT PR 103020	610-0000-215250	100.00
		233 (E)		RETIREMENT PR 103020	620-0000-215250	100.00
						1,089.38
10/28/2020	GEN	234 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - SEPT 2020	100-0000-215200	29,340.32
		234 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	9,200.30
		234 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	5,041.42
		234 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	2,267.41
		234 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	2,219.33
						48,068.78
10/28/2020	GEN	235 (E)	TIME WARNER CABLE	MONTHLY BILL 9/28-10/27	100-5120-522500	79.77
		235 (E)		MONTHLY BILL 9/28-10/27	100-5141-522500	88.35
		235 (E)		MONTHLY BILL 9/28-10/27	100-5142-522500	159.42
		235 (E)		MONTHLY BILL 9/28-10/27	100-5160-522500	26.45
		235 (E)		MONTHLY BILL 9/28-10/27	100-5211-522500	845.04
		235 (E)		MONTHLY BILL 9/28-10/27	100-5241-522500	44.97
		235 (E)		MONTHLY BILL 9/28-10/27	100-5323-522500	81.15
		235 (E)		MONTHLY BILL 9/28-10/27	100-5512-522500	166.9

10/28/2020 04:27 PM
User: lberndt
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 10/28/2020 - 10/28/2020

Page 2/2

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		235 (E)		MONTHLY BILL 9/28-10/27	150-5221-522500	804.14
		235 (E)		MONTHLY BILL 9/28-10/27	220-5140-522500	2.57
		235 (E)		MONTHLY BILL 9/28-10/27	410-5363-522500	5.14
		235 (E)		MONTHLY BILL 9/28-10/27	440-5511-522500	591.99
		235 (E)		MONTHLY BILL 9/28-10/27	500-5344-522500	2.57
		235 (E)		MONTHLY BILL 9/28-10/27	610-6920-692100	43.71
		235 (E)		MONTHLY BILL 9/28-10/27	620-8400-851000	43.71
						2,985.94
10/28/2020	GEN	30781	MUKWONAGO PROFESSIONAL	OCT 2020 FIRE UNION DUES	150-0000-215500	405.00
10/28/2020	GEN	30782	MUKWONAGO PROFESSIONAL POLICE	OCT 2020 POLICE UNION DUES	100-0000-215500	900.00
10/28/2020	GEN	30783	VANTAGEPOINT TRANSFER AGENTS	RETIREMENT PR 10/30/20 ACCT 305155	100-0000-215250	2,879.79
		30783		RETIREMENT PR 10/30/20 ACCT 305155	150-0000-215250	2.93
		30783		RETIREMENT PR 10/30/20 ACCT 305155	440-0000-215250	467.68
		30783		RETIREMENT PR 10/30/20 ACCT 305155	610-0000-215250	295.36
		30783		RETIREMENT PR 10/30/20 ACCT 305155	620-0000-215250	246.75
						3,892.51
10/28/2020	GEN	30784	VILLAGE OF MUKWONAGO MRA	OCT 2020 FSA	100-0000-215350	2,999.97
		30784		OCT 2020 FSA	150-0000-215350	638.07
		30784		OCT 2020 FSA	440-0000-215350	35.76
						3,673.80
			TOTAL - ALL FUNDS	TOTAL OF 8 CHECKS		61,440.10



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Finance
Topic:	Routes to Recovery Grant \$\$\$
From:	Diana Doherty
Department:	Finance
Presenter:	Diana Doherty
Date of Committee Action (if required):	November 4, 2020
Date of Village Board Action (if required):	November 18, 2020

Information

Background Information/Rationale:

Routes-to-Recovery is Wisconsin's name for the CARES funding that became available earlier this year thru the Federal government for municipalities to recover unbudgeted COVID expenditures. The Village's original allotment of this grant was \$132,288 and we've submitted and received reimbursements of \$59,863.28 to date. In addition, the Town of Mukwonago transferred \$8,850 of their allotted grant to the Village's balance to cover ½ of the Fire Department's expenses that we submitted.

There is one more reporting period coming up in early November where I'll be submitting final reimbursable expenses for approximately \$45,000. This will leave a grant balance of roughly \$36,000.

Key Issues for Consideration:

Originally, the program guidance stated that only unbudgeted COVID-related expenditures incurred and paid thru November 6th could be submitted for reimbursement. On September 25th, the state issued new guidance stating reimbursement could be made for budgeted compensation expenditures related to public safety personnel as well as for any employee who spent dedicated amounts of time dealing with matters related to COVID. The revised guidance can be found thru this link: <https://doa.wi.gov/Secretary/RRG-ProgramGuidance.pdf>

A zoom meeting with the League of Wisconsin Municipalities on October 20th confirmed this information. Representatives from the Department of Administration who were on that call were urging municipalities with budgeted public safety departments to submit reimbursement for the full amount of their allocation. An email I received from Baker-Tilly also reiterated the change in guidance and recommended taking full advantage of it.

Fiscal Impact (If any):

Approximately \$36,000 in additional revenues would offset any additional COVID related expenses we'd incur in the 2020 budget year.

Requested Action by Committee/Board:

Authorize Finance Director to submit request for remaining balance of Routes-to-Recovery grant after final reporting period expenses are submitted in November. Please note, the submission deadline is prior to the Village Board meeting where this action would officially be approved.

Attachments



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Finance Committee
Topic:	Fee Schedule
From:	Diana Dykstra
Department:	Village Clerk-Treasurer
Presenter:	
Date of Committee Action (if required):	11/04
Date of Village Board Action (if required):	11/18

Information

Subject: 2021 Fee Schedule

Background Information/Rationale:

As you recall, we discussed the Fee Schedule at the last COW and provided some time for Board members to review. There were a few items we were requested to look into.

One of the items was the fee for a special meeting. I contacted the Clerk's network to find out what other communities charge for special board meetings. Here are the ones that responded:

Village of Belgium	\$500
Town of Watertown	\$150
Town of Lafayette	Actual Cost of Publication, staff hours including benefits
Town of Delavan	\$200
Village of Ridgeway	\$475
Village of Arlington	\$600
Village of Siren	\$250 plus actual costs
Town of Darien	\$150
Columbus	\$400

Additionally, the Planner laid out a few additional fees which are in red under Planning Commission.

Requested Action by Committee/Board:

Review and recommend the 2021 Fee Schedule.

Attachments

Draft Fee Schedule

RESOLUTION 2020-50

**A RESOLUTION TO SET THE 2021 SCHEDULE OF FEES
FOR THE VILLAGE OF MUKWONAGO**

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

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

BE IT FURTHER RESOLVED that the Protective Service Fees shall go into effect upon the adoption of this resolution, and the adoption of a similar resolution by the Town of Mukwonago.

Adopted this 18th day of November 2020.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

Exhibit A

Village of Mukwonago
Waukesha and Walworth Counties, Wisconsin
440 River Crest Court
Mukwonago, WI 53149
www.villageofmukwonago.com

Village of Mukwonago 2020 Schedule of Fees

Adopted on November 20, 2019

DRAFT

Administrative Fees

<u>Section</u>	<u>Type of Fee</u>	<u>Fee/Charge</u>	<u>Units/Duration</u>	<u>Comments</u>
Licenses/Permits				
14-31	Dog License - Spayed/Neutered	\$10.00	each	Waukesha County
14-31	Dog License - Not Spayed/Neutered	\$15.00	each	Waukesha County
14-31	Dog License - Spayed/Neutered	\$14.00	each	Walworth County
14-31	Dog License - Not Spayed/Neutered	\$33.00	each	Walworth County
14-81	Cat License - Spayed/Neutered	\$40.00	each	
14-81	Cat License - Not Spayed/Neutered	\$45.00	each	
14-31,81	Dog/ Cat License Late Fee	\$5.00		After March 31
14-31,81	Duplicate Dog/ Cat License	\$0.25	each	
6-56	Class A Beer License	\$300.00	year	
6-56	Class A Liquor License	\$500.00	year	
6-56	Class B Beer License	\$100.00	year	
6-56	Class B Liquor License - Regular/Reserve	\$500.00	year	
6-56	Initial Issuance Fee - Reserve Class B Liquor	\$10,000.00	one time	
6-56	Class C Wine License	\$100.00	year	
6-56	Temporary/Picnic Beer License	\$10.00	each	
6-56	Temporary/Picnic Wine License	\$10.00	each	
6-56	Operator's License - Regular	\$33.00	year	
6-56	Operator's License - Provisional	\$15.00	each	
6-56	Operator's License - Temporary	\$20.00	each	
6-56	Duplicate Operator's License	\$20.00	each	
6-56	Wholesaler's Malt Beverage License	\$25.00	year	
6-56	Premises-to-Premises Transfer of License	\$25.00	each	Each license
6-56	Change in Agent	\$10.00	each	
6-56	Amendment to Premises Description of License	\$25.00	each	
22-58	Tobacco/Cigarette License	\$100.00	year	
22-83	Pool Table License	\$25.00	table/year	
10-2	Arcade License	\$200.00 + \$40.00 per device	year	
90-44	Taxicab License	\$50.00	vehicle/year	
90-48	Taxicab Driver's License	\$50.00	driver/year	
22-112	Dance Hall/Floor License	\$25.00	year	
22-165	Weights and Measures License	\$20 App Fee/\$15 Per Device	year	APPLICATION FEE & PER DEVICE
6-36	Petition to Exceed Quota	\$150.00	each	
74-25	Block Party Permit	\$10.00	each	
58-53	Special Events Permit - Class I	\$20.00	each	Count actual days of event
58-53	Special Events Permit - Class II	\$10.00	each	Count actual days of event
58-53	Special Events Permit - Pre-event Safety Inspection	\$75.00	per hour	
58-53	Special Events Permit - Security Deposit	\$200.00	per event	

Administrative Fees

<u>Section</u>	<u>Type of Fee</u>	<u>Fee/Charge</u>	<u>Units/Duration</u>	<u>Comments</u>
Licenses/Permits (Cont'd)				
10-2	Coin-Operated Amusement Device License	\$40.00	device	
10-68	Massage Establishment License	\$150.00	year	
10-72	Masseur or Masseur permit	\$50.00	year	
10-108	Escort Service License	\$250.00	year	
82-351	Parade Permit	\$25.00	parade	
Other Administrative Fees				
	Background Investigation Fee	\$10.00	each	
	Zoning/Official Maps - Black and White	\$40.00	each	Actual Cost of Reproduction
	Zoning Maps - Color	\$25.00	each	Actual Cost of Reproduction
	Master Plan	\$40.00	each	
	Zoning Code Book	\$45.00	each	
2-197	Copies	\$0.25	copy - black & white	
	Copies	\$0.50	copy - color	
	Special Assessment Letter (5 day response)	\$35.00	letter	
	Special Assessment Letter (Rush Order)	\$50.00	letter	
	Publication Fee for alcohol license - Multiple	\$19.00	each	
	Publication Fee for alcohol license - Single	\$25.00	each	
	Special Board Meeting	\$500 Per Event 45	Board Member	Applicant-requested meeting

Park and Community Room Rental Fees

<u>Section</u>	<u>Type of Fee</u>	<u>Fee/Charge</u>	<u>Units/Duration</u>	<u>Comments</u>
Park Fees				
58-34	Field Park Pavilion A (Main) - Resident - 1-49 people	\$100.00	per day	
58-34	Field Park Pavilion A (Main) - Resident - 50-100 people	\$150.00	per day	
58-34	Field Park Pavilion A (Main) - Resident - more than 100 people	\$175.00	per day	
58-34	Field Park Pavilion A (Main) and/or entire park - Deposit	\$200.00	per use	Refundable
58-34	Field Park Pavilion B (Ball Diamond) - Resident	\$75.00	per day	
58-34	Field Park Pavilion C (Playground) - Resident	\$75.00	per day	
58-34	Field Park - Entire Park - Resident	\$200.00	per day	
58-34	Field Park - Baseball Field - Resident	\$25.00	per day	Non-athletic organizations only
58-34	Indianhead Park Pavilion - Resident	\$50.00	per day	
58-34	Miniwaukan Park Pavilion - Resident	\$50.00	per day	
58-34	Miniwaukan Pavilion with Electric - Resident	\$65.00	per day	
58-34	Minor's Park Pavilion - Resident	\$50.00	per day	
58-34				
58-34	Phantom Glen Pavilion - Resident	\$50.00	per day	
58-34	Phantom Glen Pavilion w/ Electric	\$65.00	per day	
58-34	Park Pavilion - Deposit	\$100.00	per use	Refundable
58-34	Electricity	\$15.00	per day	
58-34	Non-resident fee	additional \$25.00	per day	
58-34	School Sporting Activity	\$100.00	per day	
58-34	School Sporting Activity - Practice	\$25.00	per practice	
58-34	Baseball Fields - Non-Resident	\$75.00	per use	
58-34	Soccer/Football Fields - Non-Resident	\$100.00	per use	
58-34	Lights	\$40.00	per use	
58-34	Key Deposit	\$25.00	per key	Refundable
58-34	Athletic League Registration	\$100.00	organization/year	
58-34	Softball/Baseball Field Preparation Charge	\$42.00	per diamond	
58-34	Softball/Baseball Field Preparation Charge (Weekend)	\$55.00	per diamond	
58-34	Football Field Painting	\$40.00	per field	
58-34	Soccer Field Painting (Small)	23 /22.5	per field	
58-34	Soccer Field Painting (Large)	43 /42.5	per field	
58-34	Practices	\$25.00		up to 20 practices
58-34	Farmers' Market	\$20.00	per week	\$440.00 for 2020

Park and Community Room Rental Fees

<u>Section</u>	<u>Type of Fee</u>	<u>Fee/Charge</u>	<u>Units/Duration</u>	<u>Comments</u>
Community Room Rental Fees				
	Weekday Events	\$65.00	event	
	Recurring Weekday Events	Determined/negotiated by Clerk's Office		
	Weekend Events - Up to 4 Hours	\$100.00	event	Residents Only
	Weekend Events - More than 4 Hours	\$150.00	event	Residents Only
	Weekend Events - Up to 4 Hours	\$200.00	event	Non-Residents
	Weekend Events - More than 4 Hours	\$300.00	event	Non-Residents
	Key Deposit	\$25.00	per key/card	Refundable
	All Weekend Events Nov 1 to Mar 31, Additional Deposit	\$100	event	Refundable if no snow removal

Protective Services Fees

Section	Type of Fee	Fee/Charge	Units/Duration	Comments
Police Issued Licenses and Other Fees				
22-32	Peddler	\$10.00	day	
22-32	Peddler	\$50.00	week	
22-32	Peddler	\$100.00	month	
22-32	Peddler	\$500.00	year	
22-32	Transient Merchant/Trucker	\$20.00	day	
22-32	Transient Merchant/Trucker	\$100.00	week	
22-32	Transient Merchant/Trucker	\$200.00	month	
22-32	Transient Merchant/Trucker	\$800.00	year	
82-259	Bicycle	\$5.00 3	three years	(5) Year License
38-28	Fireworks Permit	\$150.00	year	
82-229	Street Parking Privilege	\$12.00	month	
82-229	Street Parking Privilege	\$55.00	season	purchased in the first half of November
82-229	Street Parking Privilege	\$43.00	season	purchased in the first half of December
82-229	Street Parking Privilege	\$31.00	season	purchased in the first half of January
82-229	Street Parking Privilege	\$19.00	season	purchased in the first half of February
	Preliminary Breath Test	\$15.00	month	
Ambulance Fees				
	Interfacility-BLS Transport	\$1,200.00	each	\$ 1,350.00
	Interfacility-ALS Transport	\$1,300.00	each	\$ 1,450.00
	Interfacility-ALS2 Transport	\$1,400.00	each	\$ 1,550.00
	Interfacility-CC Transport	\$1,800.00	each	\$ 1,950.00
	Resident - BLS Emergency Transport	\$700.00	each	\$ 775.00
	Non-Resident - BLS Emergency Transport	\$1,050.00	each	\$ 1,300.00
	Resident - ALS Emergency Transport	\$925.00	each	\$ 1,000.00
	Non-Resident - ALS Emergency Transport	\$1,500.00	each	\$ 1,750.00
	Resident - ALS2 Emergency Level base Rate	\$1,200.00	each	\$ 1,275.00
	Non-Resident - ALS2 Emergency Level base Rate	\$1,600.00	each	\$ 1,750.00
	Paramedic Intercept	\$500.00	each	
	No Transport	\$125.00	each	
	Mileage	\$25.00	loaded mile	\$ 26.00
	Supplies	Actual Cost + 15%		
	BLS Defibrillation Supplies	\$68.00		\$ 72.00
	ALS Defibrillation Supplies	\$110.00		\$ 116.00
	IV Supplies	\$63.00		\$ 67.00
	IV Procedure	\$115.00	each	\$ 121.00
	Intubation Supplies	\$145.00		\$ 153.00
	Oxygen	\$88.00		\$ 93.00
	Accucheck	\$36.00		\$ 38.00
	12 Lead EKG	\$94.00		\$ 99.00
	Three Lead Rhythm Strip	\$88.00		\$ 93.00

Protective Services Fees

Section	Type of Fee	Fee/Charge	Units/Duration	Comments
Ambulance Fees (Cont'd)				
	Vent Procedure and Supplies	\$220.00		\$ 231.00
	Vehicular Accident/Fire Call	\$625.00		
Automatic Sprinkler Fees				
38-39	1-10 sprinklers	\$25.00		
38-39	11-20 sprinklers	\$50.00		
38-39	21-100 sprinklers	\$305.00		
38-39	101-200 sprinklers	\$425.00		
38-39	201-300 sprinklers	\$485.00		
38-39	301-500 sprinklers	\$725.00		
38-39	over 500 sprinklers	\$725.00 + \$.80 per sprinkler over 500	each	
38-39	Dry pipe and double interlock system(s) air test of 24 hours	\$165.00	each	
38-39	Re-Test of System	\$85.00	hour	
Notes:	A. Sprinkler fees include initial plan review and site visit if needed. The fees also include hydrostatic test and/or flow and acceptance test. engineering plan review performed. If deemed necessary by the Department, fees will be assessed at cost plus the listed municipal			
Gas Suppression and Dry Chemical System Permit Fees				
38-39	1-50 Pounds of Suppression Agent	\$358.00	each	
38-39	51-100 Pounds of Suppression Agent	\$380.00	each	
38-39	101-200 Pounds of Suppression Agent	\$528.00	each	
38-39	201-300 Pounds of Suppression Agent	\$660.00	each	
38-39	301-400 Pounds of Suppression Agent	\$759.00	each	
38-39	401-500 Pounds of Suppression Agent	\$792.00	each	
38-39	501-750 Pounds of Suppression Agent	\$924.00	each	
38-39	751-1,000 Pounds of Suppression Agent	\$1,122.00	each	
38-39	Over 1,000 Pounds of Suppression Agent	\$1,122.00 + \$.55 per pound over 1,000	hood	
38-39	Restaurant wet chemical systems - 1 hood	\$380.00	hood	reviewed at same time for same building
38-39	Restaurant wet chemical systems - 2 or more hoods	\$380.00 + \$198 per hood over 1	each	reviewed at same time for same building
38-39	Restaurant mechanical hood and duct systems	\$380.00	hood	reviewed at same time for same building
38-39	Restaurant mechanical hood and duct systems	\$380.00 + \$198 per hood over 1	system/hood	reviewed at same time for same building
Fire Detection and Alarm System Fees				
38-39	1-10 Devices	\$354.00	each	
38-39	11-25 Devices	\$528.00	each	
38-39	26-50 Devices	\$690.00	each	
38-39	51-75 Devices	\$810.00	each	
38-39	76-100 Devices	\$960.00	each	
38-39	101-125 Devices	\$1,309.00	each	
38-39	Over 125 Devices	\$1,309.00 + \$3.00 per device over 125	each	

Protective Services Fees

<u>Section</u>	<u>Type of Fee</u>	<u>Fee/Charge</u>	<u>Units/Duration</u>	<u>Comments</u>
Other Fees				
	Fireworks Stand Inspection	\$50.00	each	
	Tent Inspection (<2500 square feet)	\$35.00	each	
	Tent Inspection (>2500 square feet)	\$50.00	each	
38-39	Standpipe Systems Plan Review, Test, and Inspection	\$275.00	standpipe	
38-39	Failure to obtain permit before work commences	Triple fees	each	
Notes:	A. Standpipe systems that are part of a complete building sprinkler system are included in the sprinkler permit fee.			

Testing

- A. Tests must be scheduled a minimum of 48 hours in advance
- B. Tests shall be scheduled when the contractor can assure the required work has been completed. Tests scheduled before the work is complete will be charged a re-inspection fee.
- C. Tests must begin within 30 minutes after the arrival of the Fire Inspector.

Witness of Test Fees

- A. The fee to witness the following tests is included in the plan review fee.
 - 1. Fire protection water supply hydrostatic test.
 - 2. Sprinkler system hydrostatic test.
 - 3. Standpipe system hydrostatic test.
 - 4. Dry system hydrostatic test.
 - 5. Fire protection water supply hydrostatic test.
 - 6. Dry valve trip test.
 - 7. Deluge system trip test.
 - 8. Fire pump acceptance test.
 - 9. Carbon dioxide system.
 - 10. Dry chemical system.
 - 11. Foam system.
 - 12. Halogenated agents systems.
 - 13. Special agents systems.
 - 14. Standpipe system flow test.
 - 15. Sprinkler system flow test.
 - 16. Foam system flow test.
 - 17. Fire hydrant flow test.
 - 18. Fire alarm annunciator panel.
 - 19. Fire alarm pull stations.
 - 20. Smoke detector(s).
 - 21. Heat detector(s).
 - 22. Infrared detection.
 - 23. Ultraviolet detection.
 - 24. Automatic closing fire doors.
 - 25. Flush underground piping.

Utilities Fees

<u>Section</u>	<u>Type of Fee</u>	<u>Fee/Charge</u>	<u>Units/Duration</u>	<u>Comments</u>
Administrative Fees				
42-6	Well Operation	\$50.00	well/year	
86-74	Deposit for Meter and Valve	\$1,000 45	each	
86-92	Service Charge for Water Used in a Fire	\$20.00	hydrant used	
86-121	Violation of Water Rationing Ordinance	\$25.00	each	first offense
86-121	Violation of Water Rationing Ordinance	\$50.00	each	second offense
86-121	Violation of Water Rationing Ordinance	\$100.00	each	third offense
86-121	Violation of Water Rationing Ordinance	\$200.00	each	more than three offenses
86-282	Holding Tank Wastewater Disposal Permit	\$100.00	hauler	
	Private Fire Hydrant Maintenance Fee	\$30.00	inspection	

Inspections/Zoning Department Fees

Section	Type of Fee	Fee/Charge	Units/Duration	Comments
Board of Building & Zoning Appeals				
100-811	Variances/Unspecified Use Permits	\$450.00	appeal	
Plan Commission Review Fees				
100-859	Change of Zoning	\$300.00	submittal	
45-16	Certified Survey Map - 2 lots/lot line adjustment	\$150.00	submittal	\$200 plus chargebacks
45-16	Certified Survey Map - 3 lots or more (create new lots)	\$250.00 + \$16.00/lot	submittal	\$350 Plus Chargebacks
45-16	Preliminary Plat Review	\$250.00 + \$16.00/lot	submittal	
45-16	Final Plat Review	\$250.00 + \$11.00/lot	submittal	
45-16	Conceptual Land Division	\$200.00 + \$11.00/lot	submittal	
45-16	Concept Review	\$200.00 + \$.02/sq.ft. of bldg floor area	submittal	\$500 Flat Fee
45-16	Site Plan/Plan of Operation - Minor	\$135.00 + \$.02/sq.ft. of bldg floor area	submittal	new bldg/addn < 600 sq. ft.
45-16	Site Plan/Plan of Operation	\$250.00 + \$.02/sq.ft. of bldg floor area	submittal	
45-16	Planned Unit Development (PUD)	\$185.00 plus \$25.00/unit	submittal	
45-16	Resubmittal	\$200.00	submittal	
45-16	Extraterritorial Review	\$200.00	submittal	
45-16	Annexation Review - up to 10 acres	\$200.00	submittal	
45-16	Annexation Review - 10.01 acres or more	\$200.00 + \$20.00/10 acres	submittal	roundup with fraction of acre
45-16	Attachment Review - up to 10 acres	\$300.00	submittal	
45-16	Attachment Review - 10.01 acres or more	\$300.00 + \$20.00/10 acres	submittal	roundup with fraction of acre
45-16	Comprehensive Master Plan Amendment review	\$300.00	submittal	
45-16	Development-related agreements review	\$150.00	submittal	per agreement
45-16	Historic Preservation review	\$20.00	submittal	
100-811	Conditional Use Permits	\$450.00	submittal	Plus Chargebacks
100-811	Conditional Use Permit - Home Occupations	\$200.00	submittal	Plus Chargebacks
100-811	Conditional Use Permit - Amendment	\$250.00	submittal	Plus Chargebacks
64-34	Special Exception for Signage	\$450.00	submittal	
Property Record Maintenance Fee (paid with the building permit)				
18-27	New Residential Dwelling	\$200.00	each	
18-27	New Commercial Building - up to 10,000 sq. ft.	\$300.00	each	
18-27	Commercial/Industrial Building - over 10,000 sq. ft.	\$400.00	each	
18-27	Structural Addition - Residential	\$80.00	each	
18-27	Structural Addition - Commercial	\$100.00	each	
18-27	Accessory Structures - Residential	\$30.00	each	
18-27	Accessory Structures - Commercial	\$50.00	each	
18-27	Swimming Pool/Interior Upgrade/Demolition	\$15.00	each	

Inspections/Zoning Department Fees

Section	Type of Fee	Fee/Charge	Units/Duration	Comments
Residential Garbage Fee for New Construction (paid with the building permit)				
66-30	January	\$132.00	each	
66-30	February	\$121.00	each	
66-30	March	\$110.00	each	
66-30	April	\$99.00	each	
66-30	May	\$88.00	each	
66-30	June	\$77.00	each	
66-30	July	\$66.00	each	
66-30	August	\$55.00	each	
66-30	September	\$44.00	each	
66-30	October	\$33.00	each	
66-30	November	\$22.00	each	
66-30	December	\$11.00	each	
Residential Recycle Fee (paid with the utility bill)				
	Residential Recycling Fee	\$21.42	quarter/unit	
Satellite Dishes				
	Plan Review	\$50.00	each	
	Permit Fee	\$60.00	each	Residential
	Permit Fee	\$100.00	each	Commercial
Sign Permits				
	Plan Review - up to 50 sq. ft.	\$50.00	each	
	Plan Review - 50.01-100 sq. ft.	\$100.00	each	
	Plan Review - 100.01 sq. ft. or more	\$200.00	each	
	Zoning Review	\$50.00	each	
	Permit Fee	\$3.00	sq. ft.	
	Minimum Permit Fee	\$50.00	each	
	Wall Sign	\$60.00	each	on same raceway or panel box
	Ground/Roof/Projecting Signs	\$90.00	each	
Zoning Review				
	Principal Structure - 1 and 2-family Residential	\$250.00	each	
	Principal Structure - Multi-family	\$250 + \$10 per unit	each	maximum fee of \$750
	Accessory Structures - up to 150 sq. ft.	\$30.00	each	
	Accessory Structures - 150.01 sq. ft. or more	\$60.00	each	
Backyard Chicken Permit				
	Annual Permit	\$40/\$10	Initial/Annual	

Inspections/Zoning Department Fees

Section	Type of Fee	Fee/Charge	Units/Duration	Comments
Zoning Review (Cont'd)				
Public Right-of-Way Permit Fees				
74-5	Lateral to building without passing under pavement	\$25.00	lateral	
74-5	Lateral to building boring under the road surface	\$50.00	lateral	
74-5	Boring utility under pavement in right of way	\$50.00	bore	50 foot right of way or less
74-5	Boring utility under pavement in right of way	\$60.00	bore	60 foot right of way
74-5	Boring utility under pavement in right of way	\$66.00	bore	66 foot right of way
74-5	Boring utility under pavement in right of way	\$80.00	bore	80 foot right of way
74-5	Boring utility under pavement in right of way	\$100.00	bore	100 foot right of way
74-5	Boring utility under pavement in right of way	\$120.00	bore	120 foot right of way
74-5	Boring utility under pavement in right of way	\$.75/additional foot over 120 feet	bore	Greater than 120 feet
74-5	Boring utility in right of way not under pavement	\$0.25	foot	Minumum fee of \$60
74-5	Adding utility to existing utility poles	\$0.20	foot	Minumum fee of \$60
74-5	Open Cutting the road surface	\$100.00	cut	
74-5	Residential (1 and 2-family) driveway approach	\$60.00	each	10 to 24 feet in width
74-5	Multi-family and Non-residential driveway approach	\$100.00	each	
74-5	Sidewalk removal and replace	\$25.00	sidewalk sq.	Minumum fee of \$60
	A) Sidewalk squares are a complete removal of the square.			
	B) Driveway approaches are a complete removal of concrete to the cut joints, no trench cuts in concrete or asphalt driveway approaches.			
	C) Inspection by the Village required before reinstalling the concrete.			
74-5	Curb repair or replacement	\$2.00	foot	Minumum fee of \$60
74-5	Other work	Fees determined by Supervisor of Inspections or DPW Supervisor		
74-5	New Utility Pole	\$25.00	each	Replacement of existing pole is exempt
74-5	Monitoring well	\$25.00	each	
	Obstruction in the Road Right-of-Way	\$25.00	each	

NOTES: 1) For each event that is performed in the right of way, there will be a charge and the total will be the permit fee.
 2) Any work in the public right of way, fees are determined by the Supervisor of Inspections or the Public Works Superintendent.

NEW fees from Zoning Administrator

Site Plan/Plan of Operation (New)	\$375 Plus Chargebacks
Site Plan/Plan of Operation (Amendment)	\$250 Plus Chargebacks
Affidavit of Correction	\$75 Plus Chargebacks
Prior Review of Land Transfer	\$50 Plus Chargebacks
Vacation Fee (Vacating Property)	\$300 Plus Chargebacks

(To correct CSM, Subdivision Plat)

10/30/2020 GL ACTIVITY REPORT FOR VILLAGE OF MUKWONAGO
FROM 300-0000-126230 TO 300-0000-262251
TRANSACTIONS FROM 01/01/2020 TO 12/31/2020

Date	JNL	Type	Description	Reference #	Credits	Balance
Fund 300 DEBT SERVICE FUND						
Department 0000 BALANCE SHEET ACCOUNT						
01/01/2020			300-0000-126230 SA-SHORES 2 & 3	BEG. BALANCE		87,652.00
01/06/2020	CR	RCPT	CHICAGO TITLE INSURANCE CO	301 MAIN ST; 1976128	39082	2,532.34
02/04/2020	CR	RCPT	301 MAIN ENTERPRISES INC	SHORES 2 & 3 - 301 MAIN ST 1976128	41393	7.66
02/10/2020	CR	RCPT	MEYER HARRY	450 ATKINSON ST	41464	1,852.00
10/16/2020	CR	RCPT	BLIESE RYAN	SHORES 1&2 ASSESSMENT 447 ATKINSON ST	48528	2,252.00
12/31/2020			300-0000-126230	END BALANCE	<u>6,644.00</u>	81,008.00
01/01/2020			300-0000-126245 SA-FIELD PARK	BEG. BALANCE		58,932.00
09/17/2020	CR	RCPT	CHICAGO TITLE INSURANCE CO	223 MACARTHUR DR	47242	726.00
10/14/2020	CR	RCPT	LUEBKE KEVIN	FIELD PARK SPECIAL ASSESSMENT 2020 PAYM	48242	705.00
12/31/2020			300-0000-126245	END BALANCE	<u>1,431.00</u>	57,501.00
01/01/2020			300-0000-126251 SA-CHAPMAN BLVD	BEG. BALANCE		66,350.20
02/27/2020	CR	RCPT	CHAPMAN FAMILY	MUKV1962996008 LOT1 CHAPMAN SPECIAL ASSE	41635	2,907.24
02/27/2020	CR	RCPT	CHAPMAN FAMILY	MUKV1957997001 LOT11 CHAPMAN BLVD SPEC A	41638	14,019.80
02/27/2020	CR	RCPT	CHAPMAN FAMILY	MUKV1962996009 LOT 12 CHAPMAN BLVD SPEC	41639	4,061.22
07/21/2020	CR	RCPT	EDUCATORS CREDIT UNION	CHAPMAN FARMS SPECIAL ASSESSMENT	46449	930.83
07/30/2020	CR	RCPT	ACG DEVELOPMENT	MR INVOICE #338 \$102.45 SPECIAL ASSES	46763	643.93
08/12/2020	CR	RCPT	AURORA HEALTHCARE	TRAFFIC SIGNAL ASSESSMENT CHAPMAN FARMS	46946	1,083.84
10/09/2020	CR	RCPT	BIELINSKI HOMES INC	CHAPMAN FARMS VILLAS SPECIAL ASSESSMENTS	47986	22,333.51
10/09/2020	CR	RCPT	BIELINSKI HOMES INC	CHAPMAN FARMS VILLAS SPECIAL ASSESSMENT	47987	18,877.96
12/31/2020			300-0000-126251	END BALANCE	<u>64,858.33</u>	1,491.87
			300-0000-262230 SA-SHORES 2 & 3 DEF REVENUE	6644.00		
			300-4200-423000 SA-SHORES 2&3		6644.00	
			300-0000-262245 SA-FIELD PARK DEFERRED REVENUE	1431.00		
			300-4200-425000 SA-FIELD PARK		1431.00	
			300-0000-262251 SA-CHAPMAN BLVD DEF REV	64858.33		
			300-4200-425300 SA-CHAPMAN BLVD		64858.33	

Building Inspection

Section	Type of Fee	Fee/Charge	Units/Duration	Comments
Building Fees				
A	Minimum permit fee for all permits	\$60.00		
B	Residence - one & two family and attached garages	\$0.37	sq. ft.	
	Service fee for extension of time (12 months) if the permit is not expired:			
	50% of the building permit fee			
	50% of the erosion control fee			
	50% of all other permits outstanding			
C	Residential three family or more apartments, condo's, row housing, multiple family dwellings, institutional	\$0.37	sq. ft.	
D	Residential additions	\$0.37	sq. ft.	or fraction thereof
E	Residential remodeling	\$12.50	per \$1,000	of value
F	Local business, office buildings or addition thereto	\$0.37	sq. ft.	or fraction thereof
G	Local business, office buildings interior remodeling	\$12.50	per \$1,000	of value
	OR	\$0.35	sq. ft.	
H	Manufacturing or industrial (office area under F)	\$0.30	sq. ft.	or fraction thereof
I	Agriculture buildings, detached garages & accessory structures	\$0.30	sq. ft.	or fraction thereof
J	Deck	\$120.00	per deck	
K	All other buildings, structures, alterations, and repairs where square footage cannot be calculated	\$12.50	per \$1,000	of value
L	Permit to start construction of footings and foundations	\$210.00	each	1 & 2 family
		\$280.00	each	multi-family, industrial, commercial
M	Special Inspections and reports	\$175.00		including reports for no permits on jobs started
N	Wisconsin Uniform Building Permit Seals	\$65.00	per seal	
O	Heating, incinerator units, wood burning appliances, gas fireplaces and energy recovery ventilators	\$53/50	per unit	up to and including 150,000 input BTU units. Additional fee of \$18/17 each 50,000 BTU or fraction \$850/800 maximum per unit
P	Commercial/industrial exhaust hoods & exhaust systems			See heating permit (\$165.00)
Q	Heating & air conditioning distribution systems			See heating permit (\$0.05/sq ft., \$60.00 minimum)
R	Air conditioning (\$60.00 per unit up to 3 ton or 36,000 BTU's add \$18/17 each ton or fraction of a ton)			See heating permit
S	Wrecking, razing and interior demolition fees (Maybe waived at discretion of Building Inspector)	\$85/80	minimum	plus \$0.12/0.10/sq ft. with maximum fee of \$850/800 per building
	Administrative Fee for Bldg, Elec, Plbg & HVAC Permits	\$5.00 each		

Building Inspection

<u>Section</u>	<u>Type of Fee</u>	<u>Fee/Charge</u>	<u>Units/Duration</u>	<u>Comments</u>
T	Moving building over public road ways	`230/215		plus \$0.12/0.10/sq ft
U	Re-inspection fee	\$ 120 / 60	per inspection	
Plan Examination				
	One & two family dwellings	`250/235		
	Alterations to one & two family dwellings			
	Project under \$3,500	`55/30		
	Project over \$3,500	`85/55		
	Additions to one & two family dwellings	`150/100		
	Swimming pools	`55/35		
	Deck	`120/60		
	Accessory buildings greater than 150 sq ft	\$120/ 60		
	Apartments: three family dwellings, row housing, multi-family buildings	`300/285		plus `27/25 per unit
	Commercial & industrial additions	`300/275		
	Commercial & industrial interior alterations			
	Alerations under \$5,000	`125/100		
	Alterations under \$10,000	`185/160		
	Alterations over \$10,000	`300/275		
Occupancy fees				
	Residential	\$100.00		
	per dwelling unit or additon, alteration or accessory building over 150 sq. ft. (minimum)			
	Commercial or Industrial	\$300.00		plus \$.04 sq/ ft
	Change of Occupancy/Tenant	\$195.00		
	Temporary occupancy permits (6 months or less)	\$80.00		
	Occupancy taken before final inspection	\$200.00		
	Medical, Schools, Churches			
	New building or additions	\$250.00		plus \$.06 sq. ft. (maximum \$1,500)
	Change of Occupancy/Tenant	\$200.00		plus \$.02 sq. ft.

Building Inspection

<u>Section</u>	<u>Type of Fee</u>	<u>Fee/Charge</u>	<u>Units/Duration</u>	<u>Comments</u>
Swimming Pools				
	In ground or above ground	\$60.00		minimum fee
Miscellaneous fees				
				\$60.00 or \$12.50 per \$1,000 of valuation
	Shed			
	Fencing			
Erosion Control				
	One and two family lots	\$175.00	per lot	
	Multi-family development, industrial lots			
	commercial lots and institutional lots	\$205.00	per building	plus \$5/1,000 sq. ft. of distrubed lot with a maximum of 2,250
	Other	\$60.00	minimum	
Re-roofing, residing, fascia/gutters, stripping roof or siding				
	Residential	\$60.00	each	
	Commercial or Industrial	\$12.50	per \$1,000	of value with a max \$280
	Failure to call for required inspection(s)	\$100.00	per inspection	
	Second offense	Triple Fee		
	Subsequent offense	Triple Fee		
	Failure to obtain permit before work commences	Triple Fee		
	Subsequent offense	Triple Fee		
	Work not ready at time of scheduled inspection	\$100.00		
	Application not filled out correctly and returned	\$25.00		
	Administrative fee	\$5.00		

HVAC Permits

HEATING/VENTILATION/AIR CONDITIONING FEES

New Buildings

Square footage of each floor level:

Basement Level		square feet
Lower Level		square feet
First Floor		square feet
Second Floor		square feet
Additional Area		square feet
TOTAL SQUARE FOOTAGE:		square feet

TOTAL SQUARE FOOTAGE: _____ x \$.05 = _____

New Air Conditioning

	Each	
1. Units up to 3 tons or 36,000 BTU (each unit).....	\$50.00	
2. Each additional ton or fraction thereof (each unit).....	\$17.00	
3. Maximum per unit cost.....	\$750.00	

New Ventilation

1. Bathroom and kitchen ventilation system.....	\$20.00	
2. Commercial/industrial exhaust hoods, or systems.....	\$160.00	
3. Commercial intake systems.....	\$60.00	

Replacement of Heating and/or Air Conditioning

1. Replacement of heating unit up to 150,000 BTU (each unit).....	\$50.00	
2. Each additional 50,000 BTU or fraction thereof (each unit).....	\$17.00	
3. Replacement air conditioning unit up to 3 tons or 36,000 BTU (each unit).....	\$50.00	
4. Each additional ton or fraction thereof (each unit).....	\$16.50	

Alterations to Duct Work

1. Adding additional register(s) with duct work or removing duct work.....	\$5.00	
2. Adding, moving, removing trunk lines.....	\$10.00	

OTHER FEES

	Fee
Administration Fee (REQUIRED FOR ALL PERMITS).....	\$5.00
Application filled out incorrectly and returned.....	\$25.00
Minimum permit fee/re-inspection fee.....	\$60.00
Plan Review.....	\$50.00
Special site inspections/written reports for work without a permit, failure to arrange/set up inspections for equipment	\$150.00 Minimum
Work started before permit issued.....	DOUBLE FEES
Occupancy before final inspection passed.....	\$200.00

Electrical Permits

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ELECTRICAL SERVICE FEES		Service Size: _____ amps	Voltage _____	Number of Meters: _____	
First 100 amps of service	Fee \$35.00		Temp Service (<=200 amps)	Fee \$50.00	
Each additional 100 amps or fraction	\$15.00		Each sub-feeder #8 or larger	\$25.00	

REPLACEMENT, MODIFICATIONS, AND MISC. ITEMS			
	Fee	Quantity	Totals
Incandescent Fixtures, Switches, Receptacles, Data/Phone, CATV devices, etc.	\$1.00		
HID fixtures (mercury vapor, sodium, metal halide, etc.) (Circle One)	\$5.00		
Emergency Light Fixtures, Exit Light Fixtures, Fire/Smoke/CO2 Alarms	\$1.00		
Ranges, Oven, Clothes Dryer, Dishwasher, Disposal, Water Heater, Trash Compactor, Furnace	\$10.00		
Electric Space Heating and Baseboard Systems (per zone control)	\$10.00		
Strip Lighting, Track Lighting, Plug-in Strip	\$1.00/foot		
Paddle Fans, Dimmer/Timer, Exhaust Fans, Hood Fans	\$5.00		
Fluorescent Lighting Fixtures, Ballast / Relamping	\$3.00/fixture		
Swimming Pools, Above Ground, Hot tub/Spa (Circle One)	\$60.00		
Swimming Pools, In-Ground	\$120.00		
Parking Lot Lights, Tanning Units, Mound Septic System, Holding Tank	\$20.00		
Residential Post Light	\$10.00		
Wireway, Busway, Under Floor Raceway, Auxiliary Gutters, Cable Tray	\$1.00/foot		
Transformers, Generators, Transfer Switches, Capacitors, Welders, Convertors, similar devices	\$.60/kw (\$350.00 Max)		
Medical Equipment, CAT Scan, MRI Machine, X-Ray Machine, etc	\$35.00		
Fuel Dispensers for Gasoline, Oil, or similar units	\$35.00/unit		
Residential Air Conditioning	\$30.00		
Commercial Combination Heating, A/C, Ventilation Units	\$60.00		
Walk-In Coolers, Freezers, Chillers (each compressor), Motion Picture Machine	\$30.00		
Motors Over 1/4th Horsepower .60 per HP or fraction	\$10.00 minimum		
Neon - Wall Mount Signs	\$30.00		
Ground Mounted Signs	\$35.00		
Temporary Wiring Construction, Festivals, Fire, etc.	\$35.00		
Power Receptacles, Outlets over 150 Volts	\$10.00		
To change, alter, repair or correct an electrical installation where none of the above apply - (specify below)	\$50.00		

OTHER FEES			
	Fee	Quantity	Totals
Administration Fee for all permits	\$5.00		\$5.00
Minimum permit fee/re-inspection fee	\$60.00		
Application filled out incorrectly and returned	\$25.00		
Work started before permit issued	Triple Fees		
Plan Review	\$50.00/hour		

Permits Information/Requirements

Permits expire one year after date of issuance

A final inspection is required for all Electrical equipment installed. **The applicant is required to arrange for all inspection appointments.** For inspections, call (262) 363-6419. 24 hours minimum notice is required for inspections. Special inspections after business hours are \$150.00 per hour, minimum of 3 hours. Written reports for work done without a permit and/or failure to arrange and set up inspections of equipment installed is \$150.00 minimum. **For permit to be returned, please attach a self-addressed stamped envelope. No refund or credit on permits.**

Plumbing Permits

WATER FEES							
	Each	Count	Fee		Each	Count	Fee
1. Backflow preventor (<=1")	\$10.00	_____	_____	20. Shower stall	\$10.00	_____	_____
2. Backflow preventor (>1")	\$100.00	_____	_____	21. Sinks/wash basins/eyewash	\$10.00	_____	_____
3. Basement Floor Drain	\$10.00	_____	_____	22. Site drain	\$10.00	_____	_____
4. Bath tub	\$10.00	_____	_____	23. Soda fountain/dispenser	\$10.00	_____	_____
5. Bar sink	\$10.00	_____	_____	24. Sump pump	\$10.00	_____	_____
6. Bidet	\$10.00	_____	_____	25. Urinal	\$10.00	_____	_____
7. Drinking fountain	\$10.00	_____	_____	26. Vacuum breaker (<=1")	\$10.00	_____	_____
8. Dishwasher	\$10.00	_____	_____	27. Vacuum breaker (>1")	\$100.00	_____	_____
9. Fire Dept. connection	\$20.00	_____	_____	28. Vacuum relief valve	\$100.00	_____	_____
10. Floor/mop/service sink	\$10.00	_____	_____	29. Wash fountain	\$10.00	_____	_____
11. Garbage disposal	\$10.00	_____	_____	30. Water connection	\$10.00	_____	_____
12. Hose bibb	\$10.00	_____	_____	31. Water closet	\$10.00	_____	_____
13. Hot tub/spa/whirlpool	\$10.00	_____	_____	32. Water filler	\$20.00	_____	_____
14. Hub drain	\$10.00	_____	_____	33. Water heater	\$20.00	_____	_____
15. Ice machine	\$10.00	_____	_____	34. Water service (1st 100')	\$60.00	_____	_____
16. Kitchen sink	\$10.00	_____	_____	35. Water service (after 100') (per foot)	\$0.35	_____ feet	_____
17. Laundry tray	\$10.00	_____	_____	36. Water softener/treatment device	\$20.00	_____	_____
18. Lawn sprinklers (per head)	\$1.00	_____	_____	37. Well abandonment	\$60.00	_____	_____
19. Replacement of water heater, filter, softener, or up to 3 existing fixtures (no minimum fee)	\$30.00	_____	_____				
SANITARY SEWER FEES							
	Each	Count	Fee		Each	Count	Fee
1. Acid sink or tank	\$20.00	_____	_____	9. Garage catch basin/floor drain	\$60.00	_____	_____
2. Air remittance valve (field test)	\$50.00	_____	_____	10. Grease trap/interceptor	\$75.00	_____	_____
3. Air remittance valve (office test)	\$10.00	_____	_____	11. Machine waste	\$60.00	_____	_____
4. Boiler drain	\$50.00	_____	_____	12. Manhole/catch basin	\$100.00	_____	_____
5. Building drain (1st 100')	\$60.00	_____	_____	13. Septic abandonment	\$60.00	_____	_____
6. Building drain (after 100') (per foot)	\$0.35	_____ feet	_____	14. Sewage ejector	\$40.00	_____	_____
7. Building sewer (1st 100')	\$60.00	_____	_____	15. Sewer lateral repair (per 100')	\$60.00	_____	_____
8. Building sewer (after 100') (per foot)	\$0.35	_____ feet	_____				
STORM SEWER FEES							
	Each	Count	Fee		Each	Count	Fee
1. Building storm drain (1st 100')	\$60.00	_____	_____	3. Storm sewer (1st 100')	\$60.00	_____	_____
2. Building storm drain (after 100') (per foot)	\$0.20	_____ feet	_____	4. Storm sewer (after 100') (per foot)	\$0.35	_____ feet	_____
				5. Roof connectors	\$10.00	_____	_____
OTHER FEES			Fee				Fee
Administration Fee(REQUIRED FOR ALL PERMITS)....			\$5.00	Road Cuts (per trench).....			\$100.00
Application filled out incorrectly and returned.....			\$25.00	Special inspection/written reports for work without a permit.....			\$150.00
Minimum permit fee/re-inspection fee.....			\$60.00	Street cleaning by the Village of Mukwonago (per hour).....			\$250.00
Plan Review.....			\$50.00	Work started before permit issued.....			DOUBLE FEES



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Committee of the Whole/Village Board
Topic:	Resolution Approving Property Tax Refund Claim of M2M Group, Inc., 730 Perkins Drive
From:	Attorney Matthew R. Gralinski, cc: Attorney Mark Blum, John Weidl & Diana Dykstra
Department:	
Presenter:	
Date of Committee Action (if required):	
Date of Village Board Action (if required):	

Information

Subject: A Resolution Approving Receipt of Claims for Refund/Adjustment of 2018 and 2019 Property Taxes Under Wis. Stats. sec. 70.511 and Requesting a Charge Back of Taxes for the Real Property Known as Tax ID MUKV 1970999022

Rationale:

The Village is in receipt to two documents entitled "Claim for Refund/Adjustment of Property Taxes" for 2018 and 2019. The "claims" were submitted on behalf of M2M Group, Inc., owners of property located at 730 Perkins Drive, with Tax Key No. MUKV 1970999022, State ID No. 76-67-153-R-000028518. The property owner sought a review with Wisconsin Department of Revenue under Wis. Stats. sec. 70.511 on its property tax assessment. Section 70.511 allows a delayed review of a property assessment after the tax itself has been levied. The property owner and DOR have apparently reached a settlement agreement disposing of the appeal whereby DOR has agreed to modify the full assessed value of the parcel for 2018 and 2019. Based upon that agreement, and DOR's agreement to modify the full value assessment, the property owner has submitted, to the Village Clerk, a request for a refund for property tax amounts overpaid in 2018 and 2019 based on the previous higher assessment.

Enclosed and marked as Exhibit "B" to the proposed resolution are the respective claims related to 2018 and 2019 submitted by the property owner to the Village Clerk. The amounts and figures provided in said claims are not clearly erroneous. In any event, the Village does not have discretion under Wis. Stats. sec. 70.511(2)(b) to deny a refund once an assessment adjustment has been made or approved by the DOR. The section provides, in the relevant part, "if a claim for a refund is filed with the clerk of the municipality on or before the November 1st following the decision of the reviewing authority, the claim shall be payable to the tax payer from the municipality no later than January 31st of the succeeding year." In this case, the claim was filed with the Village Clerk on October 20, 2020, therefore, payment of this refund must be made by January 31, 2021.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Finally, I would also note that, while section 70.511 does provide the possibility for the claimant to recover statutory interest on any refund owed, the property owners have expressly waived the right to such interest as part of their settlement agreement with the Department of Revenue, with said agreement being attached hereto as Exhibit "A" to the resolution.

Enclosed, please find a draft resolution acknowledging the claim, settlement, and approving payment in the amount of \$5,544.89 in 2019 and \$5,650.68 in 2019. Please note, the Village must submit a chargeback request to the DOR for this refund by October 1, 2021.

Fiscal Impact (If any):

None.

Requested Action by Committee/Board:

Consider and potentially approve the resolution acknowledging receipt of the claim, approving payment of the refund and requesting a chargeback from the DOR.

**VILLAGE OF MUKWONAGO
WAUKESHA/WALWORTH COUNTIES**

RESOLUTION NO. 2020-_____

**A RESOLUTION APPROVING CLAIMS FOR REFUND/ADJUSTMENT OF 2018 AND
2019 PROPERTY TAXES UNDER WIS. STATS. SEC. 70.511, AND REQUESTING A
CHARGEBACK OF TAXES FOR THE REAL PROPERTY KNOWN AS TAX ID
MUKV1970999022**

WHEREAS, the 2018 property tax bill for that property known as 730 Perkins Drive, Tax ID MUKV1970999022 (hereinafter the "Property") reflected a total assessed value of \$2,150,800.00; and

WHEREAS, the 2019 property tax bill for the Property reflected a total assessed value of \$2,129,900.00;

WHEREAS, the Property's owner, M2M Group, Inc., filed an appeal with the State of Wisconsin Tax Appeals Commission related to the 2018 and 2019 assessment years and value;

WHEREAS, M2M Group, Inc., and the Wisconsin Department of Revenue subsequently reached a settlement agreement disposing of M2M Group, Inc.'s appeal whereby the Wisconsin Department of Revenue agreed to modify the full value assessment of the Property for 2018 and 2019 to \$1,800,000.00 for each respective year;

WHEREAS, M2M Group, Inc., has, per Wisconsin Statutes sec. 70.511(2)(b), and based upon Wisconsin Department of Revenue's agreement to modify the assessed value of the Property, filed a claim with the Village Clerk demanding a refund of property taxes paid by M2M Group, Inc., in 2018 and 2019;

WHEREAS, M2M Group Inc., has paid property taxes on the Property for both 2018 and 2019;

WHEREAS, the Property was estimated to be taxed excessively by \$5,544.89 in 2018 and \$5,650.68 in 2019;

WHEREAS, as part of its settlement agreement with Department of Revenue, M2M Group, Inc., has expressly waived any right to any statutory interest available under Wis. Stats. sec. 70.511(2)(b);

NOW, THEREFORE, BE IT RESOLVED, that the Village Board acknowledges the Department of Revenue's agreement to modify the full assessed value of the Property for 2018 and 2019, with said agreement being attached hereto as Exhibit "A", and further acknowledges receipt of the claims for refund of overpaid property taxes filed by M2M Group, Inc., with the Village Clerk on October 20, 2020, attached hereto as Exhibit "B";

BE IT FURTHER RESOLVED that the Village Clerk/Treasurer shall refund and pay to M2M Group, Inc., the amounts overpaid, specifically \$5,544.89 for overpayment in 2018 and \$5,650.68 for overpayment in 2019; and

BE IT FURTHER RESOLVED that Village Clerk/Treasurer shall submit a "Request for Chargeback of Rescinded or Refunded Taxes" to the Department of Revenue prior to October 1, 2021.

Dated and approved this _____ day of _____, 2020.

APPROVED:

Fred Winchowky, Village President

Attest:

Diana Dykstra, Village Clerk/Treasurer



State of Wisconsin • DEPARTMENT OF REVENUE • OFFICE OF GENERAL COUNSEL

LEGAL SERVICES UNIT • 2135 RIMROCK ROAD M/S 6-173 • P.O. BOX 8907 • MADISON, WISCONSIN 53708-8907
PHONE (608) 266-9669 • FAX (608) 261-6222 • NICOLE.KUEHL@WISCONSIN.GOV

September 29, 2020

Attorney Robert A. Hill
Robert Hill Law, Ltd.
1161 Wayzata Boulevard East, #399
Wayzata, MN 55391

RE: *M2M Group, Inc. v. Wisconsin Department of Revenue*
Docket Nos. 18-M-236 and 20-M-047

Dear Attorney Hill:

Enclosed for your records are copies of the following documents:

- A fully-executed Stipulation and Order for Dismissal; and
- A fully-executed Settlement Agreement.

We are closing our legal file at this time.

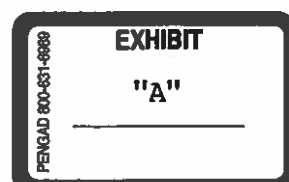
Thank you for your cooperation in resolving this matter.

Sincerely,

Nicole M. Kuehl
Attorney
(608) 266-9669

NMK:rjd

Enclosures



FILED
SEP 25 2020
 Wisconsin Tax Appeals Commission
 Emma Mruz - Legal Assistant

**STATE OF WISCONSIN
 TAX APPEALS COMMISSION**

M2M GROUP, INC.,
 Petitioner,

**STIPULATION AND
 ORDER FOR DISMISSAL**

v.

WISCONSIN DEPARTMENT OF REVENUE,
 Respondent.

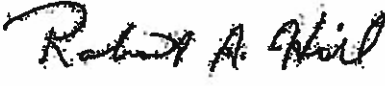
Docket Nos. 18-M-236 and
 20-M-047

Petitioner, M2M Group, Inc., and Respondent, the Wisconsin Department of Revenue, as represented by their respective undersigned counsel, stipulate and agree as follows:

1. The parties have come to a settlement agreement in the above-captioned matters and the Settlement Agreement fully and finally concludes this appeal.
2. As part of the Settlement Agreement, Petitioner, M2M Group, Inc., hereby withdraws its Petitions for Review assigned Docket Nos. 18-M-236 and 20-M-047 for the 2018 and 2019 assessment years.
3. The parties' settlement does not, nor is it intended to, reflect acquiescence or concession by either party on any issues or matters which were discussed, or could have been discussed, in the course of settlement discussions or any other discussions between the parties that relate to the matter that is the subject of this Stipulation.
4. The Wisconsin Tax Appeals Commission may enter the attached Order without further notice to the parties, dismissing the Petitions for Review herein with prejudice and without costs and attorney fees awarded to either party.

M2M GROUP, INC.

WISCONSIN DEPARTMENT OF REVENUE


 Robert A. Hill
 Petitioner's Attorney
 9/21/20
 Date


 Nicole M. Kuehl
 Respondent's Attorney
 9/22/2020
 Date

M2M-Group, Inc. v. Wisconsin Department of Revenue
Docket Nos. 18-M-236, 20-M-047



ORDER

Based upon the foregoing Stipulation between the parties, IT IS HEREBY ORDERED as follows:

That pursuant to the stipulated withdrawal by the Petitioner of Docket Nos. 18-M-236 and 20-M-047, there are no issues remaining for decision before the Tax Appeals Commission and, therefore, Petitioner's Petitions for Review in this case are hereby dismissed with prejudice on the merits, and without costs and attorney fees awarded to either party.

Any scheduled proceedings on the Commission's calendar regarding these dockets may be cancelled.

Dated at Madison, Wisconsin, this 25th day of SEPTEMBER 2020.

WISCONSIN TAX APPEALS COMMISSION

By: David L. Coon
David L. Coon, Commissioner

**SETTLEMENT AGREEMENT
BY AND BETWEEN M2M GROUP, INC. AND
THE WISCONSIN DEPARTMENT OF REVENUE**

M2M Group, Inc. ("M2M Group") and the Wisconsin Department of Revenue ("Department"), by their undersigned representatives, hereby enter into this Agreement in settlement of the Wisconsin real property tax assessments for the taxable periods identified herein, for the property located at 730 Perkins Drive, Mukwonago, Wisconsin, effective as of the last date executed by all of the parties.

WHEREAS M2M Group, as owner of the real property identified herein, together with the Department, desire to conclusively and finally resolve the issues being contested in Wisconsin Tax Appeals Commission Docket Nos. 18-M-236 and 20-M-047 and BOA Appeal No. 76-126-REO-20 regarding M2M Group's Wisconsin real property tax assessment for the 2018, 2019 and 2020 assessment period.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, M2M Group and the Department hereby agree that:

1. The Department hereby modifies the full value assessments for M2M Group's property located at 730 Perkins Drive, Mukwonago, Wisconsin, State ID No. 76-87-153-R-000028518 as follows:

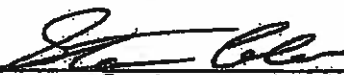
<u>Assessment Year</u>	<u>Docket/BOA Appeal No.</u>	<u>Full Value Assessment</u>
2018	18-M-236	\$1,800,000
2019	20-M-047	\$1,800,000
2020	76-126-REO-20	\$1,800,000

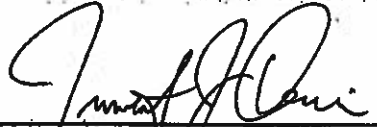
2. The parties shall file a Stipulation and Order for Dismissal with the Wisconsin Tax Appeals Commission ("Commission") agreeing to M2M Group's withdrawal of its Petitions for Review at the Commission and, based on the stipulated withdrawal, requesting that the Commission dismiss the Petitions with prejudice, and without costs or attorney fees. The parties further agree that this Settlement Agreement will not be filed with the Stipulation or be made part of the official record of the Wisconsin Tax Appeals Commission's case file.
3. M2M Group waives its right to any interest that may be due under § 70.511(2)(b), Wis. Stats.

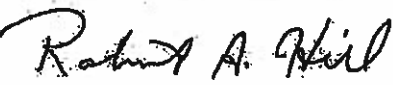
4. M2M Group and the Department, by their signatures below, affirm that they have read and understand all the provisions of this Settlement Agreement and agree to comply with all terms herein. They represent and warrant that the undersigned individuals are duly authorized to enter into and execute this Settlement Agreement.

M2M GROUP, INC.

WISCONSIN DEPARTMENT OF REVENUE

By:  9/14/2020
 Steven Coleman (print name) Date
 Its: CEO/CFO

 9/24/2020
 Timothy J. Drascic, Director Date
 Manufacturing & Utility Bureau

 9/21/20
 Robert A. Hill Date
 Attorney for M2M Group, Inc.

 9/22/2020
 Nicole M. Kuehl Date
 Attorney for Wisconsin Department of Revenue

 9/16/2020
 Robert Wentzel Date
 Petitioner's Agent in Fact

ROBERT HILL LAW, LTD.
ATTORNEYS AT LAW

1161 WAYZATA BOULEVARD E, #399
 WAYZATA, MINNESOTA 55391
 E-MAIL: bob@roberthilllaw.com

GENERAL TELEPHONE: 952-426-7373

ROBERT A. HILL*
 *Also Admitted in Virginia
 Also Admitted in District of Columbia

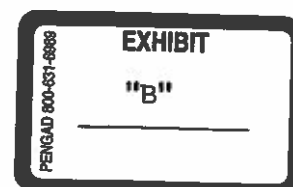
CLAIM FOR REFUND/ADJUSTMENT OF 2019 PROPERTY TAXES

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

Re: M2M Group, Inc. v. Wisconsin Department of Revenue / 20-M-047

NOW COMES M2M Group, Inc. ("M2M"), owner of the real estate parcel identified as State ID No. 76-67-153-R-000028518 (the "Property") in the Village of Mukwonago, by its attorneys and Agent-In-Fact, Robert A. Hill, Robert Hill Law, Ltd., 1161 Wayzata Blvd E, #399, Wayzata, MN 55391, and files this Claim against the Village of Mukwonago (the "City"), as authorized and directed by Wis. Stat. § 70.511(2)(b). As the basis for this Claim, M2M states as follows:

1. M2M is the owner of the Property in the City.
2. On or about September 14, 2020, M2M and the Wisconsin Department of Revenue ("WDOR") agreed to a settlement setting the total full value assessment of the Property for 2019 at \$1,800,000. A copy of the Settlement Agreement as well as the Stipulated Order for Judgment entered by the WDOR are attached as Exhibit A.
3. Based on the assessment ratio of 98.76% the total assessed value for 2019 is \$1,777,680. Based on the 2019 effective tax rate of 1.60430578%, and after the \$54.76 first dollar credit, the correct property tax imposed on the Property for 2019 is \$28,464.66.
4. As a result of the settlement and since M2M paid \$34,115.34, M2M has overpaid the 2019 property tax on the Property in the amount of \$5,650.68.
5. Under Wis. Stat. § 70.511(2)(b), the City is obligated to refund to M2M the full \$5,650.68 tax overpayment for 2019.



WHEREFORE, M2M demands payment from the City in the amount of \$5,650.68, which M2M is entitled under Wis. Stat. § 70.511(2)(b), and which refund should be sent to the undersigned agent-in-fact made payable to M2M Group, Inc., c/o Robert Hill Law, Ltd. IOLTA Trust Account, 1161 Wayzata Blvd E, #399, Wayzata, MN 55391.

Dated at Wayzata, Minnesota this 20th day of October, 2020.

Very truly yours,

ROBERT HILL LAW, LTD.

A handwritten signature in blue ink that reads "Robert A. Hill". The signature is written in a cursive style with a large, stylized 'R' and 'H'.

Robert A. Hill

RAH/kka

Enclosures

ROBERT HILL LAW, LTD.
ATTORNEYS AT LAW

1161 WAYZATA BOULEVARD E, #399
 WAYZATA, MINNESOTA 55391
 E-MAIL: rob@roberthilllaw.com

GENERAL TELEPHONE: 952-426-7373

ROBERT A. HILL*
 *Also Admitted in Virginia
 Also Admitted in District of Columbia

CLAIM FOR REFUND/ADJUSTMENT OF 2018 PROPERTY TAXES

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

Re: M2M Group, Inc. v. Wisconsin Department of Revenue / 18-M-236

NOW COMES M2M Group, Inc. ("M2M"), owner of the real estate parcel identified as State ID No. 76-67-153-R-000028518 (the "Property") in the Village of Mukwonago, by its attorneys and Agent-In-Fact, Robert A. Hill, Robert Hill Law, Ltd., 1161 Wayzata Blvd E, #399, Wayzata, MN 55391, and files this Claim against the Village of Mukwonago (the "City"), as authorized and directed by Wis. Stat. § 70.511(2)(b). As the basis for this Claim, M2M states as follows:

1. M2M is the owner of the Property in the City.
2. On or about September 14, 2020, M2M and the Wisconsin Department of Revenue ("WDOR") agreed to a settlement setting the total full value assessment of the Property for 2018 at \$1,800,000. A copy of the Settlement Agreement as well as the Stipulated Order for Judgment entered by the WDOR are attached as Exhibit A.
3. Based on the assessment ratio of 105.05% the total assessed value for 2018 is \$1,800,900. Based on the 2018 effective tax rate of 1.58470478%, and after the \$55.68 first dollar credit, the correct property tax imposed on the Property for 2018 is \$28,483.27.
4. As a result of the settlement and since M2M paid \$34,028.16, M2M has overpaid the 2018 property tax on the Property in the amount of \$5,544.89.
5. Under Wis. Stat. § 70.511(2)(b), the City is obligated to refund to M2M the full \$5,544.89 tax overpayment for 2018.

WHEREFORE, M2M demands payment from the City in the amount of \$5,544.89, which M2M is entitled under Wis. Stat. § 70.511(2)(b), and which refund should be sent to the undersigned agent-in-fact made payable to M2M Group, Inc., c/o Robert Hill Law, Ltd. IOLTA Trust Account, 1161 Wayzata Blvd E, #399, Wayzata, MN 55391.

Dated at Wayzata, Minnesota this 20th day of October, 2020.

Very truly yours,

ROBERT HILL LAW, LTD.

A handwritten signature in blue ink that reads "Robert A. Hill". The signature is written in a cursive style with a large, stylized 'R' and 'H'.

Robert A. Hill

RAH/kka

Enclosures

October 9, 2020

Mr. Dave Brown
Utility Director
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Re: WWTF Septage Receiving, Grit, and Digester Upgrade
Final Payment

Dear Dave,

Enclosed with this letter please find Change Order No. 3. This Change Order serves to adjust the final Contract Price to reflect the actual completed Work. Please have Change Order No.3 signed and dated by the appropriate individual and return an executed copy to our office for further distribution.

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

1. Maintenance and operating instructions (previously sent to you).
2. Marked-up Record Drawings (previously sent to you).
3. Consent of Surety to Final Payment (enclosed).
4. List of Subcontractors, Suppliers, and service providers performing, furnishing, or procuring labor, services and materials on the Project (enclosed).
5. Releases or waivers of lien from first tier Subcontractors and Suppliers (enclosed).
6. Certificate or other evidence of completed operations insurance (enclosed).

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

Respectfully

RUEKERT & MIELKE, INC.



David W. Arnott, P.E.
Team Leader / Senior Project Manager

DWA:slc
Enclosures
cc: Jerad Wegner, P.E.

Contractor's Application for Payment No. 15 Final

	Application Date: 10/9/2020	Application Period: 12/1/2019 to 10/30/2020
To (Owner): Village of Mukwonago	From (Contractor): August Winter & Sons, Inc.	Via (Engineer): Ruekert & Mielke, Inc.
Contact: Dave Brown cc: Diana Dykstra, Diana Doherty	Contact: Eric LeBlanc	Contact: David W. Arnott, P.E.
Project: Anaerobic Digester	Address: 2323 N. Roemer Road Appleton, WI 54911	Address: W233 N2080 Ridgeview Parkway Waukesha, WI 53188
Owner's Contract No.: N/A	Contractor's Project No.:	Engineer's Project No.: 12-10075.300

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions (Enter as Positive Number)
1	\$47,151.00	
2	\$40,759.27	
3	\$1,222.50	
TOTALS	\$89,132.77	
NET CHANGE BY CHANGE ORDERS	\$89,132.77	

1. ORIGINAL CONTRACT PRICE	\$ \$2,253,000.00
2. Net change by Change Orders	\$ \$89,132.77
3. CURRENT CONTRACT PRICE (Line 1 + Line 2)	\$ \$2,342,132.77
4. TOTAL COMPLETED AND STORED TO DATE (Column G Total on Progress Estimates)	\$ \$2,342,132.77
5. RETAINAGE:	
a. 5% X _____ Total Contract	\$ _____
b. 5% X _____ Stored Material	\$ _____
c. Total Retainage (Line 5a + Line 5b)	\$ _____
6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number)	\$ _____
7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c + Line 6)	\$ \$2,342,132.76
8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application)	\$ \$2,299,187.52
9. AMOUNT DUE THIS APPLICATION (Line 7 - Line 8).....	\$ \$42,945.24
10. BALANCE TO FINISH, PLUS RETAINAGE (Column I Total on Progress Estimates + Line 5c - Line 6)	\$ _____

Contractor's Certification

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

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

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

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

By:



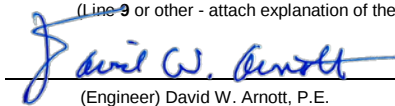
Date:

10/09/2020

Payment of: \$ \$42,945.24

(Line 9 or other - attach explanation of the other amount)

Recommended by:


(Engineer) David W. Arnott, P.E.

10/9/2020

(Date)

Payment of:

\$ _____

(Line 9 or other - attach explanation of the other amount)

Approved by:

(Owner)

(Date)

Progress Estimate - Lump Sum Work

Contractor's Application for Payment No.

15 Final

For (Project): Anaerobic Digester						Application Date: 10/9/2020		
Application Period: 12/1/2019 to 10/30/2020						12-10075.300		
A	B	C	D	E	F	G	H	I
Specification Section No.	Description	Scheduled Value (\$)	Work Completed to Date		Materials Presently Stored (not in D or E)	Total Work Completed & Stored to Date (D + E + F)	% Complete (G / C)	Balance to Finish (C - G)
			From Previous Applications	This Period				
1	Mobilization	\$ 75,000.00	\$ 75,000.00		\$ -	\$ 75,000.00	100.0%	\$ -
2	Erosion Control	\$ 4,000.00	\$ 4,000.00		\$ -	\$ 4,000.00	100.0%	\$ -
3	Site Utilities	\$ 175,000.00	\$ 175,000.00		\$ -	\$ 175,000.00	100.0%	\$ -
4	Landscaping	\$ 7,500.00	\$ 7,500.00		\$ -	\$ 7,500.00	100.0%	\$ -
5	Crane Rental	\$ 100,000.00	\$ 100,000.00		\$ -	\$ 100,000.00	100.0%	\$ -
6	General Conditions/Administrations	\$ 17,500.00	\$ 17,500.00		\$ -	\$ 17,500.00	100.0%	\$ -
7	Sludge Hauling	\$ 100,000.00	\$ 100,000.00		\$ -	\$ 100,000.00	100.0%	\$ -
8	Digester Mixing System	\$ 91,000.00	\$ 91,000.00		\$ -	\$ 91,000.00	100.0%	\$ -
9	Asphalt	\$ 45,000.00	\$ 45,000.00		\$ -	\$ 45,000.00	100.0%	\$ -
10	Fencing	\$ 28,000.00	\$ 28,000.00		\$ -	\$ 28,000.00	100.0%	\$ -
11	Insulation	\$ 15,000.00	\$ 15,000.00		\$ -	\$ 15,000.00	100.0%	\$ -
12	Sluice Gates	\$ 11,000.00	\$ 11,000.00		\$ -	\$ 11,000.00	100.0%	\$ -
13	Digester Heat Exchanger Rehab	\$ 73,000.00	\$ 73,000.00		\$ -	\$ 73,000.00	100.0%	\$ -
14	Waste Gas Burner	\$ 15,000.00	\$ 15,000.00		\$ -	\$ 15,000.00	100.0%	\$ -
15	Gas Safety Equipment	\$ 12,000.00	\$ 12,000.00		\$ -	\$ 12,000.00	100.0%	\$ -
16	Grit Pump Rehab	\$ 25,000.00	\$ 25,000.00		\$ -	\$ 25,000.00	100.0%	\$ -
17	Sludge Pump	\$ 45,000.00	\$ 45,000.00		\$ -	\$ 45,000.00	100.0%	\$ -
18	Access Station	\$ 30,000.00	\$ 30,000.00		\$ -	\$ 30,000.00	100.0%	\$ -
19	Driveway	\$ 25,000.00	\$ 25,000.00		\$ -	\$ 25,000.00	100.0%	\$ -
20	Plumbing	\$ 67,251.00	\$ 67,251.00		\$ -	\$ 67,251.00	100.0%	\$ -
21	Bonds	\$ 21,749.00	\$ 21,749.00		\$ -	\$ 21,749.00	100.0%	\$ -
22	Concrete Removal/Installation	\$ 75,000.00	\$ 75,000.00		\$ -	\$ 75,000.00	100.0%	\$ -
23	Underground Receiving Station	\$ 39,000.00	\$ 39,000.00		\$ -	\$ 39,000.00	100.0%	\$ -
24	Grit Separator/Classifier	\$ 75,000.00	\$ 75,000.00		\$ -	\$ 75,000.00	100.0%	\$ -
25	Digester Concrete Coatings	\$ 292,000.00	\$ 292,000.00		\$ -	\$ 292,000.00	100.0%	\$ -
26	Digester Steel Cover Paint	\$ 125,000.00	\$ 125,000.00		\$ -	\$ 125,000.00	100.0%	\$ -
27	Piping Painting	\$ 8,000.00	\$ 8,000.00		\$ -	\$ 8,000.00	100.0%	\$ -
ELECTRICAL								
30	Control Building	\$ 210,000.00	\$ 210,000.00		\$ -	\$ 210,000.00	100.0%	\$ -
31	Electrical Construction	\$ 180,000.00	\$ 180,000.00		\$ -	\$ 180,000.00	100.0%	\$ -
32	Site Work	\$ 40,000.00	\$ 40,000.00		\$ -	\$ 40,000.00	100.0%	\$ -
33	Integration	\$ 25,000.00	\$ 25,000.00		\$ -	\$ 25,000.00	100.0%	\$ -
34	General Conditions	\$ 25,000.00	\$ 25,000.00		\$ -	\$ 25,000.00	100.0%	\$ -
ALLOWANCES								
35	Digester Concrete Repair	\$ 8,000.00	\$ 8,000.00		\$ -	\$ 8,000.00	100.0%	\$ -
36	Digester Cover Repair	\$ 6,000.00	\$ 6,000.00		\$ -	\$ 6,000.00	100.0%	\$ -
HVAC								
40	Mobilization	\$ 1,500.00	\$ 1,500.00		\$ -	\$ 1,500.00	100.0%	\$ -
41	Demobilization	\$ 1,500.00	\$ 1,500.00		\$ -	\$ 1,500.00	100.0%	\$ -

Progress Estimate - Lump Sum Work

Contractor's Application for Payment No.

15 Final

For (Project): Anaerobic Digester						Application Date: 10/9/2020		
Application Period: 12/1/2019 to 10/30/2020						12-10075.300		
A	B	C	D	E	F	G	H	I
Specification Section No.	Description	Scheduled Value (\$)	Work Completed to Date		Materials Presently Stored (not in D or E)	Total Work Completed & Stored to Date (D + E + F)	% Complete (G / C)	Balance to Finish (C - G)
			From Previous Applications	This Period				
42	HVAC Equipment	\$ 56,760.00	\$ 56,760.00		\$ -	\$ 56,760.00	100.0%	\$ -
43	Subcontractors	\$ 24,000.00	\$ 24,000.00		\$ -	\$ 24,000.00	100.0%	\$ -
44	HVAC Controls	\$ 5,800.00	\$ 5,800.00		\$ -	\$ 5,800.00	100.0%	\$ -
45	Sheet Metal Labor	\$ 48,940.00	\$ 48,940.00		\$ -	\$ 48,940.00	100.0%	\$ -
46	Sheet Metal Material	\$ 8,500.00	\$ 8,500.00		\$ -	\$ 8,500.00	100.0%	\$ -
48	Grit Collector Plates	\$ 15,000.00	\$ 15,000.00		\$ -	\$ 15,000.00	100.0%	\$ -
Total Items 1-48		\$ 2,253,000.00	\$ 2,253,000.00	\$ -	\$ -	\$ 2,253,000.00		\$ -
CHANGE ORDERS								
CO-1		\$ 47,151.00	\$ 47,151.00		\$ -	\$ 47,151.00	100.0%	\$ -
CO-2		\$ 40,759.27	\$ 40,759.27		\$ -	\$ 40,759.27	100.0%	\$ -
CO-3		\$ 1,222.50		\$ 1,222.50	\$ -	\$ 1,222.50	100.0%	\$ -
TOTAL CHANGE ORDERS		\$ 89,132.77	\$ 87,910.27	\$ 1,222.50	\$ -	\$ 89,132.77		\$ -
TOTALS		\$ 2,342,132.77	\$ 2,340,910.27	\$ 1,222.50	\$ -	\$ 2,342,132.77	100.0%	\$ -

Contractor's Application for Payment No.

#15 Final

Application Period: 12/01/19 to 10/09/20		Application Date: October 9, 2020
To (Owner): Village of Mukwonago	From (Contractor): August Winter & Sons, Inc.	Via (Engineer): Ruekert Mielke, Inc.
Project: Anaerobic Digester	Contract: Mechanical	
Owner's Contract No.:	Contractor's Project No.: 57118	Engineer's Project No.: 12-10075.200

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
#1	47,151.00	
#2	40,759.27	
#3	1,222.50	
TOTALS	89,132.77	
NET CHANGE BY CHANGE ORDERS	89,132.77	

1. ORIGINAL CONTRACT PRICE.....	\$ 2,253,000.00
2. Net change by Change Orders.....	\$ 89,132.77
3. Current Contract Price (Line 1 ± 2).....	\$ 2,342,132.77
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ 2,342,132.77
5. RETAINAGE:	
a. X 0 Total Contract Work Completed.....	\$ 0
b. X 0 Stored Material.....	\$ 0
c. Total Retainage (Line 5.a + Line 5.b).....	\$ 0
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 2,342,132.77
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 2,299,187.53
8. AMOUNT DUE THIS APPLICATION.....	\$ 42,945.24
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$ 0

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

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

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

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

Contractor Signature

By:  Date: 10/09/2020

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____
(Engineer) (Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 15

Application Date : 10/09/20

To: 10/09/20

Architect's Project No.: 12-10075.200

Invoice # : 34713

Contract : 57118- Village of Mukwonago

A Item No.	B Description of Work	C Scheduled Value	E Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I Retainage
			D From Previous Application (D+E)	This Period In Place				
001	Mobilization	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	0.00
002	Erosion control	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%	0.00
003	Site utilities	175,000.00	175,000.00	0.00	0.00	175,000.00	100.00%	0.00
004	Landscaping	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00%	0.00
005	Crane rental	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00%	0.00
006	General conditions/administrations	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00%	0.00
007	Sludge hauling	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00%	0.00
008	Digester mixing system	91,000.00	91,000.00	0.00	0.00	91,000.00	100.00%	0.00
009	Asphalt	45,000.00	45,000.00	0.00	0.00	45,000.00	100.00%	0.00
010	Fencing	28,000.00	28,000.00	0.00	0.00	28,000.00	100.00%	0.00
011	Insulation	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00
012	Sluice gates	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00%	0.00
013	Digester heat exchanger rehab	73,000.00	73,000.00	0.00	0.00	73,000.00	100.00%	0.00
014	Waste gas burner	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00
015	Gas safety equipment	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00%	0.00
016	Grit pump rehab	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%	0.00
017	Sludge pump	45,000.00	45,000.00	0.00	0.00	45,000.00	100.00%	0.00
018	Access station	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%	0.00
019	Driveway	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%	0.00
020	Plumbing	67,251.00	67,251.00	0.00	0.00	67,251.00	100.00%	0.00
021	Bonds	21,749.00	21,749.00	0.00	0.00	21,749.00	100.00%	0.00
022	Concrete removal/installation	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	0.00
023	Underground receiving station	39,000.00	39,000.00	0.00	0.00	39,000.00	100.00%	0.00
024	Grit seperator/classifer	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	0.00
025	Digester concrete coatings	292,000.00	292,000.00	0.00	0.00	292,000.00	100.00%	0.00
026	Digester steel cover paint	125,000.00	125,000.00	0.00	0.00	125,000.00	100.00%	0.00
027	Piping painting	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00%	0.00
028		0.00	0.00	0.00	0.00	0.00	0.00%	0.00
029	***ELECTRICAL***	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
030	Control Building	210,000.00	210,000.00	0.00	0.00	210,000.00	100.00%	0.00
031	Electrical Construction	180,000.00	180,000.00	0.00	0.00	180,000.00	100.00%	0.00
032	Site Work	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00%	0.00

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 15

Application Date : 10/09/20

To: 10/09/20

Architect's Project No.: 12-10075.200

Invoice # : 34713

Contract : 57118- Village of Mukwonago

A Item No.	B Description of Work	C Scheduled Value	E Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I Retainage
			D From Previous Application (D+E)	This Period In Place				
033	Integration	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%	0.00
034	General Conditions	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%	0.00
035		0.00	0.00	0.00	0.00	0.00	0.00%	0.00
036	***Allowances***	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
037	Digester concrete repair	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00%	0.00
038	Digester cover repair	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00%	0.00
039	***HVAC***	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
040	Mobilization	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
041	Demobilization	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
042	HVAC Equipment	56,760.00	56,760.00	0.00	0.00	56,760.00	100.00%	0.00
043	Subcontractors	24,000.00	24,000.00	0.00	0.00	24,000.00	100.00%	0.00
044	HVAC Controls	5,800.00	5,800.00	0.00	0.00	5,800.00	100.00%	0.00
045	Sheetmetal Labor	48,940.00	48,940.00	0.00	0.00	48,940.00	100.00%	0.00
046	Sheetmetal Material	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00%	0.00
047		0.00	0.00	0.00	0.00	0.00	0.00%	0.00
048	Grit collector plates	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00
051	CO #1	47,151.00	47,151.00	0.00	0.00	47,151.00	100.00%	0.00
052	CO #2	40,759.27	40,759.27	0.00	0.00	40,759.27	100.00%	0.00
053	CO #3	1,222.50	0.00	1,222.50	0.00	1,222.50	100.00%	0.00
Grand Totals		2,342,132.77	2,340,910.27	1,222.50	0.00	2,342,132.77	100.00%	0.00

**CONSENT OF SURETY
TO FINAL PAYMENT**

AIA Document G707

OWNER	☐
ARCHITECT	☐
CONTRACTOR	☐
SURETY	☐
OTHER	☐

Bond No. 8942145

TO OWNER:
(Name and address)

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

ARCHITECT'S PROJECT NO.:

CONTRACT FOR: Construction

PROJECT:
(Name and address)

Wastewater Treatment Facility Anaerobic Digester, Grit System and
Septage Receiving Station Upgrades

CONTRACT DATED: July 13, 2018

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

Ohio Farmers Insurance Company
P.O. Box 5001
Westfield Center, OH 44251

, SURETY,

on bond of
(Insert name and address of Contractor)

August Winter & Sons, Inc.
2323 N. Roemer Road, PO Box 1896
Appleton, WI 54911

, CONTRACTOR,

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

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: November 26, 2019
(Insert in writing the month followed by the numeric date and year.)

Ohio Farmers Insurance Company

(Surety)

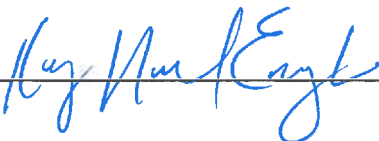


(Signature of authorized representative)

Heather R. Goedtel, Attorney-in-Fact

(Printed name and title)

Attest:
(Seal):



THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 09/28/18, FOR ANY PERSON OR PERSONS NAMED BELOW.

POWER NO. 2263612 01

General
Power
of Attorney

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint
BRIAN D. CARPENTER, NICOLE LANGER, CRAIG OLMSTEAD, JESSICA HOFF, MICHELLE HALTER, HEATHER R. GOEDTEL, KELLY NICOLE BRUGGEMAN, BLAKE S. BOHLIG, JOINTLY OR SEVERALLY

of **BLOOMINGTON** and State of **MN** its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship.

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact, may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be It Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their **National Surety Leader and Senior Executive** and their corporate seals to be hereto affixed this **28th** day of **SEPTEMBER A.D., 2018**.

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By:
Dennis P. Baus, National Surety Leader and Senior Executive

State of Ohio
County of Medina ss.:

On this **28th** day of **SEPTEMBER A.D., 2018**, before me personally came **Dennis P. Baus** to me known, who, being by me duly sworn, did depose and say, that he resides in **Wooster, Ohio**; that he is **National Surety Leader and Senior Executive** of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio
County of Medina ss.:

I, **Frank A. Carrino**, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this **26th** day of **November A.D., 2019**.



Frank A. Carrino, Secretary

**** Final Waiver of Lien ****

To All Whom It May Concern:

WHEREAS, the undersigned has been employed by: _____
Village of Mukwonago

To furnish materials for _____
Mechanical _____ **work,**

for the improvement of the premises described as

_____ Anaerobic Digester

in the _____ **(City, Village, Town) of** _____ Mukwonago
County of _____ Waukesha **, State of** _____ Wisconsin **of which**
Village of Mukwonago _____ **is the owner.**

NOW, THEREFORE, this _____ 9th _____ **day of** _____ October _____, 2020,
for and in consideration of the sum of _____ 42,945.24 _____, **the undersigned**
will hereby waive and release any lien rights to, or claim of lien with respect to and
on said above-described premises, and the improvements thereon, on account of
labor, services, material, fixtures, apparatus or machinery heretofore or which may
hereafter be furnished by the undersigned to or for the above described premises by
virtue of said contract.

_____ August Winter & Sons, Inc.
Company name

_____ 
Signature

_____ Assistant Corporate Secretary
Title

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Alfa Laval Inc
PO Box 200081
Pittsburgh, PA 15241-0081

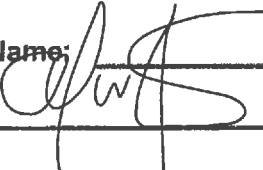
The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

This waiver and release is for the benefit of, and may be relied upon by, all persons holding any property interest in the jobsite, the construction lender, any construction fund holder, the prime contractor, and the principal and sureties on any labor and material bond.

The undersigned does hereby represent and warrant that the undersigned has fully paid for all labor and materials, any and all welfare, pension, vacation or other contributions required to be made on account of employment of such laborers or mechanics so provided by the undersigned and does hereby agree to indemnify and hold each of the foregoing, the project, work of improvement and real property free and harmless from any and all claims or liens through the date indicated herein.

Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 04/15/2020

Firm Name: Alfa Laval Inc.
By:  Alvaro Ramirez
Title: Project Manager

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57218- Village of Mukwonago
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Air Flow Inc
8355 W Bradley Rd
Milwaukee, WI 53223

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

This waiver and release is for the benefit of, and may be relied upon by, all persons holding any property interest in the jobsite, the construction lender, any construction fund holder, the prime contractor, and the principal and sureties on any labor and material bond.

The undersigned does hereby represent and warrant that the undersigned has fully paid for all labor and materials, any and all welfare, pension, vacation or other contributions required to be made on account of employment of such laborers or mechanics so provided by the undersigned and does hereby agree to indemnify and hold each of the foregoing, the project, work of improvement and real property free and harmless from any and all claims or liens through the date indicated herein.

Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 04-15-2020

Firm Name: Air Flow, Inc

By: Morgan Striell

Title: Treasurer

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.**Release and Waiver of Lien Rights For Final and Complete Payment**

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: All Ways Contractors Inc
PO Box 798
Elm Grove, WI 53122

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

This waiver and release is for the benefit of, and may be relied upon by, all persons holding any property interest in the jobsite, the construction lender, any construction fund holder, the prime contractor, and the principal and sureties on any labor and material bond.

The undersigned does hereby represent and warrant that the undersigned has fully paid for all labor and materials, any and all welfare, pension, vacation or other contributions required to be made on account of employment of such laborers or mechanics so provided by the undersigned and does hereby agree to indemnify and hold each of the foregoing, the project, work of improvement and real property free and harmless from any and all claims or liens through the date indicated herein.

Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 4.21.20

Firm Name: All-ways Contractors Inc.

By: [Signature]

Title: [Signature]

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Aring Equipment Company Inc
Box 88256
Milwaukee, WI 53288-0256

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

This waiver and release is for the benefit of, and may be relied upon by, all persons holding any property interest in the jobsite, the construction lender, any construction fund holder, the prime contractor, and the principal and sureties on any labor and material bond.

The undersigned does hereby represent and warrant that the undersigned has fully paid for all labor and materials, any and all welfare, pension, vacation or other contributions required to be made on account of employment of such laborers or mechanics so provided by the undersigned and does hereby agree to indemnify and hold each of the foregoing, the project, work of improvement and real property free and harmless from any and all claims or liens through the date indicated herein.

Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 11/9/20

Firm Name: Aring Equipment Company Inc.

By: [Signature]

Title: CFO

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57218- Village of Mukwonago
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Badger Balancing LLC
8688 Cty Road K
Omro, WI 54963

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

This waiver and release is for the benefit of, and may be relied upon by, all persons holding any property interest in the jobsite, the construction lender, any construction fund holder, the prime contractor, and the principal and sureties on any labor and material bond.

The undersigned does hereby represent and warrant that the undersigned has fully paid for all labor and materials, any and all welfare, pension, vacation or other contributions required to be made on account of employment of such laborers or mechanics so provided by the undersigned and does hereby agree to indemnify and hold each of the foregoing, the project, work of improvement and real property free and harmless from any and all claims or liens through the date indicated herein.

Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 1/13/2020

Firm Name: Badger Balancing LLC

By: Richard A. Bonel

Title: member

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57218- Village of Mukwonago
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: O J Boldt Construction Co
Lock Box #285
Milwaukee, WI 53288-0285

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

This waiver and release is for the benefit of, and may be relied upon by, all persons holding any property interest in the jobsite, the construction lender, any construction fund holder, the prime contractor, and the principal and sureties on any labor and material bond.

The undersigned does hereby represent and warrant that the undersigned has fully paid for all labor and materials, any and all welfare, pension, vacation or other contributions required to be made on account of employment of such laborers or mechanics so provided by the undersigned and does hereby agree to indemnify and hold each of the foregoing, the project, work of improvement and real property free and harmless from any and all claims or liens through the date indicated herein.

Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 4/17/20

Firm Name: The Boldt Company

By: Ken Brickner
Digitally signed by Ken Brickner
DN: C=US, E=ken.brickner@boldt.com,
O=The Boldt Company, CN=Ken Brickner
Date: 2020.04.17 10:06:16-05'00'

Title: Controller

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Century Fence Company
PO Box 727
Pewaukee, WI 53072-0727

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 1/6/2020

Firm Name: Century Fence Company

By: Lacey Perkins

Title: Lacey Perkins Controller

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Drydon Equipment Inc
2445 Westfield Drive
Elgin, IL 60124-7840

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: March 8, 2020

Firm Name: DRYDON EQUIPMENT
By: Jeffrey D. Williamson
Title: PRESIDENT

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Evoqua Water Technologies LLC
28563 Network Place
Chicago, IL 60673-1285

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 3/27/19

Firm Name: Evoqua Water

By: [Signature]

Title: Chief Estimator

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Fabick Rents
PO Box 956362
St Louis, MO 63195-6362

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 1-2-2020

Firm Name: Fabick
By: Michelle Lomond
Title: Credit Manager

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: FCX Performance Inc
PO Box 712465
Cincinnati, OH 45271-2465

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 3/9/2020

Firm Name: Simone
By: [Signature]
Title: Jeffrey Perry, Controller

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Ferguson Enterprises LLC 1550
2300 N Sandra St
Appleton, WI 54911

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

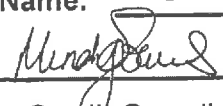
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Date: 1/2/20

Firm Name: Ferguson Enterprises

By: 

Title: Credit Coordinator

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Ferguson Waterworks 1476
PO Box 802817
Chicago, IL 60680-2817

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 01/02/19 _____

Firm Name: Ferguson _____

By: Hikki Heiting - cm

Title: Credit Manager _____

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Geo Synthetics Systems LLC
2401 Pewaukee Road
Waukesha, WI 53188

The Undersigned, hereby acknowledges receipt of payment ^{OPEN THE} ~~in full~~ ^{Final} from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 3-6-2020

Firm Name: GEO-SYNTHETICS SYSTEMS, LLC

By: ROBBIE KEEFOUR

Title: CONTROLLER

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.**Release and Waiver of Lien Rights For Final and Complete Payment**

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: H2O Under Pressure Inc
PO Box 289
Dale, WI 54931

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 15 Apr 20

Firm Name: H2o underpressure Inc.

By: [Signature]

Title: President / CEO

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Hayward Gordon
5 Brigden Gate
Halton Hills, ON L7G 0A3

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: March 9 / 2020

Firm Name: Hayward Gordon LLC

By: P Rhodes

Title: AR Finance

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Heat and Power Products Inc
1501A Bohm Dr
Little Chute, WI 54140

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 4/15/2020

Firm Name: HEAT & POWER PRODUCTS INC

By: Kevin Bertach

Title: CONTROLLER

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Ideal Crane Rental Inc
4349 Acker Rd
Madison, WI 53704

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 12-20

Firm Name: Ideal Crane Rental
By: Ronny Kelly
Title: Vice President

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Johnson Sand and Gravel Inc
20685 W National Avenue
New Berlin, WI 53146

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: April 16, 2020

Firm Name: Johnson Sand & Gravel Inc
By: Elmattah Vandy Boon
Title: Accounts Receivable

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Klink Equipment LLC
W1970C Industrial Drive
Freedom, WI 54130

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 3/12/20

Firm Name: Klink Equipment

By: Val Griesbach

Title: Ops manager

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: LAI Ltd
5400 Newport Drive
Rolling Meadows, IL 60008-3721

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

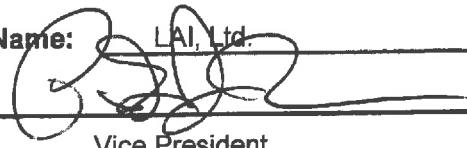
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Date: April 15, 2020 _____

Firm Name: LAI, Ltd. _____

By:  _____

Title: Vice President _____

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Lannon Stone Products
N52 W23096 Lisbon Rd
Sussex, WI 53089

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 4-15-2020

Firm Name: Lannon Stone products

By: Alyssa Ziller

Title: Accounts Receivable

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Lincoln Contractors Supply Inc
11111W Hayes Ave
Milwaukee, WI 53227

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: Jan 2, 2020

Firm Name: Lincoln Contractors Supply
By: Susan Schaff
Title: Credit Manager

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Marshall Bond Pumps Inc
118 Kirkland Circle
Oswego, IL 60543

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

This waiver and release is for the benefit of, and may be relied upon by, all persons holding any property interest in the jobsite, the construction lender, any construction fund holder, the prime contractor, and the principal and sureties on any labor and material bond.

The undersigned does hereby represent and warrant that the undersigned has fully paid for all labor and materials, any and all welfare, pension, vacation or other contributions required to be made on account of employment of such laborers or mechanics so provided by the undersigned and does hereby agree to indemnify and hold each of the foregoing, the project, work of improvement and real property free and harmless from any and all claims or liens through the date indicated herein.

Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 4.15.2020

Firm Name: MARSHALL - BOND PUMPS

By: RONALD L BOND

Title: PRESIDENT

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Merit Asphalt
S84 W18645 Enterprise Drive
Muskego, WI 53150

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 1-6-2020

Firm Name: Merit Asphalt Inc.

By: Gym Yhueson

Title: Controller

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Mulcahy Shaw Water Inc
N57 W6316 Center Street
Cedarburg, WI 53012

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 4/15/2000

Firm Name: Mulcahy Shaw Water Inc
By: [Signature]
Title: Director of Finance

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Packer Fastener and Supply Inc
728 Lombardi Ave
Green Bay, WI 54304

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc.. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: 1/2/20

Firm Name: Packer Fastener and Supply

By: Brice Flentje

Title: Accounts Receivable

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Peters Heavy Construction
3900 Heffron St
Stevens Point, WI 54481

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Our work is complete on the project at this time and there will be no further billing to the above named subcontractor and/or August Winter & Sons, Inc. We will send you a new Preliminary Lien Notice if we are required to do any additional work on this project.

Date: April 17, 2020

Firm Name: Peters Heavy Construction, Inc

By: [Signature]

Title: President

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

Release and Waiver of Lien Rights For Final and Complete Payment

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August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57218- Village of Mukwonago
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Temperature Systems Inc
PO Box 8030
Madison, WI 53708-8030

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 4/15/2020

Firm Name: DSI

By: [Signature]

Title: Owner

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Trench It Environmental LLP
3117 E Canvasback Lane
Appleton, WI 54913

RECEIVED

JAN 16 2020

AI

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 1-14-2020

Firm Name: Trench It LLP

By: Kurt J. Coenen Kurt J. Coenen

Title: Member

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: United Liquid Waste Recycling Inc
PO Box 247
Clyman, WI 53016

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 4/15/20

Firm Name: United Liquid Waste Recycling, Inc.

By: Robert Tracy Jr.

Title: President

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

August Winter & Sons, Inc.

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57218- Village of Mukwonago
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Vyron Corporation
401 Pilot Ct
Waukesha, WI 53188

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: April 16, 2020

Firm Name: VYRON CORPORATION

By: 

Title: CONTROLLER

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993

Release and Waiver of Lien Rights For Final and Complete Payment

Project: 57118- Mukwonago WWTF
1200 Holz Parkway
Mukwonago, WI 53149

Subcontractor: Witte Supply Company
32409 High Dr
Burlington, WI 53105

The Undersigned, hereby acknowledges receipt of payment in full from August Winter & Sons, Inc. for all work, equipment, and material furnished to the above job and therefore waives and releases all rights to make any claim on any labor and material bond covering the job, and waives and releases all mechanic's liens, stop notice, and equitable lien rights which the undersigned may have on the job.

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Date: 4/15/20

Firm Name: Witte Supply Company
By: [Signature]
Title: OWNER

Please sign and return by mail, email or fax to:

August Winter & Sons, Inc.
PO Box 1896
Appleton, WI 54912-1896

email: AR@augustwinter.com
Fax: (920) 739-4993



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
09/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center		
	PHONE (A/C No. Ext): 1-877-945-7378	FAX (A/C No.): 1-888-467-2378	
	E-MAIL ADDRESS: certificates@willis.com		
INSURED August Winter & Sons, Inc. P O Box 1896 Appleton, WI 549121896	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Phoenix Insurance Company		25623
	INSURER B: Travelers Indemnity Company		25658
	INSURER C: Travelers Property Casualty Company of Ame		25674
	INSURER D: Travelers Indemnity Company of CT		25682
	INSURER E: Indian Harbor Insurance Company		36940
	INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** W18142089**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	Y		DT-CO-9K511354-PHX-20	10/01/2020	10/01/2021	EACH OCCURRENCE \$ 2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	☒ Contractual Liability						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:						PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	☒ AUTOMOBILE LIABILITY	Y		810-6N60491A-20-26	10/01/2020	10/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ OCCUR	Y		CUP-5J80755A-20-26	10/01/2020	10/01/2021	EACH OCCURRENCE \$ 20,000,000
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$ 20,000,000
	☐ DED ☒ RETENTIONS \$ 10,000						
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		UB-8L35972A-20-26-V	10/01/2020	10/01/2021	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)						E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Workers Compensation and Employers Liability Per Statute			UB-0L000336-20-26-G	10/01/2020	10/01/2021	E.L. Each Accident \$100,000 E.L. Disease-EA Empl \$100,000 E.L. Disease-Pol Lmt \$500,000

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

Umbrella/Excess Follows Form.

SEE ATTACHED

CERTIFICATE HOLDER**CANCELLATION**

Village of Mukwonago 440 River Crest Court Mukwonago, WI 53149	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

SR ID: 20146834

BATCH: 1833188

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Midwest, Inc.		NAMED INSURED August Winter & Sons, Inc. P O Box 1896 Appleton, WI 549121896	
POLICY NUMBER See Page 1			
CARRIER See Page 1	NAIC CODE See Page 1		
EFFECTIVE DATE: See Page 1			

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Wastewater Treatment Facility Anaerobic Digester, Grit System and Septage Receiving Station Upgrades
 AWS Job #: 57118

Village of Mukwonago, Ruekert & Mielke, Inc, and IBC Engineering Services, Inc. shall be included as Additional Insureds with respect to the Commercial General Liability, Automobile Liability and Umbrella Liability Policies as per signed written contract.

INSURER AFFORDING COVERAGE: Indian Harbor Insurance Company

NAIC#: 36940

POLICY NUMBER: CEO744647103

EFF DATE: 10/01/2020

EXP DATE: 10/01/2021

TYPE OF INSURANCE:
 Professional Liability

LIMIT DESCRIPTION:
 Each Claim
 SIR

LIMIT AMOUNT:
 \$2,000,000
 \$50,000

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**DESCRIBED ADDITIONAL INSURED
(CONTRACTORS)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. WHO IS AN INSURED - (Section II) is amended to include any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but only if the "written contract requiring insurance":
 - a) Specifically requires you to provide additional insured coverage to that person or organization for the sole negligence or independent acts or omissions of that person or organization; or
 - b) Specifically requires you to provide additional insured coverage to that person or organization by the use of:
 - i. The Additional Insured – Owners, Lessees or Contractors – (Form B) endorsement CG 2010 11 85; or
 - ii. The Additional Insured – Owners, Lessees or Contractors – Scheduled Person Or Organization endorsement CG 2010 10 01 and the Additional Insured – Owners, Lessees or Contractors – Completed Operations endorsement CG 2037 10 01.

However, the person or organization is only an additional insured:

- a) With respect to liability for "bodily injury", "property damage" or "personal injury"; and
 - b) If the injury or damage arises out of "your work" to which the "written contract requiring insurance" applies.
2. The insurance provided to the additional insured by this endorsement is limited as follows:
 - a) In the event that the Limits of Insurance of this Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement shall not increase the limits of insurance described in Section III - Limits Of Insurance.
 - b) The insurance provided to the additional insured does not apply to "bodily injury", "property damage" or "personal injury" arising out of the rendering

of, or failure to render, any professional architectural, engineering or surveying services, including:

- i. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and
 - ii. Supervisory, inspection, architectural or engineering activities.
- c) The insurance provided to the additional insured does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.
- 3. The insurance provided to the additional insured by this endorsement is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover under this endorsement. However, if the "written contract requiring insurance" specifically requires that this insurance apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured which covers that person or organization as a named insured for such loss, and we will not share with that other insurance. But the insurance provided to the additional insured by this endorsement still is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under such other insurance.
- 4. As a condition of coverage provided to the additional insured by this endorsement:
 - a) The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:
 - i. How, when and where the "occurrence" or offense took place;
 - ii. The names and addresses of any injured persons and witnesses; and
 - iii. The nature and location of any injury or damage arising out of the "occurrence" or offense.
 - b) If a claim is made or "suit" is brought against the additional insured, the additional insured must:

- i. Immediately record the specifics of the claim or "suit" and the date received; and
- ii. Notify us as soon as practicable.

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

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

5. The following definition is added to SECTION V. – DEFINITIONS:

"Written contract requiring insurance" means that part of any written contract or agreement under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After the execution of the contract or agreement by you;
- b. While that part of the contract or agreement is in effect; and
- c. Before the end of the policy period.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Finance
Topic:	2021 Budget Updates
From:	Diana Doherty
Department:	Finance
Presenter:	Diana Doherty
Date of Committee Action (if required):	November 4, 2020
Date of Village Board Action (if required):	

Information

Background Information/Rationale:

Proposed budgets were presented to the board on October 8th. This is an update to what was presented at that meeting and what appears in the publication notice for the actual budgets to be adopted on November 18, 2020.

Key Issues for Consideration:

Changes to the "Proposed 2021 Budgets for Special Revenue Funds" are as follows:

- Added the Fire Dept budget as presented to the Village Board on September 24th and to the Town Board on October 8th. A change was made to the proposed budget to remove the 2% Fire dues insurance amounts due from the Village and Town from the Village's tax contribution and the Town's contribution and show them as separate budget items. The overall proposed budget amount did not change
- Added Fund 210 budget for the Revolving Loan Fund to show the anticipated payment of \$209,000 to the developer of the 301 Main property as the transaction likely won't occur before 2020 yearend.
- Corrected the 2020 Projected year-end estimates for various Funds. Some of this information was inadvertently omitted from the budgets presented to the board on October 8th.

Created Budgets for the 3 TID Funds with estimated increments based on last year's certified levies for school, county and tech college as we have not received that information yet. The majority of expenditure activity in these 3 TID Funds for the 2021 proposed budgets are scheduled debt payments and the re-funding of a bond anticipation note in TID #5 to convert the amount due in 2021 to general obligation debt. These estimated budgets were created in order to include them in the published budget notice for possible adoption on November 18th.

Corrected Proposed Budget Schedules for the Funds mentioned above, along with the General Fund Budget and 5-year Capital Plan as presented on October 8th can be found on the Village's website:

<https://villageofmukwonago.com/budget-reports/>

Fiscal Impact (If any):

None

Requested Action by Committee/Board:

Information Only

Attachments



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Committee of the Whole/Village Board
Topic:	Ordinance Repealing and Recreating Section 6-56(5)
From:	Attorney Matthew R. Gralinski, cc: John Weidl & Diana Dykstra
Department:	
Presenter:	
Date of Committee Action (if required):	
Date of Village Board Action (if required):	

Information

Subject: ORDINANCE TO REPEAL AND RECREATE SECTION 6-56(5) REGARDING AUTHORIZING HOLDERS OF CLASS B RETAIL LIQUOR LICENSES TO SELL INTOXICATING LIQUOR FOR CONSUMPTION ON PREMISE AND OFF PREMISE.

Rationale:

The Village has been approached by a developer interested in constructing a facility which would allow for the sale of liquor and fermented beverages, both in a bar setting for consumption on premise, as well as in a retail setting for consumption off premise.

The Village ordinance on Class B retail liquor license specifically, Section 6-56(5) currently states that retail Class B liquor licenses may authorize the sale of liquor for consumption on premise or off premise. However, Wisconsin Statutes sec. 125.51(3)(b) requires that if a municipality wishes to have their Class B retail licenses authorize the sale of intoxicating liquor for consumption on and off premise, the local government must specifically, by ordinance, elect to "come under" Wisconsin Statutes sec. 125.51(3)(b). Thus, in order to validly authorize Class B license holders to sell intoxicating liquor for consumption by the glass on premises where sold and also sell intoxicating liquor in the original package or container to be consumed off premise, the Village, by ordinance, must specifically elect to come under Wisconsin Statutes sec. 125.51(3)(b) and the language contained therein. The Village ordinance does not currently do that thus, it is likely that the current retail Class B liquor license does not validly authorize sale for off-premise consumption as purported.

The enclosed proposed ordinance would amend the language found in Section 6-56(5) to specifically elect to come under Wisconsin Statutes sec. 125.51(3)(b). The ordinance also incorporates the specific language currently found in Wisconsin Statutes sec. 125.51(3)(b), clarifying that a retail Class B license issued under this ordinance would authorize the sale of intoxicating liquor to be consumed by the glass only on the premises where sold, and also authorize the sale of intoxicating liquor in the original package or container in any quantity to be consumed off premise. The ordinance also maintains the language with respect to the sale of wine, which may be sold for consumption off premise in the original package in any quantity.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

That language, with respect to wine, has not changed in the Wisconsin statutes and thus, may remain the same in our ordinance. The ordinance also maintains the current language with respect to the two types of Class B licenses, a regular Class B license and a reserve Class B license.

Enclosed is a draft of said ordinance which would make the above-referenced changes to Section 6-56(5) to authorize holders of Class B liquor licenses to sell liquor for off-premise and on-premise consumption.

Fiscal Impact (If any):

None.

Requested Action by Committee/Board:

Consider and potentially approve the revisions to Section 6-56(5) of the Village Code to elect to come under Wisconsin Statutes sec. 125.51(3)(b) and authorize holders of Class B liquor licenses to intoxicating liquor for on premise and off premise consumption.

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. ____

**ORDINANCE TO REPEAL AND RECREATE SECTION 6-56(5)
OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE
REGARDING AUTHORIZING HOLDERS OF RETAIL "CLASS B" LIQUOR
LICENSE TO SELL INTOXICATING LIQUOR FOR CONSUMPTION
ON PREMISE AND OFF PREMISE**

The Village Board of the Village of Mukwonago do ordain as follows:

SECTION I

Section 6-56(5) of the Municipal Code of the Village of Mukwonago is hereby repealed and recreated to read as follows:

Sec 6-56(5) *Retail "Class B" Liquor License*. The Village of Mukwonago hereby elects to come under Wisconsin Statutes sec. 125.51(3)(b) and any future amendments thereto or successor statutes. A retail "Class B" license issued under this section authorizes the sale of intoxicating liquor to be consumed by the glass only on the premises where sold and also authorizes the sale of intoxicating liquor in the original package or container, in any quantity, to be consumed off the premises where sold. However, wine may be sold in the original package or container, in any quantity, to be consumed off premises. The two types of such "Class B" licenses are as follows:

- (a) Regular "Class B" liquor license.
- (b) Reserve "Class B" liquor license. The applicant must pay the initial issuance fee at the time of application. Such fee shall be specified in the most current Village Board Resolution and shall not be less than ten thousand (\$10,000.00) dollars.

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Mukwonago, and shall indicate the date and number of this amending ordinance therein.

PASSED AND ADOPTED by the Village Board this _____ day of _____, 2020.

APPROVED:

Fred Winchowky, Village President

Countersigned:

Diana Dykstra, Village Clerk/Treasurer



Committee/Board:	Judicial Committee
Topic:	Elected Official Handbook
From:	Diana Dykstra
Department:	Clerk-Treasurer
Presenter:	
Date of Committee Action (if required):	11/04
Date of Village Board Action (if required):	11/18

Information

Subject: Elected Official Handbook

Background Information/Rationale:

Earlier this year, it was brought to my attention the Village had an Elected Official Handbook that was not yet adopted. I took a copy of this handbook and updated it as requested with some additional language for the length of service awards, and the complaint procedures.

This is certainly a document that can be updated periodically. At this time, we felt it was important to bring it forward and prepare for the next year and provide some brief direction.

Key Issues for Consideration:

This is a document that can be updated as necessary. There is no requirement we have this document, but it certainly assists new board members with our overall procedures.

Fiscal Impact (If any): N/A

Requested Action by Committee/Board:

Review and recommend to approve the Elected Officials Handbook

Attachments

Draft Elected Officials Handbook

VILLAGE OF MUKWONAGO ELECTED AND APPOINTED OFFICIALS HANDBOOK

Adopted: November ____, 2020

Village of Mukwonago Vision Statement

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

Village of Mukwonago Mission Statement

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

INTRODUCTION

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

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

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

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

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

A challenging and meaningful experience awaits you.

GENERAL INFORMATION ABOUT THE VILLAGE OF MUKWONAGO

Village of Mukwonago History

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



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



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

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

-D. E. Wright, 1990

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



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

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

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



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

Mukwonago Today

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

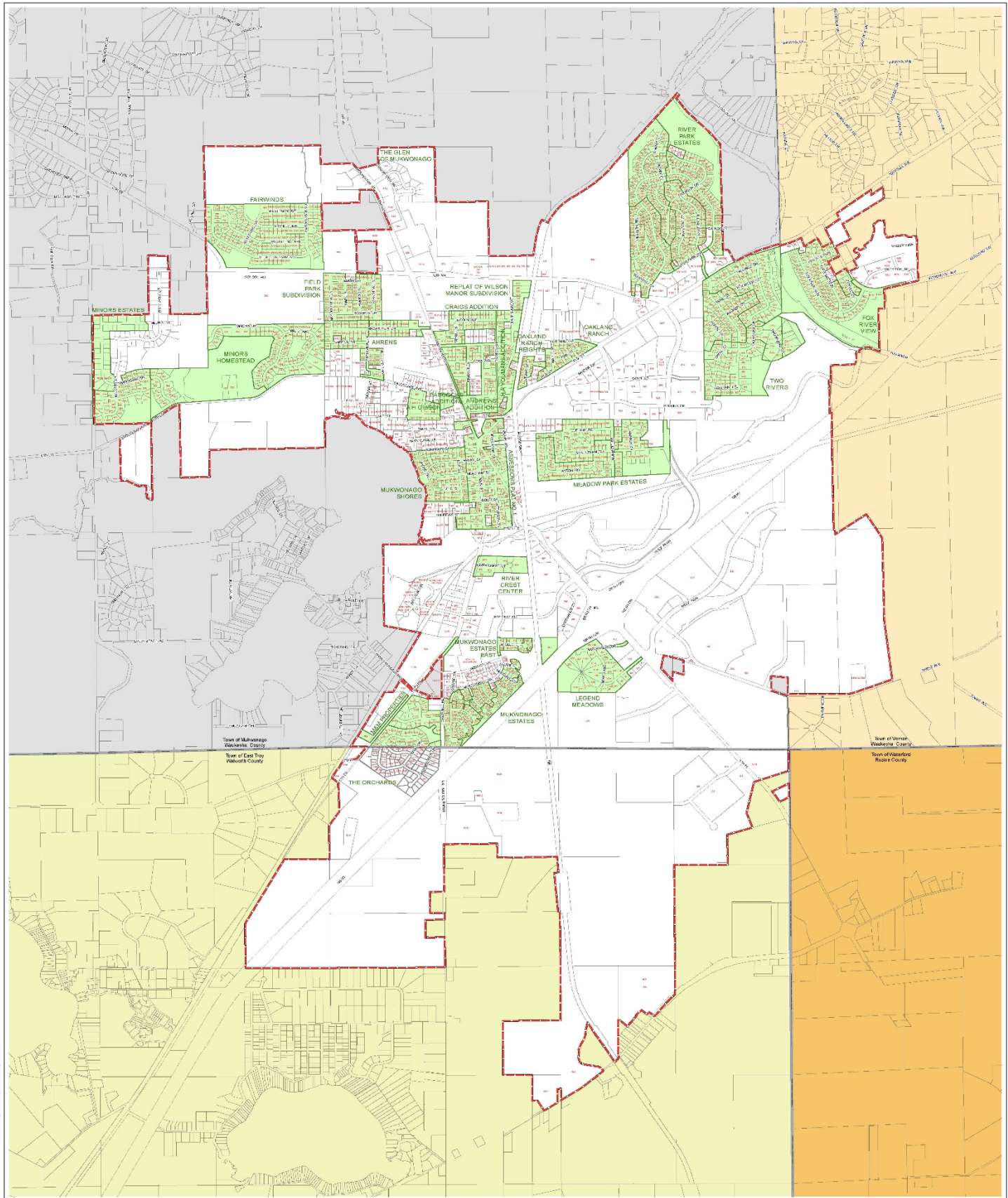
Mukwonago is about 30 minutes from Milwaukee, an easy commute to Major League sports, Milwaukee County Zoo, the Mitchell Park Conservatory (The Domes), several shopping malls and General Mitchell International Airport. Highway 83 runs north and south with I-94 being approximately 14 miles to the north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

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

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

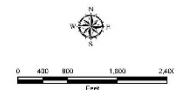
Mukwonago offers easy access to airports and major cities in each direction by being located right on state highway 83 and I94. Mukwonago has access to all the major attractions of southeastern Wisconsin, with a small-town atmosphere with big-city attitude for work, education, and recreation.

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



- Legend**
- Village of Mukwonago
 - County Line
 - Subdivisions In Waukesha County
 - Town of Mukwonago
 - Town of Vernon
 - Town of East Troy
 - Town of Waterford

Village Map for VILLAGE OF MUKWONAGO 2019



VILLAGE GOVERNMENT STRUCTURE

Village Board of Trustees

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

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

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

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

Appointments

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

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

Term of Office

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

Resignation

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

Attendance

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

Legal Basis of Government

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

COMMITTEE OF THE WHOLE

The Village Board is assisted by various citizen boards, committees, and commissions. These bodies are charged with the following responsibilities:

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

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

The Village Committee of the Whole structure allows for a consent agenda to be presented to the Village Board for any items unanimously approved at the Committee level. The Village Board will approve those items under a consent agenda designated area with one vote. Any items not unanimously carried at the Committee will be separated for individual voting purposes.

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

1. Finance Committee.

The role of the Finance Committee is:

- a. Review policies and implementation of auditor's recommendations
- b. Review options for borrowing capital funds, outlay expenditures and depositories for village funds
- c. Review claims against the village, accounting procedures, ordinances and resolutions having a fiscal impact on the village.
- d. Receive and review the annual budget from the Village President and Village Administrator and proposes a legislative budget to the Village Board, and review budget amendments.
- e. Receive and review accounts payable, and approves purchase requisitions.
- f. Recommendations are made for revenue generation, including investment of village funds and intergovernmental contracts.
- g. Advisory members of this sub-committee shall be Administrator, Finance Director, and Village Clerk-Treasurer. All recommendations are made to the Village Board.

2. Health and Recreation Committee

The role of the Health and Recreation Committee is:

- a. Review acquisition of any park or recreation lands, facilities and equipment by gift,

devise, bequest or condemnation, either absolutely or in trusts; money, real or personal property, or any incorporated right or privilege.

- b. Review Class I special events permits, policies related to usage of Village parks, refuse collection contracts, and policies and contracts related to recreation.
- c. Advisory members of this sub-committee shall be Public Works Director, and Village Clerk. All recommendations are made to the Village Board.

3. Judicial Committee

The role of the Judicial Committee is:

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

4. Personnel Committee

The role of the Personnel Committee is:

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

5. Protective Services Committee

The role of the Protective Services Committee is:

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

6. Public Works Committee

The role of the Public Works Committee is:

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

OTHER BOARDS, COMMITTEES, & COMMISSIONS:

Board of Review

The Board of Review receives the assessment roll from the Assessor and examines and corrects all apparent errors in description or computation and adds all omitted property with the Village Clerk. The Board shall schedule a hearing for each written objection to assessment it receives. It is the Board's duty to hear evidence by the property owner and the assessor and to decide if the assessment is correct.

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

Downtown Development Committee

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

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

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

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

The members of the DDC shall include the following:

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

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

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

Fire Commission

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

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

Historic Preservation Commission

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

Joint Protective Services Committee

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

Library Board Of Trustees (Mukwonago Community Library Board)

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

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

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

Plan Commission

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

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

Police Commission

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

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

Zoning Board of Appeals

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

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

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

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

Role of Chairperson

It is incumbent upon the chairperson of the board, committee, or commission to ascertain the responsibility of his/her advisory body and to limit the discussion and deliberation to appropriately assigned areas of responsibility.

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

The Chairperson is responsible for the setting of the agenda and facilitating the meeting in an orderly and timely fashion. The Chairperson should meet regularly with the Village Administrator to go over goals and objectives, future agenda items and to discuss current or future policy decisions.

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

OPERATING PROCEDURES

Wisconsin Open Meetings Law

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

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

Executive Sessions (Closed Meetings)

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

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

Exclusion of Village President or Trustee

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

General Rules of Order

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

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

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

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

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

Regular Meetings

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

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

Special Meetings

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

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

Public Meetings

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

Formal Public Hearings

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

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

Hearing Procedures

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

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

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

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

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

Electronic Agenda Packets

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

Budget Process

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

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

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

Purchasing

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

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

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

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

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

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

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

Length of Service Award

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

Working with Village Staff

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

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

Communication between Committees and the Village Board

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

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

way or another.

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

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

Board Policy on Legislative or Political Issues

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

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

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

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

Relationships with the Public

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

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

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

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

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

Walking or Negative Quorums

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

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

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

Complaint Procedures

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

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

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

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

An official complaint intake form is available from the Human Resources Office.

Village of Mukwonago Departments

Village Administration

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

Village Administrator

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

Village Clerk-Treasurer

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

Village Finance Director

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

Mukwonago Community Library

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

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

At the end of 2014 the library had approximately 80,000 books and more than 20,000 items in various other formats: DVD, audiobooks, compact discs, and more. It checks out more than

325,000 items a year. In addition to two individual study rooms, there is access to the Internet through 31 adult and 8 children's public Internet workstations. The library is also a member of the consortium known as CAFÉ (Catalog Access For Everyone), which enables patrons to easily search and borrow from ten times as many items. All sixteen libraries in Waukesha County are members of this consortium. Your library card is valid at all Waukesha County Libraries.

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

Public Works, Streets, Buildings, and Parks

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

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

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

Wastewater Treatment Plant and Water Utility

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

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

The Village of Mukwonago water treatment system currently consists of five (5) groundwater wells and pumping stations to provide water to the Village. In addition, it consists of one (1) underground storage facility with a capacity of 330,000 gallons and two (2) elevated towers with a capacity of 500,000 gallons each. The system's pumping capacity is 5.1 Million Gallons per

day (MGD), with an average daily consumption of 0.698 MGD.

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

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

Mukwonago Fire Department

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

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

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

Police Department

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

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

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

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

Town of Mukwonago Boat Patrol, and the Town of Eagle Boat Patrol.

Emergency Government

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

Planning, Zoning, and Development

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

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

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

CONCLUSION

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

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

Welcome aboard.

VILLAGE CONTACTS

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

Committee of the Whole Meetings:

1st Wednesday of each Month, 5:30 p.m.

Village Board Meetings:

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

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

Village Staff Planner/
Zoning Administrator

(262) 363-6420 Ext. 2111

Village Assessor
Nick Laird
Associated Appraisal Cons.
www.apraz.com

(800) 721-4157 – Office

Village Engineer
Ruekert & Mielke

Humane Animal Officer
Humane Animal Welfare Society (262) 542-8851
701 Northview Rd.
Waukesha, WI 53188
www.hawspets.org

ADMINISTRATIVE HANDBOOK FOR ELECTED OFFICIALS, BOARDS, COMMISSIONS AND COMMITTEES

I understand that I am to read the Administrative Handbook and become familiar with and understand the policies and procedures therein. I understand that the handbook may be amended or revised from time to time by the Village.

I have thoroughly read and understand my duties and responsibilities as a Board, Commission or Committee Member.

Signature of Board, Commission or Committee Member

Print Name of Board, Commission or Committee Member

Board, Commission or Committee Name

Date of Orientation and /or Administrative Handbook issuance: _____

Please sign and return this page to the Village Clerk.

From: [Daniel Adler](#)
To: [Diana Dykstra](#)
Cc: [Roger Walsh](#)
Subject: Special Meetings
Date: Thursday, October 29, 2020 7:33:12 AM

Good Morning,

With the support of Trustee Walsh I would like to add to the agenda for the Committee of the Whole to discuss a potential procedure for Special Meetings. With the increase in Special Meetings over the last month, it appears that we do not have any type of procedure to properly set Special Meetings, including properly notifying Village Staff and Village Board members prior to the agenda being set. I believe we could be more efficient and courteous in this process. If there is anything more that is needed to get this on the Agenda, please let me know.

Thank you,

Daniel J Adler

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

MARK G. BLUM
THOMAS G. SCHMITZER
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October 16, 2020

Via Email (ddykstr@villageofmukwonago.com) ONLY

Members of the Village Board
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Re: Draft Village Board Policy for Remote Participation of Trustees

Dear Trustees:

As you are aware, our office was directed by the Village Board to create a policy governing the remote participation of Trustees at Village Board Meetings. Enclosed with this letter, please find a policy we have drafted responsive to that request. The policy is meant to govern the remote or virtual participation via technology of Trustees at Village Board meetings, while the Village Board should strongly encourage all Village Trustees to be physically present at any Village Board meeting in which they intend to participate in any capacity, this policy nonetheless governs those times when a Trustee may opt to participate remotely in a Village Board Meeting.

As you review the enclosed draft policy, you should be mindful of the potential issues raised by remote participation of Trustees at Village Board meetings. Having a Trustee participate in a meeting in which they are not physically present in the same space as other trustees and members of the public poses issues with respect to, 1) quorum requirements; 2) compliance with Wisconsin open meetings law; 3) the ability of the remote Trustee to meaningfully participate in the meeting both by interacting with members of the public and in viewing documents referenced during the meeting and for the possibility of a signal interruption impacting both the efficiency and flow of meetings, as well as possibly implicating Wisconsin open meetings law. While this policy attempts to address and mitigate some of those issues, the reality is that those issues will still be present any time a trustee opts to participate remotely in a Village Board meeting while the other trustees and members of the public are physically present.

Frankly, the magnitude of these potential issues posed by remotely participation of trustees is such that this office would be hesitant to recommend that the Board adopt a policy allowing such remote participation during Village Board meetings. Nonetheless, we have followed the instructions of the Board in preparing such policy for their review.

Village of Mukwonago
Village Board Members
October 16, 2020
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Please carefully review the above and the enclosed, and do not hesitate to let us know if you have any questions.

Respectfully submitted,

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

/s/ Matthew R. Gralinski

Matthew R. Gralinski

MGB/rm
Enc.

cc: Attorney Mark G. Blum
Mr. John Wiedl
Ms. Diana Dykstra

**Village Board of the Village of Mukwonago
Policy for Remote Participation of Trustees at Village Board Meetings**

This policy is meant to govern the “remote” or “virtual” participation via technology of Trustees at Village Board meetings. This policy for remote participation by Trustees is a privilege that may be withdrawn or limited at the discretion of a majority vote of the Village Board.

For purposes of this policy, “remote” participation is any participation by a Trustee via any method other than physical presence in the same location as other Trustees.

The Village Board strongly encourages all individual Trustees to be physically present at all Village Board meetings in which they intend to participate in any capacity. However, from time to time, a Trustee may opt to participate in Village Board meetings remotely via technology, subject to the following requirements and limitations:

1. Remote participation of a Trustee at any meeting shall be at the discretion of the Village President, and such participation shall only be allowed in instances of:
 - a. Illness or disability;
 - b. Military service; or
 - c. Other emergency circumstances determined at the discretion of the Village President

A Trustee who wishes to exercise the privilege of remote participation in any meeting shall inform the Village President and Village Clerk as far in advance of the particular meeting as possible, but in no case shall such notice be given later than twenty-four (24) hours prior to the start of the meeting where remote participation is requested.

Note: This policy is not meant to serve as accommodation of the needs of individuals with disabilities through appropriate aids and services as required by the Americans with Disabilities Act and other related laws. Accommodation for those purposes shall continue to be made available through other means as required. This policy, to the extent it is used for periods of illness or disability, is intended for use during temporary illness or disability, and shall not be construed as the sole means of providing accommodation for the needs of individuals with disabilities.

2. The Village Clerk shall, after conferring with appropriate staff members including the Village Attorney and reviewing available modes of technology, designate at least two (2) modes of technology which a Trustee may use to remotely participate in Village Board meetings. Trustees may only participate remotely via one of the modes of technology designated by the Village Clerk under this paragraph. In reviewing and determining allowable modes of technology, the Village Clerk shall consider:
 - a. Whether the technology enables reliable two-way communication;
 - b. Whether the technology allows remote participants to meaningfully participate in the meeting;

- c. Whether the technology fully utilizes available equipment in the Board Room of the Village Hall including, but not limited to, monitors, telephones, speakers, sound systems, etc.;
 - d. Whether the technology satisfies Open Meetings Law requirements on public notice and public accessibility of meetings;
 - e. Whether the technology allows members of the public physically present to listen in and interact with remote participants during applicable public comment periods;
 - f. Whether the technology allows remote participants to access and view documents presented at the meeting, including documents in the agenda packet and those brought forward by members of the public during the meeting, while simultaneously allowing the remote participant to meaningfully participate in the meeting;
 - g. Whether the technology allows the remote participant's comments and participation to be recorded; and
 - h. This list of considerations shall not be construed as all-inclusive.
3. This privilege of remote participation shall apply only to open and closed sessions of regular and special Village Board meetings. Notwithstanding the foregoing sentence, the privilege may be limited on a case-by-case basis on specific items of business on which the Board, after receiving advice of legal counsel, determines, by majority vote of Trustees excepting the Trustee seeking remote participation, that it would be inadvisable to permit remote participation by individual Board members on a specific item of business.
 4. No regular or special meeting of the Village Board shall be convened unless at least a quorum of the Board is physically present in the same location. Any Trustee remotely participating in a Board meeting shall not be counted for purposes of establishing a quorum, however, a Trustee remotely participating may otherwise participate in the meeting to the fullest extent as if they were physically present.

Notwithstanding the foregoing sentence, a remote participant must have two-way communication firmly established throughout the entire discussion or debate on a specific item of business in order to be eligible to vote on any action related to that specific item of business. Should the remote participant lose two-way communication at any time during discussion of a specific item of business, the remote participant is hereby ineligible to vote on any action related to that specific item of business.

5. No Board meeting shall be delayed, cancelled, or rescheduled solely to accommodate a Trustee's request to exercise the privilege of remote participation. The Village Clerk shall test the chosen mode of technology ahead of the meeting to ensure the system is functioning properly by the time the meeting is scheduled to start. If, during these tests or at any point during the meeting, the mode of technology used to facilitate participation malfunctions to the extent it (1) inhibits the remote Trustee's ability to meaningfully participate in the meeting or (2) creates uncertainty regarding compliance with Wisconsin Open Meetings Law, the Board, by a vote of the majority of Trustees physically present,

may terminate the privilege of remote participation for that meeting and may continue the meeting without the participation of Trustees who are not physically present.

6. If, at any time during the course of the meeting, two-way communication with the remote participant is lost or interrupted, the Village Clerk shall make a reasonable attempt to reestablish two-way communication with the remote participant. If, after making such reasonable attempt, the two-way communication cannot be reestablished, the Village Clerk may cease efforts to reestablish two-way communication, and the meeting may continue without the participation of the Trustee(s) who is/are not physically present
7. If the number of individual Trustees wishing to exercise the privilege of remote participation in any meeting exceeds the capacity of the mode of technology used to facilitate remote participation, then no Trustee shall be allowed to avail themselves of the privilege of remote participation for that meeting unless one or more Trustees withdraws his or her request and the number of pending requests is then within the capacity of the mode of technology being used for remote participation.
8. The Village Clerk shall ensure remote participants have reasonable access to all documents referenced during the course of the meeting. If necessary, the Village Clerk may scan documents presented which are not part of the public agenda packet and electronically send digital copies to the remote participant, in a timely fashion, so that the documents may be referenced.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Village Board
Topic:	Village Board Policy for Remote Participation of Trustees
From:	Attorney Matthew R. Gralinski
cc:	John Weidl and Diana Dykstra
Department:	Village Attorney
Presenter:	
Date of Committee Action (if required):	
Date of Village Board Action (if required):	

Information

Subject: Village Board Policy for Remote Participation of Trustees at Village Board Meetings

Background Information/Rationale: The Village Board currently has no policy governing the remote or virtual participation of Trustees at Village Board meetings. While the Covid-19 pandemic necessitated entirely virtual Board meetings for some time, Village Board Members have expressed an interest in seeing a remote participation option continue going forward. The draft policy we have prepared would govern the remote participation of a Trustee should they opt to remotely participate in the Village Board meeting. While allowing remote participation poses a number of concerns, both from efficiency and legal standpoints, the policy we have drafted attempts to address and mitigate those concerns to some degree.

Enclosed is a draft policy for remote participation of Trustees at Village Board meetings, as well as a letter from our office explaining both said policy and the concerns raised by remote participation of Village Trustees.

Key Issues for Consideration:

Fiscal Impact (If any): None.

Requested Action by Committee/Board: Consider and potentially approve the policy for remote participation of Trustees at Village Board meetings.

Attachments



Village of Mukwonago

Office of the Finance Director

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To: Personnel Committee
RE: Proposed Revisions to Employee Handbook
Date: September 28, 2020

On August 25th, Department Heads, the Village Administrator and 2 admin staff members involved in HR and payroll met to discuss changes needed to the Employee Handbook. The attached draft shows the various changes that resulted from that meeting. The draft was reviewed by the meeting attendees to ensure what was discussed was accurately incorporated. An additional meeting was held with Village President Winchowky and Personnel Committee Chair Johnson on September 16th, to go over the changes and answer any of their questions or concerns for the proposed changes and additions.

Most of the changes are minor and include grammatical corrections; clarifications of policy intent; deletion of redundant information; moving subsections to group them with similar subject content; and formatting changes for consistency throughout the handbook. The table of contents and page numbers will be reviewed again and corrected as needed once all the changes have been accepted and new policies have been added. When reviewing the handbook, please note additions and deletions are in red; text that is in green is just information that was moved from another section and doesn't represent any changes other than where it is located in the handbook.

Some of the items that we are proposing changes to warrant additional discussion at the Committee of the Whole:

- Clarification of when overtime or compensatory time should accrue. Federal law states it is after 40 hours worked by an employee in a specified work period, without consideration to any paid-time off that the employee might have taken during that same work period. [page 20]
- Health Reimbursement Account (HRA) were discussed at the budget workshop on September 24th, along with the decision to change the Village's health insurance contribution to the lowest cost plan excluding dental. We are proposing to eliminate the HRAs and let the employees choose the coverages according to their needs. [page 40-41]
- Vacation allowance during an employee's first year. We are proposing adding language to prorate the number of days allowed in the first year from the hire date to the end of the year, so that on January 1 of the subsequent year, they are granted the full amount of days to use in that year. We also are proposing language to stipulate that a new hire who separates from the village prior to their 1st anniversary does not receive a payout of any vacation days granted but not used and also must payback any days they've already taken. [page 43-44]
- Sick Leave options for payout include having the money transferred to a third party Health Retirement Account for employees to request reimbursement for medical bills or having the Village retain the \$\$ and pay out reimbursements. We are proposing having the third party be the only option for employees. In addition, there is a proposal to allow a prorated payout for an

employee who retires or leaves after 15 years as opposed to the current 20 years for a full payout up the maximum hours allowed. [pages 45-46]

- Leave Donation Policy – we are proposing having the maximum amount of donated leave that an employee can receive not exceed the unpaid time remaining of the approved FMLA leave. [Pages 47-48]

New policies added or proposed for the handbook include:

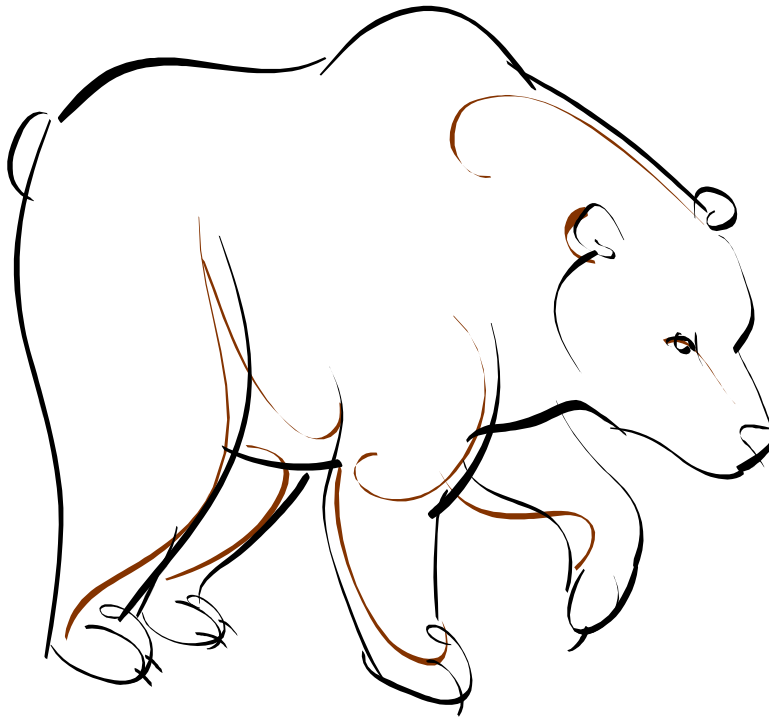
- The recently adopted Complaint Procedure (pages 76-79)
- Remote Work Policy (separate attachment for review)
- Village Hall Building Security Policy (separate attachment for review)

Once the Committee has agreed to the changes and additions, we will have our labor attorney review the more significant changes to ensure there aren't any legal issues before the Village Board adopts the final revisions.

Diana Doherty

VILLAGE OF MUKWONAGO

EMPLOYEE HANDBOOK



Revised: ~~July 18, 2018~~Fall 2020
Adopted: ~~July 18, 2018~~Fall 2020
Effective: ~~July 19, 2018~~Fall 2020

| This Employee Handbook,
adopted ~~July, 2018~~Fall 2020 by the Mukwonago Village Board,
replaces and supersedes
all previous issues, revisions and drafts
of the Employee Handbook.

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I. GENERAL EMPLOYMENT POLICIES AND PRACTICES

A. Introduction

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

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

B. Disclaimer Statement

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

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

C. Municipal Calendar

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

D. Relationship with Union Contracts

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

E. Relationship to Mukwonago Community Library Personnel Policy

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

E. Communications and Suggestions

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

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

F. Equal Employment Opportunity Policy

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

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

G. Personnel Records

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

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

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

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

Additionally, the Village has legal requirements to communicate certain benefit information to your former spouse.

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

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

H. Employment Classifications

Regular

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

Full-Time

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

Part-Time

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

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

Paid on Call (Fire Department Only)

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

Temporary

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

Emergency Personnel

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

I. Fingerprinting of Employees

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

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

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

J. Identification Badges/Cards

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

K. Job Transfers/Postings

Whenever positions become available in the Village, they will be posted ~~at each location.~~ on the Village website.

1. Transfers

Any lateral job transfers by current employees must be approved by the Department Heads affected. If an employee is approved for a transfer, he or she will be

required to serve an additional six (6) month orientation period regardless of having previously completed one.

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

2. Promotion

Promotional opportunities are available to employees of the Village when vacancies arise or the Village determines that there is a need for filling the position. The successful applicant, whether selected from current employees or new applicants, will be chosen on the basis of skill, ability, and qualifications for the position.

Any employee promoted to a higher ranking position may be required to serve an orientation period.

3. Reinstatement

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

4. Reassignment

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

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

5. Reallocation

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

6. Layoff & Recall

If the Village determines to implement a layoff with or without recall rights, the employee to be laid off will be notified of any recall rights the Village has determined will be offered. Layoffs will be determined by the Village Administrator in consultation with the affected Department Head(s) upon direction of the Village Board.

L. Solicitation/Distribution

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

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

M. Employee Questions

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

N. Safety [DD2]

~~You are the Village's best protection against accidents. Learn how to properly operate all equipment for your job. Never operate equipment unless you have first learned how to safely operate that equipment. If you have any questions about the use of Village equipment, see your Department Head or Designee *before* attempting to operate the equipment.~~

~~Be sure to report all unsafe working conditions to your Department Head or Designee. If you do have an accident, no matter how minor the injury, report it immediately to your Department Head or Designee. You must complete the necessary accident reports as soon as possible after the accident. Failure to timely report an accident or to file the~~

~~necessary accident reports could jeopardize your eligibility for worker's compensation benefits and could lead to disciplinary action.~~

~~Each employee must comply with the Village safety program.~~

~~All designated employees will complete and attend the safety training courses required by the Village. The employee will sign a completion form and this will be kept in their personnel file. Failure to attend or complete course(s) in a reasonable time period after the request could result in dismissal.~~

~~Any Village employee who operates Village equipment or vehicles shall have an annual review of his/her driver's license and/or CDL performed by the Village Police Department. Employees whose job includes operating a motor vehicle, shall keep their operator's license and all required endorsements, current and valid. Members shall report any drivers license restrictions. Employees who are arrested, cited, or come under investigation for any criminal or traffic offense, both within and outside of the Village of Mukwonago, shall report this incident, in writing, to their Department Head as soon as practical. This includes driver's license traffic and OAWI violations.~~

O. Hiring Family Members

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

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

P. Voluntary Termination/Resignation DD3

Two (2) weeks written notice is requested if an employee resigns. An employee who has been with the Village longer than one (1) year and who resigns and gives two (2)

weeks written prior notice will be paid his or her remaining accrued vacation and personal time. An employee who voluntarily terminates employment without giving two (2) weeks prior written notice automatically waives his or her right to payout of any accrued leave. Employees who have been with the Village less than one year are not eligible for any payout of accrued time if they separate from the Village for any reason prior to their anniversary date.

Q. Rehiring an Employee

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

R. Employment Verification Inquiries

The Village is committed to protecting the privacy of each employee and maintaining the confidentiality of each employee's personal information to the extent allowed by law.

S. Reasonable Accommodation Policy

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

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

or she is disabled and in need of accommodation should contact the Village Administrator.

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II. EMPLOYMENT CONDITIONS

A. ORIENTATION PERIOD^[DD4]

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

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

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

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

B. Work Schedules

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

DPW, ~~Water, WWTP~~Water & Sewer Utilities

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

Bldg. Inspection

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

Office Hours

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

Clerk's Village Administration Office

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

Office Hours (open to the public)

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

Clerk/Dispatchers

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

Hours:

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

Shifts:

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

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

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

C. Meal and Rest Periods

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

D. Residency

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

Commission.

E. Smoking

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

F. Reporting Absences or Tardiness

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

G. Work Performance and Annual Review

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

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

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

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

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

H. Outside Employment

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

I. Concealed Carry

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

J. On Call

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

Employees assigned to a weekend or holiday shift will be required to carry an electronic communication device and must be available to acknowledge the call within 15 minutes of receiving it. Employees are free to engage in any activities or travel outside the Village limits while on call; so long as the employees carry their electronic communication device with them at all times and can report for duty within a reasonable amount of time. When acknowledging the call, an estimated time for arrival must be provided. Protective Service employees will follow their respective procedures for responding to calls.

Employees are reminded to use Village equipment rather than their own vehicles when performing Village work. For the employee's own protection and for insurance purposes, it is important that an employee use Village equipment and trucks when performing any work, including on weekends and holidays.

K. Dress Code

All employees are expected to present themselves for work in neat and appropriate attire in light of the position held. Employees are expected to be clean and well-groomed at all times.

Grooming standards will be required based on safety requirements. These standards are at the direction of the Village Board and can be modified from time to time.

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

~~If you have~~ Employees should discuss any questions about appropriate attire, personal appearance or grooming requirements for ~~your~~ their job, ~~please see your~~ with the Department Head or Designee.

L. Political Activities

Employees are not allowed to take active part in any form of political campaigning, and shall not be coerced to participate in any form of political campaigning, while on Village

time or in uniform. Any violations shall be immediately reported to the District Attorney for investigation

M. Occupational Health and Workplace Safety

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

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

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

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

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

Note that any Village employee who operates Village equipment or vehicles shall have an annual review of their driver's license and/or CDL. Driver's license reviews are performed by the Village Police Department. CDL licenses are reviewed through the Federal Motor Carrier Commercial Driver's License Drug and Alcohol Clearinghouse database. Employees whose job includes operating a motor vehicle shall keep their operator's license and all required endorsements current and valid and report any driver's license restrictions. Employees who are arrested, cited, or come under

investigation for any criminal or traffic offense, both within and outside of the Village of Mukwonago, shall report the incident, in writing, to their Department Head as soon as practical. This includes driver's license traffic and OAWI violations.

N. Health Examinations

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

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

O. Emergency Closing of Village DD5 **Hall**

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

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

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

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

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III. EMPLOYEE COMPENSATION

A. Overtime and Compensatory Time - Hourly Employees [DD6]

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

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

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

~~Before compensatory time may be used, the Department Head must approve it. Compensatory time off cannot be used in less than one (1) hour increments.~~

B. Call-In Pay

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

C. Payday

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

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

All time cards must be approved and initialed by the Department Head or Designee.

D. Mileage Reimbursement

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

E. Clothing Allowance

Water Utility employees, WWTP employees and Public Works employees are eligible to receive uniforms, rental and cleaning ~~paid~~ by the Village. The building inspectors are eligible to receive an annual clothing allowance of up to \$200.00. The police chief, ~~assistant police chief~~ and lieutenants are eligible to receive an annual clothing allowance of up to \$~~550~~600.00. Clerk/dispatchers are eligible to receive an annual uniform allowance ~~of~~ up to \$250. ~~The Fire Chief is eligible to receive an annual clothing allowance of up to \$500 and paid-on-call and paid-on-premise staff are eligible to receive an annual clothing allowance of up to \$50.~~ All employees designated by the Village as requiring safety shoes shall receive an annual reimbursement credit of up to \$100.00. Reimbursements for any clothing or uniform allowances will be made upon submission of receipt.

F. Meal Reimbursements

Employees who pay for meals “out-of-pocket” while conducting Village business, such as attending a seminar or conference related to his or her duties are entitled to be reimbursed for their expense. The Village will not reimburse employees for alcoholic beverages. The Village follows the meal maximum limits established by the University of Wisconsin (UW) System (<http://www.bussvc.wisc.edu/acct/Policy/travel/meals.html>). Meals will generally be reimbursed at a rate of \$13 for breakfast; \$17 for lunch; and \$25 for dinner. [DD7] When an employee is entitled to, and personally incurs the cost for two or more consecutive meals in a day, he/she may exceed the allowed maximum on one or more of those meals as desired, as long as the total allowable maximums for the consecutive meals are not exceeded and the costs were actually incurred. Each day is considered separately, i.e. savings do not accrue and cannot be applied to expenses claimed on another day. Meals already included in the conference registration cost or lodging are not separately reimbursable. All meal claims must be supported by a receipt. Itemized slips from travel card/credit cards are acceptable receipts. To be considered reasonable, a cost must generally be incurred outside the control of the individual. Generally, if the employee has a choice in the selection of the restaurant or the menu items, he/she is expected to stay within the maximums. Village issued credit cards may be used pursuant to the Village credit card policy. Employees who have exceeded the costs allowed must have receipts reviewed and approved by their Department Head or designee prior to submitting them for reimbursement or as support for a credit card transaction.

G. Lodging

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

H. Payroll Deductions

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

I. Longevity

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

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

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

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

J. Educational And Conference Leave

Department Heads may authorize attendance at schools, seminars, meetings, etc. or other travel for work-related activities of employees under their supervision within budget guidelines. Registration fees will be paid for employees who attend such functions with the prior approval of the Department Head or Village Administrator within budget guidelines.

FK. COMPENSATION PHILOSOPHY

Definition and Purpose

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

Objectives

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

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

- Provide fair and equitable rates of pay to employees
- Develop a system that establishes a market rate for each position classification and states the minimum and maximum rates that the Village will pay individual employees in those classifications
- Establish rates of pay that allow the Village to successfully compete for, recruit and retain qualified employees with a higher level of prior related work experience while being fiscally responsible with public resources
- Ensure that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Develop a pay system that allows employees to progress through the pay ranges as long as their performance consistently meets or exceeds expectations based on a formal annual performance evaluation
- Implement pay administration policies and procedures that ensure consistent application throughout the Village
- Ensure that the compensation program is understandable to employees, Department Heads, Village Board, and the public
- Allow the Village to retain experienced employees

Position Descriptions and the Classification Plan

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

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

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

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

Reclassification

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

External Market Analysis

In order for the organization to attract and retain employees, it is necessary to evaluate the external market to determine if our total compensation package is appropriate. To remain competitive, it is the intent of the Village to review the external market every five to seven years or more frequently when so determined by the Village Board. The municipalities selected for comparison are similar to the Village of Mukwonago and include cities and villages located near and around Mukwonago geographically and those which will be comparable as the Village grows. This group includes municipalities close to Mukwonago's current population and the projected population at the time of the next expected review of the external market.

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

Compensation Plan

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

explained in Item XI of the Village's Classification, Compensation and Performance Evaluation Program Policy.

Employees with performance ratings of below expectations or needs improvement will not receive an increase until the performance rating improves to meeting expectations or higher. An employee who is at the maximum of the pay range may still be eligible for a performance based increase as described in the Village's Classification, Compensation and Performance Evaluation Program Policy.

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

Compensation Plan Adjustment Implementation

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

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

GL. POSITION CLASSIFICATION, COMPENSATION AND PERFORMANCE EVALUATION PROGRAM POLICY

Classification Plan

I. Position Classification Plan.

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

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

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

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

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

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

II. Maintenance of Classification Plan

The Village Administrator has overall responsibility for the Classification Plan and has designated responsibility for the maintenance of it to the Finance Director. Any changes recommended by the Finance Director will be reviewed and approved by the Village Administrator prior to recommendation to the Village Board for implementation.

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

III. Classification of New Positions

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

IV. Amendments of the Position Classification Plan

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

Compensation Plan

I. Coverage of the Compensation Plan

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

II. Objectives

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

III. Compensation Plan

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

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

IV. Maintenance of Compensation Plan

As part of the annual budgetary process, the Village Administrator and Finance Director will review the status of the Compensation Plan and evaluate any amendments to maintain an up-to-date and competitive compensation structure.

The Village Administrator will recommend to the Village Board any modifications to the plan based upon a study of local economic conditions, the financial state of the Village's budget, and market/merit conditions of position classifications and other relevant factors.

V. Pay Adjustments

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

- a. Cost-of-Living Adjustment (COLA):** The Village Board may grant a cost-of-living adjustment each fiscal year based on the recommendation of the Village Administrator and budgetary considerations. Only employees who achieve a Meets or Exceeds Expectations on their annual evaluation will be eligible for the cost-of-living increases which will go into effect at the beginning of the new budget year. The minimum and maximum values for each range will be adjusted annually based on the average annual percentage change in the Consumer Price Index for all Urban Consumers (CPI-U) for the 12 months ending June 30. The CPI-U was chosen as it is representative of 89% of the total U.S. population. A negative CPI-U will result in no change to the established ranges for the subsequent budget year. Employees who are at the minimum of the range prior to the CPI-U adjustment will be brought up to the new minimum (assuming a positive CPI-U) even if no other COLA or merit-based increases are granted.
- b. Movement within Ranges:** An employee who receives an evaluation of Meets or Exceeds Expectations and who will not exceed the range maximum for his or her position classification will receive the COLA increase approved by the Village Board for the succeeding budget year. Increases will be effective for time worked beginning January 1 of the new budget year.
- c. Range Maximums:** An employee whose current pay exceeds the maximum established for his or her pay range will be kept at that base rate until the CPI-U adjusted range maximum catches up to the pay rate. At that point the employee will receive an increase not to exceed the CPI-U adjusted range maximum, assuming a performance rating of Meets or Exceeds Expectations.
- d. Performance-Based Increase:** Performance-based increases may be authorized by the Village Board in conjunction with the Village's Performance Evaluation Program. Performance increases are based on an individual employee achieving an "Exceeds Expectations" rating on the annual performance evaluation which must be completed and submitted to the Village Administrator by June 30th for the prior calendar year. Department Heads must review all evaluations with the Village Administrator prior to discussing evaluation with the employee, particularly those evaluations which exceed expectations to ensure the eligibility for the increase. Performance-based increases up to the amount of \$1,000 will be paid to the approved employee on the first paycheck in February of the new budget year following the performance evaluation, provided sufficient financial resources have been allocated per item XI of this policy. At the discretion of the Village Administrator and Village Board, in consultation with the employee's supervisor, employees may also receive a merit-based adjustment to their salary in lieu of a one-time performance-based increase.

- e. Demotion:** An employee may receive a decrease in pay due to a demotion to a lower level position assigned to a lower pay range. The Department Head will recommend a proposed pay level which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.
- f. Promotion:** An employee promoted to a position classification with a higher pay range, will be brought up to the minimum base rate for that range if his or her current rate is below that amount. An additional wage adjustment may be granted as the Village budget allows. The Department Head will recommend a proposed base rate which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.
- g. Reclassification:** When a position is reclassified resulting in the assignment of the position to a different pay range, the employee's pay may be adjusted in accordance with the pay range for the newly assigned classification. The Department Head (unless the position in question is a Department Head position) will recommend a proposed base rate which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.
- h. Transfer:** The Village Administrator may adjust the pay of an employee transferred to a new position within the range as recommended by the Department Head subject to confirmation by the Village Board.
- i. Other Increases:** Other pay increases may be granted from time to time with the approval of the Village Administrator and Village Board. For example, the assumption of duties outside of the normal scope of the position description may have an additional amount paid to the employee as compensation for those duties pending approval by the Village Board. This additional amount will be removed when the employee no longer performs the additional duties.
- j. Qualifications Outside of Position Requirements:** Position placement within the Classification Plan is based on the stated functions and requirements of the position. Employees who achieve certifications, educational degrees, or some other qualification outside of position requirements will generally not receive additional compensation for those qualifications although the Board may recognize such achievement with a one-time recognition.
- k. Implementation of Compensation Plan Adjustments Based on External Market Studies or Equity Review:** Employees in positions where the pay rate is adjusted upward as a result of a new market study or pay equity review will have their base rate brought up to the minimum established for the range in which the position is classified. Employees whose base rate falls within the established range will generally not receive a base rate adjustment. Employees whose pay exceeds the maximum will not be eligible for a base rate increase.

Exceptions to the above: The Board may approve an additional one time 1-3% increase to the base-rate for employees whose pay falls within 15% the bottom of the

established range for their position's classification relative to the length of time they have been in the position. Increases may be granted in the following scenarios:

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

VI. Amendments to the Compensation Plan

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

Performance Evaluation Program

I. Coverage of the Performance Evaluation Program

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

II. Objective

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

III. Implementation

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

IV. Definitions

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

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

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

d. Performance Goal: A projected result using the S.M.A.R.T. criteria.

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

V. Policy

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

VI. Performance Factors

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

VII. Establishing Performance Goals

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

VIII. Rating Employee Performance

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

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

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

IX. Establishing Overall Ratings

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

X. Frequency of Ratings

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

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

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

XI.Administration of Performance Evaluation Process

Annual Fund Allocation Process

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

- a) The Finance Director will determine the dollar amount to allocate to each department based on the performance evaluation rating results submitted by June 30th and approved by the Village Administrator.**

- b) Performance increase recommendations will be clearly supported by each respective employee's performance evaluation rating. The Village Administrator and Village Board will give final approval of all recommendations for performance-based pay increases.
- c) The total amount of funds dedicated to performance increases will be recommended for approval as part of the annual budget process.

Employee Performance Evaluation Administrative Process

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

XII. Performance Goals

- a. Apply the S.M.A.R.T criteria to performance goals. These are designed to answer the Who, What, Where, When, Why and How of job expectations for the coming year.
- Specific: The goals should identify a specific duty, action, project or event.
 - Ask – What exactly will be accomplished?

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

XIII. Monitoring Performance

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

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(Reserved for future use)

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IV. EMPLOYEE BENEFITS

A. Benefit Year

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

B. Group Insurance Benefits [DD8]

All regular full-time employees are eligible for group medical insurance benefits and a flexible spending account the first of the month after a full month of employment. ~~The Village shall fund the flexible spending plan as follows: Family—\$500.00/year and Single—\$250.00/year.~~ An employee shall be eligible for life insurance pursuant to applicable State of Wisconsin Life Plan rules. The Village has the sole discretion to determine what insurance benefits will be provided and the level of benefits to be offered. Specific provisions regarding these benefits are explained in separate booklets.

Family or Single ~~plans flexible spending contributions~~ are defined as: If the employee has a family health plan ~~then~~ they would received the flexible spending family ~~plan contribution of \$500 per year~~; if they have the single health plan or ~~no health plan have waived participation in a health plan, then~~ they would receive the flexible spending single ~~plan contribution of \$250 per year~~. Employees have 60 days from the end of the benefit year to submit receipts for reimbursement or 60 days from separation from the Village to submit receipts for reimbursement.

Employees make take advantage of available supplemental Vision and Dental plans. Participation in these supplemental plans are at 100% employee cost.

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

C. Health Reimbursement Account (HRA)

~~In 2015 all active employees who were participating in the group medical insurance benefit had an HRA established for Dental and Vision expenses not covered under the insurance plan. Beginning in 2016, the health insurance benefit included an option for dental insurance and those employees who chose the dental plan included with the health insurance were not eligible to receive the HRA funding. In both 2015 and 2016,~~

~~the funding of the HRA for eligible full-time employees with Family coverage was \$1,000 per year and with Single coverage was \$500 per year. Beginning in 2017, the Village's annual funding to an HRA account for eligible employees who enroll in health insurance but who opt out of the dental option, will equal the cost to the Village of the dental option, not to exceed the originally established HRA funding limits of \$1,000 for family coverage and \$500 for single coverage. For example, if the cost to the Village to provide the dental option to employees is \$600 for a family plan but the employee opts out of the dental coverage option, \$600 will be funded into the employee's HRA.~~

~~Unspent amounts can be rolled over into subsequent years with balances capped at \$3,000 for family plans and \$1,500 for single plans. The Village reserves the right to reduce these caps in the future. The funding and caps for part-time employees will be prorated according to the percentages in the ranges established for health insurance. Effective January 1, 2021, the Village will no longer provide funding to HRAs.~~

An active employee who decides to discontinue participating in the group medical insurance plan will forfeit any unspent balances in the HRA account. The employee's HRA will be terminated the same date that the insurance coverage ends. Similarly, employees who have balances less than \$ _____ will be given a date by which to spend the funds, after which the account will be terminated to avoid incurring ongoing administrative costs.

~~Funding towards the HRA will cease upon separation from the Village. Any unspent balances in the HRAs are the property of the Village and will be retained by the Village when an employee separates. Employees who continue to be enrolled in the insurance plan either through COBRA or as an annuitant will continue to have access to the balances in their accounts until they cease participating in the insurance plan.~~ [DD9]

D. Hospitalization and Surgical Care Insurance

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

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

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

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

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

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

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

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

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

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

E. Continuation Of Health Insurance

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

Also, a spouse and/or dependent children insured in the Village group health plan may be eligible for continuation coverage, when certain events occur. ~~You Employees~~ will

be notified if ~~you~~ the employee or a family member have a qualifying event and are eligible for continuing coverage.

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

F. Life Insurance

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

G. Vacations

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

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

- One (1) week of vacation after one (1) year of employment.*
- Two (2) weeks of vacation after two (2) years of employment.
- Three (3) weeks of vacation after five (5) years of employment.
- Four (4) weeks of vacation after ten (10) years of employment.
- Five (5) weeks of vacation after fifteen (15) years of employment.

*Department Heads are permitted to negotiate one (1) week paid vacation for eligible new hires in the first year of employment. Employees may take the negotiated vacation after 90 days of employment. Vacation time for new hires will be prorated for the remaining months of the benefit year, with a full week granted on January 1 of the subsequent year. If a new hire separates from the Village for any reason prior to their 1st anniversary date, they will forfeit any unused vacation time and will have any time

already taken subtracted from their final paycheck or otherwise reimbursed to the Village.

Vacations should be used ~~during the subsequent twelve (12) months following the employee's date of employment~~ in the benefit year in which they are accrued.

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

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

Employees should submit their vacation requests to their Department Head or Designee at least thirty (30) days in advance to allow for scheduling needs of the department. If more than one employee requests vacation for the same time period, the first employee to make the request will receive the requested days off. Vacation days may only be taken in increments of at least four (4) hours at a time, unless approved otherwise by the Department Head. Vacation schedules will be established by the Department Head based on the needs of the department, employee workloads and work schedules. Depending on the department, employees may not take vacation time during certain months when the workload is particularly heavy.

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

H. Holidays

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

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day

Christmas Eve Day
Christmas Day
New Year's Eve Day
Four (4) personal days

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

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

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

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

I. Sick Leave

Employees will accrue one (1) day of sick leave for every month of service completed. Sick leave shall not accrue for any month in which the employee is ~~absent~~^{DD10J} for fifteen (15) or more ~~assigned work~~^{sick} days. Sick leave may be used when you or a member of your immediate family is ill, and it is necessary that you care for this person until other arrangements can be made, or when a death occurs in your immediate family. When illness develops, be sure to contact your Department Head or Designee as soon as you find it necessary to stay home. Up to three (3) days of Sick leave with pay may be permitted without requiring the employee to submit a doctor's certificate provided that the Department Head has had other satisfactory evidence of an illness.

The Department Head, ~~in-at~~ his or her discretion, may require medical certification to justify the absence for those first three (3) days, whether the leave is for the employee or for the care of a qualifying family member.

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

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

Employees may accumulate a maximum of one hundred fifty (150) sick days. At retirement or employee resignation, and upon completion of no less than twenty (20) years of service to the Village, the Village will transfer the accrued sick leave credits directly to a Health Retirement Account (HRA) for the employee's future use. ~~an employee may elect one of three options for payment of accrued unused sick leave up to one hundred twenty (120) days. The employee should elect his/her option at least 45 days preceding the anticipated retirement or resignation date to ensure his/her selected option will be in place on the day of retirement/resignation.~~

Options are:

- ~~1. One hundred percent (100%) of accrued sick leave credits of funds may be left within a segregated Village account to pay for group medical insurance premiums until the funds are exhausted.~~
- ~~2. One hundred percent (100%) of accrued sick leave credits may be transferred directly to a Health Retirement Account (HRA).~~
- ~~3. Any combination of options one and two at the employee's discretion.~~ [DD11]

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

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

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

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

Excluded uses:

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

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

LEAVE DONATION POLICY^[DD12]

1. PURPOSE

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

2. POLICY

It is the policy of the Village of Mukwonago to allow its employees who have exhausted their accumulated leave time, due to illness or medical condition, to seek donations of leave time from fellow employees. It is the intent of this policy to provide a mechanism for voluntary financial assistance to employees as well as to protect the interest of the Village by placing limits on the amount of time an employee may receive through donations from other employees.

3. ELIGIBILITY

- A. All employees who have worked for the Village of Mukwonago for a minimum of 12 consecutive months, and who by contract or resolution, presently qualify for sick time benefits, shall be eligible to request a donation of leave time from other Village employees when the employee has an insufficient amount of accumulated sick days, or other leave to provide for continued salary during an illness or other medical condition of the employee.

- B. Employees who are not provided sick time benefits, either by contract or resolution shall be ineligible to receive donated leave time from fellow Village employees.

4. LIMITATIONS

- A. No Village employee shall be permitted to use donated leave time until the employee has exhausted his/her entire sick leave, vacation time, compensatory time and holiday time.
- B. Any individual employee will be permitted to request donation of leave time only one time during any 12-month period.
- C. Sick leave in excess of ~~30 days~~ 240 hours is eligible to be donated. However, the maximum amount of sick leave any one employee will be permitted to donate to another employee is 40 hours during any 12-month period. An individual must maintain their own sick bank of ~~30 days~~ 240 hours in order to consider a donation of sick hours.
- D. Leave donations must be in full day (8 hour) increments however, this may be prorated by Human Resources depending on how many employees have responded to the request for donated leave.
- E. The maximum amount of leave any one employee may receive through donations of leave from other employees is 12 calendar weeks per request. The amount of leave is further limited to the amount of time actually remaining of the employee's approved medical leave.
- F. Sick time may be donated to an employee who is seeking donated leave in order to care for the employee's child, spouse or parent, if the child, spouse or parent has a serious health condition as defined in Federal and Wisconsin statutes.
- G. The Village is not responsible for providing any additional paid sick time to an employee other than which is required by collective bargaining agreement or Village policy. The Village is not responsible for providing additional paid sick time to an employee whose request for donated sick time is not able to be

filled in whole or in part by donations of time off from other Village employees.

5. PROCEDURES

- A. The Department Head shall provide Leave Donation Request forms for eligible employees' use. An employee will be required to have a physician sign the Leave Donation Request form certifying that the employee or the employee's child, spouse or parent has a serious health condition which prevents the employee from working or have the completed health provider certificate under the Family Medical Leave Act. The forms shall not require an employee to disclose any information about the nature of the illness or medical condition. All such medical information shall be treated as confidential and shall not be disclosed to unauthorized persons without the employee's consent. If the employee is unable to sign, the request may be submitted by a family member.
- B. Any eligible Village employee, who wishes to solicit donations of sick leave in accordance with this policy, shall submit a completed Leave Donation Request form to his/her Department Head.
- C. The Department Head will verify the requesting employee is eligible to receive donated leave from fellow employees and, upon such verification, will notify the Village Human Resources. Human Resources will communicate to Village employees that a request has been made and a form is available for those interested in making a donation. The Leave Donation form will notify Village employees of only the name of the employee requesting donated leave and in what Department said employee works. No information regarding the illness or medical condition may be divulged without the employee's consent. Any consent from employee should be received in writing.
- D. Employees wishing to donate sick time to a fellow employee shall complete the Leave Donation form, and then return the form to his/her Department Head or Human Resources.
- E. Human Resources, upon receipt of a Leave Donation forms, shall transfer up to twelve (12) weeks of donated leave from the donating employees'

- accounts to the requesting employee's sick leave account, up to the amount of remaining approved leave available.
- F. Human Resources shall notify the Department Head and the recipient employee of the number of hours credited to the employee's sick leave account
 - G. If the recipient employee returns to regular duty prior to exhausting the donated leave, the employee shall be allowed to retain up to 8 hours of the donated leave. Excess donated time not used (if significant) may be credited back to the donating employees' accounts on a pro-rated basis.
 - H. Employees, who have received donated leave time from other employees, shall not be entitled to any payout for any unused donated leave upon termination from Village employment.
 - I. The recipient employee, while using donated sick leave, will **not** continue to earn sick leave and vacation leave for any month in which the employee is absent for fifteen (15) or more assigned work days.

J. Funeral Leave

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

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

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

K. Military Leave

An employee called to active military duty or to Reserve or National Guard training, or volunteering for the same, shall submit copies of the military orders to his/her Department Head or Designee as soon as possible. The Village will grant a military

leave of absence without pay for the period of military service, in accordance with applicable Federal and State laws. Eligibility for reinstatement after the military duty or training is completed will be determined in accordance with applicable Federal and State laws.

L. Jury and Witness Duty

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

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

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

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

M. Worker's Compensation

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

If an employee is injured in the course of employment, subject to Worker's Compensation, the Village shall pay the difference between the Worker's Compensation benefits and 80% of the employee's regular rate of pay for 365 days. In the case of non-represented police officers and Fire Department paid-on-call and paid-on-premise personnel [DD131](#), the Village shall pay the difference between Workers' Compensation benefits and 85% of the officer's regular rate of pay for a maximum of 365 days.

Upon returning from a work-related injury, an employee may be required to provide a certification from the treating physician verifying he/she is able to safely perform his/her normal job tasks. In the event the treating physician identifies restrictions and/or limitations on an employee's ability to perform his/her job responsibilities, the Village will consider whether it can provide a restrictive or light duty position.

N. Retirement

Effective January 1, 2001, employees were covered by the State of Wisconsin Retirement System, in accordance with Chapter 40 of the Wisconsin Statutes. Effective August 20, 2011, the Village shall pay the employer share of the WRS contribution for all non-represented employees and new Police and Fire Department personnel hired after July 1, 2011 and the employee's share of the WRS contribution shall be deducted, pre-tax, from the gross pay of non-represented and new Police and Fire Department personnel. Effective January 1, 2001, the Village will also make a contribution equal to two and one half (2.5%) of a non-protective services employee's wages to a deferred compensation system. Total of both payments shall not exceed the amount paid for the protective services class under the WRS.

O. Tuition Reimbursement

Any employee may enroll in secondary education (beyond high school) course work that is: 1) in a field clearly related to the employee's current job assignment, and, 2) offered by an accredited institution of higher learning. The following procedure shall apply. Request shall be made by the employee for approval prior to enrollment in the course to the employee's Department Head or Designee or, in the event the employee is a Department Head, to the Personnel Committee. Approval/denial of the request shall be in the discretion of the Department Head or Personnel Committee. Reimbursement shall be limited to \$2,000.00 per calendar year per employee for tuition only (not books). When an approved course is completed a copy of the grade report, with receipts for tuition and fees paid should be submitted for processing and payment. Reimbursement for previously approved courses will be made only if the employee receives a minimum grade of C or a certificate of satisfactory completion.

P. Family and Medical Leave

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

Eligibility for Leave

The Village will provide employees with family and medical leave under the FMLA if they have been employed by the Village for at least twelve (12) months and have worked 1,250 hours of employment, or 52 weeks and 1,000 hours for WFMLA, in the twelve (12) month period prior to the time the leave begins.

Leave Entitlement

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

WFMLA:

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

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

FMLA:

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

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

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

Serious Health Condition

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

Notifying the Village of Your Need for Family and Medical Leave

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

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

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

Certification

An employee taking leave involving the serious health condition of the employee or the employee's family member, or the serious injury or illness of a covered service member, may be required to provide medical certification completed by a health care provider

within 15 days of the Village's request for certification. The Village may require second or third medical opinions, and/or re-certifications from employees taking FMLA/WFMLA leave, as it deems necessary, and as permitted by law.

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

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

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

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

Substitution of Paid Leave for Unpaid FMLA and/or WFMLA

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

Health Care Coverage and Benefits While on Leave

An employee's health care coverage will not end because an employee is away from work for leave that qualifies under the FMLA or WMLA, unless the employee chooses to end coverage. Employees may elect to continue health care coverage insurance while on a family and medical leave but must pay for the employee cost of coverage during

the leave. Other employment benefits, such as group life and disability coverage, may be continued by the employee during the leave but the employee must pay for the employee cost of coverage. The election to continue health care coverage and the other benefits insurance must be made on the Benefit Election Form, which is available from your department head. The Village will notify you when payments are due for the continuation of coverage.

Return to a Position at the End of Leave

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

Failure to Meet Policy Requirements

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

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

Employer Responsibility

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

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

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for violation of the FMLA. FMLA does not affect any

federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

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V. CONDUCT AND PERFORMANCE

A. Cooperation and Courtesy

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

B. Use of Village Property

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

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

C. Code of Ethics

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

Mindful of Village goals and objectives, Village employees:

- 1) Shall perform all mandatory, nondiscretionary and ministerial duties of their positions within the time and in a manner required by law.
- 2) Shall devote attention to their duties, uphold the law and conduct Village business with fairness, integrity, and professionalism, with full regard to the public trust of the office.
- 3) Shall not receive any additional salary, benefits or reimbursement for expenses for work performed pursuant to a Village contract for services where the employee is

currently being compensated by the Village for that work under existing conditions of hire with the Village.

- 4) Shall never act in excess of lawful authority or commit an act forbidden by law within their official capacity.
- 5) Shall not, by act of commission or omission, in their capacity as employees of the Village, exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others or with the intent to obtain a dishonest advantage for themselves or for others.
- 6) Shall not in their capacity as employees make entry in an account, record book, return, certificate, report, or statement which in a material respect intentionally and knowingly falsifies.
- 7) Shall not under color of their position as a Village Employee intentionally solicit or accept for the performance of any service or duty anything of value including, but not limited to, any gift, loan, favor, or service, given for the purpose of influencing them in the discharge of official duties.
- 8) Shall not use Village property, ~~facilitates facilities~~, or resources strictly for private or personal gain for themselves, family or others.
- 9) Shall not use confidential information for their personal gain or benefit for that of family or others.
- 10) Shall act in what is conceived to be in the best interest of the citizens of the entire Village. Similarly, shall grant no special consideration or treatment to any citizen beyond that which is available to every other citizen.
- 11) Shall not participate either directly or indirectly in purchases for personal use for less than full value by utilizing discounts or tax exemptions allowed to the Village.

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

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

D. Drug Free Workplace

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

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

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

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact the Village's Human Resources for referral to counseling or treatment programs. Early diagnosis and treatment of chemical abuse is in the best interest of employees and the Village.

E. Drug and Alcohol Testing

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

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

Any employee reporting for work with alcohol, illegal drugs or non-prescribed drugs in his/her system will be placed on immediate suspension or unpaid administrative leave

and will be subject to disciplinary action up to and including termination and/or referred for counseling or treatment. An employee must not report for work with legally prescribed drugs in his/her system if such drugs impair his/her ability to safely perform his/her job.

F. Prohibited Conduct and Personal Actions

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

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

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

- Sexual, racial or other harassment of a fellow employee or anyone you come into contact with while working for the Village
- Failure of an employee to perform his/her duties as listed in the job description with competence and integrity
- Neglect of duty, contractual obligations or other rules and regulations
- Refusal or failure to obey legitimate orders from a Department Head or Designee
- Unwillingness to submit to a Department Head or Designee's authority or insulting behavior toward a Department Head or Designee
- Failure to respect confidentiality of records
- Recovering payment for time not actually engaged in business of the Village
- Frequent tardiness and absenteeism
- Falsification of forms or expense vouchers
- Reporting for work, or while at work, visibly displaying evidence of having consumed alcoholic beverages or illegal drugs, or having possession of such items
- Serious deliberate misuse of equipment or abuse of keys
- Acceptance of gifts or gratuities in violation of the code of ethics
- Failure to comply with the Village's safety program for the handling hazardous materials and/or mechanical equipment
- Threatening, attempting or doing bodily harm to another person
- Threatening, intimidating, interfering with or using abusive language towards others.
- The unauthorized possession of weapons
- Making false or malicious statements concerning other employees, Department Heads or Designees, or residents.
- Use and/or consumption of alcoholic beverages or illegal drugs
- Failure to exercise good judgment, or being discourteous, in dealing with fellow employees or members of the public

G. Workplace Violence Prevention Policy

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

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

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

Procedure

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

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

H. Workplace Harassment

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

The Village is firmly committed to maintaining a work environment free of discrimination. In keeping with this commitment, the Village will not tolerate harassment of Village employees by anyone, including any Department Head or Designee, co-worker, vendor, customer or member of the public.

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

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

Sexual Harassment

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

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

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

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

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

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

Supervisory Personnel

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

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

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

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

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

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

Complaint Reporting Procedure for Discrimination or Harassment

1. Reporting Discrimination or Harassment

If you believe you are experiencing discrimination or harassment, you are encouraged to notify the employee engaging in the conduct that the conduct is offensive and ask that it cease. If you are uncomfortable sharing your concern with

the employee engaging in the conduct, you should report the instance of possible harassment immediately to your Department Head, Village Administrator or to the Personnel Committee chairperson.

Complaints must be filed in writing, utilizing the Village's complaint-reporting form.

All complaints must be forwarded to the Village Administrator or Personnel Committee Chair. The Village Administrator, Personnel Committee Chair or his or her designee will initiate an investigation of all sexual harassment complaints.

The investigation will be conducted in a timely, efficient and thorough manner.

The Village Administrator, Personnel Committee Chair or his or her designee will be responsible for notifying the complainant that appropriate action has been taken regarding the complaint.

Based on determinations made by the Village Administrator, Personnel Committee Chair or his or her designee, the Village Administrator or Personnel Committee Chair may recommend discipline up to and including termination of the alleged harasser to the Village Board.

2. The Responsibilities of Department Heads

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

Upon receiving a complaint of discrimination or harassment, contact the Village Administrator or the Personnel Committee chairperson, if appropriate, to initiate an investigation.

If you see behavior you believe could be perceived as harassment you must report the incident to the Village Administrator or the Personnel Committee chairperson.

It is your responsibility, as part of the Village management, to educate yourself about the range of behaviors that can constitute discrimination or harassment and to be sensitive to the impact of such behaviors on employees and act appropriately.

3. Employee Responsibilities

Report any discrimination or harassment and cooperate with all investigations.

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

DRAFT

Complaint-Discrimination or Harassment Reporting Submission Form

(Name of Complainant) (Department) (Date)

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

SAMPLE

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

(Signature of Complainant)

(Date)

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

(Date Received)

I. Employee Discipline

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

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

Procedure:

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

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

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

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

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

Types of disciplinary action may include:

Verbal Warning

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

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

Written Warning/Reprimand

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

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

Suspensions

Suspension - Administered as a result of a severe infraction of policies or for repeated violations of more minor infractions. A suspension may be with or without pay. In either case, an employee evaluation form, along with supporting documentation, must be completed. A copy of the completed form must be given to the employee, and a copy placed in the employee's personnel file.

Suspension With Pay - This type of suspension is given where a basis exists to take action but additional investigation is necessary and/or where the continued presence of the employee could compromise the evidence or Village property.

Such suspension is an administrative matter; it is not a disciplinary action and may not be appealed through the Grievance Procedure or to the Police or Fire Commissions.

Suspension Without Pay - An employee will be suspended without pay when the offense is of a serious enough nature or an employment pattern of more minor infractions diminish the value of the employee to the Village and is usually sufficient for termination. However, suspension is used when circumstances related to an employee's overall performance would not warrant immediate termination. The length of suspensions will vary with seriousness of the infraction and the totality of the circumstances. If the misconduct is substantiated, disciplinary action will be taken in accordance with the nature of the offense and the totality of the circumstances.

Demotion

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

Termination

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

J. GRIEVANCE AND APPEALS PROCEDURE

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

- Definitions.
 - “Days” as used in this policy is defined as any day that the Village Business Office is open.
 - “Employee Termination” as used in this policy section, shall not include the following:
 - Layoffs;
 - Workforce reduction activities;
 - Voluntary termination including, without limitation, quitting or resignation;
 - Job abandonment;
 - End of employment due to disability, lack of qualification or licensure or other inability to perform job duties;
 - Retirement; or
 - Any other cessation of employment not involving involuntary termination.
 - “Employee discipline” as used in this policy shall include any employment action that results in disciplinary action, which typically involves any of four (4) steps:

verbal reprimand, written reprimand, suspension with or without pay, and termination of employment.

"Employee discipline," as used in this policy, shall not include the following:

- Plans of correction or performance improvement;
 - Performance evaluations or reviews;
 - Documentation of employee acts and/or omissions in an employment file;
 - Administrative suspension with pay pending investigation of alleged misconduct or nonperformance;
 - Non-disciplinary wage, benefit or salary adjustments;
 - Other non-material employment actions;
 - Counseling meetings or discussions or other pre-disciplinary action; or
 - Demotion for reasons other than discipline, transfer or change in assignment.
- The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.
- Time Limits.

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

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

- **Formal Grievance Submission:** The employee must file a written grievance at the appropriate step within ten (10) days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. The written grievance must contain:
 - Name of Grievant;
 - A statement of the pertinent facts surrounding the nature of the grievance;
 - The date the alleged incident occurred;
 - The work rule or policy allegedly violated including any safety rule alleged to have been violated, if applicable;
 - The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion; and
 - The specific requested remedy.
- **Step 1. Department Head.** The employee must file a written grievance with the Department Head within ten (10) days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. If the grievance involves actions of the Department Head, it shall be filed at Step 2.
 - The Department Head (or designee) will meet with the grievant within ten (10) days of receipt of the written grievance. The Department Head will provide a written response within ten (10) days of the meeting. The Department Head's written response to the grievance must contain:
 1. A statement of the date the meeting between the Department Head and grievant was held;
 2. A decision as to whether the grievance is sustained or denied; and
 3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.
- **Step 2. Village Administrator.** The employee may appeal the decision of the Department Head to the Village Administrator. The appeal must be in writing and must be submitted to the Administrator within five (5) days of the Department Head's written response to the grievant. If the grievance involves the actions of the Administrator, it shall be filed with the Personnel Committee Chairperson, who shall follow the requirements and timelines of step 2.
 - The Village Administrator/Personnel Committee Chairperson will meet with the grievant within ten (10) days of receipt of the written grievance. The

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

1. A statement of the date the meeting between the Village Administrator/Personnel Committee Chairperson and grievant was held;
 2. A decision as to whether the grievance is sustained or denied; and
 3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.
- **Impartial Hearing:** The grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Step 2 decision maker within five (5) days of the issuance of the Step 2 response. Depending on the issues involved, the hearing officer will determine whether a hearing is necessary, unless a hearing is required under the procedures established by the Village in a different applicable policy. The Village will work with the Impartial Hearing Officer and grievant to schedule a mutually agreeable hearing date should one be needed. If it is determined that no hearing is necessary, the matter will be decided based on the submission of written documents.

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

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

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

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

1. A statement of the pertinent facts surrounding the nature of the grievance.

2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
 3. A statement outlining the timeline to appeal the decision to the Village Board.
 4. The IHO must sustain or deny the decision of the Village. The IHO has no authority to modify the Village's decision and may not grant in whole or in part the specific request of the grievant.
- Review by the Village Board: The non-prevailing party may file a written request for review of the IHO's decision by the Village Board within ten (10) days of receipt of the Impartial Hearing Officer Response.

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

The Village Board's written decision regarding the grievance must contain:

- A decision as to whether the grievance is sustained, denied or modified.

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

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

Grievance Submission Form

(Name of Grievant)

(Department)

(Date)

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

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

(Signature of Grievant)

(Date)

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

(Date Received)

COMPLAINT PROCEDURE

1. Policy Purpose

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

2. Policy Applicability

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

3. Informal Complaints

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

4. Complaint Procedure

This procedure does not apply to complaints of discrimination or harassment, to complaints governed by other departmental complaint policies or to grievances as defined in the handbook. This procedure applies to all complaints filed by Village Elected Officials, Officers, employees and members of the public concerning the conduct of the Village Administrator and Employees which violates the rules or policies of the Village, excluding discrimination and harassment, or which adversely affects the Village. Careful investigation and consideration of complaints and due regard for the rights of the persons involved requires a procedure that balances the various interests of all involved. This procedure represents an appropriate balancing of those interests. Upon receipt of a complaint regarding alleged inappropriate conduct, the Village will proceed consistent with the following procedures:

Allegations Regarding Conduct by Village Employees

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

Allegations Regarding Conduct of Village Administrator

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

3. The investigator will interview the complainant and document the complaint in writing. If the investigator determines further investigation is necessary, the investigation shall proceed.

4. The accused will be informed of the general nature of the complaint. The accused will be provided an opportunity to discuss the complaint with the investigator.

5. The investigator will interview any other individuals and review documentation as deemed necessary.

6. If the complaint remains unresolved following completion of the investigation, the Chair of the Personnel Committee shall submit written findings to the Village Board within 10 days.

7. The Village Board will take steps necessary to address the findings, including, where appropriate, discipline up to and including termination of employment.

8. Except as provided in the grievance procedure, there shall be no appeal of the findings or resolution.

Allegations regarding Elected Officials

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

Village Complaint Intake Form

A Complainant should be informed:

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

Complainant's Name:

Phone: Email:

Name of Individual(s) complained against:

Name: Department:

Job Title (if known):

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

Date of violation (if applicable):

Witnesses to alleged conduct (contact information if available):

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

Intake Supervisor Name:

Date:

Signature:

VI. USE POLICIES

A. ~~Voice~~E-mail and Internet Use

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

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

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

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

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

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

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

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

B. Electronic Communications Policy

1. Purpose

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

2. Scope

2.11. — This policy applies to all Village-owned electronic communication systems or devices.

2.22. — This policy does not apply to employee-owned computers or other electronic devices being used on the Village's wireless network. However, employee-owned computers must remain strictly stand-alone and will not be permitted to be permanently connected to the Village network.

2.33. — All other policies, procedures, ordinances and rules adopted by the Village governing employee conduct are applicable to the use of Village computer, data storage or network resources.

2.44. — This Policy shall not be construed in a manner that causes it to conflict with any Wisconsin or Federal law or any Village ordinance.

3. Definitions [DD14]

3.1 — The terms "electronic communications systems" and "electronic communications device" include, but are not limited to personal computers (PCs), laptops, data terminals, telephonic equipment, voice mail, e-mail, Internet and Intranet, cell phones, personal digital assistants (PDA'S) or handheld computers. ~~device" include, but are not limited to personal computers (PCs), laptops, data terminals, telephonic equipment, voice mail, e-mail, Internet and Intranet, cell phones, personal digital assistants (PDA'S) or handheld computers.~~

3.2 Authorized Village staff means the Village Administrator or Department Head, his/her designee or a departmental Computer Support Technician.

4. General Policy

- ~~4.11.~~ 4.11. — All electronic media including data, communications and information, i.e. information transmitted or stored on the electronic media systems of the Village, is the property of the Village of Mukwonago.
- ~~4.22.~~ 4.22. — The Village retains the right to access, inspect, monitor and/or disclose any data stored on any electronic communication device owned by the Village, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and/or any means of data input.
- ~~4.33.~~ 4.33. — Information stored, saved or maintained on a Village-owned electronic communication device is considered public information and may be subject to public disclosure.
- ~~4.44.~~ 4.44. — Authorized Village staff has access to every electronic communication device at any time so as to be able to inspect and monitor the material contained thereon.
- ~~4.55.~~ 4.55. — Village-owned electronic communication devices may not be used for the transmission of data in a disruptive manner during any Village meeting except in the event of an emergency.
- ~~4.66.~~ 4.66. — Village-owned electronic communication devices may be used at home to view meeting packets or for doing Village business.
- ~~4.77.~~ 4.77. — Assigned electronic communication devices shall be used for in an appropriate and professional manner at all times. The use of language inappropriate to the workplace is prohibited.
- ~~4.88.~~ 4.88. — Use of Village-owned electronic communication devices for the creation of offensive messages or documents, including racial slurs, sexual slurs, and obscene, vulgar and other inappropriate language is strictly prohibited.
- ~~4.99.~~ 4.99. — Unless specifically exempt, information stored in any automated format is considered to be a public record. The user of any Village-owned laptop will be the custodian of the stored information so the Village can make the information available when requested in accordance with the provisions of applicable laws.
- ~~4.1010.~~ 4.1010. Software that has not been properly licensed is illegal and the penalties are severe.
- ~~4.1111.~~ 4.1111. Authorized Village staff may issue electronic communication devices, such as laptops or cell phones, to Village staff, appointed and elected officials to conduct Village business.
- ~~4.1212.~~ 4.1212. All Village-owned electronic communication devices remain the property of the Village and must be surrendered at the completion of

employment with the Village, upon termination of an official's term office or upon request of the Village Board.

5. Incidental Personal Use

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

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

~~5.~~ Any personal use of Village-owned electronic communication devices is at the risk of the person engaging in the activity. The Village of Mukwonago is not responsible or liable for the consequences. Such use should be limited to individualized personal communications and not mass distribution of material. Using computer resources for incidental personal purposes to transmit material by instant message or electronic mail should be minimal. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the Village Board at any time.

~~6.~~ Prohibited and Restricted Use

1. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another, including but not limited to, broadcasting unsolicited messages or sending unwanted mail after being advised it is unwanted.
2. To create or transmit defamatory material.
3. To gain unauthorized access to facilities or services accessible by the Village network and intended to be used for official Village business or to use such facilities or services in an unauthorized manner.
4. To conduct business or engage in any "for profit" communications or activities.
5. To access, view or obtain any "adult entertainment," sexually explicit, pornographic or obscene material unless it is for work-related investigatory purposes.
6. For political campaign purposes, including, but not limited to, using e-mail to circulate names, addresses, telephone numbers or other information generated from Village files.

7. To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers or other information generated from Village files.
8. To create or transmit material of an offensive nature, including racial or sexual slurs, obscene, vulgar and other inappropriate language, except for Police Dept. investigations.
9. To represent oneself directly or indirectly as conducting Village business when using such equipment for incidental personal purposes.
10. To create web pages. No personal web pages may be created, regardless upon what server they may reside. Web pages representing official Village information may be created in coordination with the Village Administrator's Office.
11. To print lengthy documents except for Village purposes.
12. For any purpose that would be a violation of any Village rules or ordinance, State or Federal law, regulation or order.

7 Software

- ~~7.1.1.~~ All software running on Village computers must be properly licensed and proof this licensing must be maintained by each Village department and/or the Clerk-Treasurer's Office.
- ~~7.2.2.~~ No software may be added or removed from Village computers or other electronic communication systems without prior approval from the appropriate Department Head.

8 Internal and Other Internet Electronic Mail

- ~~8.1.1.~~ Village computers have been equipped with firewall and anti-virus software intended to be used to access electronic mail (E-Mail), either internal or internet, or across the World Wide Web.
- ~~8.2.2.~~ Transmission of any material in violation of Federal or State laws or regulations is prohibited.
- ~~8.3.3.~~ While the internet is an effective network for its purpose, it is not and should not be considered a secure network and should not be relied on for the transmission of confidential or sensitive data or messages.
- ~~8.4.4.~~ Software may not be downloaded to any Village computers except when it is expressly permitted by this policy or policy of your department. Doing so could put the Village in jeopardy of violating software copyright laws and/or could contaminate the Village's network with viruses and other malicious software.

9 Security

- ~~9.1.1.~~ All Village, employees, staff and elected and appointed officials are expected to take reasonable precautions to protect Village-owned laptop computers assigned to them from damage, destruction or theft.

9.2.2. All Village employees, staff and elected and appointed officials are encouraged to take the appropriate steps to protect the security of networks and files by the use of assigned passwords and by taking all necessary steps to maintain the integrity of all passwords. No one should ever share their passwords with anyone or post them anywhere. The Village Administrator and Department Heads, and/or their designee(s) have the right to access all user and device passwords of Village-owned computers, networks and data storage systems. Department Heads, and/or their designee(s), have the right to know all user and device passwords of their respective department's computers, networks, data storage systems and any other electronic device.

9.3.3. Any suspected breach of security, damage, destruction or theft of any Village owned computer or electronic device should be reported to the Village Administrator and/or your Department Head as soon as possible.

10 Games

Any Village computers equipped with the Microsoft Windows may include games such as Solitaire or Minesweeper. These games may be used by new users to acclimate to the use of a computer mouse and to improve hand-eye coordination. No other games should be installed on any Village-owned computer not held out for public use.

Electronic Communication Usage Agreement

CERTIFICATION

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

The Village of Mukwonago's Electronic Communication Policy and will adhere to all provisions.

Signature

Date

Received by:

Department Head

Date

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

Laptop Number

C. Cellular Equipment Policy [DD15]

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

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

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

Assignment of Village Cellular Services

Job Requirements

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

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

Requests for Cellular Services

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

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

Approvals

Because of the initial and ongoing costs associated with these devices and short product life cycles, care should be taken to approve the least expensive solution that meets user needs and then only for employees who can clearly demonstrate this technology will help them perform their duties in a more efficient manner.

Employee Receipt of Cellular Services

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

Review

~~The Clerk-Treasurer's Office may review Wire Services bills to ensure each employee is on the most cost effective plan most closely matching his/her typical usage pattern. Recommendations for changes in the plan assignment should be documented and submitted to the Village Administrator for review.~~ Per departmental internal procedures, Department Heads or Designees familiar with an employee's usage are ~~also~~ responsible for reviewing/approving monthly cellular service billings.

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

Annual Distribution of Policy

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

Employee Use of Cellular Services

a. Use of Wireless Devices

Village provided cellular services are intended for Village business. Personal use of is prohibited, except if the use falls under the identified incidental personal use circumstances identified in the electronic communication policy and calls

otherwise permitted under a collective bargaining agreement. Examples of essential personal calls include arranging for care of a child or any other family emergency, to alert a family member of an unexpected delay due to a change in work schedule or to arrange for transportation or service in the event of car trouble, etc.

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

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

b. Safety

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

Cellular Equipment Use Agreement

CERTIFICATION

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

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

Signature

Date

Received by:

Department Head or Designee

Date

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

D. Social Media Policy

1. Purpose

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

2. Policy

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

3. Procedure

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

1. — Unless in the performance of an authorized duty or with specific authorization by your Department Head, the Village Administrator or his or her designee, employee use of Village computers to access social networking sites (Facebook, MySpace, etc...), blogs or bulletin boards is prohibited. Some examples where authorization could be given are:
 - a. Investigation of an incident report.
 - b. A background investigation on an applicant.
 - c. A "dummy" account may be utilized in the course of such investigations (Police Department only).
2. — No Village electronic mail accounts may be used to register for or to respond to social media sites unless authorized by your Department Head, the Village Administrator, or his or her designee.
3. — Employees may not post, transmit, reproduce and/or disseminate information (text, pictures, video, audio, etc.) to the Internet or any other

forum (public or private) that would tend to discredit or reflect unfavorably upon the Village or any of the Village's employees.

4. —Unless authorized by a Department Head or his or her designee, Village employees shall not release, either directly or indirectly, information concerning investigations, crimes, accidents, police department training or violations of law to persons outside the Village, except as allowed by policy, and shall treat as confidential the official business of the Village Police Department. Examples of some types of information are reports, photographs, video or audio recordings.
5. —Unless on a Police Department, Fire Department or Village website, this policy strictly prohibits the use of the Village of Mukwonago Police Department or the Mukwonago Fire Department name, uniform, logo, patches, badges, marked police or fire vehicles and any other indicia of identity on your social network site without written permission of the Chief of Police or the Fire Chief or their designee(s).
6. —Speech that disrupts the operations of the Village, undermines the authority of the Village and its management staff, or impacts the public perception of the Village, is not protected by the First Amendment.
7. —Employees are prohibited from posting content inconsistent with their duties and obligations. Offensive comments regarding protected classes (race, religion, sex, color, national origin, age, disability, ancestry, and sexual orientation), Village residents or the public in general, tend to undermine trust and confidence in the Village of Mukwonago and its agencies and violate Village policy.
8. —The Village strictly prohibits knowingly or recklessly posting of false information about the Village and its agencies, management, coworkers, public officials and others who have a relationship to or with the Village of Mukwonago.
9. —Employees may comment on issues of general or public concern (as opposed to personal grievances) so long as the comments do not disrupt the workplace, interfere with important working relationships or efficient work flow, or undermine public confidence in the officials of the Village and/or the Village of Mukwonago as a whole. The instances will be judged on a case-by-case basis.
10. Matters of public concern are those matters of interest to the community as a whole, whether social, political or other reasons.
11. Comments related to personal grievances may subject an employee to disciplinary actions if they constitute insubordination or if they otherwise violate any other rules or regulations of the Village or its agencies.
12. The Village strictly prohibits the use of any social media for the purpose of harassment, intimidation or retaliation against any person by a member of this department.
13. If you identify yourself as a Village of Mukwonago employee is clear you are expressing your own views and not those of the Village or your Department.

Do not give the appearance that you are speaking or acting on behalf of the Village or your Department.

4. Employees should be aware posting on websites, including social networking sites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above referenced conditions.
 1. Village employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time – protect your privacy.
 2. Use a personal e-mail address (never your Village e-mail address) as your primary means of identification. Never use your Village e-mail or contact information as a means of identification.
 3. If you publish content to any non-Village Web site that has something to do with the work you do, with any subject associated with the Village or if there might be any implication of your association with the Village, use this disclaimer: "The postings on this site are my own and don't necessarily represent the Village's positions, strategies or opinions."
 4. Uphold all laws governing copyright, fair use, privacy, financial disclosure, defamation, libel and other similar issues. Do not post any copyrighted material unless: a) are the copyright owner, b) have the express written permission of the copyright owner or c) if it might be associated with the Village and you have received confirmation from the Village that use of such copyrighted material conforms to the doctrine of "fair use."
 5. Never post Village confidential or other proprietary information. Never publish or report on conversations meant to be private or internal to the Village.
 6. Do not cite or reference clients, citizens or suppliers without their approval.
 7. Respect your audience. Do not use ethnic slurs, personal insults, obscenity or engage in any other conduct that would not be acceptable in the Village's workplace. Show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory – such as politics or religion.
 8. Be aware of your association with the Village in online social networks. If you identify yourself as a Village employee, ensure your profile and related content is consistent with how you wish to present yourself with customers, partners, colleagues and clients.
 9. Violations of this policy may lead to disciplinary action.

Receipt for Social Media Policy

CERTIFICATION

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

Signature

Date

Received by:

Department Head or Designee

Date

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

E. Vehicle Use Policy

1. Introduction

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

2. Scope

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

3. General Guidelines

1. 3.1—Only Village employees may be authorized to operate Village vehicles.

Persons volunteering services to the Village are considered Village employees for purposes of this policy and may operate Village vehicles when their duties require travel as long as such travel is under the approval or direction of the Department Head and necessary in the course of performing official Village business e.g. police explorers, paid-on-call firefighters, EMTs and paramedics.

2. 3.2—Intentional abuse, moving violations, reckless operation or negligent actions while operating any Village vehicle may result in the suspension of the employee's use of a Village vehicle and may be grounds for further disciplinary action.

3. 3.3—Employees must obey all local, state and federal laws while operating Village vehicles and anytime personal vehicles are used on official Village business.

4. 3.4—Village vehicles are to be used only for official Village business and may not be used by employees for personal reasons except as detailed in Section 9.

5. 3.5—Village vehicles may be used to transport Village employees and individuals employed by firms or other governmental entities for the purpose of, and to promote, ridesharing/carpooling to a Village sanctioned meeting or event. Family members may not be transported in Village vehicles unless authorized by Department Head or Designee.

- ~~6. 3.6~~—When cargo, materials or tools are being transported, the driver is responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer.
- ~~7. 3.7~~—No person is allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating.
- ~~8. 3.8~~—The driver shall not operate any vehicle when normal vision is obstructed.
- ~~9. 3.9~~—No Village vehicle may be left unattended and unsecured with the motor running or the keys left in it. In the event of an emergency and the vehicle is left unsecured, the operator must return as soon as possible to secure the vehicle or have another department employee secure it.
- ~~10. 3.10~~—The Village will not be responsible for the personal property left in Village vehicles.
- ~~11. 3.11~~—The Village reserves the right to conduct an annual driver record review for any employee using a Village vehicle. Employees whose job includes operating a motor vehicle, shall keep their operator's license and all required endorsements, current and valid. Members shall report any drivers license restrictions. Employees who are arrested, cited, or come under investigation for any criminal or traffic offense, both within and outside of the Village of Mukwonago, shall report this incident, in writing, to their Department Head as soon as practical. This includes driver's license traffic and OAWI violations. Department Heads will provide the Police Department with each employee's full name (first, middle initial and surname) and date of birth. The Department Head will receive a report for review. Reports will be shredded after review, unless restrictions or convictions are reported. The reports will be maintained in a secure location, pending the outcome of any necessary action(s).
- ~~12. 3.12~~—Employees operating a Village owned vehicle or their personal vehicle for Village business must obey all alcohol and drug use regulations as set forth by state law as well as alcohol and drug use rules issued by the Village.
- ~~13. 3.13~~—Installation and/or use of any speed detection devices in Village owned vehicles are prohibited except as required for law enforcement vehicles.
- ~~14. 3.14~~—Village vehicles may not be used to transport hitchhikers, jump-start vehicles or provide other vehicle services unless required by job duties or an emergency.
- ~~15. 3.15~~—Each Department Head will be responsible for ensuring that all of their employees who drive Village vehicles are aware of the provisions of the Vehicle Usage policy. This information may be conveyed in department work rules, vehicle usage logs, the Vehicle Usage Agreement (Attachment 2) or other administrative method as deemed appropriate by the Department Head.

4. Pre-Operation Inspection

- ~~1. 4.1~~—An employee who operates a Village vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle.

~~2. 4.2~~—Any defects that will affect safe operation of the vehicle will be promptly reported to the driver's Department Head or Designee. No employee may operate a Village vehicle in an unsafe condition. Any vehicle damage that is beyond normal wear and tear must be documented and reported to the employee's Department Head or Designee and The Village Administrator.

5. Operator's License

~~1. 5.1~~—A valid Wisconsin vehicle operator's license must be in the employee's possession at all times while operating a Village vehicle. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid and in the possession of the driver.

~~2. 5.2~~—Any employee who operates a vehicle in the performance of official Village duties and whose operator's license is suspended or revoked must immediately report this information to the appropriate Department Head.

6. Parking and Garaging

~~1. 6.1~~—All Village vehicles should be parked or garaged in Village facilities which are nearest to either the location from which the normal driver or drivers are assigned to or the site or facility of actual use.

7. Take Home Vehicles

~~1. 7.1~~—The decision regarding assignment of Village vehicles allowed to be driven to and from work (commuting) must be upon recommendation of the employee's Department Head or Designee and considering the best interests of the Village and must be approved by the Village Administrator for short-term, specific uses, e.g. out-of-town training or conferences, and subject to Village Board approval for long-term daily use.

~~2. 7.2~~—Personal use of any assigned vehicle is restricted to commuting miles only except for *de minimus* use. *De minimus* means infrequent and irregular, which is further defined as no more than one time per month, or twelve times per year, on weekdays within Village limits.

~~3. 7.3~~—Requests for assignment of vehicles to be taken home must follow the same application, review and approval process as detailed in Section 7.1.

~~4. 7.4~~—When the Village Board has authorized an employee to use a Village vehicle for commuting purposes, the employee is required to follow Internal Revenue Service (IRS) regulations.

~~5. 7.5~~—Employees assigned Village vehicles that may be used for commuting purposes must submit usage reports on a monthly basis to their respective Department Head.

- ~~6. 7.6~~ No reimbursement to the Village may be made if the Village Board of Trustees has not determined that the parking or garaging of a Village vehicle at an employee's home is for the benefit of the Village.
- ~~7. 7.7~~ Village vehicles that are taken home over night must be locked and secured in the responsible employee's driveway or other designated parking space which is in close proximity to the employee's residence.
- ~~8. 7.8~~ When an employee is on vacation or leave, his/her assigned vehicle should be made available for use by the respective department when practical.

8. Limitation on Usage

- ~~1. 8.1~~ Use of any Village vehicle is limited to Village Business unless approved by the Village Administrator.

9. Out of Town Travel and Meeting Attendance

- ~~1. 9.1~~ With Department Head approval, an employee may take a Village vehicle home prior to leaving for an out-of-town trip, attending a late evening or early morning meeting (or after returning from such trips/meetings) which would require a return to the work place outside of normal working hours. The employee may use the Village vehicle only for travel necessary to accomplish official Village business.

10. Trailers and Towing

- ~~1. 10.1~~ A driver whose vehicle is towing a trailer or other equipment must assure that the trailer hitch is securely latched, adequate for the load being towed, properly installed on the towing vehicle and that safety chains are properly attached.
- ~~2. 10.2~~ The driver must insure that the trailer or other towed equipment is supplied with proper lighting including brake lights, turn lights and running lights.

11. Leased or Rented Vehicles

- ~~1. 11.1~~ When it is necessary for a Village employee to use a short-term rental vehicle for Village business, the employee must purchase, at the Village's expense, optional comprehensive and collision damage coverage through the renting agency at the time the vehicle is rented.
- ~~2. 11.2~~ Long term leases will be insured through the Village's insurance program upon written notification of the lease to the Village Administrator.

12. Parked Vehicle

- ~~1. 12.1~~ Any vehicle left unattended must be legally parked in a designated parking space. Vehicles responding to emergency situations or those parked at job sites should be parked with due regard to safety and security considerations.

2. ~~12.2~~ Village vehicles not taken home must be secured in Village parking lots during non-working hours. When it is necessary to leave a vehicle at a job site overnight, the operator must insure the vehicle is parked and secured in an area that provides reasonable security.

13. Parking, Traffic Tickets and Locksmith Charges

1. ~~13.1~~ Village vehicle users are responsible for any parking or traffic tickets received while using a Village vehicle. Fines issued for expired vehicle registrations on Village-owned vehicles will be paid or reimbursed by the Village. The user is also responsible for any cost incurred as a result of locking keys in a vehicle or losing the vehicle's keys.

14. Use of Safety Restraints

2. ~~14.1~~ All Village vehicles must be equipped with seat belts and all occupants of Village vehicles must properly wear seat belts when the vehicle is in operation and when so equipped.
3. ~~14.2~~ The operator of construction, excavation and other off road equipment must use the occupant restraint system any time the vehicle is in operation.
4. ~~14.3~~ Employees are prohibited from removing, deactivating, modifying or otherwise altering any occupant restraint system installed by the manufacturer unless approved or instructed by the manufacturer.

15. Personally Owned Vehicles Used for Village Business

1. ~~15.1~~ The Village's liability insurance program provides limited coverage for employees while operating personally owned vehicles to conduct Village business. This coverage is limited to protection from claims made against the Village and the employee while operating in the course of employment. The Village's liability insurance coverage is excess over the employee's personal automobile liability insurance.
2. ~~15.2~~ The Village does not provide insurance coverage for physical damage to an employee's privately owned vehicle. Employees who use personally owned vehicles for Village business should confirm that their personal auto insurance policy provides coverage for this use.
3. ~~15.3~~ Employees who transport Village clients in their own vehicles and whose vehicle suffers damage during the transport may be eligible for partial reimbursement for damages.

 1. ~~1~~—The employee must carry insurance coverage on the vehicle and proof of insurance must be provided prior to reimbursement payment.
 2. ~~2~~—Damages will be covered to the amount of the deductible or five hundred dollars

(\$500.00), whichever is less.

~~3. 3.~~ Coverage is limited to incidents that occur while the employee is using his/her vehicle for official, authorized Village business.

~~4. 4.~~ In the event of a vehicular accident, the employee must submit a police report.

~~5. 5.~~ The employee must submit to his/her Department Head, a signed explanation of the damages that are not reportable to the police and a dated receipt for repairs, cleaning, etc.

~~6. 6.~~ Department Heads will submit a recommendation for reimbursement to The Village Administrator. Any reimbursements will be paid from the Vehicle Physical Damage fund and an annual report of all reimbursements will be prepared.

~~4. 15.4~~ The Village will reimburse employees for actual necessary and reasonable mileage expenses incurred while on official authorized Village business. Commuting expenses between an employee's residence and his/her normal place of employment are not reimbursable. All travel must be authorized by the Department Head to be reimbursable. Mileage reimbursement will be equal to that authorized by the IRS for use of an employee's personal vehicle while on authorized business. (Example: miles x IRS rate less fuel purchased on Village credit card = reimbursable amount)

~~5. 15.5~~ Motorcycles, mopeds, bicycles, all-terrain vehicles and other similar type methods of transportation are prohibited from use for Village business travel purposes.

16. Public Works Vehicles

All Village employees in the Department of Public Works are instructed to refer to their departmental Vehicle Operation and Repair resources regarding the operation of Public Works Department vehicles.

17. Law Enforcement Vehicles

Police Department personnel must comply with all applicable departmental rules and policies concerning the use of department vehicles.

18. Accident Reports

- ~~18.1~~ Any accident involving a Village owned, rented, leased or privately owned vehicle used in the performance of Village business is be handled as follows:
- 1st Summon medical care for any injured parties.
 - 2nd Notify appropriate law enforcement authorities and cooperate fully with the investigation.
 - 3rd Notify employee's Department Head or Designee.

- ~~18.2~~ The Department Head should notify the Village Administrator as soon as possible.
- ~~18.3~~ The Department Head is responsible for initiating the department investigation of the accident, preparing a statement detailing the accident, securing repair estimates for Village vehicles and recommending any follow-up preventative actions.
- ~~18.4~~ When the Village driver is determined to be at fault in a vehicle accident, the Department Head or Designee may recommend disciplinary action subject to review.

19. Qualified Non-Personal Use Vehicles

- ~~1. 19.1~~ Clearly marked police and fire vehicles - a vehicle that a police officer or fire fighter who is always on call must use for commuting. The governmental unit prohibits any personal use (other than commuting) of the vehicle outside the limit of the police officer's arrest powers or the fire fighter's obligation to response to an emergency. A police or fire vehicle is clearly marked if, through a painted symbol or words, it is easy to see the vehicle is a police or fire vehicle. A marking on a license plate is not a clear marking for this purpose.
- ~~2. 19.2~~ Unmarked vehicles used by law enforcement officers if the use is officially authorized - Personal use must be necessary to help enforce the law, such as being able to report directly from home to a stakeout site or to an emergency. Use for vacation or recreation trips cannot qualify as an authorized use.

20. Interlock Devices

If a Village vehicle is required to have an interlock device installed, the employee responsible for causing the installation shall be responsible for paying the cost of such installation, as well as being subject to disciplinary action up to and including termination.

Vehicle Use Agreement

Please print or type:

_____ Driver Name – First, Middle, Last	_____ Driver License Number	_____ State
_____ Department	_____ Birth Date	_____ Work Telephone

PROVISIONS

All Vehicles

1. The provisions of this agreement are applicable to all Village of Mukwonago employees.
2. I currently possess a valid Wisconsin driver license or a commercial driver license ((CDL) and will immediately notify my Department Head whenever my license is revoked, restricted or suspended.
3. I understand the Village may request my driving record from the WI Dept. of Transportation.
4. I understand only Village employees are authorized to operate Village vehicles.
5. I understand Village vehicles may be used to transport individuals employed by firms or governmental entities for the purpose of ridesharing/carpooling to a Village sanctioned meeting or event.
6. I understand family members cannot be transported in Village vehicles unless authorized by Department Head, or Designee.

Squad Cars

1. I will comply with the Vehicle Use Policy and the additional provisions specifically pertaining to the law enforcement vehicles.

Personal Use Restrictions - All Village Owned Vehicles

Personal use is permitted only for personally assigned vehicles and limited to commuting miles and *de minimus* use. Commuting miles are defined as travel from home to your permanent work site and from the permanent work site to your home.

CERTIFICATION

I certify I have read and understand the Village of Mukwonago Vehicle Use Policy and will adhere to all provisions.

_____ Driver Signature	_____ Date
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Department Heads: Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

Vehicle Use Agreement – Personally Assigned Vehicles

Please print or type:

Driver Name – First, Middle, Last Driver License Number State

Department Birth Date Work Telephone

PROVISIONS

All Vehicles

1. The provisions of this agreement are applicable to all Village of Mukwonago employees.
2. I currently possess a valid Wisconsin driver license or a commercial driver license and will immediately notify my Department Head or Designee whenever my license is revoked, restricted or suspended.
3. I understand the Village may request my driving record from the WI Dept. of Transportation.
4. I understand only Village employees are authorized to operate Village vehicles.
5. I understand Village vehicles may be used to transport individuals employed by firms or governmental entities for the purpose of ridesharing/carpooling to a Village sanctioned meeting or event.
6. I understand family members cannot be transported in Village vehicles unless authorized by Department Head, or Designee.

Personally Assigned Vehicles

1. I will maintain accurate records of all business miles or daily commutes.
2. I understand assigned take home vehicles are restricted to commuting use only, except for *de minimus* use.
3. I will submit my Personal Use of Village Vehicle report monthly.

Squad Cars - I will comply with the Vehicle Use Policy and the additional provisions specifically pertaining to the law enforcement vehicles.

Personal Use Restrictions

Commuting miles are defined as travel from home to your permanent work site and from the permanent work site to your home.

CERTIFICATION

I certify I have read and understand the Village of Mukwonago Vehicle Use Policy and will adhere to all provisions.

Driver Signature

Date

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

F. COMPENSATION PHILOSOPHY DD161

Definition and Purpose

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

Objectives

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

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

- Provide fair and equitable rates of pay to employees
- Develop a system that establishes a market rate for each position classification and states the minimum and maximum rates that the Village will pay individual employees in those classifications
- Establish rates of pay that allow the Village to successfully compete for, recruit and retain qualified employees with a higher level of prior related work experience while being fiscally responsible with public resources
- Ensure that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Develop a pay system that allows employees to progress through the pay ranges as long as their performance consistently meets or exceeds expectations based on a formal annual performance evaluation
- Implement pay administration policies and procedures that ensure consistent application throughout the Village
- Ensure that the compensation program is understandable to employees, Department Heads, Village Board, and the public
- Allow the Village to retain experienced employees

Position Descriptions and the Classification Plan

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

- ~~1. Education~~
- ~~2.1. Work Experience~~
- ~~3.1. Decision-making and Independent Judgement~~
- ~~4.1. Responsibility for Policy Development~~
- ~~5.1. Planning~~
- ~~6.1. Contact with Others~~
- ~~7.1. Supervisory Responsibilities~~
- ~~8.1. Working Conditions~~
- ~~9.1. Use of Technology or Specialized Equipment~~

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

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

Reclassification

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

External Market Analysis

~~In order for the organization to attract and retain employees, it is necessary to evaluate the external market to determine if our total compensation package is appropriate. To remain competitive, it is the intent of the Village to review the external market every five to seven years or more frequently when so determined by the Village Board. The municipalities selected for comparison are similar to the Village of Mukwonago and include cities and villages located near and around Mukwonago geographically and those which will be comparable as the Village grows. This group includes municipalities close to Mukwonago's current population and the projected population at the time of the next expected review of the external market.~~

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

Compensation Plan

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

~~Employees with performance ratings of below expectations or needs improvement will not receive an increase until the performance rating improves to meeting expectations or higher. An employee who is at the maximum of the pay range may still be eligible for a performance-based increase as described in the Village's Classification, Compensation and Performance Evaluation Program Policy.~~

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

Compensation Plan Adjustment Implementation

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

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

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~~G. POSITION CLASSIFICATION, COMPENSATION AND PERFORMANCE EVALUATION PROGRAM POLICY~~ (DD17)

~~Classification Plan~~

~~I. Position Classification Plan~~

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

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

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

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

- ~~1. Education~~
- ~~2.1. Work Experience~~
- ~~3.1. Decision-making and Independent Judgement~~
- ~~4.1. Responsibility for Policy Development~~
- ~~5.1. Planning~~
- ~~6.1. Contact with Others~~
- ~~7.1. Supervisory Responsibilities~~
- ~~8.1. Working Conditions~~
- ~~9.1. Use of Technology or Specialized Equipment~~

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

II.I. Maintenance of Classification Plan

The Village Administrator has overall responsibility for the Classification Plan and has designated responsibility for the maintenance of it to the Finance Director. Any changes recommended by the Finance Director will be reviewed and approved by the Village Administrator prior to recommendation to the Village Board for implementation.

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

III. Classification of New Positions

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

IV. Amendments of the Position Classification Plan

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

Compensation Plan

I. Coverage of the Compensation Plan

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

~~II. Objectives~~

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

~~III.I. Compensation Plan~~

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

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

~~IV.I. Maintenance of Compensation Plan~~

~~As part of the annual budgetary process, the Village Administrator and Finance Director will review the status of the Compensation Plan and evaluate any amendments to maintain an up-to-date and competitive compensation structure.~~

~~The Village Administrator will recommend to the Village Board any modifications to the plan based upon a study of local economic conditions, the financial state of the Village's budget, and market/merit conditions of position classifications and other relevant factors.~~

~~V. Pay Adjustments~~

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

- ~~**a. Cost-of-Living Adjustment (COLA):** The Village Board may grant a cost-of-living adjustment each fiscal year based on the recommendation of the Village Administrator and budgetary considerations. Only employees who achieve a Meets or Exceeds Expectations on their annual evaluation will be eligible for the cost-of-living increases which will go into effect at the beginning of the new budget year. The minimum and maximum values for each range will be adjusted annually based on the average annual percentage change in the Consumer Price Index for all Urban Consumers (CPI-U) for the 12 months ending June 30. The CPI-U was chosen as it is representative of 89% of the total U.S. population. A negative CPI-U will result in no change to the established ranges for the subsequent budget year. Employees who are at the minimum of the range prior to the CPI-U adjustment will be brought up to the new minimum (assuming a positive CPI-U) even if no other COLA or merit-based increases are granted.~~
- ~~**b.a. Movement within Ranges:** An employee who receives an evaluation of Meets or Exceeds Expectations and who will not exceed the range maximum for his or her position classification will receive the COLA increase approved by the Village Board for the succeeding budget year. Increases will be effective for time worked beginning January 1 of the new budget year.~~
- ~~**c.a. Range Maximums:** An employee whose current pay exceeds the maximum established for his or her pay range will be kept at that base rate until the CPI-U adjusted range maximum catches up to the pay rate. At that point the employee will receive an increase not to exceed the CPI-U adjusted range maximum, assuming a performance rating of Meets or Exceeds Expectations.~~
- ~~**d.a. Performance-Based Increase:** Performance-based increases may be authorized by the Village Board in conjunction with the Village's Performance Evaluation Program. Performance increases are based on an individual employee achieving an "Exceeds Expectations" rating on the annual performance evaluation which must be completed and submitted to the Village Administrator by June 30th for the prior calendar year. Department Heads must review all evaluations with the Village Administrator prior to discussing evaluation with the employee, particularly those evaluations which exceed expectations to ensure the eligibility for the increase. Performance-based increases up to the amount of \$1,000 will be paid to the approved employee on the first paycheck in February of the new budget year following the performance evaluation, provided sufficient financial resources have been allocated per item XI of this policy. At the discretion of the Village Administrator and Village Board, in consultation with the employee's supervisor, employees may also receive a merit-based adjustment to their salary in lieu of a one-time performance-based increase.~~

~~**e.a. Demotion:** An employee may receive a decrease in pay due to a demotion to a lower level position assigned to a lower pay range. The Department Head will recommend a proposed pay level which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.~~

~~**f.a. Promotion:** An employee promoted to a position classification with a higher pay range, will be brought up to the minimum base rate for that range if his or her current rate is below that amount. An additional wage adjustment may be granted as the Village budget allows. The Department Head will recommend a proposed base rate which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.~~

~~**g.a. Reclassification:** When a position is reclassified resulting in the assignment of the position to a different pay range, the employee's pay may be adjusted in accordance with the pay range for the newly assigned classification. The Department Head (unless the position in question is a Department Head position) will recommend a proposed base rate which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.~~

~~**h.a. Transfer:** The Village Administrator may adjust the pay of an employee transferred to a new position within the range as recommended by the Department Head subject to confirmation by the Village Board.~~

~~**i.a. Other Increases:** Other pay increases may be granted from time to time with the approval of the Village Administrator and Village Board. For example, the assumption of duties outside of the normal scope of the position description may have an additional amount paid to the employee as compensation for those duties pending approval by the Village Board. This additional amount will be removed when the employee no longer performs the additional duties.~~

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

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

~~**Exceptions to the above:** The Board may approve an additional one time 1-3% increase to the base rate for employees whose pay falls within 15% the bottom of the~~

~~established range for their position's classification relative to the length of time they have been in the position. Increases may be granted in the following scenarios:~~

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

~~VI. Amendments to the Compensation Plan~~

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

~~Performance Evaluation Program~~

~~I. Coverage of the Performance Evaluation Program~~

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

~~II.I. Objective~~

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

~~III.I. Implementation~~

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

~~IV.I. Definitions~~

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

~~**b.a. Competency:** A required performance factor identified as essential for the position~~

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

~~**d.a. Performance Goal:** A projected result using the S.M.A.R.T. criteria.~~

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

~~**V.I. Policy**~~

~~a. Individual employees' performance is formally evaluated annually on a twelve-month basis ending June 30th. All employees covered by this policy are evaluated based on their performance on established performance factors, defined performance levels, and approved goals.~~

~~b.a. Eligible employees who have been promoted/transferred/demoted and are in an introductory period status may receive a performance increase upon completion of their introductory period.~~

~~c.a. Employees who receive an overall rating of Below Expectations may be provided an opportunity to improve their performance at the Village's discretion. If the opportunity for improvement is granted by the Village, the employee will be placed on probationary status and a performance improvement plan will be developed and followed for the period specified in the plan. Improvement plans should not exceed 90 days. A 30-day extension may be granted if needed and approved.~~

~~**VI.I. Performance Factors**~~

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

~~**VII.I. Establishing Performance Goals**~~

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

~~VIII.I. Rating Employee Performance~~

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

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

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

~~IX.I. Establishing Overall Ratings~~

~~Employees' overall performance ratings will be correlated to any merit increases that are authorized by the Village Board for the following budget year. Employees who receive a~~

~~performance rating of Below Expectations may be placed on a performance improvement plan and will be ineligible for any pay increase until a Meets Expectations level is achieved.~~

~~**XI.I. Frequency of Ratings**~~

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

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

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

~~**XI.I. Administration of Performance Evaluation Process**~~

~~**Annual Fund Allocation Process**~~

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

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

~~Employee Performance Evaluation Administrative Process~~

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

~~XII.I Performance Goals~~

- a. ~~Apply the S.M.A.R.T criteria to performance goals. These are designed to answer the Who, What, Where, When, Why and How of job expectations for the coming year.~~
- ~~**Specific:** The goals should identify a specific duty, action, project or event.~~
 - ~~Ask – What exactly will be accomplished?~~
- ~~**Measurable:** Describe the measurements to be used to determine that the results or outcomes expected have been achieved.~~
 - ~~Ask – How will I know when the goal has been reached, what defines a successful outcome?~~
- ~~**Attainable:** Goals should challenge people to do their best, but they need to be attainable.~~
 - ~~Ask – Is this goal reachable? What resources are needed to reach it?~~
- ~~**Relevant:** Goals must directly pertain to the performance that is being managed.~~
 - ~~Ask – Why is this goal significant to the employee's job or department?~~
- ~~**Timely:** Goals must have starting and ending points. This will help employees focus their efforts, and to plan accomplishment of goals around day-to-day duties and crises.~~
 - ~~Ask – When does this goal need to be achieved?~~

~~XIII.I. Monitoring Performance~~

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

VII. HANDBOOK RECEIPT

This Handbook has been prepared to help employees become familiar with Village policies. The Village may change, amend or delete some of the policies, procedures and benefits contained in this Handbook at any time, with or without notice.

The language in this Handbook is not intended to create, nor is it to be construed to constitute, an agreement or contract of employment, expressed or implied, for any length or period of time between the Village and any one or all of its employees. Nor is this Handbook intended to constitute a promise of any benefits to any Village employee, rather, it is a summary of some Village policies.

The Village does not guarantee any employee continued employment for any definite period of time. Village employees are employees "at will," meaning either the Village or the employee may terminate the employee's employment at any time for any reason, with or without cause and with or without notice. No person employed by the Village, except the Village Administrator, with approval of the Village Board, has authority to enter into an agreement with any employee for employment for a specific period of time. Any such agreement must be in writing and approved by the Board.

I, _____, acknowledge I have received and read the Village of Mukwonago Employee Handbook and understand the provisions contained therein. I understand the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the Village at any time, with or without prior notice.

I understand that I am required to provide current emergency contact information to be maintained in the Village's payroll system. I have verified the emergency contact information is current and accurate.

I understand this employee handbook supersedes any previous handbook or policies I may have received, making them void.

I further understand the Village's Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand, as a non-represented employee, my employment is "at-will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and, if at will, my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

Employee Signature

Date

Department Head Signature

Date

NOTE: One copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Employee Handbook.

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I, _____, acknowledge I have received and read the Village of Mukwonago Employee Handbook and understand the provisions contained therein. I understand the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the Village at any time, with or without prior notice.

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I further understand the Village's Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand, as a non-represented employee, my employment is "at-will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and, if at will, my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

Employee Signature

Date

Department Head Signature

Date

NOTE: One copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Employee Handbook.

Village of Mukwonago Remote Work Arrangements Policy

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

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

Equipment and Materials:

Telecommuters will be provided with the following equipment and materials:

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

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

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

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

Provisions and Conditions of Working Remotely

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

- **Job Responsibilities** - determine if the job can be successfully performed remotely, including review of the work schedule.
- **Workspace/Equipment:** assess equipment needs and workspace design considerations.
- **Employee Competencies** - evaluate needs and work habits. Employees who work remotely should be good planners, self-motivated, strong communicators, able to manage their workload effectively, aware of their personal work style preferences, flexible, committed and responsible, willing to ask for feedback, able to work independently with minimal supervision, able to work without continual input and support from others, comfortable working and being alone, possess time management skills, proven producers of quality work, and able to focus on priorities and meet deadlines.

Additional Considerations

1. There may be occasions when remote work is suspended for a given period of time because of unexpected events, emergencies, or village need.
2. The employee will establish an appropriate work environment within their home for work purposes. The Village will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
3. The Village assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home workspace and to practice the same safety habits as those followed on the Village premises. Telecommuting employees are responsible for promptly notifying their Department Head of any injuries that occur in the employee's workspace. With regard to the employee's at-home workspace, the following guidelines should be followed:
 - a. Post a list of emergency phone numbers (hospital, fire department and police department) at the alternate work site.
 - b. A first aid kit should be easily accessible and supplies should be replenished as needed.
 - c. Keep a portable fire extinguisher easily accessible and serviced as needed and make sure smoke detectors are in working order.
 - d. Make sure to avoid unnecessary back, arm, neck, and eye strain when arranging the alternate work site. Adjust computer screen so that it is approximately 18-26 inches from your eyes and its height is slightly below eye level.
 - e. Make sure work area is kept clean and walkways are clear to prevent tripping or other injuries.
 - f. The work area should be adequately well-lit, heated, and ventilated for comfort while working. Computer, printer, and other electronics should be kept out of direct sunlight and away from heaters.

- g. Storage must be organized to minimize risks of fire and spontaneous combustion. Heavy items need to be securely placed on sturdy stands close to walls.
 - h. All extension cords must include surge protectors and be plugged in to grounded outlets. Extension cords and other cables need to be free of tangles at all times.
- 4. The employee understands that their personal vehicle will not be used for Village business unless specifically authorized by the Department Head. However, the employee may use their personal vehicle for travel to and from the Village's office, when necessary.
- 5. The employee and Department Head will agree on the number of days of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or email within a reasonable time period during the agreed upon work schedule.
- 6. Telecommuting employees will be required to enter their hours worked into a time sheet. An email indicating hours should be sent to the supervisor every Friday morning of the week prior to a pay period. Important - overtime work must be approved in advance by the supervisor.
- 7. The employee and supervisor will periodically interact by phone, email and in-person meetings to check-in on duties and performance. Remote workers will be subject to scheduled performance reviews in the same manner and frequency as other Village employees.
- 8. Telecommuting is NOT designed to be a replacement for appropriate child, pet, or elder care. Although an individual employee's schedule may be modified to accommodate child/eldercare needs, the focus of the arrangement must remain on job performance and meeting business demands.
- 9. The availability of telecommuting as a flexible work arrangement for employees can be discontinued at any time at the discretion of the Village. The Village will make every effort to provide reasonable notice of such a change. There may be instances, however, where less or no notice is possible. In addition, Department Heads retain the right to terminate or modify this agreement on a temporary or permanent basis at its sole discretion.
- 10. The employee agrees to return Village equipment, records, and materials within 5 business days of the termination of this agreement. All Village equipment will be returned to Village by the employee for inspection, repair, replacement, or repossession within 5 business days of written notice.

Village of Mukwonago Remote Work Agreement

Name: _____

Department: _____

Position/Title: _____

Please review and/or provide the following information and sign in the space provided below.

The completed and signed form should be returned to your Department Head either in person or via email no later than _____.

1.Cell Phone #:

2.Home Phone #:

3.Home Address:

4.Emergency Contact name, relationship and telephone number

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

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

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

Please review the following telework parameters:

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

Employee signature and Date

Department Head signature and Date

A. Purpose:

This policy is established to provide control, stability, and direction for internal key and key card operations.

B. Policy:

This policy will require the attached agreement to establish and implement an effective key control policy which provides legitimate access to all personnel, monitor and track those changes caused by employment, promotion, termination, resignation, etc.

C. Issuing authority

Keys are issued to individuals by the Village Clerk-Treasurer or his/her designee.

D. Lost/Stolen Keys

Any person losing a key must notify their Supervisor immediately to ensure against compromise of the system.

E. Replacement & Re-Issue of Keys

Upon notice of the compromised area due to lost or stolen keys, the issuing authority will replace all affected cores and reissue keys. Requests to re-issue keys shall be made in writing to the issuing authority.

VILLAGE OF MUKWONAGO KEY CONTROL POLICY & AGREEMENT

I, hereby acknowledge the receipt of the key(s) described below. I understand that the key (s) issued are the property of the Village of Mukwonago and are not to be duplicated in any form, or loaned to anyone. I agree that it is my responsibility to promptly report any loss or theft of said key (s) and said key (s) are to be returned upon request or when my need for same no longer exists.

Employee Name:	
Key Identifier:	
Issued By:	
Signature:	

Key Returned on: _____

Received by: _____

AGENDA ITEM REQUEST FORM

Committee/Board:	Committee of the Whole
Topic:	Discussion and possible recommendation on hosting two Electronics Recycling Events in 2021
From:	Ron Bittner
Department:	Public Works
Presenter:	Ron Bittner
Date of Committee Action (if required)	11/4/20
Date of Village Board Action (if required)	11/18/20

Information

Subject:

Discussion and possible recommendation on hosting two Electronics Recycling Events in 2021

Background Information/Rationale:

With the success of the 2020 electronics recycling event, public works would like to offer the program again in 2021. We would like to host two events, Saturday April 10, 2021 (9am-12pm) and Wednesday September 29, 2021 (2pm-5pm). Refrigerant Depot LLC. provided the service last year and will again be the service provider in 2021.

Key Issues for Consideration:

Enter into an agreement with Refrigerant Depot LLC. for two electronic recycling events to be held at the public works yard.

Fiscal Impact (if any):

The Village will be responsible for marketing and four hours of overtime to have a staff member onsite during the events. Resident will be responsible for any fees associated with disposal of TVs and monitors.

Requested Action by Committee/Board:

We are requesting a recommendation to the Village Board to enter into a service agree with Refrigerant Depot LLC and provide a host site for two electronic recycling events in 2021.

Attachments

[RD App and Ele Event Agreement 2021 \(3\).pdf](#)



5311 South 9th Street Milwaukee, WI 53221

PHONE: (414) 627-1152

WEBSITE: www.appliancerecycling.net EMAIL: info@appliancerecycling.net

APPLIANCE & ELECTRONIC RECYCLING EVENT AGREEMENT

Refrigerant Depot, LLC agrees to take part in a Recycling Event “hosted” by the **Village of Mukwonago** on **Saturday April 10, 2021 (9am-12pm); Wednesday September 29, 2021 (2pm-5pm)** to local residents at **630 Veterans Way East Mukwonago, WI.**

This type of event allows residents the opportunity to properly dispose of their unwanted items responsibly.

Refrigerant Depot, LLC will provide the following support for an effective Recycling Event:

APPLIANCE/LAWN & GARDEN AND EXERCISE EQUIPMENT RECYCLING

- Refrigerant Depot, LLC will accept items such as: *Air Conditioners, Car Batteries, Commercial A/C Units, Dehumidifiers, Dishwashers, Dryers, Exercise Equipment, Freezers, Grills (No Propane tanks accepted), *Push Lawn mowers, Microwaves, Range Tops, Refrigerators, *Snow Blowers, Stoves/Wall Ovens, Washers, Water Coolers and Water Heaters (NO Water Softeners) at **NO CHARGE**.*

NO RIDING LAWN MOWERS ACCEPTED

ALL GAS AND OIL MUST BE REMOVED

ELECTRONIC RECYCLING (Household items ONLY) – only items listed will be accepted

- Refrigerant Depot, LLC will accept electronics such as: *Computers – PCs, Blu-Ray Players, Cell phones Cameras, Cable boxes, Desktop printers/scanner/copiers, DVD/VCR Players, Gaming Systems, iPods/iPads, Keyboards, Laptops, Mice, E-notebooks, Routers/Modems, Storage devices, Servers, Tablets, UPS – Uninterrupted Power Supply, Video equipment, and all wiring/cords at **NO COST**.*
- Refrigerant Depot, LLC does **NOT** accept items such as: *Ink/Toner Cartridges, Smoke/Carbon Monoxide Detectors, Fire Extinguishers, Medical Equipment, Water Softeners, Household Batteries, Light Bulb, No broken TVs, Monitors or disassembled materials, CD's/Cassette Tapes/DVD's, Radios, Stereos or speakers.*
- Refrigerant Depot, LLC reserves the right to refuse any items not listed.
- ALL TVs cost for disposal = **\$35.00 each** (No broken TVs or disassembled materials accepted)

- All Monitors & All-in-one Monitors cost for disposal = **\$10.00 each** (No broken monitors or disassembled materials accepted)
- Refrigerant Depot LLC reserves the right to cancel an event due to inclement weather that may affect the safety of participating residents and/or Refrigerant Depot LLC staff members.
- Refrigerant Depot LLC is not responsible for any damages to personal property while assisting with unloading of items from vehicles.
- The HOST and Refrigerant Depot, LLC recognizes that the appliances and electronic components thereof may have value by virtue of reuse, sale of components or salvage value and any value derived from reuse, sale or salvage shall accrue to and may be retained by Refrigerant Depot, LLC.
- The **"HOST"** will be responsible for ALL marketing cost and efforts in promotion of the event(s).

ALL FESS PAID BY RESIDENTS UNLESS OTHER ARRANGEMENTS HAVE BEEN AGREED UPON BY HOST.

REFRIGERANT DEPOT, LLC OBLIGATIONS:

- Refrigerant Depot, LLC expressly and unequivocally agrees that it will dispose of any and all appliances or components thereof in an environmentally acceptable manner consistent with any and all federal, state and local laws and regulations in existence now or at the time of disposal or destruction.
- Refrigerant Depot, LLC will remove all items collected from the event within 7 business days of the event.
- Refrigerant Depot, LLC assumes responsibility, ownership and liability for all used and unwanted items collected the day of the event.
- Refrigerant Depot, LLC agrees to supply within 30 days following each event, a breakdown of the weights of e-waste and a list by category of appliances collected.

Refrigerant Depot, LLC is licensed by the Department of Natural Resource (DNR) #341244970, Environmental Protection Agency (EPA), Safe Transport Certified and DOT Certified.

Refrigerant Depot, LLC is a Registered Electronic Collector with the WI Department of Natural Resources (DNR).

This Service Agreement is made effective **October 23, 2020.**

Authorized Personnel Signature – Host

X	X
_____	_____
Print Name	Signature
_____	_____
Date	Contact number

Authorized Personnel Signature – Refrigerant Depot LLC

X	X
_____	_____
Print Name	Signature
_____	_____
Date	Contact number



Committee/Board:	Village Board
Topic:	Panetta ERF Billing Dispute
From:	Jeff Stien, Fire Chief
Department:	Fire Department
Presenter:	Jeff Stien
Date of Committee Action (if required):	11-04-2020
Date of Village Board Action (if required):	11-04-2020

Information

Subject:

Panetta ERF Billing dispute requesting bill be dropped

Background Information/Rationale:

MFD has a policy on qualifying incidents for the ERF Bill. This incident took place outside MHS on Veterans Way on 07/10/2020. The individual's son rear ended a vehicle and fluids were dropped on the road, MPD 36 requested MFD for fluid cleanup. MFD was unable to be on scene while the individual was present due to an electrical fire at the same time. Once the fire call was completed MFD and MPD on site to cleanup fluid spill, see pictures.

Key Issues for Consideration:

Only policy in place for ERF billing to be dropped is a hardship case as defined by PHC.

Fiscal Impact (If any):

\$625.00

Requested Action by Committee/Board:

Recommendation to deny request and have Panetta submit hardship case if qualified.

Attachments

- Panetta complaint
-

ELF
Michael Panetta
S84W32521 Jericho Road
Mukwonago, WI 53149
262-378-4603

Village of Mukwonago

6400 Industrial Loop

Mukwonago, WI 53129-2452

Village of Mukwonago,

John to
PSL
I recently received a bill for \$625.00 for Fire Truck Utilization under account # MFD14178. I would like to contest this bill as I find it unwarranted, excessive and unnecessary. On the morning of 7/10/2020, my son Joseph Panetta struck another vehicle on highway NN across from Mukwonago Highway. The accident was precipitated by the nuisance geese families that have hazarded the road throughout the year. According to the officer at the scene and the tow truck driver, the geese have caused over 10 accidents this year alone. It is a safety hazard to this day and the township has not taken any action to either prevent the geese from crossing or warning drivers of the danger. Indeed, no ticket was issued for the accident which is a tacit acknowledgement of the clear and present hazard these geese represent. Fortunately, no one was hurt in this accident but I fear that is only a matter of time.

As a result of this public nuisance, my son was involved in an accident which could have been prevented had sufficient measures been taken by the township. No firetruck was ever called to the scene while I was present. I understand that one was called after we had left to clean up a fluid spill. At the time of the accident, I saw no fluid leaking from either vehicle. My son's car stayed in our driveway for over 3 weeks and we have had no evidence of fluid leaking. I believe it is entirely possible that the fluid observed by the officer was present prior to the accident.

I also find the bill of \$625.00 to be arbitrary and excessive. If I am made to pay such an exorbitant amount, I would like to have a detailed breakdown of the material and the labor involved as well as any documentation of time involved in the clean-up. Again, the price seems completely arbitrary and I contest the amount.

It is my position, that the Village of Mukwonago has failed to address a safety hazard and public nuisance which resulted in damage to my property and potential injury to my family. I have seen no evidence that the fluid to be cleaned was a result of the accident or that it even needed to be cleaned. Finally, I find the billing to be excessive and arbitrary without any documentation or breakdown as to what was charged. For these reasons, I am appealing this unnecessary and unwarranted bill by the Village of Mukwonago.

Sincerely,



Michael Panetta

cc MFD14178

VILLAGE OF MUKWONAGO
6400 INDUSTRIAL LOOP
GREENDALE, WI 53129-2452

TEMP-RETURN SERVICE REQUESTED

**please be advised you may incur interest or
other collection fees**

PHONE: 866-973-6637

STATEMENT DATE	PAY THIS AMOUNT	ACCT. #
08/05/20	\$625.00	MFD14178
DUE DATE	SHOW AMOUNT PAID HERE \$	
08/16/20		

ADDRESSEE:

MAKE CHECKS PAYABLE TO:

JOSEPH ANTHONY PANETTA
S84W32521 JERICHO RD
MUKWONAGO, WI 53149-9273



00695

VILLAGE OF MUKWONAGO
6400 INDUSTRIAL LOOP
GREENDALE, WI 53129-2452



Please check box if above address is incorrect or insurance
information has changed, and indicate change(s) on reverse side.

STATEMENT

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

ACCOUNT #		PLACE OF SERVICE							
MFD14178		11 Office	21 Inpatient	22 Outpatient Hospital	23 Emergency Room - Hospital				
DATE	DR NO	PATIENT'S NAME	PS	CPT CODE	SERVICE DESCRIPTION	AMOUNT			
07/10/20	1	JOSEPH	41	99999	FIRE TRUCK UTILIZATION	625.00			
PLEASE CALL WITH INSURANCE INFO FOR ABOVE SERVICES									
AS A COURTESY, WE HAVE FILED A CLAIM WITH YOUR INSURANCE COMPANY. THE BALANCE DUE IS YOUR RESPONSIBILITY. PAYMENT IS DUE AT THIS TIME.									
CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	OVER 120 DAYS	LAST PAY DATE	STMT DATE	BALANCE DUE		
625.00	.00	.00	.00	.00		08/05/20	625.00		
DOCTOR LEGEND				COMMENTS					
1	STIEN, JEFFERY, EMT			PRIMARY INSUR: ** SELF PAY/NO INSURANC					
2				SECONDARY INSUR:					
3									
4									

VILLAGE OF MUKWONAGO
6400 INDUSTRIAL LOOP
GREENDALE, WI 53129-2452

PHONE: 866-973-6637

Due to the HIPAA Regulations we cannot discuss this account with
anyone except the patient without the patient's direct consent.

AE 330

CALL DETAILS FOR: 20.001342

Reported Date/Time : 07/10/2020 07:32:27

Location : 605 W Veterans Way(MHS) - Mukwonago, WI 53149

Common Name : MHS; KP

Cross Streets :

Reported CFS : SPILL

Receive Source : P - Phone

Reported Date/Time : 07/10/2020 07:32:27 Initial Alarm Level : 0 / 0

Stacked Date/Time : 07/10/2020 07:33:39 Final Alarm Level : 0 / 0

Dispatched Date/Time : 07/10/2020 07:33:40 RA# :

On Scene Date/Time : 07/10/2020 07:39:01 X/Y Cords :

Contained Date/Time : District :

Finished Date/Time : 07/10/2020 08:33:39 Prime Unit : 3462

Unit Response Information

3452

DI	OS	RE	IN
08:04:47	08:07:47	08:27:33	08:32:07

3462

DI	OS	IN	DI	OS	RE	IN
07:38:41	07:39:11	07:39:16	08:03:35	08:07:37	08:27:36	08:33:39

3401

DI	OS	IN	DI	OS	RE	IN
07:35:02	07:39:01	07:39:16	08:10:35	08:11:34	08:19:06	08:27:05

3400

DI	AC	PU	RE
07:33:40	07:33:55	07:38:05	07:38:05

CAR1

DI	OS	IN
07:33:40	07:47:20	08:12:43

MFD1

DI	OS	IN
07:33:40	08:12:46	08:12:50

Comments

07/10/2020 08:10:35 (SYS) Opr - dzae27

Dispatched: 3401

07/10/2020 08:04:47 (SYS) Opr - dzae27

Dispatched: 3452

07/10/2020 08:03:35 (SYS) Opr - dzae27

Dispatched: 3462

07/10/2020 08:03:13 Opr - dzae27 Unit - CAR1

3423 en route w/ oil dry

07/10/2020 07:45:02 Opr - ihen25 Unit - CAR1

run#F0138

07/10/2020 07:38:41 (SYS) Opr - ihen25

Dispatched: 3462

07/10/2020 07:38:05 (SYS) Opr - ihen25

Units Held for the call - 3400;

07/10/2020 07:38:05 (SYS) Opr - ihen25

Call PreEmpt Unit#3400

07/10/2020 07:35:02 (SYS) Opr - ihen25

Dispatched: 3401

07/10/2020 07:33:40 (SYS) Opr - ihen25

Dispatched: 3400, CAR1, MFD1

07/10/2020 07:32:27 Opr - ihen25

36 advised two vehicle accident appears fluid leaking, possible gas or radiator fluid.



02/10/2000

605 Vexeramo