

Village of Mukwonago
Notice of Meeting and Agenda

COMMITTEE OF THE WHOLE MEETING
Wednesday, December 2, 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 Motion to approve minutes of the Committee of the Whole meeting of November 4, 2020.

[2020-11-04 Draft COW minutes](#)

4. Presentations

- 4.1 Concept Review for development proposal of Aman's Beer + Wine by Sarab Investments LLC at at 110 Chapman Boulevard.
- 4.2 Presentation from Waukesha County Supervisor Darlene Johnson regarding the CTH ES Fox River Bridge Redecking Project Completion.

5. Finance Committee, Trustee Meiners

Discussion and action possible on the following items.

- 5.1 Monthly Treasurer Report and Revenue/Expenditure Guideline Report For October (for information purposes only, no action required)
[2020-10 October Treasury Report.pdf](#)
[2020-10 October Revenue & Expenditure Report.pdf](#)
- 5.2 Discussion and possible recommendation to the Village Board to approve Vouchers in the amount of \$352,416.56.
[2020-12-02 COW AP Packet.pdf](#)
- 5.3 Discussion and possible recommendation to the Village Board to approve **Resolution 2020-70** A resolution relating to the Salary and Wage Schedules for Non-Represented Full-Time and Part-Time Employees.
[RESOLUTION 2020-70 \(Wage Resolution-2021\).pdf](#)
- 5.4 Discussion and possible recommendation to the Village Board to approve **Resolution 2020-71** A resolution relating to salary exemption schedule for Village Administrator/Economic Development Director Position.
[RESOLUTION 2020-71 \(Wage Resolution-2021 Exceptions\).pdf](#)

- 5.5 Discussion and possible recommendation to the Village Board to approve **Resolution 2020-72** A resolution authorizing annual stipends for the Assistant Fire Chief and Deputy Fire Chief.

[RESOLUTION 2020-72 \(Fire Officer Stipends\).pdf](#)

- 5.6 Discussion and possible recommendation to the Village Board to approve **Resolution 2020-074** A Resolution adopting the Annual Tax Increment District Budgets for TID #3, TID #4, and TID #5.

[2021 TID Budget Highlights.pdf](#)

[RESOLUTION 2020-74 \(Adopt 2021 Village TIF Budgets\).pdf](#)

[2021 Final TID Budgets for Adoption.pdf](#)

- 5.7 Discussion and possible recommendation to the Village Board to approve **Resolution 2020-73** A resolution related to the annual increase in Impact Fees and Sewer Connection Fees as allowed by Village code.

[RESOLUTION 2020-73 \(2021 Impact Fee & Sewer Connection Fee Increases\).pdf](#)

[Impact Fees Increases for 2021 Resolution Exhibit.pdf](#)

6. Judicial Committee, Trustee Walsh

Discussion and action possible on the following items

- 6.1 Discussion and possible recommendation on an Village of Mukwonago Elected & Appointed Official Guidebook. *(forwarded from 11/4/20 Committee of the Whole Meeting)*

[Cover Page - Elected & Appointed Officials Guidebook](#)

[Elected and Appointed Guidebook - Redline](#)

- 6.2 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. *(Tabled from 11/4/2020 Committee of the Whole Meeting)*

[Memo Re Class B Combo Revision Discussion](#)

[Class B Ordinance Revision](#)

- 6.3 Discussion and possible recommendation on an Original Reserve Class B Intoxicating Liquor and Fermented Malt Beverage license application from Sarab Investments, LLC d/b/a Aman's Beer + Wine to be located at 110 Chapman Farm Boulevard, Mukwonago.

[Attachment - Application](#)

[Schematic Floor Plan](#)

[Renderings](#)

- 6.4 Discussion and possible recommendation on an application for temporary Class "B" license to sell fermented malt beverages from the Mukwonago Rotary Club for a Drive Thru Beer Garden Fundraiser to be held on February 6, 2021.

[Attachment -Temp Retailers Lic - Mukwonago Rotary Club](#)

7. **Personnel Committee, Trustee Johnson**

Discussion and possible recommendation on the following items

- 7.1 Discussion and possible recommendation to the Village Board to approve **Resolution 2020-75** A Resolution amending the Accountant position description to remove reference to it being a part-time shared position.
[RESOLUTION 2020-75 \(Accountant Position Description\) for Adoption.pdf](#)
- 7.2 Discussion and possible recommendation to the Village Board to approve **Resolution 2020-76** A Resolution adopting the Assistant Chief position description in proper format.
[RESOLUTION 2020-076 \(Assistant Police Chief Position Description\) for Adoption.pdf](#)
- 7.3 Discussion and possible recommendation to the Village Board to approve **Resolution 2020-77** A Resolution amending the Police Lieutenant position description for changes made when the department was reorganized in 2020.
[RESOLUTION 2020-077 \(Police Lieutenant Position Description\) for Adoption.pdf](#)
- 7.4 Discussion regarding offering an Employee Assistance Program (EAP) benefit to all Village employees. *(For information only no action required.)*

8. **Public Works Committee, Trustee Brill**

Discussion and action possible on the following items

- 8.1 Discussion and possible recommendation to approve River Park Estates Rehabilitation Phase 2 Close-out Change Order and Final Payment request from Wolf Paving Inc in the amount of \$1,376,724.54.
[Attachment - River Park 20201120-Closeout_.pdf](#)
- 8.2 Discussion and possible recommendation to approve CTH LO Sanitary Sewer Rehabilitation Close-out Change Order and Final Payment to Globe Contractors Inc, in the amount of \$156,878.99.
[Attachment - LO SAN SEWER 20201124-Closeout.pdf](#)
- 8.3 Discussion and possible recommendation to approve Task Order 2020-13 to implement VUEWorks Software.
[VUEWorks Implementation Cover Sheet](#)
[Task Order 2020_13 VUEWorks Software Implementation with Attachments.pdf](#)
- 8.4 Discussion and possible recommendation on Letter of Credit Reduction #1 for Edgewood Village to \$40,841.20.
[Attachment 20201116-Edgewood Village-LOC Reduction #1.pdf](#)
- 8.5 Discussion and possible recommendation to re-approve the Final Plat for Chapman Farms Villas approved January 19, 2019.

9. **Village President**

- 9.1 Discussion and possible consideration on continuing in-person meetings, or moving to virtual electronic meetings.
<https://www.waukeshacounty.gov/COVID19>

[Attachment -in-person meeting discussion](#)

10. 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.

COMMITTEE OF THE WHOLE MEETING MINUTES

Wednesday, November 4, 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, Village Clerk-Treasurer
Ron Bittner, DPW Director
Dave Brown, Utilities Director
Mark Blum, Village Attorney
Kevin Schmidt, Police Chief
Jeff Stein, Fire Chief
Jerad Wegner, Village Engineer

Approval of Minutes

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

Decker/Johnson motion to approve minutes as amended. It was noted there was a typographical error on the date of Halloween which will be corrected.
Unanimously carried.

Finance Committee, Trustee Meiners

Monthly Treasurer Report and Revenue/Expenditure Guideline Report For September

Report was placed on file.

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

Meiners/Decker motion to recommend approval of vouchers in the amount of \$448,176.58
Unanimously carried.

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

Finance Director Doherty noted that the State has opened up the filing and asking municipalities to submit their expenses for the balance of their funds. They will be going back

and submitting payroll for police and fire along with sick time. They have three additional checks that will be on the next check run as well to be included with submittal that were not on this voucher run.

Meiners/Decker motion to submit all eligible expenses for the remaining amounts of the Roads to Recovery grant program.

Unanimously carried.

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

Meiners noted that he averaged the samples received and came out with \$375. The current fee for a special board meeting is \$15 per board member. Clerk Dykstra noted it is not uncommon to charge for the fees the Village incurs. President Winchowsky feels it is important to offer this service without charge.

Meiners/Decker motion to recommend approval of the fee schedule excluding any change to special board meetings. Unanimously carried.

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.

Meiners/Decker motion to recommend approval of 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. Unanimously carried.

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.

Meiners/Decker motion to recommend approval of a Change Order and final pay request for the WWTF Sepage Receiving, Grit, and Digester Upgrade to August Winter and Son in the amount of \$42,945.24.

Proposed 2021 Budget Updates.

Finance Director Doherty noted that the budget publication has been completed and placed on the web site. No changes from the last time they reviewed it. The Public Hearing is set for November 18, 2020 at 6pm.

Judicial Committee, Trustee Walsh

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.

Chairman Walsh noted that he had conducted some research on this item and spoke to both the Clerk and the Administrator. He noted there is a memo in the packet from the Attorney. He discussed his concerns with the blurred lines between a Class A establishment and a Class B establishment.

Trustee Decker commented about the importance of differences in the types of sales and taxes.

Chairman Walsh commented he was looking for input from the Board to see if this puts current license holders at a disadvantage.

Trustee Johnson noted she didn't like the idea at this time.

Trustee Brill clarified the types of licenses that are available.

Attorney Blum commented that this possibly could put other establishments at a disadvantage.

Closing times are a restriction handled in another section of the ordinance.

Walsh/Decker motion to table while the Board considers impacts on local business and restrictions of sales. Unanimously carried.

Review and possible recommendation on a Village of Mukwonago Elected Official Handbook update.

Walsh/Decker motion to recommend this be sent to the December Committee of the Whole for further review. President Winchowky suggested the inclusion of the Organizational Chart as well. Unanimously carried.

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

Trustee Adler noted that he felt the Village did not have a solid procedure on setting special board meetings. They are at times hard to account for and with short notice can be difficult to attend. He felt it would be important to create a procedure to be more courteous and efficient. Trustee Johnson commented there are times when Board members may not be able to attend a meeting. She doesn't feel it is happening to disrupt people, and doesn't feel a policy is necessary.

Trustee Walsh noted if there is urgency and the need and notifications can be made as best as they can, he does recommend there is some guidelines set and that can be included in the Elected Officials Handbook.

President Winchowky noted that he isn't sure how to anticipate a special meeting. He knows everyone wants to be at every meeting, but there is no rule you have to. He has been a promoter of special meetings and hopefully hopes that staff works hard to make sure we don't have to have them.

Trustee Walsh commented there is a time and place for special meetings. He noted there was a special meeting set up for a night he had a committee meeting schedule and he had to adjust that schedule.

It was recommended the Committee move on without any action at this time.

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

Trustee Walsh reviewed the memo from Attorney Blum and he understands there is technology concerns at this time.

Attorney Blum noted that remote and in person needs to be able to participate fully and interact to obey the open meetings law as well. There could be quorum issues, sufficient to have (4) in-person attendees, and review the technology issues including participation from the public. The other concern could be if the feed is lost, would the remote trustee be allowed to vote on the items at hand. There are several concerns that would need to be reviewed.

Trustee Decker questioned how would the remote participants be seen by the Public.

Trustee Johnson noted she previously was in favor but realize how she would probably be opposed to this given the complexity.

Trustee Meiners asked about the upgrades required.

Clerk Dykstra noted that she checked into Granicus and the increase of Covid and the potential of a staff or board member to prevent them from participating for being in

quarantine. There is a device that could be used, and a conference call device along with a TV to use for the visual. She further asked about the presentations or input device. They could purchase a switcher that would allow the zoom screen to be on the live feed. The point is there are options to upload this, we just need to clarify. Trustee Walsh would like to hold this item for future discussion.

Personnel Committee, Trustee Johnson

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

Finance Director Doherty noted this does change overtime and comp time to over 40 hours worked, but they are willing to be flexible during emergency. She noted the PD and FD have contracts which lay out those standards.

Johnson/Decker motion to recommend approval of the Employee Handbook subject to final review by labor attorney. Unanimously carried.

Public Works Committee, Trustee Brill

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

Brill/Decker motion to recommend approval. Unanimously carried.

Protective Services, Trustee Adler

Discussion and possible recommendation on Engine Response Fee dispute.

Adler/Walsh motion to deny the Engine Response Fee Dispute.

Chief Stein noted that at the Town meeting they said no because the policy is if they can prove a hardship. Unanimously carried.

Adjournment

Meeting was adjourned at 6:55pm.

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer

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

100-111xxx	General Fund	2,331,471.07	847,175.91	425,569.93	1,058,725.23
100-111005/020/033	Checking/MRA/Accrued Sick	1,045,427.37	640,134.48	295,680.74	109,612.15
150-111300	Fire Department	354,185.06	354,185.06		
200-110xxx	Community Development (Deback)	1,226,300.45	135,691.72	1,090,608.73	
210-111xxx	Wisc Development - RLF	216,805.29			216,805.29
220-111xxx	TID#3-General	889,634.25	4,835.93	871,381.00	13,417.32
240-111xxx	TID#4-General	489,070.07	398,809.67	90,260.40	
250-111xxx	TID#5-General	3,537,499.09	65,805.02	3,471,694.07	
300-111xxx	Debt Service	2,311,985.91	84,618.04	2,227,367.87	
320-111300	Fire Department Designated	257,522.76	133,051.56	124,471.20	
340-111xxx	Village Designated Funds	309,865.02	189,828.60	120,036.42	
410-111300	Recycling	196,423.91	157,459.67	38,964.24	
430-111300	Capital Equipment	228,841.50	23,670.46	205,171.04	
440-111xxx	Library	420,705.31	410,533.03	10,172.28	
480-111xxx	Capital Improvement Funds	1,713,237.89	38,504.46	1,436,458.58	238,274.85
500-111300	Stormwater District #1	72,932.78	72,932.78		
600-111xxx	Impact Fees	246,313.76	116,126.41	130,187.35	
720-111xxx	Taxroll	37,147.30	37,147.30	-	
810-111xxx	Parkland Site	373,700.77	137,086.37	236,614.40	
TOTAL		16,259,069.56	3,847,596.47	10,774,638.25	1,636,834.84

WATER UTILITY

610-111300	Cash	316,983.01	316,983.01		
610-111200	Bonds & Unrestricted Cash	43,390.66		43,390.66	
610-111400	Long Term Debt	-			-
610-111050	Current Year Debt Reserve	600,935.83	600,935.83	-	
610-111060	Required Debt Reserve	603,002.09	-	177,662.30	425,339.79
610-111080	Impact Fee	134,681.27	131,180.22	3,501.05	
610-111033	Accrued Sick Pay	5,619.22			5,619.22
TOTAL		1,704,612.08	1,049,099.06	224,554.01	430,959.01

SEWER UTILITY

620-111300	Cash	307,734.99	307,734.99		
620-111200	Bonds & Unrestricted Cash	1,896.07		1,896.07	
610-111400	Long Term Debt	110,566.48			110,566.48
620-111030	Reserve Capacity Assessment	709,933.57	90,001.46	619,932.11	-
620-111060	Required Debt Reserve	720,711.68	-	-	720,711.68
620-111050	Current Year Debt Reserve	566,785.99	566,785.99	-	
620-111070	Equipment Replacement Fund	727,889.50	-	532,969.64	194,919.86
620-111080	Impact Fee	675,857.19	39,824.00	636,033.19	
620-111033	Accrued Sick Pay	5,564.68		5,564.68	-
TOTAL		3,826,940.15	1,004,346.44	1,796,395.69	1,026,198.02

GRAND TOTAL	21,790,621.79	5,901,041.97	12,795,587.95	3,093,991.87
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Prepared by Diana Doherty

balance check

21,790,621.79

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 10/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	22,000.00	45,734.46	(23,734.46)	207.88
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	343,952.69	48,047.31	87.74
IGOVTVREV	INTERGOVERNMENTAL REVENUES	861,478.00	706,911.85	154,566.15	82.06
LICPER	LICENSES & PERMITS	337,597.00	347,745.52	(10,148.52)	103.01
LAWORD	FINES & FORFEITURES	165,000.00	130,235.05	34,764.95	78.93
PUBCHGS	PUBLIC CHARGES FOR SERVICES	38,817.00	31,435.74	7,381.26	80.98
LEISURE	LEISURE ACTIVITIES	98,000.00	44,732.62	53,267.38	45.65
IGOVTVCH	INTERGOVERNMENTAL CHARGES	209,200.00	106,164.83	103,035.17	50.75
INVSTINC	INVESTMENT INCOME	86,500.00	47,507.99	38,992.01	54.92
TOTAL REVENUES		4,882,487.00	4,486,478.91	396,008.09	91.89
Expenditures					
5111	VILLAGE BOARD	54,829.00	73,575.49	(18,746.49)	134.19
5112	HISTORIC PRESERVATION	290.00	0.00	290.00	0.00
5120	MUNICIPAL COURT	44,630.00	34,773.15	9,856.85	77.91
5130	VILLAGE ATTORNEY	78,780.00	87,498.50	(8,718.50)	111.07
5141	VILLAGE ADMINISTRATION/FINANCE	196,369.00	169,045.46	27,323.54	86.09
5142	CLERK-TREASURER	224,096.00	202,471.15	21,624.85	90.35
5144	ELECTIONS	23,400.00	20,664.97	2,735.03	88.31
5151	INDEPENDENT AUDITING	13,000.00	9,215.38	3,784.62	70.89
5153	ASSESSMENT OF PROPERTY	19,850.00	14,502.59	5,347.41	73.06
5154	RISK & PROPERTY INSURANCE	132,800.00	106,283.51	26,516.49	80.03
5160	VILLAGE HALL	56,133.00	45,913.21	10,219.79	81.79
5191	UNCOLLECTED TAX	0.00	68,164.03	(68,164.03)	100.00
5211	POLICE ADMINISTRATION	1,205,935.00	874,942.87	330,992.13	72.55
5212	POLICE PATROL	976,998.00	816,369.06	160,628.94	83.56
5213	CRIME INVESTIGATION	241,298.00	193,566.56	47,731.44	80.22
5215	POLICE TRAINING	12,000.00	4,859.29	7,140.71	40.49
5220	FIRE STATION (VILLAGE)	8,198.00	2,288.50	5,909.50	27.92
5235	EMERGENCY GOVERNMENT	2,350.00	946.11	1,403.89	40.26
5241	BUILDING INSPECTOR	231,858.00	176,583.16	55,274.84	76.16
5247	BOARD OF APPEALS	1,000.00	0.38	999.62	0.04
5254	DAMS	7,652.00	8,788.95	(1,136.95)	114.86
5300	DPW GENERAL ADMINISTRATION	341,556.00	294,164.40	47,391.60	86.12
5323	GARAGE	49,502.00	47,296.92	2,205.08	95.55
5324	MACHINERY & EQUIPMENT	87,848.00	74,867.71	12,980.29	85.22
5335	ENGINEERING	50,000.00	61,413.81	(11,413.81)	122.83
5341	STREETS & ALLEYS	24,298.00	12,305.01	11,992.99	50.64
5342	STREET LIGHTING	172,500.00	139,141.97	33,358.03	80.66
5343	CURBS GUTTERS & SIDEWALKS	25,526.00	11,908.00	13,618.00	46.65
5344	STORM SEWER	16,208.00	13,630.55	2,577.45	84.10
5345	STREET CLEANING	11,438.00	9,714.70	1,723.30	84.93
5346	BRIDGES & CULVERTS	5,033.00	0.00	5,033.00	0.00
5347	SNOW & ICE CONTROL	126,777.00	72,460.19	54,316.81	57.16
5348	STREET SIGNS & MARKINGS	10,776.00	14,630.67	(3,854.67)	135.77
5362	GARBAGE COLLECTION	4,293.00	2,781.44	1,511.56	64.79
5431	ANIMAL POUND	2,750.00	2,420.00	330.00	88.00
5512	MUSEUM	11,000.00	5,297.10	5,702.90	48.16
5521	PARKS	173,872.00	157,605.62	16,266.38	90.64
5522	CELEBRATIONS	4,119.00	3,067.95	1,051.05	74.48
5611	FORESTRY	30,555.00	14,981.37	15,573.63	49.03
5613	WEED CONTROL	1,618.00	12.56	1,605.44	0.78
5632	PLANNING DEPARTMENT	123,658.00	105,514.14	18,143.86	85.33
5660	STORMWATER MASTER PLAN	12,000.00	3,879.00	8,121.00	32.33
5670	ECONOMIC DEVELOPMENT	65,694.00	54,924.55	10,769.45	83.61
5880	USE OF GRANTS/DONATIONS	0.00	50,000.00	(50,000.00)	100.00
TOTAL EXPENDITURES		4,882,487.00	4,062,469.98	820,017.02	83.20
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		4,882,487.00	4,486,478.91	396,008.09	91.89
TOTAL EXPENDITURES		4,882,487.00	4,062,469.98	820,017.02	83.20
NET OF REVENUES & EXPENDITURES		0.00	424,008.93	(424,008.93)	100.00

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 10/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	0.00	35,920.50	(35,920.50)	100.00
PTAX	GENERAL PROPERTY TAX	222,854.00	185,711.70	37,142.30	83.33
EBIX	EBIX REVENUES	1,034,294.00	925,607.77	108,686.23	89.49
IGOVTRV	INTERGOVERNMENTAL REVENUES	6,000.00	23,821.75	(17,821.75)	397.03
PUBCHGS	PUBLIC CHARGES FOR SERVICES	1,500.00	385.00	1,115.00	25.67
IGOVTC	INTERGOVERNMENTAL CHARGES	222,854.00	185,711.70	37,142.30	83.33
INVTINC	INVESTMENT INCOME	1,000.00	568.73	431.27	56.87
TOTAL REVENUES		1,488,502.00	1,357,727.15	130,774.85	91.21
Expenditures					
5140	ADMINISTRATIVE & GENERAL	26,361.00	21,967.50	4,393.50	83.33
5221	FIRE ADMINISTRATION	939,371.00	762,120.16	177,250.84	81.13
5222	FIRE SUPPRESSION	62,798.00	36,117.86	26,680.14	57.51
5223	FIRE TRAINING	42,478.00	22,132.04	20,345.96	52.10
5231	AMBULANCE	328,347.00	306,070.18	22,276.82	93.22
5232	AMBULANCE TRAINING	22,601.00	14,386.76	8,214.24	63.66
5700	CAPITAL OUTLAY EXPENDITURES	34,000.00	18,207.91	15,792.09	53.55
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	1,185,762.41	302,739.59	79.66
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		1,488,502.00	1,357,727.15	130,774.85	91.21
TOTAL EXPENDITURES		1,488,502.00	1,185,762.41	302,739.59	79.66
NET OF REVENUES & EXPENDITURES		0.00	171,964.74	(171,964.74)	100.00

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 10/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	100.00	157,144.00	(157,044.00)	157.14
UTILREV	UTILITY REVENUES	2,002,653.00	1,509,863.72	492,789.28	75.39
CONTRIB	CONTRIBUTED CAPITAL	100,000.00	130,795.20	(30,795.20)	130.80
MISCINC	MISC INCOME UTILITIES	137,000.00	129,149.41	7,850.59	94.27
IGOVTC	INTERGOVERNMENTAL CHARGES	1,500.00	45.92	1,454.08	3.06
INVTINC	INVESTMENT INCOME	52,100.00	14,200.31	37,899.69	27.26
TOTAL REVENUES		2,293,353.00	1,941,198.56	352,154.44	84.64
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	91,432.90	20,887.10	81.40
6210	PUMPING MAINTENANCE	189,232.00	219,092.98	(29,860.98)	115.78
6300	WATER TREATMENT OPERATIONS	68,537.00	63,917.32	4,619.68	93.26
6310	WATER TREATMENT MAINTENANCE	13,838.00	16,659.46	(2,821.46)	120.39
6450	T&D-DISTR RSRVR/STNDP MAINT	21,740.00	21,973.55	(233.55)	101.07
6451	T&D-MAINS MAINTENANCE	54,847.00	19,260.82	35,586.18	35.12
6452	T&D-SERVICES MAINTENANCE	39,152.00	46,671.70	(7,519.70)	119.21
6453	T&D-METERS MAINTENANCE	20,166.00	18,169.81	1,996.19	90.10
6454	T&D-HYDRANTS MAINTENANCE	35,162.00	21,609.05	13,552.95	61.46
6901	METER READING LABOR	3,532.00	6,581.40	(3,049.40)	186.34
6902	ACCOUNTING & COLLECTING LABOR	73,400.00	68,002.82	5,397.18	92.65
6920	ADMINISTRATIVE & GENERAL EXP	995,777.00	702,033.63	293,743.37	70.50
6950	YEAR END ACCOUNTING ADJUSTMENT	397,554.00	0.00	397,554.00	0.00
TOTAL EXPENDITURES		2,293,353.00	1,305,523.17	987,829.83	56.93
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,293,353.00	1,941,198.56	352,154.44	84.64
TOTAL EXPENDITURES		2,293,353.00	1,305,523.17	987,829.83	56.93
NET OF REVENUES & EXPENDITURES		0.00	635,675.39	(635,675.39)	100.00

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 10/31/2020	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	1,204,753.86	385,886.14	75.74
LICPER	LICENSES & PERMITS	101,600.00	88,090.80	13,509.20	86.70
CONTRIB	CONTRIBUTED CAPITAL	80,000.00	39,587.00	40,413.00	49.48
MISCINC	MISC INCOME UTILITIES	250,000.00	152,237.98	97,762.02	60.90
INVSTINC	INVESTMENT INCOME	41,175.00	36,921.55	4,253.45	89.67
TOTAL REVENUES		2,074,915.00	1,531,591.19	543,323.81	73.81
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	366,555.08	197,748.92	64.96
8020	LIFT STATIONS/PUMPING EQUIP	31,499.00	26,380.25	5,118.75	83.75
8030	WASTEWATER COLLECTION SYSTEM	105,867.00	46,140.10	59,726.90	43.58
8300	ACCOUNTING/COLLECTING	73,400.00	67,625.77	5,774.23	92.13
8400	ADMINISTRATIVE & GENERAL	576,232.00	428,725.89	147,506.11	74.40
8900	YEAR END ACCOUNTING ADJUSTMENT	635,479.00	0.00	635,479.00	0.00
TOTAL EXPENDITURES		2,074,915.00	949,930.58	1,124,984.42	45.78
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		2,074,915.00	1,531,591.19	543,323.81	73.81
TOTAL EXPENDITURES		2,074,915.00	949,930.58	1,124,984.42	45.78
NET OF REVENUES & EXPENDITURES		0.00	581,660.61	(581,660.61)	100.00
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		10,739,257.00	9,316,995.81	1,422,261.19	86.76
TOTAL EXPENDITURES - ALL FUNDS		10,739,257.00	7,503,686.14	3,235,570.86	69.87
NET OF REVENUES & EXPENDITURES		0.00	1,813,309.67	(1,813,309.67)	100.00

Accounts Payable Cover Sheet

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

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

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User: mschneider
DB: Mukwonago

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

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

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

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

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

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 12/03/2020 - 12/03/2020
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: USA BLUEBOOK					
269497	WWTF LAB SUPPLIES	620-8010-826000	733.76	733.76	UTILITIES
273512	WWTF LAB SUPPLIES	620-8010-826000	167.07	167.07	UTILITIES
290239	WWTF LAB SUPPLIES	620-8010-826000	231.01	231.01	UTILITIES
299017	LOCATING SUPPLIES	620-8030-831000	15.47	30.94	UTILITIES
		610-6451-664100	15.47		
302118	WATER AND SEWER LOCATING SUPPLIES	610-6451-664100	121.16	242.32	UTILITIES
		620-8030-831000	121.16		
308062	WWTF STEP SCREEN BAGS	620-8010-827000	1,214.96	1,214.96	UTILITIES
308175	WATER LAB TESTING	610-6300-663200	32.06	32.06	UTILITIES
325470	WWTF LAB SUPPLIES	620-8010-826000	818.61	818.61	UTILITIES
360371	WWTF LAB SUPPLIES	620-8010-826000	225.74	225.74	UTILITIES
380040	WWTF LAB SUPPLIES	620-8010-826000	139.95	139.95	UTILITIES
396845	WATER WELL 4 CHLORINE REPAIR PARTS	610-6310-663500	525.28	525.28	UTILITIES
397099	WATER WELL 4 CHLORINE REPAIR PARTS	610-6310-663500	583.59	583.59	UTILITIES
411803	WATER WELL 4 CHLORINE REPAIR PARTS	610-6310-663500	12.45	12.45	UTILITIES
TOTAL VENDOR USA BLUEBOOK				6,037.65	
VENDOR NAME: VANGUARD COMPUTERS INC					
51465	SAFER AT HOME LAPTOP	100-5141-531100	674.10	674.10	ADMIN
TOTAL VENDOR VANGUARD COMPUTERS INC				674.10	
VENDOR NAME: VERIZON WIRELESS					
9866949679	2020 NOVEMBER CELL BILL ACCT# 885503900-150-5221-522500		356.80	356.80	FIRE
9866949678	2020 NOVEMBER CELL BILL ACCT# 885503900-150-5221-522500		20.77	275.93	MULTIPLE
		100-5323-522500	20.77		
		610-6920-692100	117.20		
		620-8400-851000	117.19		
9866949677	2020 NOVEMBER CELL BILL ACCT#885503900-0	100-5141-522500	133.89	907.23	MULTIPLE
		100-5241-522500	137.18		
		150-5221-522500	47.24		
		100-5211-522500	2.57		
		100-5323-522500	296.46		
		610-6920-692100	144.94		
		620-8400-851000	144.95		
TOTAL VENDOR VERIZON WIRELESS				1,539.96	
VENDOR NAME: VILLAGE OF VERNON					
7003	NOVEMBER ELECTION NOTICE	100-5144-531200	23.00	23.00	CLERK
TOTAL VENDOR VILLAGE OF VERNON				23.00	
VENDOR NAME: WAUKESHA COUNTY					
2020-00000134	OCTOBER JAIL INMATE BILLING (2 NIGHTS @	100-5212-521900	34.90	34.90	POLICE
TOTAL VENDOR WAUKESHA COUNTY				34.90	
VENDOR NAME: WISCONSIN IMAGING SOLUTIONS LLC					

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

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

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

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

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

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

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

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 11/13/2020 - 11/13/2020
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Al
Inv Ref#	Description	Entered By			
	GL Distribution				

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

--- TOTALS BY FUND ---

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

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

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

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INVOICE REGISTER REPORT FOR MUKWONAGO
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 VENDOR CODE: 0034 - CHECK TYPE: EFT
 WE ENERGIES REPORT FOR BOARD

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

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

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

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

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

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Inv Ref#	Description	Entered By					Post Date

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

--- TOTALS BY GL DISTRIBUTION ---

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

--- TOTALS BY FUND ---

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

--- TOTALS BY DEPT/ACTIVITY ---

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

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

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

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

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

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

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

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

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

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

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

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

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

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Purchase Card Vendor: 0002 US BANK							
MILLER KENNETH 44471	THE HOME DEPOT #4921 WATER WELL 4 PAINT 610-6210-662300	10/15/2020 mschneider	11/24/2020	14.80	0.00	Paid	Y 11/19/2020
	OPERATION SUPPLY/EXP-PUMPING			14.80			
MILLER KENNETH 44472	THE HOME DEPOT #4921 WATER WELL 4 PAINT 610-6210-662300	10/16/2020 mschneider	11/24/2020	60.63	0.00	Paid	Y 11/19/2020
	OPERATION SUPPLY/EXP-PUMPING			60.63			
MILLER KENNETH 44473	MOTION INDUSTRIES WI08 WWTF GRIT WASHER SOLENOID PARTS 620-8010-833000	10/22/2020 mschneider	11/24/2020	426.12	0.00	Paid	Y 11/19/2020
	MAINT-TREATMENT/DISPOSAL PLANT			426.12			
MILLER KENNETH 44474	THE HOME DEPOT #4921 WATER WELL 4 PAINT 610-6210-662300	11/05/2020 mschneider	11/24/2020	4.97	0.00	Paid	Y 11/19/2020
	OPERATION SUPPLY/EXP-PUMPING			4.97			
MILLER KENNETH 44475	WAL-MART #1571 WWTF MAINTENANCE SUPPLIES 620-8010-833000	11/13/2020 mschneider	11/24/2020	4.07	0.00	Paid	Y 11/19/2020
	MAINT-TREATMENT/DISPOSAL PLANT			4.07			
PETERSON RANDY 44476	MIKESCARBPARTS COMPRESSOR CARB KIT 100-5324-539500	10/29/2020 mschneider	11/24/2020	49.40	0.00	Paid	Y 11/19/2020
	REPAIRS & MAINTENANCE			49.40			
PETERSON RANDY 44477	NH OIL UNDERCOATING PRESEVATION OIL 100-5324-535100	10/30/2020 mschneider	11/24/2020	41.98	0.00	Paid	Y 11/19/2020
	MOTOR FUEL & OIL			41.98			
SCHMIDT KEVIN B 44478	STAPLS0187269360000001 TOLIET PAPER AND CLOROX DISINFECTING 100-5211-539400	10/29/2020 mschneider	11/24/2020	100.59	0.00	Paid	Y 11/19/2020
	BLDG REPAIRS & MAINTENANCE			100.59			
SCHMIDT KEVIN B 44479	SHERWIN WILLIAMS 703278 PAINT AND SUPPLIES FOR PAINTING ROOM 100-5211-539400	11/02/2020 mschneider	11/24/2020	40.12	0.00	Paid	Y 11/19/2020
	BLDG REPAIRS & MAINTENANCE			40.12			

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

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Purchase Card Vendor: 0002 US BANK							
STIEN JEFFREY R 44489	QUIZNOS #14615 FO IV CLASS 150-5223-533500	11/10/2020 mschneider	11/24/2020	10.39	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			10.39			
STIEN JEFFREY R 44490	THE BODY SHOP BAR GRILL FO IV CLASS 150-5223-533500	11/11/2020 mschneider	11/24/2020	11.75	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			11.75			
STIEN JEFFREY R 44491	OPERA HOUSE BAR AND GRILL FO IV CLASS 150-5223-533500	11/12/2020 mschneider	11/24/2020	12.65	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			12.65			
STIEN JEFFREY R 44492	IN *SILVER STAR HEALTH FO IV CLASS 150-5223-533500	11/12/2020 mschneider	11/24/2020	11.34	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			11.34			
STIEN JEFFREY R 44493	IN *SILVER STAR HEALTH FO IV CLASS 150-5223-533500	11/12/2020 mschneider	11/24/2020	3.17	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			3.17			
STIEN JEFFREY R 44495	CONNELL'S CEDAR SHACK FO IV CLASS 150-5223-533500	11/13/2020 mschneider	11/24/2020	19.12	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			19.12			
STREIT DANIEL 44496	DNH*GODADDY.COM 2 YEAR RENEWAL OF GO DADDY UCC SSL 100-5211-531100	10/15/2020 mschneider	11/24/2020	399.98	0.00	Paid	Y 11/19/2020
	SUPPLIES			399.98			
STREIT DANIEL 44497	AMZN MKTP US*2T80Q5NX2 EXTERNAL WEBCAM FOR ASST. CHIEF'S 100-5211-531100	10/19/2020 mschneider	11/24/2020	82.57	0.00	Paid	Y 11/19/2020
	SUPPLIES			82.57			
STREIT DANIEL 44498	SP * SCOTT COMPANY DRU 8 PACKS (10 TESTS PER PACK) OF 100-5213-531100	11/07/2020 mschneider	11/24/2020	97.92	0.00	Paid	Y 11/19/2020
	SUPPLIES			97.92			

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

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

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

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

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Inv Ref#	Description	Entered By					Post Date

Purchase Card Vendor: 0002 US BANK

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

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

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

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

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

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

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

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BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

Page: 23/23

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

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

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User: lberndt
DB: Mukwonago

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

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

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

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

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

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DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO

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

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

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User: mschneider

DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO

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

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

RESOLUTION 2020-70

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

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

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

1. Full-time Positions

A. Salaried

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

B. Hourly

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

2. Part-time Positions

A. Salaried

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

B. Hourly

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

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

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

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

ADOPTED this _____ day of December 2020.

Fred Winchowky, Village President

Attest:

Diana Dykstra, Clerk-Treasurer

RESOLUTION 2020-71

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

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

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

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

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

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

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

1. Full-time Positions

A. Salaried

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

ADOPTED this _____ day of December 2020.

Fred Winchowky, Village President

Attest:

Diana Dykstra, Clerk-Treasurer

RESOLUTION 2020-72

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

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

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

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

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

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

ADOPTED this 18th day of December 2020.

Fred Winchowky, Village President

Attest:

Diana Dykstra, Clerk-Treasurer

TAX INCREMENT DISTRICT FUNDS

2021 BUDGET HIGHLIGHTS – WAUKESHA COUNTY TIDS 3 & 4

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

TAX INCREMENT DISTRICT FUNDS

2021 BUDGET HIGHLIGHTS – WALWORTH COUNTY TID 5

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

RESOLUTION 2020-74

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

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

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

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

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

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

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

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

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

11/25/2020

Proposed 2021 Budgets for Tax Increment District Funds

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

11/25/2020

Proposed 2021 Budgets for Tax Increment District Funds

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

11/25/2020

Proposed 2021 Budgets for Tax Increment District Funds

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

RESOLUTION 2020-73

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

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

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

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

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

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

Adopted this 16th day of December 2020.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

Schedule of 2021 Impact Fees and Sewer Connection Fees

Residential Development

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

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

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

Commercial, Institutional & Industrial Development

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

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



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Judicial Committee
Topic:	Elected & Appointed Official Guidebook
From:	Diana Dykstra
Department:	Clerk-Treasurer
Presenter:	
Date of Committee Action (if required):	11/04, 12/2
Date of Village Board Action (if required):	12/16

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.

At the November meeting, this was reviewed and Trustees were asked to send any updates in for the December COW review. Several Trustees sent me language updates they wanted. The version in this agenda packet is the latest redline version with all the changes requested.

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 guidelines.

Fiscal Impact (If any): N/A

Requested Action by Committee/Board:

Review and recommend to approve the Elected Officials Guidebook

Attachments

Draft Redline Elected and Appointed Officials Guidebook

VILLAGE OF MUKWONAGO ELECTED AND APPOINTED OFFICIALS GUIDEBOOK

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.

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.

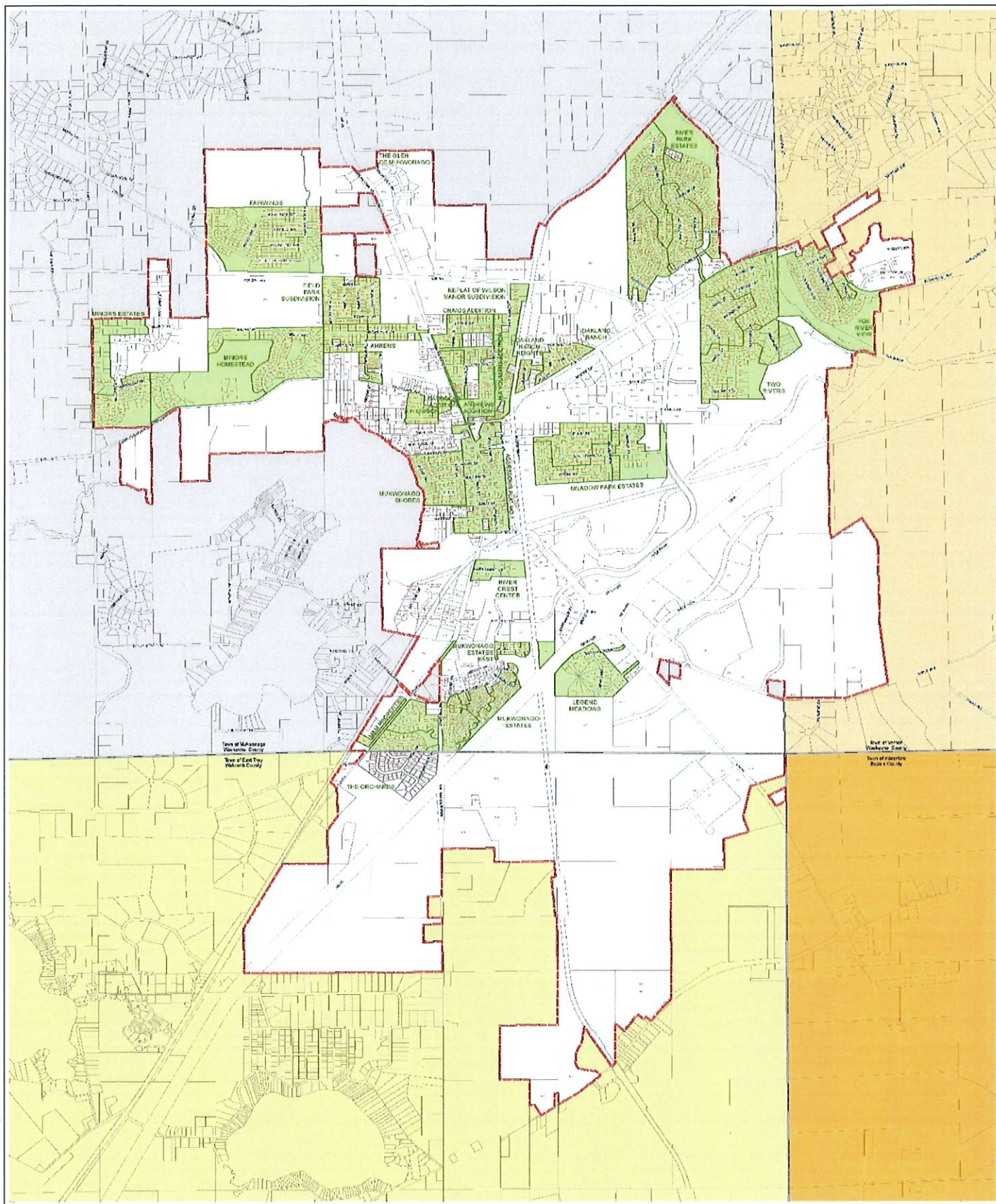
Mukwonago is about 30 minutes from Milwaukee, an easy commute to Major League sports, Milwaukee County Zoo, the Mitchell Park Conservatory (The Domes), several shopping malls and General Mitchell International Airport. Highway 83 runs north and south with I-94 being approximately 14 miles to the north 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 are encouraged for Citizens Board, eCommittee, and eCommission appointments, which must be submitted to the Village President, in care of the Village Clerk-Treasurer, and in most cases applicants must be eligible electors of the Village of Mukwonago.

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

Term of Office

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

Resignation

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

Attendance

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

Legal Basis of Government

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

COMMITTEE OF THE WHOLE

The Village Board is assisted by various eCitizen bBoards, eCcommittees, and eCcommissions. These bodies are charged with the following responsibilities:

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

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

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

COMMITTEE OF THE WHOLE

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

1. Finance Committee.

The role of the Finance Committee is:

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

2. Health and Recreation Committee

The role of the Health and Recreation Committee is:

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

3. Judicial Committee

The role of the Judicial Committee is:

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

4. Personnel Committee

The role of the Personnel Committee is:

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

5. Protective Services Committee

The role of the Protective Services Committee is:

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

6. Public Works Committee

The role of the Public Works Committee is:

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

OTHER BOARDS, COMMITTEES, & COMMISSIONS:

Board of Review

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

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

Downtown Development Committee

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

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

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

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

The members of the DDC shall include the following:

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

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

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

Fire Commission

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

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

Historic Preservation Commission

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

Joint Protective Services Committee

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

Library Board Of Trustees (Mukwonago Community Library Board)

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

Legal responsibilities for the operation of the Mukwonago Community Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing operations and services. The Board shall select, appoint and supervise a properly certified and competent library director, who shall be evaluated on an annual basis. The library director shall determine the duties and

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

Plan Commission

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

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

Police Commission

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

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

Zoning Board of Appeals

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

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

1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of this section or of any ordinance adopted pursuant thereto
2. To hear and decide special exception to the terms of the ordinance upon which such board is required to pass under such ordinance;
3. To authorize upon appeal in specific cases such variance from the terms of the ordinance as will not be contrary to the public interest, where, owing to special

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

Role of Chairperson

It is incumbent upon the chairperson of ~~the a Citizen B~~board, ~~e~~Committee, or ~~e~~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~~can meet ~~regularly~~ with the Village Administrator ~~or President~~ to go over goals and objectives, future agenda items, ~~or and~~ to discuss current or future policy decisions. Board members should be mindful of the open meetings laws as they meet with the Village Administrator or President, even in social settings, as to not create the potential of a walking or negative quorum.

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

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

Regular Meetings

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

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

Special Meetings

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

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

Public Meetings

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

Formal Public Hearings

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

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

Hearing Procedures

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

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

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

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

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

Electronic Agenda Packets

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

Budget Process

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

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

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

Purchasing

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

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

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

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

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

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

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

Length of Service Award

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

~~Working with Village Staff~~

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

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

Communication between Committees and the Village Board

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

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

way or another.

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

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

Board Policy on Legislative or Political Issues

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

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

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

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

Relationships with the Public

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

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

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

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

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

Walking or Negative Quorums

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

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

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

Complaint Procedures

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

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

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

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

An official complaint intake form is available from the Human Resources

Office Administrative staff at Village Hall.

Village of Mukwonago Departments

Village Administration

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

Village Administrator

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

Village Clerk-Treasurer

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

Village Finance Director

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

Mukwonago Community Library

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

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

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

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

Public Works, Streets, Buildings, and Parks

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

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

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

Wastewater Treatment Plant and Water Utility

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

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

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

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

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

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

Mukwonago Fire Department

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

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

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

Police Department

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

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

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

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

Emergency Government

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

Planning, Zoning, and Development

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

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

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

CONCLUSION

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

It is with this in mind that this brief 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

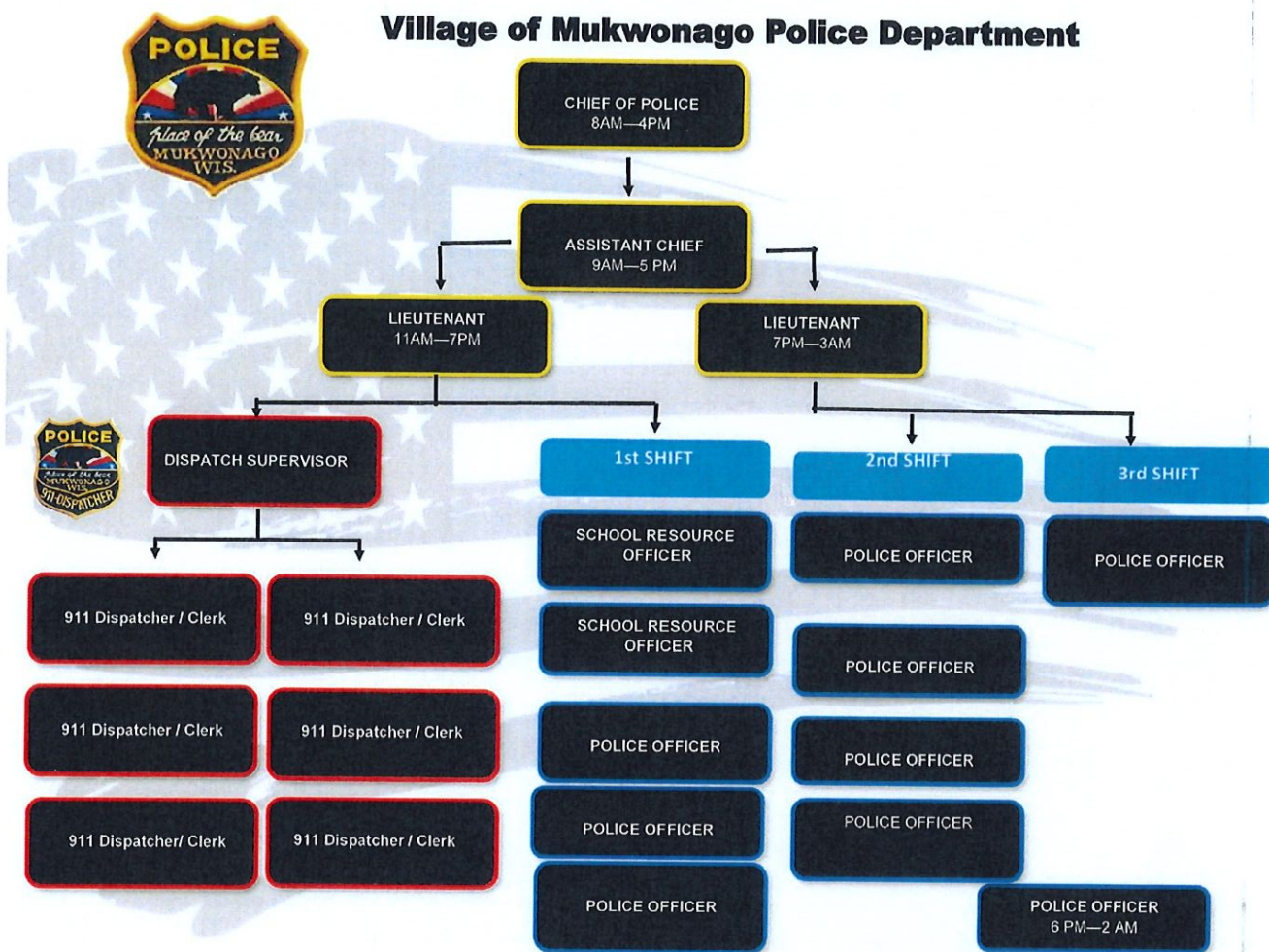
Committee of the Whole Meetings:
 1st Wednesday of each Month, 5:30 p.m.

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 dbrown@villageofmukwonago.com
Village Staff Planner/ Zoning Administrator	(262) 363-6420 Ext. 2111
Humane Animal Officer Humane Animal Welfare Society 701 Northview Rd. Waukesha, WI 53188 www.hawspets.org	(262) 542-8851

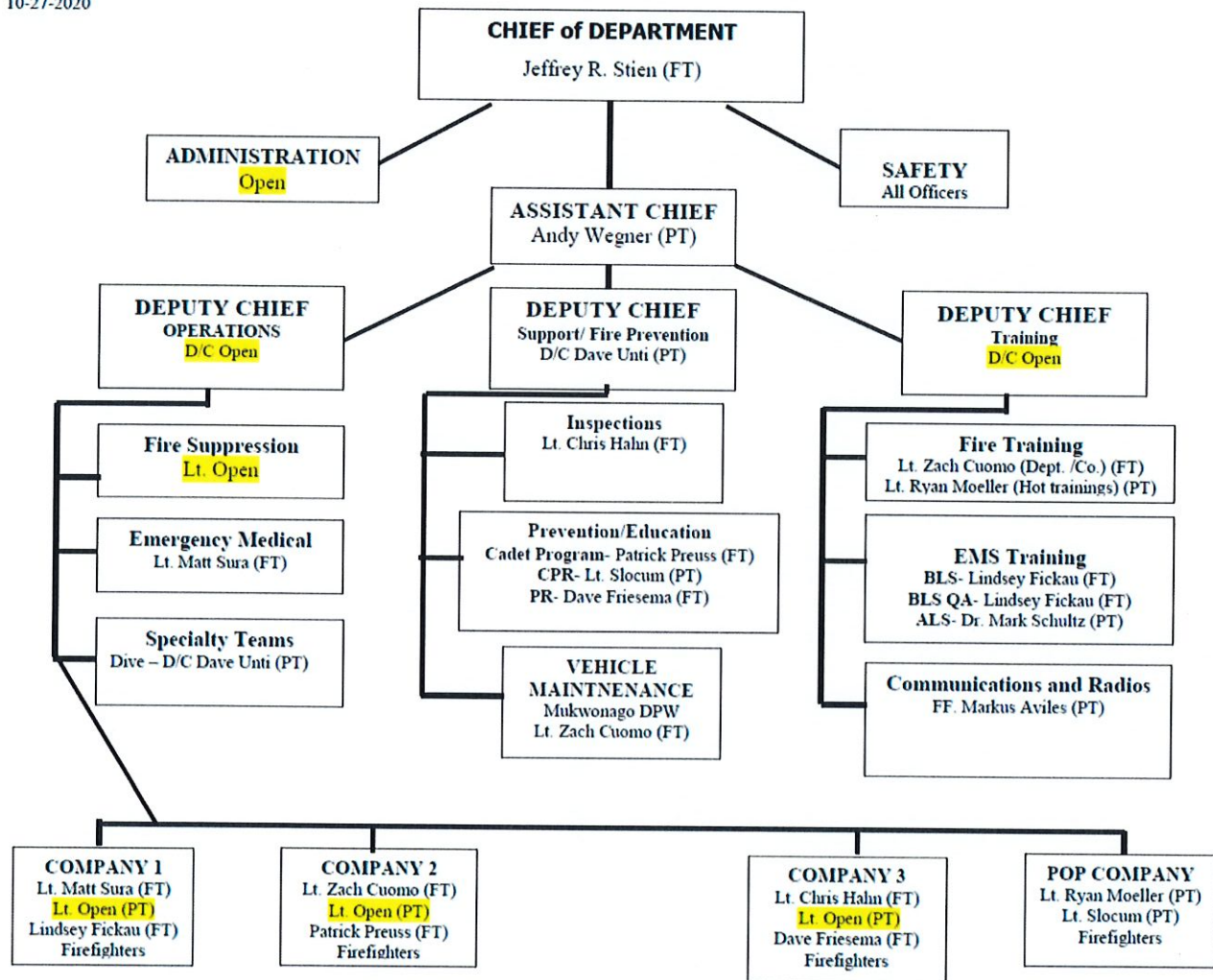
Appendix A. Village Hall Organizational Chart

Appendix B. Police Department Organizational Chart



Appendix C. Fire Department Organizational Chart

10-27-2020



**HIPPENMEYER, REILLY, BLUM,
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EMAIL: MGBLUM@HRBLAWFIRM.COM

November 16, 2020

Via Email (ddykstra@villageofmukwonago.com)

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

Re: Class B Combination License

Dear Diana:

I am enclosing a copy of a memo from Matt Gralinski in our office relative to the issue of the Class B Combination License that the Board discussed at its last meeting. As you may recall, the discussion revolved around whether the Village would have the authority to restrict hours for the sales for off-premise consumption beyond those set forth for the operation of the bar itself. As Matt notes, under Wisconsin law, the Village would have the authority to regulate the off-premise consumption to be more restrictive than the hours of operation of the bar itself. As Matt points out, the issue of hours of operation is set forth in Section 6-6. If the Village decided that it wanted to restrict the sales for off-premise consumption to be consistent with the standard Off-Premise Class A License, then a modification of that Code Section would be necessary.

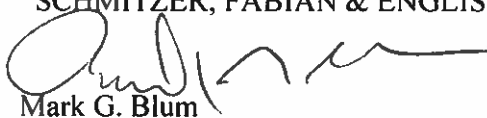
Finally, the Board asked for information summarizing the different classifications of licenses in Wisconsin. Attached to Matt's memo is a copy of a chart put together by the State Bar of Wisconsin, which I think provides a good summary of the various kinds of licenses and their definitions.

Please take a look at this information and I would ask that this be placed in the Board packet for the meeting where this issue is to be discussed.

Thank you for your consideration of this matter. Please let me know if there are further questions.

Sincerely,

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



Mark G. Blum
Village Attorney

MGB/jb
Enc.

Cc: Mr. John Weidl
Trustee Roger Walsh

**Hippenmeyer, Reilly,
Blum, Schmitzer,
Fabian & English
S.C.**

Memo

To: Attorney Mark Blum
From: Attorney Matthew Gralinski
Date: November 11, 2020
Re: Class B Liquor License Ordinance; Restricting Hours when Intoxicating Liquor May be Sold for Off-Premise Consumption

Dear Attorney Blum:

This memorandum is a follow-up to the ordinance our office prepared for the Village with respect to modifying the "Class B" Liquor License under Wisconsin Statute section 125.51(3)(b) to authorize the sale of intoxicating liquor in the original package for off-premise consumption. The proposed ordinance was considered at the Committee of the Whole meeting held on November 4, 2020. It is my understanding, that during the Board's discussion, a question came up to the Village's ability to possibly restrict the hours when intoxicating liquor may be sold in the original package for off-premise consumption under a modified ordinance. The short answer to this question is, yes, the Village may so restrict the hours which a Class B license holder may sell intoxicating liquor in the original package for off-premise consumption under 125.51(3)(b).

Wisconsin Statute section 125.68(4)(c)3. restricts, by default, Class B license holders from selling intoxicating liquor in an original unopened package for consumption off premises between the hours of 12:00 a.m. and 6:00 a.m. However, this section explicitly provides that "a municipal governing body may, by ordinance, impose more restrictive hours than are provided in this subdivision, except with respect to the sale of intoxicating liquor authorized under section 125.51(3r)(a). That exception relates to the narrow instance when a "Class B" license holder, who is a restaurant, sells wine in the original, opened bottle for consumption both on and off premises. Other than that narrow exception, the Village has the explicit authority to further restrict the hours which a "Class B" license holder may sell intoxicating liquor in the original unopened package for off-premise consumption beyond the statutory default of 12:00 a.m. and 6:00 a.m.

Village of Mukwonago Municipal Code Section 6-6 sets forth the "closing hours" where an establishment may not remain open or sell alcoholic beverages. The chart included in Code Section 6-6 defines, by class of license, when sale for off-premises consumption and on-premises consumption is prohibited. For a "Class B" license allowing the sale of intoxicating liquor for off-premises consumption, the chart confirms that such sale for off-premise consumption is not currently permitted by Village of Mukwonago Municipal Code. Thus, any ordinance adopted which would permit "Class B" holders to sell intoxicating liquor for off-premises consumption should address, in this Section 6-6, the hours in which such sale would be prohibited. This hour restriction would apply to the sale of intoxicating liquor only, not the sale of fermented malt beverages. So, in a combo Class "B"/"Class B" situation, you may have different hours where the sale of fermented malt beverages for off-premises consumption is prohibited, than the hours for which the sale of intoxicating liquor for off-premise is prohibited. The statutes allow the municipality to segregate out these two types of sales, even in a combination license situation.

In sum, should the Village decide to allow "Class B" holders to sell intoxicating liquor, for off-premise consumption, the default closing hours where such sales would be prohibited would be 12:00 a.m. to 6:00 a.m. under the statute. If the Village wishes to restrict the sale of intoxicating liquor beyond those hours provided in the statute, it must do so by amending Section 6-6 with regards to "Class B" sales of intoxicating liquor for off-premises consumption.

I have also attached a chart prepared by the Wisconsin State Bar summarizing the types of alcoholic beverage licenses available per Wisconsin statutes.

I hope the above information provides some clarity for the Board's continued discussion on this matter. Should you have any questions, please do not hesitate to follow up with me.

Respectfully submitted,

/s/ Matthew R. Gralinski

Matthew R. Gralinski

MRG/rm

RETAILERS

Types of Retail Alcohol Beverage Licenses Recognized by Statute

Type of retail license	Type of alcohol	Type of sales	Type of business
Class "A"	Beer	Exclusively sales for off-premises consumption	Package stores such as liquor, grocery, or convenience stores
Class "B"	Beer	Primarily sales for on-premises consumption; but off-premises sales OK	Taverns, bars, restaurants
"Class A"	Intoxicating liquor	Exclusively sales for off-premises consumption	Package stores such as liquor, grocery, or convenience stores
"Class B"	Intoxicating liquor	Primarily sales for on-premises consumption; some off-premises sales OK	Taverns, bars, restaurants
"Class C"	Wine only	Exclusively sales for on-premises consumption in restaurants	Restaurants only

► **Caution.** In addition to meeting licensing requirements established by state law, retailers must register with the TTB in the U.S. Treasury Department. *See infra* § 3.204.

► **Caution.** As discussed in section 3.60, *infra*, a municipality may impose conditions on a retail license that restrict activities otherwise authorized under the license. It is imperative for a lawyer to review the license and all conditions placed on the license before advising a client with respect to activities authorized under a retail license.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

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

Information

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

Rationale:

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

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

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



Village of Mukwonago

AGENDA ITEM REQUEST FORM

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

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

Fiscal Impact (If any):

None.

Requested Action by Committee/Board:

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

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. ____

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

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

SECTION I

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

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

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

SECTION II

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

SECTION III

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

SECTION IV

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

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

APPROVED:

Fred Winchowky, Village President

Countersigned:

Diana Dykstra, Village Clerk/Treasurer

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

Save

Print

Clear

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

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

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

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

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

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

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

Sarab Investments LLC

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

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

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

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

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

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

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

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

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

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

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

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

TO BE COMPLETED BY CLERK

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

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

Submit to municipal clerk.

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

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

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

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

(Trade Name)

located at 110 Chapman Farm Blvd, Mukwonago

appoints Amandip Singh
(Name of Appointed Agent)

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

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

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

Wind Lake Beverage Inc, Wind Lake, WI 53185

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

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

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

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

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

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

ACCEPTANCE BY AGENT

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

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

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

Agent's age 44

Date of birth [REDACTED]

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

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

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

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

RECEIVED
OCT 24 2013

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

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

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

(Officer / Director / Member / Manager / Agent)

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

which is making application for an alcohol beverage license.

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

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

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

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

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

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

Amandip Singh
(Signature of Named Individual)

RECEIVED
MAY 11 2020
BY: _____

Date of this notice: 06-05-2020

Employer Identification Number:
85-1317377

Form: SS-4

Number of this notice: CP 575 A

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

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

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

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

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

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

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

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

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

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

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

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

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

IMPORTANT REMINDERS:

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

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

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

Thank you for your cooperation.

Keep this part for your records.

CP 575 A (Rev. 7-2007)

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

CP 575 A

99999999999999

Your Telephone Number Best Time to Call DATE OF THIS NOTICE: 06-05-2020
() - EMPLOYER IDENTIFICATION NUMBER: 85-1317377
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

A standard linear barcode consisting of vertical black bars of varying widths on a white background, located at the bottom of the document.

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



State of Wisconsin
Department of Financial Institutions

ARTICLES OF ORGANIZATION - LIMITED LIABILITY COMPANY

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

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

Sarab investments LLC

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

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

Amandip Singh

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

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

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

A member or members

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

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

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

Amandip Singh

Organizer Signature:

Amandip Singh

Date & Time of Receipt:

6/5/2020 3:25:31 PM

RECEIVED
JUN 10 2020

Order Number:

202006055523649

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

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

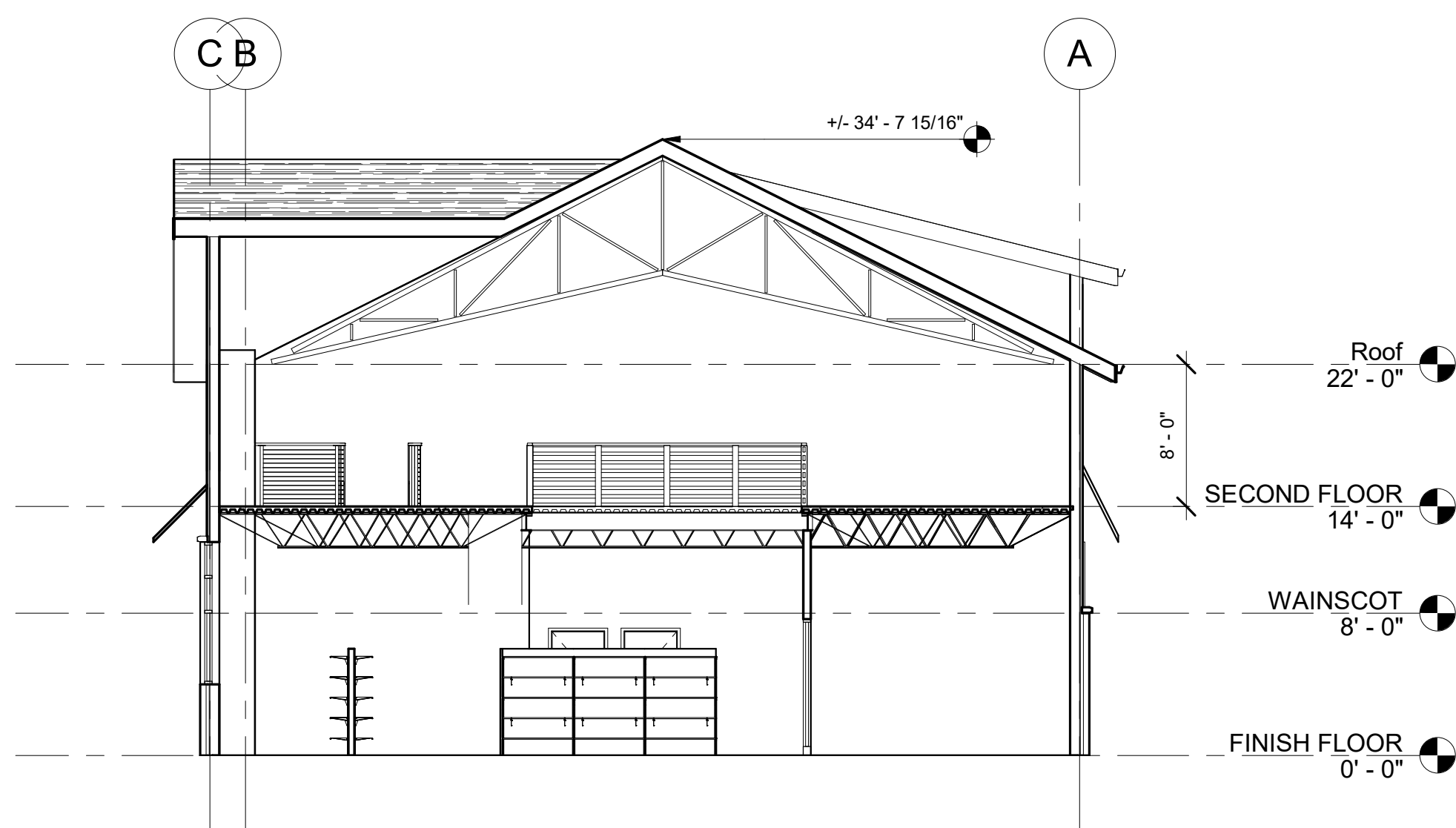
ENDORSEMENT

**State of Wisconsin
Department of Financial Institutions**

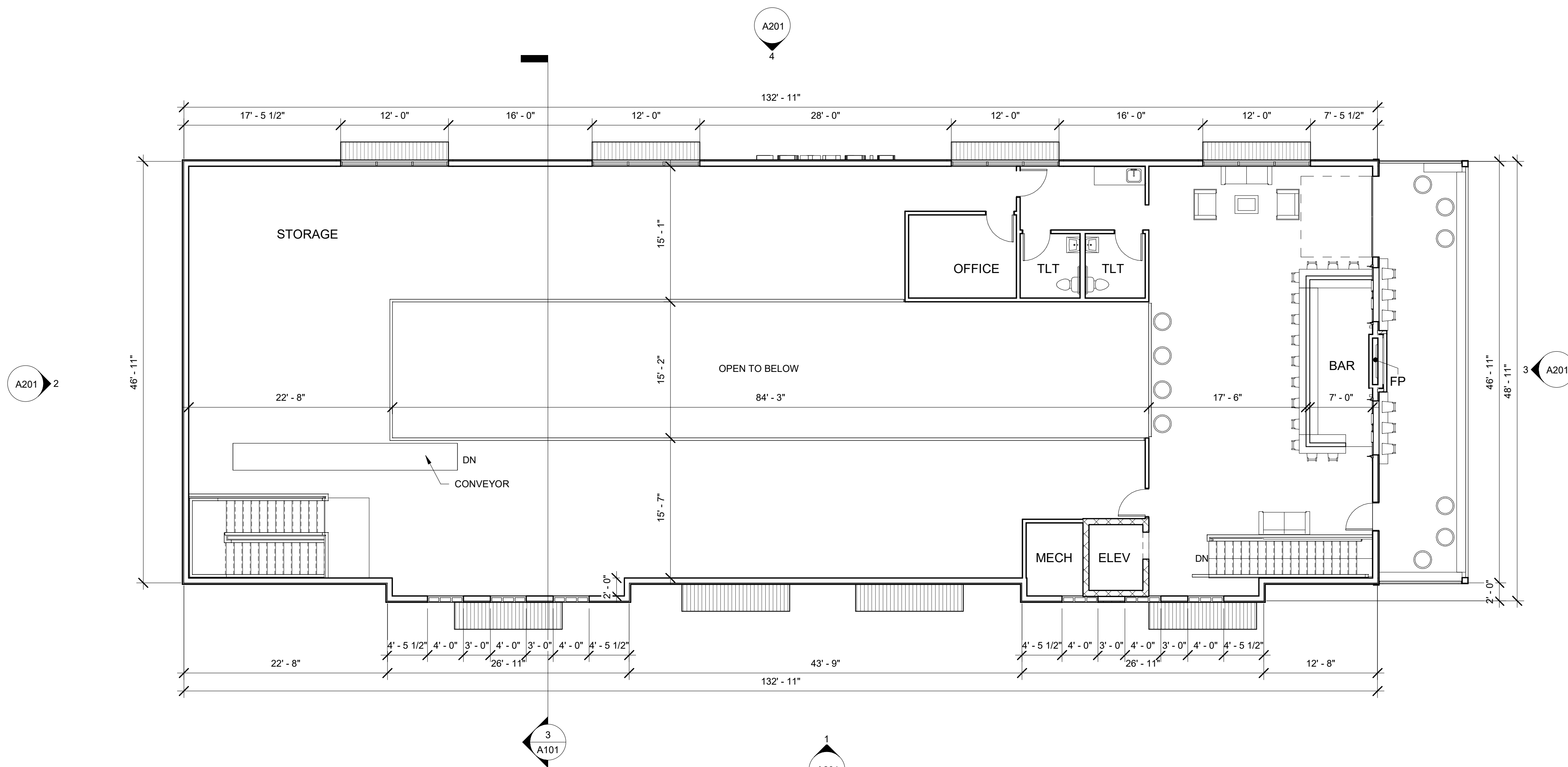
EFFECTIVE DATE	
6/5/2020	

FILED 6/5/2020	Entity ID Number S128332
--------------------------	-----------------------------

STORAGE CALCS				
LOCATION	COUNT	AREA	TOTAL AREA	RATIO
STORAGE				
SECOND FLOOR	1	2972 SF	2972 SF	100%
Grand total	1	2972 SF	2972 SF	100%

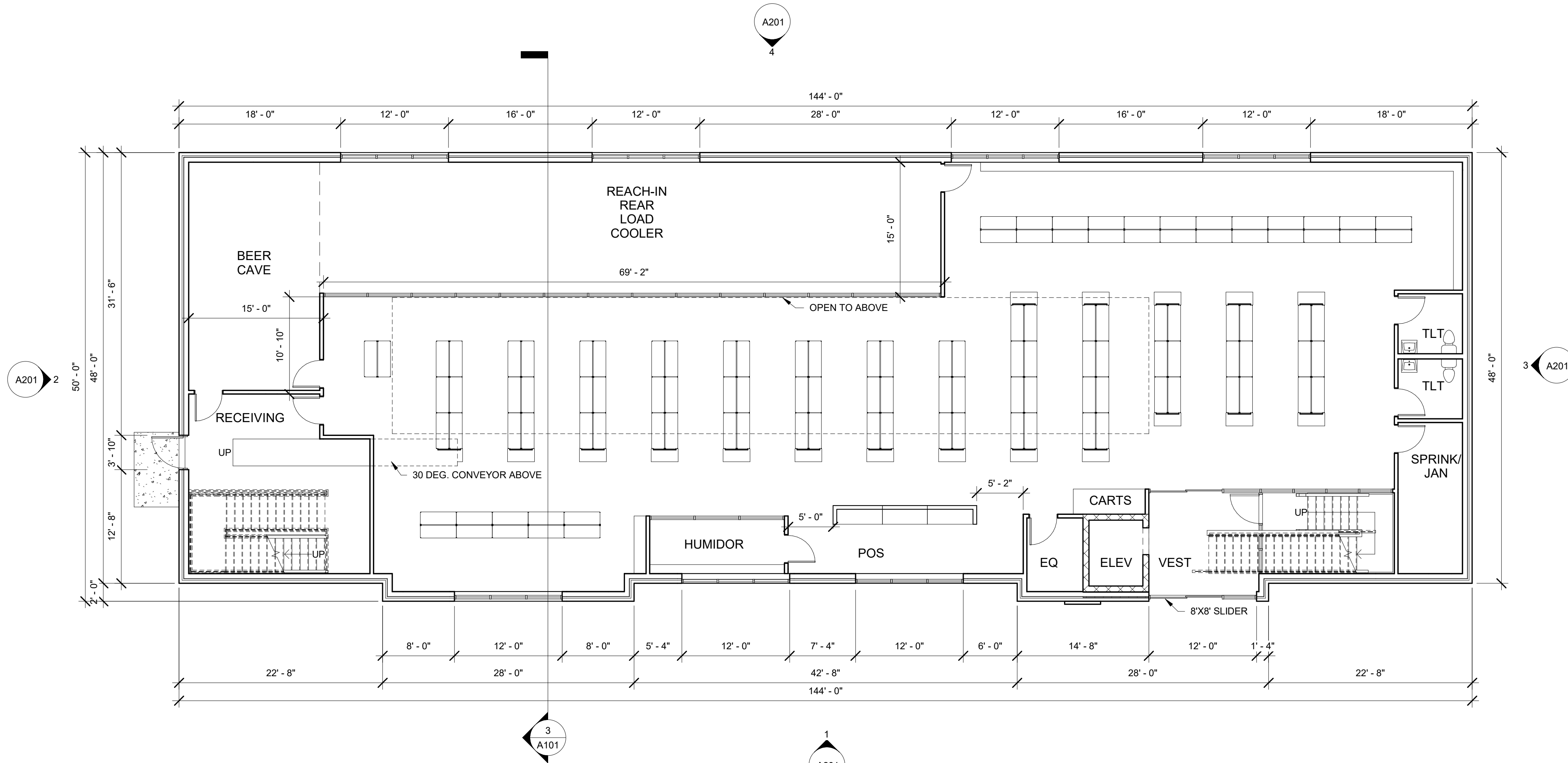


3 Section 2
1/8" = 1'-0"





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



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



EAST FACADE



VESTIBULE VIEW 2



VESTIBULE VIEW 1



VESTIBULE VIEW 3



VESTIBULE VIEW 4



WEST FACADE

REVISIONS

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

PROPOSED BUILDING FOR:
MUKWONAGO LIQUOR
MUKWONAGO, WI

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

RENDERINGS

A900

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

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

FEE \$ 10

Application Date: 11/19/2020

☐ Town ☒ Village ☐ City of Mukwonago

County of Waukesha

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

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

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

at the premises described below during a special event beginning 12/26/2020 and ending 12/26/2020 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

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

(a) Name The Rotary Club of Mukwonago

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

☐ Town ☒ Village ☐ City

(c) Date organized April 1985

(d) If corporation, give date of incorporation

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

(f) Names and addresses of all officers:

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

Vice President Vacant

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

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

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

W250S6775 Center Dr., Waukesha, WI 53189

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

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

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

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

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

3. Name of Event

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

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

DECLARATION

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

Officer


(Signature / Date)

Rotary Club of Mukwonago

(Name of Organization)

Date Filed with Clerk 11/20/20

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

Date Granted by Council

License No.

RESOLUTION 2020-075

VILLAGE OF MUKWONAGO ACCOUNTANT

Title: Accountant
Department: Finance
Reports to: Finance Director

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

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

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

A. GENERAL DUTIES

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

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

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

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

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

IV. ESSENTIAL SKILLS OF THE JOB

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

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

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

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

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

VII. ADDITIONAL REQUIREMENTS.

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

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

Adopted this 18th day of December 2020.

Fred Winchowky, Village President

Attest:

Diana Dykstra., Clerk-Treasurer

RESOLUTION 2020-076

VILLAGE OF MUKWONAGO ASSISTANT POLICE CHIEF DESCRIPTION

Title: Assistant Police Chief
Department: Police Department

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

Reports to: Police Chief

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

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

A. PLANNING FOR FUTURE NEEDS

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

B. ORGANIZING THE DEPARTMENT

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

C. DIRECT THE DEPARTMENT TO ESTABLISHED GOALS

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

D. CONTROL OVER DEPARTMENT STAFF AND EQUIPMENT

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

E. SUPERVISION AND EVALUATION

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

F. ADDITIONAL TASKS

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

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

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

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

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

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

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

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

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

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

VII. ADDITIONAL REQUIREMENTS.

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

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

Adopted this 16th day of December 2020.

Fred Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

RESOLUTION 2017-049

VILLAGE OF MUKWONAGO POLICE LIEUTENANT DESCRIPTION

Title: Police Lieutenant
Department: Police Department

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

Reports to: Police Chief

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

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

A. PLANNING FOR FUTURE NEEDS

1. Assist in planning for future needs of the department.
2. Assist in preparation of the department budget by researching cost, serviceability and other aspects of purchases.
3. Attend village board and committee meeting as directed, serving as the Chief's agent.
4. Continue to keep abreast of the latest advances in law enforcement and law enforcement supervision techniques and be prepared to make recommendations to the chief.

B. ORGANIZING THE DEPARTMENT

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

C. DIRECT THE DEPARTMENT TO ESTABLISHED GOALS

1. Assist in the implementation of new plans with a reasonable period for completion.
2. Strive to stimulate and encourage members of the department to higher planes of growth, both on a personal and professional level.
3. Make sure that all members understand what is expected of them, by providing effective communications, both verbal and follow up written guidelines.
4. When new directives are issued, be certain that members understand them and respond to them.

D. CONTROL OVER DEPARTMENT STAFF AND EQUIPMENT

1. Assist in establishing realistic goals and performance levels for employees, and then follow up with monitoring of employees and providing feedback to the employee.
2. Be responsible for the good working condition of all equipment under his/her command.

E. SUPERVISION AND EVALUATION

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

F. ADDITIONAL TASKS

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

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

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

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

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

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

- A. Experience transitions from hot to cold and from humid to dry atmospheres.
- B. Work in wet, icy, or muddy areas.
- C. Face exposure to infectious agents, such as hepatitis B or HIV.
- D. Spend extensive time outside exposed to the elements.
- E. A normal work schedule is five days of eight hour shifts, followed by two days off, four days of eight hour shifts, followed by two days off.
- F. On occasion may have to work a shift he or she does not normally work.
- G. Work major holidays.
- H. May have to stay beyond the normal end of shift depending upon assignments.
- I. May be subject to call up in the event of an emergency.
- J. Court testimony may require work outside the normal shift.

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

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- A. Specific vision abilities, required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.
- B. Must be able to sit, stand, bend, walk, and climb with or without back support.
- C. Lifting of various items and various weights. This may include: combative or subdued suspects, stretchers, first aid equipment (kits and oxygen bottles), bicycles, and weapons.
- D. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.

- E. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- F. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24"
- G. Ability to perform duty for prolonged periods in extreme weather situations.

VII. ADDITIONAL REQUIREMENTS.

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

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

Adopted this 16th day of December 2020.

Fred Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

AGENDA ITEM REQUEST FORM

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

Information

Subject:

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

Background Information/Rationale:

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

Key Issues for Consideration:

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

Fiscal Impact (if any):

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

Requested Action by Committee/Board:

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

Attachments

[Attachment - River Park 20201120-Closeout_.pdf](#)

November 20, 2020

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

Re: River Park Estates Rehabilitation Phase 2
Final Payment

Dear Mr. Winchowky:

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

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

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

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

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

Respectfully,

RUEKERT & MIELKE, INC.



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

MEM:sjs

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

NOTICE OF ACCEPTABILITY OF WORK

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

To: Village of Mukwonago
Owner

And To: Wolf Paving Co., Inc.
Contractor

From: Ruekert & Mielke, Inc.
Engineer

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

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

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

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

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

Date of Issuance: October 20, 2020

Effective Date:

October 20, 2020

Contract: River Park Estates Rehabilitation Phase 2

Owner:

Village of Mukwonago

Contractor: Wolf Paving Company, Inc.

Engineer:

Ruekert & Mielke, Inc.

Address: 612 N. Sawyer Road

Engineer's Project No.:

12-10128.300

Oconomowoc, WI 53066

Effective Date of Contract:

April 10, 2020

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

Description:

Closeout Change Order.

Reason for Change Order:

Change Contract price to match amount earned.

Attachments:

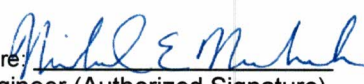
Closeout Change Order Analysis and Final Pay Application No. 4.

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

RECOMMENDED:

ACCEPTED:

ACCEPTED:

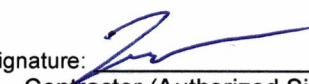
Signature: 
Engineer (Authorized Signature)Michael E. Michalski
Ruekert & Mielke, Inc.

Date: October 20, 2020

Signature: _____
Owner (Authorized Signature)

Village of Mukwonago

Date: _____

Signature: 
Contractor (Authorized Signature)

Wolf Paving Co., Inc.

Date: 11/04/2020

00 63 63-1

10/20/20

Ruekert & Mielke, Inc.

ANALYSIS OF CLOSEOUT CHANGE ORDER

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

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

ANALYSIS OF CLOSEOUT CHANGE ORDER

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

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

ANALYSIS OF CLOSEOUT CHANGE ORDER

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

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

ORIGINAL CONTRACT AMOUNT	\$1,402,046.43
EXECUTED CHANGE ORDER(S)	\$6,164.70
CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER	\$1,408,211.13
AMOUNT EARNED ON ORIGINAL CONTRACT ITEMS	\$ 1,354,716.54
AMOUNT EARNED ON OTHER ITEMS	\$22,008.00
TOTAL AMOUNT EARNED	\$1,376,724.54
TOTAL AMOUNT EARNED	\$1,376,724.54
LESS CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER	(\$1,408,211.13)
CLOSE OUT CHANGE ORDER AMOUNT	<u>(\$31,486.59)</u>

Contractor's Application for Payment No. 4-Final

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

Change Order Summary

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

Contractor's Certification

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

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

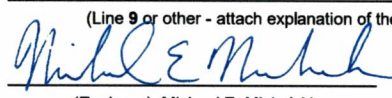
(2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and

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

By: 

Date: 11/04/2020

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

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

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

Approved by: _____
(Owner) (Date)

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-Final

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

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-Final

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

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-Final

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

**CONSENT OF
SURETY COMPANY
TO FINAL PAYMENT**

(SIMILAR TO AIA DOCUMENT G707)

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

Bond Number: 9346422

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

TO (Owner)

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

ARCHITECT'S PROJECT NO:
CONTRACT FOR: Construction

CONTRACT DATE: April 10, 2020

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

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

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

, SURETY COMPANY,

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

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

, CONTRACTOR,

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

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

, OWNER,

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

IN WITNESS WHEREOF,

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

Attest:

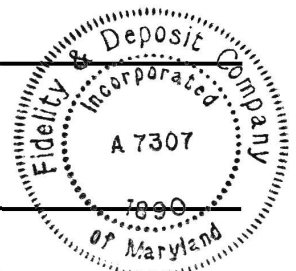
Kelly School

(Seal): Witness

Fidelity and Deposit Company of Maryland
Surety Company

Signature of Authorized Representative

Jason A. Braatz, Attorney-in-Fact
Title



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

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

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

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

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



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

By: *Robert D. Murray*
Vice President

By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

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

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



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

EXTRACT FROM BY-LAWS OF THE COMPANIES

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

CERTIFICATE

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

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

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

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

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

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



By: Brian M. Hodges
Vice President

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

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



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

FINAL WAIVER OF LIEN

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

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

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

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

Signature: _____

Title: President

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

FINAL WAIVER OF LIEN

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

For Owner: **Village of Mukwonago**

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

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

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

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

Signature: _____

Title: _____

<COMPANY NAME>

<COMPANY ADDRESS>

<CITY, STATE AND ZIP>

All-ways Construction Inc.

Po Box 798 Elm Grove WI 53122

FINAL WAIVER OF LIEN

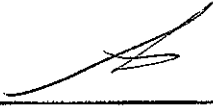
State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

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

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

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

Signature: 

Title: Vice President

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

FINAL WAIVER OF LIEN

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

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

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

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

Signature: Mary Edvortner

Title: President

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

FINAL WAIVER OF LIEN

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

For Owner: **Village of Mukwonago**

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

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

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

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

Signature:  11/4/2020

Title: Owner

Thunder Road LLC
W297S3549 Boettcher Rd
Geneseo, WI 53189

FINAL WAIVER OF LIEN

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

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

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

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

Signature: _____

Title: President

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/15/2020

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

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

PRODUCER M3 Insurance Solutions, Inc. 828 John Nolen Drive Madison WI 53713	CONTACT NAME: Trisha Stark PHONE (A/C, No, Ext): 608-288-2805 FAX (A/C, No): E-MAIL ADDRESS: trisha.stark@m3ins.com
INSURER(S) AFFORDING COVERAGE	
INSURED Wolf Paving Company Inc; Wolf Industries, Inc 612 N Sawyer Rd Oconomowoc WI 53066	INSURER A: Travelers Insurance Company INSURER B: Phoenix Insurance Company INSURER C: Travelers Property Casualty of INSURER D: Travelers Indemnity of America INSURER E: INSURER F:
ROCKROA-01	NAIC #
	36137
	25674
	25666

COVERAGES
CERTIFICATE NUMBER: 1618358008

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PROJECT ☐ LOC OTHER:	Y		DT-CO-2N346936-PHX-20	3/1/2020	3/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 2,500
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y		810-1N716211-20-26-G	3/1/2020	3/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED ☒ RETENTION \$ 10,000 OCCUR CLAIMS-MADE	Y		CUP-2N425491-26-26	3/1/2020	3/1/2021	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB-2N321500-26-26-E	3/1/2020	3/1/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equipment			QT-630-1D655973-TIL-20	3/1/2020	3/1/2021	Limit 600,000

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

Project: River Park Estates Rehabilitation Phase 2
Village of Mukwonago and Ruekert & Mielke Inc are additional insured on a primary, non-contributory basis as respects General Liability, Automobile and Umbrella where required by written contract.

CERTIFICATE HOLDER
CANCELLATION

Village of Mukwonago
440 River Crest Court
Mukwonago WI 53149

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

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

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

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

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

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

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

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

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

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

Any person or organization that:

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

is an insured, but:

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

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

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

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

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

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

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

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

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

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

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

COMMERCIAL GENERAL LIABILITY

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

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

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

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

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

- a. The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:
 - (1) How, when and where the "occurrence" or offense took place;
 - (2) The names and addresses of any injured persons and witnesses; and
 - (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.
- b. If a claim is made or "suit" is brought against the additional insured, the additional insured must:
 - (1) Immediately record the specifics of the claim or "suit" and the date received; and
 - (2) Notify us as soon as practicable.

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

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

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

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



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

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

AGENDA ITEM REQUEST FORM

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

Information

Subject:

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

Background Information/Rationale:

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

Key Issues for Consideration:

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

Fiscal Impact (if any):

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

Requested Action by Committee/Board:

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

Attachments

[Attachment - LO SAN SEWER 20201124-Closeout.pdf](#)

November 24, 2020

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

Re: CTH LO Sanitary Sewer Rehabilitation
Final Payment

Dear Mr. Winchowky:

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

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

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

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

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

Respectfully,

RUEKERT & MIELKE, INC.



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

MEM:slc

Enclosures

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

NOTICE OF ACCEPTABILITY OF WORK

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

To: Village of Mukwonago
Owner

And To: Globe Contractors, Inc.
Contractor

From: Ruekert & Mielke, Inc.
Engineer

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

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

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

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

By: Michael E. Michalski

Title: Project Engineer

Dated: November 24, 2020

Change Order No. One (1) - Final

Date of Issuance: November 23, 2020

Effective Date:

November 23, 2020

Contract: CTH LO Sanitary Sewer Rehabilitation

Owner:

Village of Mukwonago

Contractor: Globe Contractors, Inc.

Engineer:

Ruekert & Mielke, Inc.

Address: N50 W23076 Betker Road
Pewaukee, WI 53072

Engineer's Project No.:

12-10133.300

Effective Date of Contract: July 8, 2020

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

Description:

Closeout Change Order.

Reason for Change Order:

Change Contract price to match amount earned.

Attachments:

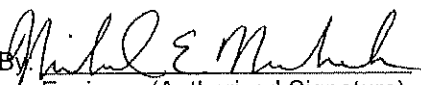
Analysis of Close-Out Change Order No. 1 and Final Pay Application No. 2.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ 160,665.89	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase/Decrease from previously approved Change Orders: \$ 0.00	● Increase ● ● Decrease ● from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 160,665.89	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Decrease of this Change Order: \$ 3,786.90	● Increase ● ● Decrease ● of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 156,878.99	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

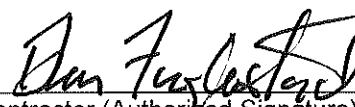
RECOMMENDED:

ACCEPTED:

ACCEPTED:

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

By: _____
Owner (Authorized Signature)
Village of Mukwonago

By: 
Contractor (Authorized Signature)
Globe Contractors, Inc.

Date: November 23, 2020

Date: _____

Date: 11/24/20

00 63 63-1

11/23/20

Ruekert & Mielke, Inc.

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



W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

ANALYSIS OF CLOSEOUT CHANGE ORDER

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

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

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

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

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

2-Final

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

Change Order Summary

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

Contractor's Certification

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

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

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

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

By:

Date:

Payment of: \$ 4,016.65

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

Recommended by:

(Engineer) Michael E. Michalski

23-Nov-20

(Date)

Payment of:

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

Approved by:

(Owner)

(Date)

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

2-Final

For (Project): CTH LO Sanitary Sewer Rehabilitation								Application Date: 11/23/2020			
Application Period: August 14, 2020 to November 23, 2020								Owner's Contract No.: Engineer's Project No.: 12-10133.300			
A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)
1	Mobilization (limited to maximum of 5% of Total Bid)	L.S.	1	\$2,000.00	\$2,000.00	1.00	\$ 2,000.00		\$ -	1.00	\$ 2,000.00
2	Traffic control	L.S.	1	\$8,325.00	\$8,325.00	1.00	\$ 8,325.00		\$ -	1.00	\$ 8,325.00
3	Inlet sediment guards, Type D, if required	EA.	2	\$165.00	\$330.00	2.00	\$ 330.00		\$ -	2.00	\$ 330.00
4	Full depth saw cutting	L.F.	760	\$2.00	\$1,520.00	1,010.00	\$ 2,020.00		\$ -	1,010.00	\$ 2,020.00
5	Sanitary sewer relay, 8-inch, w/slurry backfill	L.F.	350	\$170.00	\$59,500.00	350.00	\$ 59,500.00		\$ -	350.00	\$ 59,500.00
6	Remove and replace sanitary sewer manholes, 48-inch w/frame and cover	V.F.	4.31	\$615.00	\$2,650.65	4.31	\$ 2,650.65		\$ -	4.31	\$ 2,650.65
7	Sanitary sewer manholes, 48-inch w/frame and cover	V.F.	12.68	\$218.00	\$2,764.24	12.68	\$ 2,764.24		\$ -	12.68	\$ 2,764.24
8	Replace sanitary manhole chimney	EA.	4	\$3,265.00	\$13,060.00	4.00	\$ 13,060.00		\$ -	4.00	\$ 13,060.00
9	Sanitary sewer lateral relay, 6-inch, w/slurry backfill	L.F.	135	\$184.00	\$24,840.00	131.00	\$ 24,104.00		\$ -	131.00	\$ 24,104.00
10	Sanitary sewer lateral relay, 6-inch, w/spoil backfill	L.F.	37	\$93.00	\$3,441.00	91.00	\$ 8,463.00		\$ -	91.00	\$ 8,463.00
11	Sanitary sewer lateral reconnection	EA.	7	\$100.00	\$700.00	7.00	\$ 700.00		\$ -	7.00	\$ 700.00
12	Internal/external sanitary manhole chimney seal	EA.	6	\$680.00	\$4,080.00	6.00	\$ 4,080.00		\$ -	6.00	\$ 4,080.00
13	Crushed aggregate for road base	TON	390	\$22.00	\$8,580.00	173.03	\$ 3,806.66		\$ -	173.03	\$ 3,806.66
14	Asphaltic concrete binder course	TON	120	\$102.00	\$12,240.00	183.22	\$ 18,688.44		\$ -	183.22	\$ 18,688.44
15	Asphaltic concrete surface course	TON	50	\$172.00	\$8,600.00		\$ -		\$ -		\$ -
16	Crushed aggregate shoulder	L.F.	40	\$10.00	\$400.00	45.00	\$ 450.00		\$ -	45.00	\$ 450.00
17	Concrete sidewalk and carriage walk replacement, if required	S.F.	200	\$14.00	\$2,800.00	48.00	\$ 672.00		\$ -	48.00	\$ 672.00
18	Pavement marking, paint, 4-inch yellow, if required	L.F.	730	\$2.00	\$1,460.00	720.00	\$ 1,440.00		\$ -	720.00	\$ 1,440.00
19	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	225	\$15.00	\$3,375.00	255.00	\$ 3,825.00		\$ -	255.00	\$ 3,825.00
TOTAL BID ITEMS 1-19					\$ 160,665.89		\$ 156,878.99		\$ -		\$ 156,878.99
ADDITIONAL ITEMS											
					\$ -		\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -		\$ -
TOTAL ADDITIONAL ITEMS					\$ -		\$ -		\$ -		\$ -
TOTAL ALL ITEMS					\$ 160,665.89		\$ 156,878.99		\$ -		\$ 156,878.99

CONSENT OF SURETY COMPANY TO FINAL PAYMENT

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

AIA DOCUMENT G707

PROJECT: Project No. 12-10133.200, CTH LO Sanitary Sewer Rehabilitation. Village of Mukwonago,
Waukesha/Walworth Counties, Wisconsin. BOND #107174789

TO (Owner)

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Project No. 12-10133.200, CTH LO Sanitary
Sewer Rehabilitation. Village of Mukwonago,
Waukesha/Walworth Counties, Wisconsin.

CONTRACT DATE: July 8, 2020

CONTRACTOR: Globe Contractors Inc.
N50 W23076 Betker Road/ P.O. Box 450
Pewaukee, WI 53072

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

Travelers Casualty and Surety Company of America 13935 Bishops Drive, Brookfield, WI 53005,

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

Globe Contractors, Inc. N50 W23076 Betker Rd./ P.O. Box 450, Pewaukee, WI 53072

, CONTRACTOR,

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

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

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

IN WITNESS WHEREOF,
the Surety Company has hereunto set its hand this 19th day of August, 2020.

Attest: Surety Witness
(Seal):

Travelers Casualty and Surety Company of America
Surety Company

Robert D. Grant
Signature of Authorized Representative

Robert D. Grant, Attorney-in-Fact

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND
CLAIMS, Current Edition


TRAVELERS
Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Robert D Grant** of Brookfield, Wisconsin, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd day of February, 2017**.



State of Connecticut

City of Hartford ss.

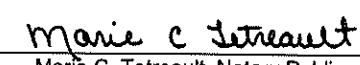
By:


 Robert L. Raney, Senior Vice President

On this the **3rd day of February, 2017**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th day of June, 2021**



 Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

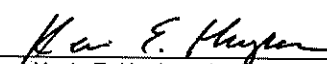
FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **19th** day of **August**, 2020.



 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.



N50 W23076 BETKER RD. • P.O. BOX 450 • PEWAUKEE, WISCONSIN 53072
262-246-0600 • FAX: 262-246-0730

VILLAGE OF MUKWONAGO
CTH LO SANITARY SEWER REHABILITATION

SUPPLIERS

Pipe, Fittings & Castings	Ferguson	Mark Van Weele	262-691-8890
Manholes	County Materials	Travis Lathrop	414-466-4990
Stone	Lannon Stone	Paul Minetti	262-251-1520
Gravel	Johnson S & G	Jody	262-679-4400
Manholes	County Materials	Travis Lathrop	
Slurry	New Berlin Redi Mix	Mich Urich	262-679-1700

SUBCONTRACTORS

Asphalt	Payne and Dolan	Dominic Crevello	262-888-2955
Traffic Control	Mid State	Philip Bittorf	608-516-6665

WAIVER OF LIEN

November 23, 2020

For value received, we hereby waive **all** rights and claims for lien on land and on buildings about to be erected, being erected, erected altered or repaired and to the appurtenances thereunto,

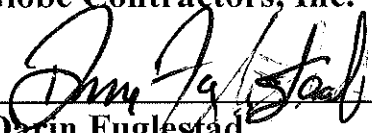
for **Village of Mukwonago**
by **Globe Contractors, Inc.**

owner,
contractor,

for Sanitary Sewer
same being situated in Waukesha County, State of Wisconsin, described as

CTH LO Sanitary Replacement

Globe Contractors, Inc.

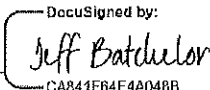

Darin Fuglestad

FULL WAIVER OF CONSTRUCTION LIEN

§779.05, Wis. Stats.

Date: **November 24, 2020**

1. Claimant's Name: Payne And Dolan
 Claimant's Address: N3W23650 Badinger Rd, Waukesha, WI 53187
2. Property Improved by Contractor's Work (check one):
☒ Street address: CTH LO
☐ Legal description attached.
3. Contractor's Work furnished at the request of: (name of party which requested or contracted for work)
VILLAGE OF MUKWONAGO
Globe Contractors Inc
4. Waiver of lien rights, contingent upon receipt of payment, is made for (select one):
☐ The following work: asphalt paving and related work for V/O Mukwonago CTH LO Sanitary Rehab P&D #106131
 (insert description of type of labor, services, material, plans or specifications supplied by Contractor, including percentage performed dollar value, and dates as necessary to accurately describe the Work being waived, stating exceptions, if any)
☒ All past Work, including labor, services, material, plans or specifications performed or furnished at any time by the Contractor at the Property. This is a full waiver of all lien rights.
5. Title Companies, Lenders or others may require disclosure of the Contractor's subcontractors and material suppliers before disbursement of funds related to the Contractor's above-described Work. If so required, specify name(s) of Contractor's subcontractors and material suppliers furnishing any portion of the Work being waived:
 (Attach additional sheets if necessary)

CONTRACTOR NAME: PAYNE AND DOLANBy: 
CA841F64E4A048B... ignature)Authorized Agent's Name: Jeff Batchelor
(print name of person signing above)Title: AgentAddress: N3W23650 Badinger Rd, Waukesha, WI 53187Telephone Number: 262-524-1700

NOTE: This waiver is dependent upon the actual receipt of payment. If the check issued is returned "NSF" or payment stopped, this waiver of lien is void.

§779.05 Waivers of Lien. Provides, in part "(1) Any document signed by a lien claimant or potential claimant and purporting to be a waiver of construction lien rights under this subchapter, is valid and binding as a waiver whether or not consideration was paid therefor and whether the document was signed before or after the labor or material was furnished or contracted for. Any ambiguity in such document shall be construed against the person signing it. Any waiver document shall be deemed to waive all lien rights of the signer for all labor, services, material, plans or specifications performed, furnished or procured, or to be performed, furnished or procured by the claimant at any time for the improvement to which the waiver relates, except to the extent that the document specifically and expressly limits the waiver to apply to a particular portion of such labor, services, material, plans or specifications. A lien claimant or potential lien claimant of whom a waiver is requested is entitled to refuse to furnish a waiver unless paid in full for the labor, services, material, plans or specifications to which the waiver relates. A waiver furnished is a waiver of lien rights only, and not of any contract rights of the claimant otherwise existing."

Contractor's failure to pay its subcontractors or material suppliers from monies received for its Work may result in civil or criminal liability under Wisconsin's theft by contractor statute, §779.02(5), Wis. Stats.

Date: November 23rd, 2020

UNCONDITIONAL WAIVER OF LIEN

STATE OF Wisconsin
COUNTY OF Outagamie

TO WHOM IT MAY CONCERN:

For good & valuable consideration by payment in the amount of IN FULL. This document is effective by Ferguson Enterprises, LLC., on its behalf or as an agent for its subsidiaries and affiliates to waive and relinquish any and all claims and rights of lien in the above amount for material furnished to GLOBE CONTRACTORS INC and located at the site hereinafter described to wit:

GLOBE CONTRACTORS INC
CTH LO SAN REHAB/MUKWONAG
EAGLE LAKE AVE & N ROCHESTER
MUKWONAGO, WI 53149

IN WITNESS WHEREFORE, the undersigned has caused these present to be duly executed this 23rd day of November 2020.

By:

Nikki Heiting - MCM

Nikki Heiting
Market Credit Manager

WAIVER OF LIEN

11-24

2020

For value received, County Materials Corp hereby waive Full rights and claims for lien on land and on buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto, for Mukwonago Cth LO Sanitary owner _____, by Village of Mukwonago contractor _____, for Globe Contractors same being situated in _____ County, State of WISC described as _____

Pipe & Structures

for all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, Pa. of Ia Full

Louis Karle
County Materials 11/24/20



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/24/2020

183

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

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

PRODUCER		CONTACT NAME: Christine Miramontes	
R & R Insurance Services, Inc		PHONE (A/C, No, Ext): (262) 574-7000	FAX (A/C, No): (262) 574-7080
N14 W23900 Stone Ridge Drive		E-MAIL ADDRESS: christine.miramontes@rrins.com	
Waukesha WI 53188		INSURER(S) AFFORDING COVERAGE	
		INSURER A: National Fire Ins Co of Hartford (CNA)	
		INSURER B: Continental Ins Co (CNA)	
		INSURER C: Valley Forge Ins Co (CNA)	
		INSURER D: Admiral Insurance Co	
		INSURER E: Continental Casualty Co (CNA)	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL2011605655 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			7011447451 CNA75079XX (AI/PNC) CNA74705XX (WOS)	11/17/2020	11/17/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS			7011447465 CNA63359XX (AI/PNC/WOS)	11/17/2020	11/17/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comprehensive - All Other \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			7011447482 CNA75504XX (AI/PNC/WOS)	11/17/2020	11/17/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	7011447479	11/17/2020	11/17/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Contractors Pollution Liab			FEI-ECC-26811-00	11/17/2019	11/17/2022	Each Occ/Agg Limit 2,000,000
E	Contractors Equipment			7011646824	11/17/2020	11/17/2021	Leased/Rented Equipment 500,000

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

Project: CTH LO Sanitary Sewer Rehabilitation.
 Village of Mukwonago & Ruekert & Mielke are listed as additional insured on a primary and non-contributory basis in regards to general liability including ongoing and completed operations, auto liability, and umbrella when required by written contract per forms above. 30 day notice of cancellation applies except for non-payment of premium.

CERTIFICATE HOLDER	CANCELLATION
Village of Mukwonago 440 River Crest Court Mukwonago, WI 53149	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Daniel Scheider/DM586

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CNA PARAMOUNT

Blanket Additional Insured - Owners, Lessees or Contractors - with Products-Completed Operations Coverage Endorsement

Primary and Noncontributory Insurance

With respect to other insurance available to the additional insured under which the additional insured is a named insured, this insurance is primary to and will not seek contribution from such other insurance, provided that a **written contract** requires the insurance provided by this policy to be:

1. primary and non-contributing with other insurance available to the additional insured; or
2. primary and to not seek contribution from any other insurance available to the additional insured.

But except as specified above, this insurance will be excess of all other insurance available to the additional insured.

VI. Solely with respect to the insurance granted by this endorsement, the section entitled COMMERCIAL GENERAL LIABILITY CONDITIONS is amended as follows:

The Condition entitled **Duties In The Event of Occurrence, Offense, Claim or Suit** is amended with the addition of the following:

Any additional insured pursuant to this endorsement will as soon as practicable:

1. give the Insurer written notice of any **claim**, or any **occurrence** or offense which may result in a **claim**;
2. send the Insurer copies of all legal papers received, and otherwise cooperate with the Insurer in the investigation, defense, or settlement of the **claim**; and
3. make available any other insurance, and tender the defense and indemnity of any **claim** to any other insurer or self-insurer, whose policy or program applies to a loss that the Insurer covers under this **coverage part**. However, if the **written contract** requires this insurance to be primary and non-contributory, this paragraph 3. does not apply to insurance on which the additional insured is a named insured.

The Insurer has no duty to defend or indemnify an additional insured under this endorsement until the Insurer receives written notice of a **claim** from the additional insured.

VII. Solely with respect to the insurance granted by this endorsement, the section entitled DEFINITIONS is amended to add the following definition:

Written contract means a written contract or written agreement that requires you to make a person or organization an additional insured on this **coverage part**, provided the contract or agreement:

- A. is currently in effect or becomes effective during the term of this policy; and
- B. was executed prior to:
 1. the **bodily injury** or **property damage**; or
 2. the offense that caused the **personal and advertising injury**;
 for which the additional insured seeks coverage.

Any coverage granted by this endorsement shall apply solely to the extent permissible by law.

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.

CNA75079XX (10-16)

Page 2 of 2

Nat'l Fire Ins Co of Hartford

Insured Name: GLOBE CONTRACTORS INC

Policy No: 7011447451

Endorsement No: 9

Effective Date: 11/17/2020



C. Fellow Employee

Section II, Paragraph B.5 does not apply.

Such coverage as is afforded by this provision C. is excess over any other collectible insurance.

II. PHYSICAL DAMAGE COVERAGE

A. Glass Breakage – Hitting A Bird Or Animal – Falling Objects Or Missiles

The following is added to **Section III, Paragraph A.3.:**

With respect to any covered **auto**, any deductible shown in the Declarations will not apply to glass breakage if such glass is repaired, in a manner acceptable to us, rather than replaced.

B. Transportation Expenses

Section III, Paragraph A.4.a. is revised, with respect to transportation expense incurred by you, to provide:

- a. \$60 per day, in lieu of \$20; subject to
- b. \$1,800 maximum, in lieu of \$600.

C. Loss of Use Expenses

Section III, Paragraph A.4.b. is revised, with respect to loss of use expenses incurred by you, to provide:

- a. \$1,000 maximum, in lieu of \$600.

D. Hired "Autos"

The following is added to **Section III, Paragraph A.:**

5. Hired "Autos"

If Physical Damage coverage is provided under this policy, and such coverage does not extend to Hired Autos, then Physical Damage coverage is extended to:

- a. Any covered **auto** you lease, hire, rent or borrow without a driver; and
- b. Any covered **auto** hired or rented by your **employee** without a driver, under a contract in that individual **employee's** name, with your permission, while performing duties related to the conduct of your business.
- c. The most we will pay for any one **accident** or **loss** is the actual cash value, cost of repair, cost of replacement or \$75,000, whichever is less, minus a \$500 deductible for each covered auto. No deductible applies to **loss** caused by fire or lightning.
- d. The physical damage coverage as is provided by this provision is equal to the physical damage coverage(s) provided on your owned **autos**.
- e. Such physical damage coverage for hired **autos** will:
 - (1) Include loss of use, provided it is the consequence of an **accident** for which the Named Insured is legally liable, and as a result of which a monetary loss is sustained by the leasing or rental concern.
 - (2) Such coverage as is provided by this provision will be subject to a limit of \$750 per **accident**.

E. Airbag Coverage

The following is added to **Section III, Paragraph B.3.:**

The accidental discharge of an airbag shall not be considered mechanical breakdown.

Form No: CNA63359XX (04-2012)

Endorsement Effective Date:

Endorsement Expiration Date:

Endorsement No: 11; Page: 2 of 4

Underwriting Company: National Fire Insurance Company of Hartford, 151 N Franklin St, Chicago, IL 60606

Policy No: BUA 7011447465

Policy Effective Date: 11/17/2020

Policy Page: 59 of 190



- (4) Your **employees** may know of an **accident** or **loss**. This will not mean that you have such knowledge, unless such **accident** or **loss** is known to you or if you are not an individual, to any of your executive officers or partners or your insurance manager.

The following is added to **Section IV, Paragraph A.2.b.:**

- (6) Your **employees** may know of documents received concerning a claim or **suit**. This will not mean that you have such knowledge, unless receipt of such documents is known to you or if you are not an individual, to any of your executive officers or partners or your insurance manager.

B. Transfer Of Rights Of Recovery Against Others To Us

The following is added to **Section IV, Paragraph A.5. Transfer Of Rights Of Recovery Against Others To Us:**

We waive any right of recovery we may have, because of payments we make for injury or damage, against any person or organization for whom or which you are required by written contract or agreement to obtain this waiver from us.

This injury or damage must arise out of your activities under a contract with that person or organization.

You must agree to that requirement prior to an **accident** or **loss**.

C. Concealment, Misrepresentation or Fraud

The following is added to **Section IV, Paragraph B.2.:**

Your failure to disclose all hazards existing on the date of inception of this Coverage Form shall not prejudice you with respect to the coverage afforded provided such failure or omission is not intentional.

D. Other Insurance

The following is added to **Section IV, Paragraph B.5.:**

Regardless of the provisions of Paragraphs **5.a.** and **5.d.** above, the coverage provided by this policy shall be on a primary non-contributory basis. This provision is applicable only when required by a written contract.

That written contract must have been entered into prior to **Accident** or **Loss**.

E. Policy Period, Coverage Territory

Section IV, Paragraph B. 7.(5).(a). is revised to provide:

- a. 45 days of coverage in lieu of 30 days.

V. DEFINITIONS

Section V. paragraph C. is deleted and replaced by the following:

Bodily injury means bodily injury, sickness or disease sustained by a person, including mental anguish, mental injury or death resulting from any of these.

Form No: CNA63359XX (04-2012)

Endorsement Effective Date:

Endorsement Expiration Date:

Endorsement No: 11; Page: 4 of 4

Underwriting Company: National Fire Insurance Company of Hartford, 151 N Franklin St, Chicago, IL 60606

Policy No: BUA 7011447465

Policy Effective Date: 11/17/2020

Policy Page: 61 of 190



Committee/Board:	Public Works/Committee of the Whole/Board
Topic:	2021 VUEWorks Software Implementation
From:	Kevin Korth
Department:	Public Works/Engineering
Presenter:	Jerad Wegner
Date of Committee Action (if required):	December 2, 2020
Date of Village Board Action (if required):	December 16, 2020

Information

Subject: The Village's GIS platform will receive an upgrade to a more enhanced asset management based software program that will allow for the tracking of assets in addition to the mapping the Village currently has. The Village will be navigating from the current Asset Ally software to the VUEWorks platform. Public Works and Utilities will be involved with the initial implementation in 2021 as part of the attached Task Order.

Background Information/Rationale: The ability to track assets in the Public Works and Utilities Departments will allow for better anticipation of upcoming projects, more streamline approach to the value of the existing assets in the Village, and ability to track and schedule maintenance related items at Village assets such as pump stations and the treatment plant.

Key Issues for Consideration: Public Works and Utilities Departments will be navigating to the new VUEWorks software that will contain many of the same features that are currently available in the Village's existing GIS (Asset Ally), while having the additional ability of asset management. The Village's existing GIS (Asset Ally) will remain in service for the other Departments that are currently utilizing it.

Fiscal Impact (If any): \$70,300 that will divided accordingly amongst the Public Works and Utilities Departments. This is a 2021 budgeted item.

Requested Action by Committee/Board: Motion to approve Task Order 2020-13 and implement VUEWorks software.

Attachments

Task Order 2020-13 VUEWorks Software Implementation with Attachments

TASK ORDER

This is Task Order No. (2020-13),
consisting of 12 pages

Village of Mukwonago

Task Order

In accordance with the Agreement Amendment between Village of Mukwonago (Owner) and Ruekert-Mielke, Inc. (Engineer) dated February 20, 2019, Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: 2021 VUEWorks Software Implementation

B. Description:

The Village is converting their GIS from AssetAlly into VUEWorks, a GIS asset management software. The Village has had a need for an improved work order System to assist with facility maintenance tracking/scheduling, VUEWorks provides the capabilities to satisfy the facility management needs and implement those capabilities across the Utilities and Public Works Department assets and workflows. VUEWorks provides the Village a single platform that combines GIS and work management into one resource for staff to improve their ability to configure, prioritize, and track their work.

2. Services of Engineer

VUEWORKS INSTALLATION, CONFIGURATION, TESTING AND TRAINING

Village staff responsible for data management and workflow processes should also be available to provide information to Ruekert & Mielke, Inc. (R/M) on an “as needed” basis. These individuals, or others knowledgeable with the Village’s daily operations and workflow procedures, should be available to assist with the development of Work Order forms, Resource Manager tables (Labor, Equipment, and Inventory), and Facility operations and inventory.

IMPLEMENTATION PLAN SUMMARY

R/M will utilize the following Implementation Plan for the Village’s Asset and Infrastructure Management project as summarized below:

Page 1 of 12 Pages

11/24/20

Task Order No. 2020-13 (12-10135.200)

Ruekert & Mielke, Inc.

TASK ORDER

- **Task 1: Kickoff Meeting** (Onsite, 2 hrs.)

The goal of this meeting is to clearly identify the subject matter experts, VUEWorks Administrator(s), and other points of contact between VUEWorks and the Customer. The meeting will establish dates and over all initial project timeline.

- **Task 2: Standard Work Management Implementation** Iterations for the following VUEWorks modules within the Village's Water/Wastewater Departments, Public Works, Water Meters, and Facilities.

- o Work Order, Facilities, and Resource Manager

Total Standard Work Management Implementations Workshops = 20 – 2-hour sessions.

- **Task 3: Facilities Model & Implementation** Iterations for the following VUEWorks modules within the Village's Public Works and Water/Wastewater Departments (as shown in Exhibit C and detailed below).

- o Total Facilities Implementation Workshops = 2 – 2-hour sessions.

Additional implementation workshops can be conducted under a separate agreement or an addendum to this agreement.

- **Task 4: Administrator Training**

R/M will work with the Village to determine the most appropriate Village staff to serve as "Administrator(s)" for the Village's VUEWorks site and software. R/M will train the Village's Administrator(s) on General site use, administrative functionality for the Core module, and each of the work management, resource manager, and mobile app modules. Administrators will become proficient in user permission settings, accessing resources, and work order form configuration.

- **Task 5: End User Training**

R/M will train Village staff designated to be VUEWorks users in the following areas:

- o Introduction to VUEWorks, and access to the VUEWorks site
- o General site use including filtering, dashboards and calendars
- o Work management in VUEWorks including creating Work Orders, accessing information within the VUEWorks system, and resource entry for Work Orders.

Implementation services will be tailored to best meet the Village of Mukwonago's needs. The Implementation process is standardized and includes on-site configuration, and remotely held planning workshops to facilitate the on-site sessions as detailed below.

TASK ORDER

The Village of Mukwonago will be prepared to take ownership of the software configuration and subsequent administration of VUEWorks during the course of the Implementation process. The Implementation Plan approach will deepen the Village's participation in the implementation and training process which should result in significant progress and the ability to become self-sufficient in implementing additional work and asset management activities without R/M's or VUEWorks professional services. Upon completion of the Implementation process, the Village will have a fully functional VUEWorks system, with workflow configuration completed as detailed in the Implementation scope below. Future additional VUEWorks software configuration beyond the Implementation process will be handled by Village staff. Additional Implementation iterations can be conducted under a separate agreement or an addendum to this agreement.

SCOPE OF SERVICES

TASK 1: KICKOFF MEETING

The goal of this meeting is to introduce the Village staff to the VUEWorks software, provide a general overview of how the implementation process will work, and clearly identify the subject matter experts, VUEWorks Administrator(s), and other points of contact between R/M and the Village. At this meeting, the general phasing of implementations for the departments and VUEWorks modules will be established, and approximate dates will be established for the project timeline.

As part of the kickoff meeting, the Village will identify the **Subject Matter Expert(s)** (SME) for each of the Departments or areas of work (water, wastewater, etc.), as well as the overall VUEWorks Administrator. The SME(s) needs to understand the entire workflow for any given activity that will be managed via work orders, but they do not necessarily need to be the employee(s) who performs the work. The purpose of the SME(s) is to break down each of the work activities into a step by step series of events, where at each step key information to be collected is identified, and the actions necessary to move to the next step are defined.

The **VUEWorks Administrator** is the Village's lead person(s) responsible for administering the application. The VUEWorks Administrator is responsible for taking ownership of the system and will expand it over time. As such, they will need to understand the workflows, how to use the various configuration user interfaces to build new workflows, master the report designer and more.

TASK 2: STANDARD WORK MANAGEMENT IMPLEMENTATION PLAN SERVICES

The Village of Mukwonago will implement VUEWorks in the Water/Wastewater Utilities, Facilities, Public Works Departments, and Water Meter process. The implementations will include work in the areas of Streets, Storm Water, Facilities, Water, and Wastewater Departments. There will be a separate session to cover water meters as if it were its own department.

R/M will work with Village staff to map out the existing tasks completed by department staff in the areas of day to day responsibilities. The Village will provide to R/M information regarding what data is collected and what is reported on, including samples of data structure and Village reports as it relates to work and asset management. R/M will work with the Village to map out all existing work management activities and replicate functionality that the Village currently has in their current AssetAlly tools.

R/M will then configure the VUEWorks system for work management in the department. R/M will use two well-defined reports from the Village to create two (2) basic reports that will provide the same data output once work orders have been populated within the VUEWorks system.

Each Standard Work Management Implementation service will provide the target department with the following:

- Two 2-hour on-site workshops w/ R/M implementation team
- Department specific implementation and configuration
- Field ready software that is configured and ready for daily use
- Reports and data analysis templates configured and ready for daily use

Workshops for Standard Work Management Implementation

Workshop 1: Workflow Definition (Onsite – 2-hours)

Implementing the work management modules of VUEWorks requires careful identification of the work activities to be managed in the system and the relevant data to be recorded at the work activity level. Work activities are the most granular level of work management and form the basis for asset specific work and preventive maintenance management, reporting, and analysis.

Prior to the Workshop 1, Village staff will identify a list of well understood asset specific work activities and citizen related issue requests. Any supporting documents such as paper-based work orders; inspection forms, service request documentation, etc. will be provided to R/M via email. R/M will review the information prior to the workshop. R/M will define the workflow for these activities as part of Workshop 1.

The goal of the workshop is to begin defining how VUEWorks will be configured before the first onsite workshop. The process of defining work activities in a work order system can be complex initially. This stems from the fact that any given work activity is composed of several parts: work planning, work assignment, doing the actual work, and closing out the task or work order correctly. The challenge in implementing any work management system is that the above steps are often not completely understood by a single individual; in fact, it is more common for these steps to be handled in a sequential fashion with different staff largely confined to one or two parts of the sequence. In addition, when Village staff begin defining these steps for an automated process, it is common for changes to be introduced to the workflow process.

The SME(s) is essential in diagramming the workflow, which is the baseline from which VUEWorks is then configured.

Workshop 2: Workflow Identification and Classification (Onsite – 2-hours)

The first goal of this workshop is to define the tasks and activities that department staff complete on a regular basis. Understanding the full scope of work completed by each Department will provide a more comprehensive view of all the work that the Department is responsible for, and increase the effectiveness of classification and mapping of these workflows.

The second goal of this workshop is to determine what Department work would be classified as a Work Order. Workflows will be used to relate Service Requests and Work Orders, and work will be divided into appropriate Groups to facilitate more efficient use of user permissions, reporting, and other work management within VUEWorks.

Workshop 3: Workflow Mapping (Onsite, 2-hours)

The goal of this workshop is to walk through work management activities from start to finish and determine how the process will be completed in VUEWorks from the start of a task to the final closeout of a Work Order. R/M will work with the Village to map out four (4) well understood and documented work management activities.

The actual content of the work order form in VUEWorks is highly configurable. The contents of the Work Order has two drivers:

- Workflow of the specific activity
- Data required to be captured in the course of performing the work activity.

Based on the completed workflow exercise, the R/M implementation team will create a draft work order specification for each work activity, and an associated work order form set up in the VUEWorks software for live interaction during workshop 4.

Workshop 4: Final Workflow Configuration & Reporting (1 Day)

This workshop marks a turning point in the implementation process. Final changes will be made to the work order specification documents as well as the actual work order forms in VUEWorks. R/M will update the specification documents during the workshop; however the VUEWorks Administrator will perform updates to the actual work order forms in VUEWorks. The SME(s) and the VUEWorks Administrator will step through the workflow process in a role-playing exercise to test drive the configuration. R/M will step through the reporting capabilities of the system, and the VUEWorks Administrator (and others in attendance as appropriate) will run report.

As part of this workshop the Village will sign off on the work order specification, as well as the Final configuration of the Service Request and Work Order forms for the four workflows mapped in Workshop 3.

During this workshop, the SME(s) and VUEWorks Administrator will be exposed to the actual work management modules in VUEWorks to begin designing actual work order forms, service request issues, reports, and dashboard gadgets. Data entry requirements for employee names, pay rates, rate types (e.g. Standard, Overtime, etc.); with similar information for equipment and inventory will be identified. The VUEWorks Administrator will populate this data into the appropriate VUEWorks tables.

TASK ORDER

Upon completion of the 4th workshop, the VUEWorks Administrator will be able to modify the existing work order configuration (both the workflow and the content of the actual work order forms) that the implementation team created within the VUEWorks system.

TASK 3: FACILITIES MODEL & IMPLEMENTATION

The Village of Mukwonago will implement the Facilities Module in the Wastewater and Water Departments. The implementations will include work in the areas of Water/Wastewater, Public Works, and Facilities Departments.

R/M will work with Village staff to review each facility maintained by the Village. The Village will provide to R/M information regarding what data is collected and what is reported on, including samples of data structure and Village reports as it relates to facility inspections, recurring maintenance, and asset management.

R/M will then configure the VUEWorks system for work management in the department. R/M will add a facilities GIS layer into the application and associate a building template with each Village owned facility. Each facility will have a general breakdown of each asset class. R/M will set up 5 recurring work orders for each facility and configure 2 custom inspections forms for each of the water, wastewater, and public works departments.

The Facilities Model & Implementation service will provide the target departments with the following:

- One day on-site w/ R/M implementation team
- Department specific implementation and configuration
- 5 Scheduled recurring work orders for each facility.
- 2 Fully functional inspection reports within VUEWorks that are configured and ready for daily use

Workshops for Facilities Model & Implementation

Workshop 1.1: Wastewater/Water Facilities Management Definition (Onsite - ½ Day)

Implementing the Facilities modules of VUEWorks requires identification of all facilities managed by the Village. Facilities Management inspection is one of the most complexed forms of asset management, and provides the basis for preventive maintenance management, reporting, and analysis.

Prior to Workshop 1.1, Village staff will identify the wastewater treatment plants, lift stations, wells, and water tower major systems, and the components that make up each system. Any supporting documents such as paper-based inspection forms, recurring maintenance, etc. will be provided to R/M via email. R/M will review the information prior to the workshop and will define the structure of the building templates

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Task Order No. 2020-13 (12-10135.200)

Ruekert & Mielke, Inc.

TASK ORDER

for these facilities as part of Workshop 1. R/M will review the Village's inspection reports, and work with Village staff to determine how to configure these inspection forms within VUEWorks prior to Workshop 2.

Workshop 1.2: Public Works Facilities Management Definition (Onsite - ½ Day)

Prior to Workshop 1.2, Village staff will identify all facilities managed by their department and the major components that make up their management responsibilities. Any supporting documents such as paper-based inspection forms, recurring maintenance, etc. will be provided to R/M via email. R/M will review the information prior to the workshop and will define the structure of the building templates for these facilities as part of Workshop 1.2. R/M will review the Village's inspection reports, and work with Village staff to determine how to configure these inspection forms within VUEWorks prior to Workshop 2.

Workshop 2: Final Asset Management Configuration and Software Review (Onsite – ½ Day)

During this workshop, the building templates and inspection reports created by the R/M Implementation staff within VUEWorks will be reviewed by Village staff within the VUEWorks system.

As part of this workshop the Village will sign off on the building layers, building template specification, as well as the final configuration of the inspection forms reviewed in Workshop 1.1 & 1.2.

Staff will walk through inspection activities from start to finish, and review how the process will be completed in VUEWorks. Village staff will create live inspection forms within the system

During this workshop, the SME(s) and VUEWorks Administrator will be exposed to the actual facilities modules in VUEWorks to begin creating and modifying their asset inventory, inspection forms, and systems.

Upon completion of the 2nd workshop, the VUEWorks Administrator will be able to modify the existing building templates, asset inventory, and inspection forms that the implementation team created within the VUEWorks system.

TASK 4: ADMINISTRATIVE TRAINING

The VUEWorks Administrator, and appropriate SMEs designated by the Village, will be trained to complete all software configuration necessary to independently maintain and update the data, forms and processes within VUEWorks. Training will include the following:

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Task Order No. 2020-13 (12-10135.200)

Ruekert & Mielke, Inc.

TASK ORDER

- Review Home Page setup
- Review Asset Classes and Types
- Review Configuring Layers and Attribute Tables
- Review Interacting with Map, Selecting and Searching for Assets
- Review Document Linking features and options
- Review Data Linking
- Review Customization Tools for Work Order Forms, and Dashboards
- Review Resource Manager module, include Labor, Equipment, and Inventory tables
- Review Facilities Module
- Assist with Creating & Configuring a Work Order Form and Routing to Appropriate Department/Personnel

TASK 5: END USER TRAINING

Each training session will be scheduled on a single day. Training is intended for staff that will use VUEWorks modules daily and are responsible for assigning and filling out Work Orders and preparing reports.

Modules: Core, Work Orders, Resource Manager, Facilities, Mobile Apps

- Software Overview
- Review Interacting with Map
- Searching
- Selecting Assets
- User Preferences
- Notifications and Routing to Appropriate Department/Personnel
- Review Work Order module
- Creating Work Order
- Responding to Work Orders
- Finding Work Orders
- Review Document Linking
- Generating Reports

The Village will provide a training facility equipped with a large screen, projector, internet connections, and computers available for up to 8 trainees.

3. Owner's Responsibilities

TASK ORDER

- The Village will provide a training facility equipped with a large screen, projector, internet connections, and computers available for up to 8 trainees.
- The Village will provide all documentation and resources identified in the scope.
- Village staff will provide reasonable efforts for coordinating meetings and attending all training sessions related to their current responsibilities.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
Kick off Meeting	First week of January 2021
Implementation Workshops	January 20 th – March 31 st , 2021
Admin & End User Training	April 2021

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Lump Sum, or Estimate of Compensation for Services</u>
200 2021 VUEWorks Software Subscription	Lump Sum Annual Subscription	\$20,000
201 Data Conversion	Lump Sum	\$3,000
202 Implementation Kick-off Meeting	Lump Sum	\$1,000
202A Water Implementation	Lump Sum	\$5,500

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Task Order No. 2020-13 (12-10135.200)

Ruekert & Mielke, Inc.

TASK ORDER

<i>202B Wastewater Implementation</i>	<i>Lump Sum</i>	<i>\$5,500</i>
<i>202C Facilities Implementation</i>	<i>Lump Sum</i>	<i>\$9,500</i>
<i>202D Public Works Implementation</i>	<i>Lump Sum</i>	<i>\$7,500</i>
<i>202E Water Meters Implementation</i>	<i>Lump Sum</i>	<i>\$7,500</i>
<i>203 Training – Admin Training</i>	<i>Lump Sum</i>	<i>\$1,400</i>
<i>203A User Training – Core, Work Order, Resource Manager</i>	<i>Lump Sum</i>	<i>\$3,800</i>
<i>203B User Training - Facilities</i>	<i>Lump Sum</i>	<i>\$1,400</i>
<i>203C User Training – Water Meters</i>	<i>Lump Sum</i>	<i>\$1,400</i>
<i>205 Project Administration & Management</i>	<i>Lump Sum</i>	<i>\$2,800</i>

B. The terms of payment are set forth in the Standard Terms and Conditions.

6. Consultants

N/A

7. Other Modifications to Standard Terms and Conditions

N/A

8. Attachments

Attachment A VUEWorks Software Subscription Costs

Attachment C Implementation and Training Tasks and Associated Costs.

9. Documents Incorporated by Reference

N/A

Ruekert & Mielke, Inc. / Village of Mukwonago Master Agreement

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions, (as modified above) set forth in the Master Engineering Agreement Amendment between Owner and Engineer, dated February 20, 2019, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, _____.

OWNER:

Village of Mukwonago

By: _____

Name: _____

Title: _____

Date: _____

ENGINEER:

Ruekert & Mielke, Inc.

By: _____

Name: Steven C. Wurster, P.E.

Title: Senior Vice President/COO

Date: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____

Address: W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

Email: _____

Email: _____

Phone: _____

Phone: _____

Fax: _____

Fax: 262-542-5631

ATTACHMENT B



9/21/2020

VUEWorks SOFTWARE SUBSCRIPTION		
VUEWorks Modules	License	Cost
Core	X	-
Service Request	X	-
Work Order	X	-
Resource Manager	X	-
Facilities	X	-
Condition	X	-
Risk	X	-
Budget Forecast	X	-
Projects	X	-
Valuation	X	-
Request Portal	X	-
Mobile Apps	X	-
INITIAL PURCHASE COST		\$20,000
ANNUAL COSTS		\$20,000

ITEM	COST	
	2021	2022
VUEWorks Subscription	\$20,000	20,000
VUEWorks Implementation (Attachment C)	\$50,300	TBD
TOTAL	\$70,300	\$20,000+

Notes:

- Request portal includes unlimited users.

~Marketing Dept > PROPOSALS > Proposals 2018 > CT 13_AS2_Illinois > Huntley, Village > 2018 VUEWorks Implementation > Attachment B VUEWorks Software Subscription Costs.docx~

**Village of Mukwonago, WI
VUEWorks Implementation
Attachment B**

1. Startup Services (*)		Cost	Description
A. GIS Data Analysis		\$0.00	Review client GIS data
B. Project Planning & Scheduling		\$0.00	Onsite
C. Needs Assessment		\$0.00	Onsite & Remote
D. Data Conversion		\$3,000.00	Remote
E. Software Costs (Unlimited Licenses)		\$20,000.00	Software/Licenses
SubTotal Startup Services Cost		\$23,000.00	
2. Installation & Site Development			
VUEWorks Modules: Core, Service Request, Work Order, Resource Manager, Condition, Risk, Projects, Budget Forecasting, Valuation, Facilities, Request Portal			
A. VUEWorks Installation & Site Development		\$3,750.00	Onsite & Remote
B. VUEWorks Software Configuration (Layers, Users, & Permission Settings)		\$2,000.00	Remote
C. Project Administration & Management		\$2,800.00	Remote
SubTotal Software Installation Cost		\$8,550.00	SubTotal Hours
3. Implementation & Configuration			
D. Workflow and Asset Management Implementation Workshops & Site Configuration			
Kickoff Meeting		\$1,000.00	Onsite/Remote
1.5			
Water		\$5,500.00	Onsite
Wastewater		\$5,500.00	Onsite
Facilities		\$9,500.00	Onsite
Public Works		\$7,500.00	Onsite
Water Meters*		\$7,500.00	Onsite/Remote
SubTotal Work Management Workshop Cost		\$36,500.00	Days
Total Startup, Installation & Implementation Cost (Items 1 & 2)		\$62,300.00	Total Days
3. Training			
1. Administrator Training		\$1,400.00	Onsite
2. User Training (up to 8 people per session)			
a. Core, Work Order, Resource Manager		\$3,800.00	Onsite
b. Facilities		\$1,400.00	Onsite
c. Water Meters		\$1,400.00	Onsite
SubTotal Training Cost		\$8,000.00	Total Onsite Days
TOTAL COST			\$70,300.00

VUEWorks Installation & Administrator Training would be provided on consecutive days

* Includes travel expenses (mileage, lodging, meals).

Additional Services would be charged on an hourly basis at the following rates:

**Remote Training: \$143
Configuration Assistance: \$143**

11/24/2020

Attachment C Implementation and Training Services - Mukwonago 20200902.xlsx
Cost Table

November 16, 2020

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

Re: Edgewood Village
Letter of Credit Reduction #1

Dear President Winchowky:

We have reviewed the request of Edgewood Village Apartments to have their Letter of Credit reduced. All work is completed on the site and we are in the process of finalizing our review of the Storm Water Facility as-built and certification. There are no remaining public improvement punch list items and believe that the current Letter of Credit for the project may be reduced per the following table:

ITEM	Current LOC Amount	Reduction Amount	Remaining Balance
Sanitary Sewer	\$67,416.00	\$67,416.00	\$0.00
Water Main	\$46,940.00	\$46,940.00	\$0.00
General Conditions	\$1,350.00	\$1,350.00	\$0.00
Public Street Paving	\$23,500.00	\$23,500.00	\$0.00
Restoration & Erosion Control	\$10,000.00	\$10,000.00	\$0.00
Site Grading, Excavation, Storm Water Facilities	\$55,000.00	\$55,000.00	\$0.00
Subtotal:	\$204,206.00	\$204,206.00	\$0.00
Contingencies (20%)	\$40,841.20	\$0.00	\$40,841.20
Total Letter of Credit Amount:	\$245,047.20	\$204,206.00	\$40,841.20

We recommend that the current Letter of Credit in the amount of \$245,046.20 be reduced by \$204,206.00 to a new amount of **\$40,841.20**. The remaining balance are the contingencies which we recommend holding until Summer 2021. There was punch list work that was completed at the latter half of 2020 that should be evaluated in 2021.

Attached to this letter you will find the required lien waivers form the Developer's Contractors, as required by the Developer Agreement.

If you or any staff or board member should have any questions regarding this, please feel free to contact me at (262) 542-5733.

Mr. Fred Winchowky
Edgewood Village - Letter of Credit Reduction #1
November 16, 2020
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Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch
Project Engineer
pgesch@ruekertmielke.com

Enclosure
PWG:pwg

cc: Diana Dykstra, Village of Mukwonago
John Weidl, Village of Mukwonago
Bob Harley, Village of Mukwonago
Mark G. Blum, Village of Mukwonago
Dave Brown, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Tim Schwecke, Village of Mukwonago
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

FINAL WAIVER OF LIENSTATE OF Wisconsin
COUNTY OF Racine

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Edgewood Village Apartments, LLC, Inc. to furnish Site Utilities & Excavation for the premises known as Edgewood Village Apartments, Mukwonago, Wisconsin, of which is owned by Edgewood Village Apartments, LLC

THE undersigned, for and in consideration of Nineteen Thousand Two hundred Sixty Eight and 00/100 (\$19,268.00) dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged, hereby conditionally** waives its right to lien, under the State of Wisconsin statutes, relating to construction liens, with respect to and on said above-described premises, and the improvement thereon, and on the material, fixtures, apparatus, or machinery furnished, and on the moneys, funds, or other consideration due, or to become due, from the owner, on account of labor, services, material, fixtures, apparatus, or machinery, furnished, or which may be furnished, at any time hereafter, by the undersigned for the above-described premises. INCLUDING EXTRAS*.

DATE: 9/15/2020COMPANY NAME: Willkomm Excavating & Grading, Inc.ADDRESS: 17108 County Line Road
Union Grove WI 53182SIGNATURE AND TITLE: Nicholas A. Willkomm President

* EXTRAS ARE LIMITED TO APPROVED CHANGE ORDERS TO THE CONTRACT. AMOUNT DOES NOT INCLUDE ANY CHANGE ORDER REQUEST SUBMITTED TO GENERAL CONTRACTOR, BUT NOT YET COUNTER-EXECUTED, AND ANY CHANGE ORDER STILL BEING NEGOTIATED WITH GENERAL CONTRACTOR.

** This waiver is conditioned upon the actual receipt of payment. If the check is returned "NSF" or payment is stopped, this lien waiver is void.

CONTRACTOR'S AFFIDAVITSTATE OF Wisconsin
COUNTY OF Racine

TO WHOM IT MAY CONCERN:

THE undersigned, Nicholas A Willkomm, being duly sworn, deposes and says that he is President of Willkomm Excavating & Grading, Inc., who is the contractor furnishing Site Utilities & Excavation on the project located on Edgewood Avenue, Mukwonago WI, and owned by Edgewood Village Apartments, LLC.

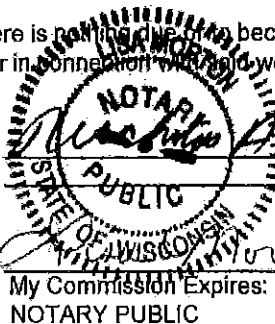
That the total amount of the contract, including extras*, is \$ 460,068.00, on which we have received payment of \$440,800.00 prior to this payment. That this conditional** waiver is true, correct, and genuine. That the following are the names of all parties who have furnished material or labor, or both, for said work, and all the parties having a contract or subcontract for a specific portion of said work, or for material, entering into the construction thereof, and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	APPROVED CO	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Willkomm Excavating & Grading, Inc.	Utility/Excavation	\$ 323,072.46		\$ 303,804.46	\$ 19,268.00	\$ -
Pavement Maintenance	Grinding	\$ 1,319.76		\$ 1,319.76	\$ -	\$ -
HD Supply/Core & Main	Pipe	\$ 64,649.05		\$ 64,649.05	\$ -	\$ -
Concrete Specialties	Structures	\$ 11,796.47		\$ 11,796.47	\$ -	\$ -
Neenah Foundry	Casting	\$ 4,785.42		\$ 4,785.42	\$ -	\$ -
Gleason Redi-Mix	Redi-Mix	\$ 16,494.92		\$ 16,494.92	\$ -	\$ -
Con-Cor	Saw Cutting	\$ 525.00		\$ 525.00	\$ -	\$ -
Johnson Sand & Gravel, Inc.	Stone	\$ 32,240.79		\$ 32,240.79	\$ -	\$ -
Ace Electrical Sewer Cleaners	Televising	\$ 1,650.00		\$ 1,650.00	\$ -	\$ -
T & T Tree Service	Clearing	\$ 3,000.00		\$ 3,000.00	\$ -	\$ -
Whitewater Limestone	Stone	\$ 534.13		\$ 534.13	\$ -	\$ -
TOTAL LABOR AND MATERIAL TO COMPLETE		\$ 460,068.00	\$ -	\$ 440,800.00	\$ 19,268.00	\$ -

That there is no other outstanding contract for said work, and that there is nothing due or to become due to any person for material, labor, or other work of any kind done, or to be done, upon or in connection with said work other than above-stated.

DATE: 9/15/2020SIGNATURE: Nicholas A. WillkommSubscribed and sworn to before me this 15th day ofSeptember, 2020

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NOTARY PUBLIC
My Commission Expires: 5/15/2024
NOTARY PUBLIC

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Village of Mukwonago

Committee/Board:	Village Board
Topic:	Discussion of future committee/VB meetings
From:	JSW
Department:	Administration
Presenter:	JSW
Date of CoTW Action (if required):	12/3/2020
Date of Village Board Action (if required):	

Background Information/Rationale: As indicated in the memo from President Winchowky and I last week, Village Hall is closed to the public until further notice. This is simply an opportunity for the elected officials to revisit their position on in-person meetings. Currently, we assume that in person committee and board meetings will continue and we plan to appropriately staff those meetings. 80% of the total caseload happened in October and the trend line has not changed going into November.

Key Issues for Consideration: Simply, it is worth considering whether to continue in person meetings.

Fiscal Impact (If any): none.

Requested Action by Committee/Board: Discuss and, if applicable, take action.
