

Village of Mukwonago
Notice of Meeting and Agenda

COMMITTEE OF THE WHOLE MEETING
Wednesday, March 2, 2022

Time: **5:30 pm**

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

1. Call to Order

2. Roll Call

3. Comments from the Public

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

4. Approval of Minutes

- 4.1 Approve Minutes of Committee of the Whole meeting of February 2, 2022
[2022-02-02 Draft COW Minutes](#)

5. Finance Committee, Trustee Meiners

Discussion and action possible on the following items.

- 5.1 Monthly Treasury Report and Revenue/Expenditure Guideline Report for January
(For information purposes only, no action required)
[2022-01 January Treasury Report.pdf](#)
[2022-01 January Revenue & Expenditure Report.pdf](#)
- 5.2 Discussion and possible recommendation to approve Accounts Payable Vouchers in the amount of \$4,273,789.62.
[20220302 VB COW Packet.pdf](#)
- 5.3 Discussion and possible recommendation to approve **Resolution 2022-27**
Amending the 2021 Adopted Budgets for the General Fund, TID #5, Debt Service, Fire Designated, Village Designated, ARPA, Library, Capital Improvement, Stormwater Utility and Parkland Site Fund.
[RESOLUTION 2022-27 \(Amend 2021 Budget - Various Funds\)](#)

- 5.4 Discussion and guidance for the Administrator regarding the Purchase Policy on small contracts.

[Purchase Policy and Contracts Review](#)

6. **Health and Recreation Committee, Trustee Decker**

Discussion and action possible on the following items

- 6.1 Discussion and possible recommendation to approve the annual Mukwonago Lions Easter Egg Hunt at Field Park on April 9, 2022 (rain date April 16, 2022) from 10 a.m. to Noon.
[04-09-2022 - Easter Egg Hunt - Field Park-Special Event](#)
- 6.2 Discussion and possible recommendation for ProHealth Cares Park Walk for Cancer scheduled for Field Park May 7, 2022 from 6am to 1pm.
[05-06 - 05-07-2022 ProHealth Cares Park Walk for Cancer](#)
- 6.3 Discussion and possible recommendation to approve Mukwonago Lions Summerfeste at Field Park, June 16, 17, 18, 19, 2022, and recommendation to approve a Temporary Class B Retailer's license for the Mukwonago Lions Foundation.
[06-16-19-2022 - Summerfeste Application and Plan of Operation](#)
[Temp Class B Lions Foundation - Summerfeste 2022](#)
- 6.4 Discussion and possible recommendation to approve the application for Croatian Fest at Field Park on July 9, 2022, and approval of a Temporary Class B Retailer's License.
[07-08 to 7-09-2022 Croatia Fest Park App and Temp Class B](#)
- 6.5 Discussion and possible recommendation to approve the Chamber of Commerce sponsored Farmers Market at Field Park every Wednesday May 18, 2022 through October 12, 2022. (No Market on June 15th during Summerfeste) at the agreed upon rate of \$20 per week.
[May - Oct Farmers Market Application and Plan of Operation](#)
- 6.6 Discussion and possible recommendation to approve the Field park Pavilion Renovation Study agreement with Plunkett Raysich Architect, LLP, in the amount of \$4,900.
[Field Park Pavilion Cover Report](#)
[220027-01 Village of Mukwonago Field Park Pavilion Ren Study OA REV UNSIGNED.pdf](#)
- 6.7 Discussion and possible recommendation to approve **Task Order No. 2022-04** from Ruekert Mielke, Inc. for the engineering and construction related services of Miniwaukan Park Restroom Building project in the amount of \$60,325.
[2022-04-Miniwaukan Park Restroom Building Task Order.pdf](#)

7. **Judicial Committee, Trustee Walsh**

Discussion and action possible on the following items

- 7.1 Discussion and possible recommendation to approve a change of agent application from Aldi Inc., Aldi #46 to Justin Olson.
[Aldi Change of Agent](#)

8. Library Board of Trustees, Trustee Brill

- 8.1 Library Directors Report for February 2022
[Library Director Report - 2022-02.pdf](#)

9. Public Works Committee, Trustee Brill

Discussion and action possible on the following items

- 9.1 Discussion and possible recommendation to award the WWTF Aeration Basin Upgrades Project contract to Lee Mechanical, Inc. in the amount of \$291,500.00.
[Aeration Recommendation of Award and Notice of Award.pdf](#)
- 9.2 Discussion and possible recommendation to approve **Task Order No. 2022-05** from Ruekert Mielke, Inc. for the engineering and construction related services of Minors Park Pedestrian Culvert Crossing project in the amount of \$68,940.
[2022-05 Minors Park Pedestrian Culvert Crossings Task Order.pdf](#)
- 9.3 Discussion and update on on Village Hall maintenance and equipment for furnace and elevator repairs.
[Cover Report- Village Hall Unbudgeted Expenditures](#)
[VH Elevator Repair.pdf](#)
[VH Furnace Replacement.pdf](#)
- 9.4 Discussion and possible recommendation to approve **Resolution 2022-26** a Resolution to approve the Reduction of the Letter of Credit for Fairwinds Phase V to the amount of \$100,290.
[Resolution 2022-26 Reduction of LOC Fairwinds V.pdf](#)

10. Closed Session

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

11. Reconvene into Open Session

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

12. Adjournment

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

Municipal Clerk's Office, (262) 363-6420.

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, February 2, 2022

Time: **5:30 pm**

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

Call to Order

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

Roll Call

Board Members Present

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

Also Present:

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Jerad Wegner, Village Engineer
Mark Blum, Village Attorney
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspector Supervisor

Comments from the Public

None.

Approval of Minutes

Approve Minutes of Committee of the Whole meeting of January 5, 2022.

Decker/Johnson motion to approve Minutes of Committee of the Whole meeting of January 5, 2022. Unanimously carried.

Downtown Development Committee, Trustee Adler

Discussion and direction to the consultant and staff regarding the wayfinding signage rankings and list of public facilities to be identified. (*carried over from 1/5/22 COW meeting*)

Trustee Adler noted they are looking to approve list and rankings, final locations will come back for approval.

Adler/Meiners motion to recommend approval of wayfinding signage rankings and list of public facilities to be identified. Unanimously carried.

Finance Committee, Trustee Meiners

Monthly Treasury Report and Revenue/Expenditure Guideline Report for December 2021. (For information only, no action required)

Trustee Meiners noted he is amazed by the year end percentage and how close departments heads are in their budgets.

Finance Director Doherty noted these are preliminary and may be looking at some charges still being put back to 2021.

Discussion and possible recommendation on Accounts Payable Vouchers in the Amount of \$4,553,202.92.

Meiners/Decker motion to recommend approval on Accounts Payable Vouchers in the Amount of \$4,553,202.92. Unanimously carried.

Discussion and possible recommendation on a First Amendment to Assignment of Offer to Purchase for 301 W. Main Street and E Love Coffee, LLC to extend the deadline for construction improvements.

Meiners/Johnson motion to recommend approval of a First Amendment to Assignment of Offer to Purchase for 301 W. Main Street and E Love Coffee, LLC to extend the deadline for construction improvements.

Attorney Blum explained in the agreement they signed they would complete construction by a particular date and this document will extend that date to April 30, 2023

Trustee Walsh asked if the remaining funds for CDBG were still being held in escrow. Finance Director Doherty noted about \$109,000 budgeted to expend this year still waiting.

Unanimously carried.

Health and Recreation Committee, Trustee Decker

Discussion and possible recommendation to approve the service agreement with MSA for the Village of Mukwonago (CORP) Comprehensive Outdoor Recreation Plan update in the amount of \$13,000, pending approval village attorney review.

Decker/Meiners motion to recommend approval the service agreement with MSA for the Village of Mukwonago (CORP) Comprehensive Outdoor Recreation Plan update in the amount of \$13,000, pending approval village attorney review.

Trustee Johnson asked if this is urgent and why now if there will be a new Board in April.

Page three says March – April phase 1 and she feels we should ask to delay one month.

Trustee Decker can put off meeting with elected officials for after April.

DPW Bittner noted he can ask for that accommodation.

Trustee Walsh commented the deliverables in schedule and would point out that they have three public participation components at Cow #2 and Cow #3. He also asked about grant summary or if one will be available if village so chooses.

DPW Bittner noted that this is the 5 year plan to insert into the CIP plan

Trustee Decker commented that 2017 was probably first time he saw comprehensive planning that he could budget money from and gave the whole board a look at the park system that hasn't been done before. It is a value to the residents.

Unanimously Approved.

Judicial Committee, Trustee Walsh

Discussion and possible recommendation to amend Ordinance Section 45-118 Easements to create a section regarding village owned easements.

Walsh/Brill motion to recommend approval to amend Ordinance Section 45-118 Easements to create a section regarding village owned easements.

Trustee Walsh explained this item is regarding village owned easements and makes it clear and puts protections in place. Unanimously carried.

Discussion and possible recommendation to approve an amendment to Ordinance Section 86 Sewer Utilities to provide various updates to the Sewer Utilities Chapter in the Municipal Code.

Walsh/Brill motion to recommend approval of an amendment to Ordinance Section 86 Sewer Utilities to provide various updates to the Sewer Utilities Chapter in the Municipal Code.

Trustee Walsh noted this was to update to comply with state statutes.

Taryn Nall, of Ruekert-Mielke was presented to discuss the changes. He noted the original ordinance was drafted in 1966 and ready to be updated. He reviewed all the specific changes that were being proposed.

Trustee Johnson noted she didn't feel comfortable because she wasn't able to read all of this before the meeting.

Utility Director Castle noted that local limits will come back from significant manufacturing users and those are being compiled and will come back in a few months. There will be an additional update at that time.

Trustee Walsh noted there could be an exposure for the outstanding issues if they are not completed before that.

Motion carried 6-1. Trustee Johnson opposed.

Library Board of Trustees, Trustee Brill

Library Director Report for the month of January.

Trustee Brill presented the directors report and noted that continued efforts are made between Library and Village regarding outreach. He noted circulation is slowly coming back, and they are working on strategic plan.

Public Works Committee, Trustee Brill

Discussion and possible recommendation to approve a Letter of Credit Reduction for Box Self Storage Development to \$79,998, as recommended by Ruekert-Mielke.

Brill/Meiners motion to recommend approval of a Letter of Credit Reduction for Box Self Storage Development to \$79,998, as recommended by Ruekert-Mielke.

Unanimously carried.

Discussion and possible recommendation to award the WWTF Aeration Basin Upgrades Project contract to Lee Mechanical, Inc. in the amount of \$291,500.00.

Trustee Brill noted that at this time he would like to move this item March Committee of the Whole.

Discussion and possible recommendation to award Water Well Solutions Wisconsin, LLC the 2022 Well No. 6 Improvements Project contract in the amount of \$38,050.00.

Brill/Decker motion to recommend approval to award Water Well Solutions Wisconsin, LLC the 2022 Well No. 6 Improvements Project contract in the amount of \$38,050.00.

Unanimously carried.

Discussion and possible recommendation to approve Task Order No. 2022-01 from Ruekert Mielke, Inc. for the engineering related services of Rochester Street Sanitary Sewer and Water Main Relay – 60% Plans project in the amount of \$30,215.

Brill/Decker motion to recommend approval of Task Order No. 2022-01 from Ruekert Mielke, Inc. for the engineering related services of Rochester Street Sanitary Sewer and Water Main Relay – 60% Plans project in the amount of \$30,215.

Trustee Walsh confirmed this is preparation if and when the state comes in.

This is the engineering so when the road is replaced they are ready for the sewer and water main.

Unanimously carried.

Discussion and possible recommendation to approve Task Order No. 2022-03 from Ruekert Mielke, Inc. for the engineering related services of Holz Parkway & Miniwaukan Park Pond Dredging project in the amount of \$35,475.

Brill/Decker motion to recommend approval of Task Order No. 2022-03 from Ruekert Mielke, Inc. for the engineering related services of Holz Parkway & Miniwaukan Park Pond Dredging project in the amount of \$35,475.

It was noted this is required maintenance for compliance.

Unanimously carried.

Discussion and possible recommendation to purchase and installation of temporary bump outs on N. Rochester St., at Lake St. and 215 N. Rochester.

Brill/Meiners motion to recommend approval to purchase and installation of temporary bump outs on N. Rochester St., at Lake St. and 215 N. Rochester.

DPW Bittner noted they are temporary ones this summer, DOT has signed off on it, and they would like to receive community feedback prior to installing permanent

Trustee Decker asked if they don't work is there another use. Bittner noted yes as curb stops as delineators, special events. Etc.

Motion carried 6-1, Trustee Decker opposed.

Discussion and possible recommendation to approve a purchase requisition for Annual Sanitary Sewer Televising with The Expeditors, Inc., in the amount of \$14,560

Brill/Decker motion to recommend approval of a purchase requisition for Annual Sanitary Sewer Televising with The Expeditors, Inc., in the amount of \$14,560.

Utilities Director Castle noted this is annual for the CMOM they have to do a certain amount of televising. This is based on footage and could change slightly.

Unanimously carried.

Discussion and possible recommendation to approve the purchase and payment for the Atkinson Lift Station - Sewer Utility Easement at 210 Shore Drive in the amount of \$8,250

Brill/Decker motion to recommend approval to purchase and payment for the Atkinson Lift Station - Sewer Utility Easement at 210 Shore Drive in the amount of \$8,250

Motion carried 6-1, Trustee Johnson abstained.

Discussion and possible recommendation on a purchase requisition for a 2022 Water Utility Truck Purchase in the amount of \$68,808

Brill/Decker motion to recommend approval of a purchase requisition for a 2022 Water Utility Truck Purchase in the amount of \$68,808

Utilities Director Castle noted this vehicle will be multi use and look more like a van. It will provide space and larger toolbox, air compressor, ladder rack, and one operator who is maintenance would utilize the vehicle. It is a Budgeted item.

President Winchowky asked about State Bids. Castle noted they went through Lynch asked Lynch to match the state bid price but apparently the state is unable to do state pricing. There were 15 vehicles allocated to the state and half went to Lynch. He feels the price is fair.

Trustee Meiners noted he does understand price is normal for this type of vehicle. This is outfitted and vehicle included

Unanimously carried.

Adjournment

Meeting adjourned at 6:47pm.

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer

DRAFT

TREASURERS REPORT	Jan-2022	TOTAL	Citizens	LGIP	Long Term Investments - Johnson Bank & ADM
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GENERAL VILLAGE

100-111xxx	General Fund	3,596,217.78	1,046,595.57	1,488,903.79	1,060,718.42
100-111005/020/033	Checking/MRA/Accrued Sick	1,078,596.47	672,468.97	295,893.35	110,234.15
150-111300	Fire Department	344,356.57	88,225.70	256,130.87	
200-110xxx	Community Development (Deback)	1,773,982.62	69,658.60	1,704,324.02	
210-111xxx	Wisc Development - RLF	139,226.05	4,014.74	135,211.31	-
220-111xxx	TID#3-General	1,254,814.65	509,902.88	731,418.32	13,493.45
240-111xxx	TID#4-General	199,888.51	121,855.25	78,033.26	
250-111xxx	TID#5-General	3,136,561.75	165,613.85	2,970,947.90	
300-111xxx	Debt Service	1,605,468.21	9,125.58	1,596,342.63	
320-111300	Fire Department Designated	287,272.34	84.10	287,188.24	
340-111xxx	Village Designated Funds	542,452.23	22,157.78	520,294.45	
350-111xxx	American Rescue Plan Act	421,793.94		421,793.94	
410-111300	Recycling	248,597.58	149,570.28	99,027.30	
430-111300	Capital Equipment	547,171.38	26,877.77	520,293.61	
440-111xxx	Library	425,348.15	205,012.98	220,335.17	
480-111xxx	Capital Improvement Funds	3,481,534.67	28,768.63	2,997,003.28	455,762.76
500-111300	Stormwater District #1	42,878.37	4,836.55	38,041.82	
600-111xxx	Impact Fees	382,580.26	20,124.92	362,455.34	
720-111xxx	Taxroll	7,217,683.53	3,209,040.82	4,008,642.71	
810-111xxx	Parkland Site	237,684.97	20,970.42	216,714.55	
TOTAL		26,964,110.03	6,374,905.39	18,948,995.86	1,640,208.78

WATER UTILITY

610-111300	Cash	607,256.41	607,256.41		
610-111200	Bonds & Unrestricted Cash	370,984.33		370,984.33	
610-111400	Long Term Debt	26,133.75			26,133.75
610-111050	Current Year Debt Reserve	43,333.37	43,333.37	-	
610-111060	Required Debt Reserve	581,128.97	-	173,858.23	407,270.74
610-111080	Impact Fee	149,524.67	3,022.95	146,501.72	
610-111033	Accrued Sick Pay	6,733.43		6,733.43	-
TOTAL		1,785,094.93	653,612.73	698,077.71	433,404.49

SEWER UTILITY

620-111300	Cash	266,226.68	266,226.68		
620-111200	Bonds & Unrestricted Cash	1,287,637.01		1,287,637.01	
610-111400	Long Term Debt	124,731.82			124,731.82
620-111030	Sewer Connection Fee	127,411.23	7,350.02	120,061.21	-
620-111060	Required Debt Reserve	781,027.33	-	69,763.87	711,263.41
620-111050	Current Year Debt Reserve	63,220.92	63,220.92	-	
620-111070	Equipment Replacement Fund	728,588.34	-	533,376.10	195,212.24
620-111080	Impact Fee	722,054.59	1,557.71	720,496.88	
620-111033	Accrued Sick Pay	6,733.43		6,733.43	-
TOTAL		4,107,631.30	338,355.33	2,738,068.50	1,031,207.47

GRAND TOTAL	32,856,836.26	7,366,873.45	22,385,142.07	3,104,820.74
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Prepared by Diana Doherty

balance check

32,856,836.26

Does not include Interest which has not yet been posted pending yearend adjustments between funds

PERIOD ENDING 01/31/2022

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 01/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	89,694.00	2.00	89,692.00	0.00
PTAX	GENERAL PROPERTY TAX	3,006,389.00	1,182,060.07	1,824,328.93	39.32
TAXES	OTHER TAXES	436,463.00	33,694.37	402,768.63	7.72
IGOVTRV	INTERGOVERNMENTAL REVENUES	847,509.00	143,337.03	704,171.97	16.91
LICPER	LICENSES & PERMITS	446,937.00	23,310.30	423,626.70	5.22
LAWORD	FINES & FORFEITURES	173,000.00	13,711.60	159,288.40	7.93
PUBCHGS	PUBLIC CHARGES FOR SERVICES	30,488.00	1,652.60	28,835.40	5.42
LEISURE	LEISURE ACTIVITIES	72,000.00	0.00	72,000.00	0.00
IGOVTC	INTERGOVERNMENTAL CHARGES	200,201.00	45,537.39	154,663.61	22.75
INVTINC	INVESTMENT INCOME	11,300.00	224.91	11,075.09	1.99
TOTAL REVENUES		5,313,981.00	1,443,530.27	3,870,450.73	27.16
Expenditures					
5111	VILLAGE BOARD	67,713.00	6,308.64	61,404.36	9.32
5112	HISTORIC PRESERVATION	290.00	0.00	290.00	0.00
5120	MUNICIPAL COURT	37,954.00	8,527.67	29,426.33	22.47
5130	VILLAGE ATTORNEY	118,750.00	4,175.14	114,574.86	3.52
5141	VILLAGE ADMINISTRATOR	180,709.00	6,505.84	174,203.16	3.60
5142	CLERK-TREASURER	249,528.00	12,322.27	237,205.73	4.94
5144	ELECTIONS	26,900.00	95.08	26,804.92	0.35
5145	FINANCE DEPARTMENT	69,428.00	(6,962.19)	76,390.19	(10.03)
5150	IT SERVICES	15,000.00	0.00	15,000.00	0.00
5151	INDEPENDENT AUDITING	14,000.00	0.00	14,000.00	0.00
5153	ASSESSMENT OF PROPERTY	20,550.00	1,464.24	19,085.76	7.13
5154	RISK & PROPERTY INSURANCE	128,103.00	23,043.34	105,059.66	17.99
5160	VILLAGE HALL	48,836.00	1,596.10	47,239.90	3.27
5211	POLICE ADMINISTRATION	1,208,497.00	72,677.78	1,135,819.22	6.01
5212	POLICE PATROL	1,066,620.00	58,071.64	1,008,548.36	5.44
5213	CRIME INVESTIGATION	256,544.00	14,403.10	242,140.90	5.61
5215	POLICE TRAINING	12,000.00	0.00	12,000.00	0.00
5220	FIRE STATION (VILLAGE)	11,075.00	147.44	10,927.56	1.33
5235	EMERGENCY GOVERNMENT	2,000.00	0.00	2,000.00	0.00
5241	BUILDING INSPECTOR	282,221.00	18,377.09	263,843.91	6.51
5247	BOARD OF APPEALS	1,050.00	0.00	1,050.00	0.00
5254	DAMS	8,435.00	249.72	8,185.28	2.96
5300	DPW GENERAL ADMINISTRATION	356,588.00	27,043.12	329,544.88	7.58
5323	GARAGE	65,256.00	3,815.01	61,440.99	5.85
5324	MACHINERY & EQUIPMENT	113,045.00	1,455.07	111,589.93	1.29
5335	ENGINEERING	75,000.00	0.00	75,000.00	0.00
5341	STREETS & ALLEYS	22,024.00	0.00	22,024.00	0.00
5342	STREET LIGHTING	180,500.00	0.00	180,500.00	0.00
5343	CURBS GUTTERS & SIDEWALKS	25,631.00	0.00	25,631.00	0.00
5344	STORM SEWER	16,470.00	0.00	16,470.00	0.00
5345	STREET CLEANING	16,672.00	0.00	16,672.00	0.00
5346	BRIDGES & CULVERTS	2,550.00	0.00	2,550.00	0.00
5347	SNOW & ICE CONTROL	122,249.00	4,543.01	117,705.99	3.72
5348	STREET SIGNS & MARKINGS	16,297.00	369.91	15,927.09	2.27
5362	GARBAGE COLLECTION	3,664.00	61.49	3,602.51	1.68
5431	ANIMAL POUND	2,550.00	0.00	2,550.00	0.00
5512	MUSEUM	12,600.00	177.96	12,422.04	1.41
5521	PARKS	187,471.00	594.72	186,876.28	0.32
5522	CELEBRATIONS	8,200.00	632.67	7,567.33	7.72
5611	FORESTRY	24,296.00	29.00	24,267.00	0.12
5613	WEED CONTROL	210.00	0.00	210.00	0.00
5632	PLANNING DEPARTMENT	123,701.00	3,663.02	120,037.98	2.96
5660	STORMWATER MASTER PLAN	11,500.00	0.00	11,500.00	0.00
5670	ECONOMIC DEVELOPMENT	57,799.00	953.86	56,845.14	1.65
5900	OTHER FINANCING USES	43,505.00	0.00	43,505.00	0.00
TOTAL EXPENDITURES		5,313,981.00	264,341.74	5,049,639.26	4.97
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		5,313,981.00	1,443,530.27	3,870,450.73	27.16
TOTAL EXPENDITURES		5,313,981.00	264,341.74	5,049,639.26	4.97
NET OF REVENUES & EXPENDITURES		0.00	1,179,188.53	(1,179,188.53)	100.00

PERIOD ENDING 01/31/2022

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 01/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	40,403.00	0.00	40,403.00	0.00
PTAX	GENERAL PROPERTY TAX	194,835.00	16,236.25	178,598.75	8.33
EBIX	EBIX REVENUES	1,041,995.00	28,808.89	1,013,186.11	2.76
IGOVTRV	INTERGOVERNMENTAL REVENUES	84,000.00	0.00	84,000.00	0.00
PUBCHGS	PUBLIC CHARGES FOR SERVICES	100.00	0.00	100.00	0.00
IGOVTC	INTERGOVERNMENTAL CHARGES	194,835.00	0.00	194,835.00	0.00
INVTINC	INVESTMENT INCOME	270.00	0.00	270.00	0.00
TOTAL REVENUES		1,556,438.00	45,045.14	1,511,392.86	2.89
Expenditures					
5140	ADMINISTRATIVE & GENERAL	27,869.00	2,322.41	25,546.59	8.33
5221	FIRE ADMINISTRATION	1,002,618.00	67,402.76	935,215.24	6.72
5222	FIRE SUPPRESSION	57,880.00	881.33	56,998.67	1.52
5223	FIRE TRAINING	27,429.00	1,547.56	25,881.44	5.64
5231	AMBULANCE	357,904.00	17,618.88	340,285.12	4.92
5232	AMBULANCE TRAINING	14,738.00	1,592.47	13,145.53	10.81
5700	CAPITAL OUTLAY EXPENDITURES	38,000.00	0.00	38,000.00	0.00
5900	OTHER FINANCING USES	30,000.00	0.00	30,000.00	0.00
TOTAL EXPENDITURES		1,556,438.00	91,365.41	1,465,072.59	5.87
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		1,556,438.00	45,045.14	1,511,392.86	2.89
TOTAL EXPENDITURES		1,556,438.00	91,365.41	1,465,072.59	5.87
NET OF REVENUES & EXPENDITURES		0.00	(46,320.27)	46,320.27	100.00

PERIOD ENDING 01/31/2022

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 01/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	100.00	0.00	100.00	0.00
UTILREV	UTILITY REVENUES	2,139,000.00	4,297.41	2,134,702.59	0.20
CONTRIB	CONTRIBUTED CAPITAL	150,000.00	2,549.00	147,451.00	1.70
MISCINC	MISC INCOME UTILITIES	142,200.00	38,082.66	104,117.34	26.78
IGOVTC	INTERGOVERNMENTAL CHARGES	1,500.00	37.70	1,462.30	2.51
INVTINC	INVESTMENT INCOME	2,549.00	0.00	2,549.00	0.00
TOTAL REVENUES		2,435,349.00	44,966.77	2,390,382.23	1.85
Expenditures					
5900	OTHER FINANCING USES	337,101.00	0.00	337,101.00	0.00
6200	PUMPING OPERATIONS	133,036.00	1,364.86	131,671.14	1.03
6210	PUMPING MAINTENANCE	113,828.00	1,631.67	112,196.33	1.43
6300	WATER TREATMENT OPERATIONS	68,562.00	1,113.29	67,448.71	1.62
6310	WATER TREATMENT MAINTENANCE	33,180.00	1,222.62	31,957.38	3.68
6450	T&D-DISTR RSRVR/STNDP MAINT	3,933.00	28.70	3,904.30	0.73
6451	T&D-MAINS MAINTENANCE	47,611.00	45.99	47,565.01	0.10
6452	T&D-SERVICES MAINTENANCE	42,809.00	306.11	42,502.89	0.72
6453	T&D-METERS MAINTENANCE	29,647.00	706.44	28,940.56	2.38
6454	T&D-HYDRANTS MAINTENANCE	48,513.00	31.64	48,481.36	0.07
6901	METER READING LABOR	9,711.00	14.35	9,696.65	0.15
6902	ACCOUNTING & COLLECTING LABOR	82,865.00	6,536.65	76,328.35	7.89
6920	ADMINISTRATIVE & GENERAL EXP	979,850.00	47,995.99	931,854.01	4.90
6950	YEAR END ACCOUNTING ADJUSTMENT	504,703.00	0.00	504,703.00	0.00
TOTAL EXPENDITURES		2,435,349.00	60,998.31	2,374,350.69	2.50
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,435,349.00	44,966.77	2,390,382.23	1.85
TOTAL EXPENDITURES		2,435,349.00	60,998.31	2,374,350.69	2.50
NET OF REVENUES & EXPENDITURES		0.00	(16,031.54)	16,031.54	100.00

PERIOD ENDING 01/31/2022

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 01/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 620 - SEWER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	1,000.00	0.00	1,000.00	0.00
UNCLASSIFIED	Unclassified	10,000.00	0.00	10,000.00	0.00
UTILREV	UTILITY REVENUES	1,707,000.00	3,926.04	1,703,073.96	0.23
LICPER	LICENSES & PERMITS	186,800.00	1,869.00	184,931.00	1.00
CONTRIB	CONTRIBUTED CAPITAL	96,000.00	942.00	95,058.00	0.98
MISCINC	MISC INCOME UTILITIES	150,000.00	12,203.27	137,796.73	8.14
INVSTINC	INVESTMENT INCOME	4,699.00	0.00	4,699.00	0.00
TOTAL REVENUES		2,155,499.00	18,940.31	2,136,558.69	0.88
Expenditures					
5900	OTHER FINANCING USES	82,893.00	0.00	82,893.00	0.00
8010	WWTP-TREATMENT/DISPOSAL/GP	519,468.00	10,729.83	508,738.17	2.07
8020	LIFT STATIONS/PUMPING EQUIP	28,227.00	116.14	28,110.86	0.41
8030	WASTEWATER COLLECTION SYSTEM	50,085.00	0.00	50,085.00	0.00
8300	ACCOUNTING/COLLECTING	80,865.00	6,409.85	74,455.15	7.93
8400	ADMINISTRATIVE & GENERAL	637,277.00	17,118.63	620,158.37	2.69
8900	YEAR END ACCOUNTING ADJUSTMENT	756,684.00	0.00	756,684.00	0.00
TOTAL EXPENDITURES		2,155,499.00	34,374.45	2,121,124.55	1.59
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		2,155,499.00	18,940.31	2,136,558.69	0.88
TOTAL EXPENDITURES		2,155,499.00	34,374.45	2,121,124.55	1.59
NET OF REVENUES & EXPENDITURES		0.00	(15,434.14)	15,434.14	100.00
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		11,461,267.00	1,552,482.49	9,908,784.51	13.55
TOTAL EXPENDITURES - ALL FUNDS		11,461,267.00	451,079.91	11,010,187.09	3.94
NET OF REVENUES & EXPENDITURES		0.00	1,101,402.58	(1,101,402.58)	100.00

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	2/24/2022	\$	61,206.58
Library Accounts Payable	2/11/2022	\$	53,960.90
Charter Communications/Spectrum (ach withdrawal)	2/18/2022	\$	2,474.11
US Bank (ach withdrawal)	2/24/2022	\$	15,816.65
We Energies (ach withdrawal)	2/18/2022	\$	56,054.22
Check Disbursement - Court/Warrant	2/8/2022	\$	6,995.40
Check Disbursement - Racine Warrant reported twice on last COW	1/19/2022	\$	(1,035.00)
Check Disbursement -Invoice Cloud	2/17/2022	\$	233.25
Check Disbursement - February Tax Settlement	2/15/2022	\$	3,822,281.04
Check Disbursement - Vehicle Registration	2/3/2022	\$	502.50
Check Disbursement - Lift Station Easement	2/17/2022	\$	8,250.00
Check Disbursement - Payroll Related	2/3/2022	\$	5,772.14
Check Disbursement - Payroll Related	2/3/2022	\$	20,796.21
Check Disbursement - Payroll Related	2/16/2022	\$	84,729.56
Check Disbursement - Payroll Related/Marshall Bond check reissue	2/23/2022	\$	53,063.57
Check Disbursement - Tax Refund Checks	2/11/2022	\$	82,688.49
	Total for Approval:	\$	<u>4,273,789.62</u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: AC SERVICE INC						
39194	VH FURNACE MAINTENACE	100-5160-539500	1,063.50	1,063.50	DPW	03/03/2022
39482	TUBE HEATER REPAIR DPW	100-5323-539500	604.85	604.85	DPW	03/03/2022
TOTAL VENDOR AC SERVICE INC				1,668.35		
VENDOR NAME: AIRGAS USA LLC						
9985832385	OXYGEN SUPPLIES	150-5231-531100	455.28	455.28	FIRE	03/03/2022
TOTAL VENDOR AIRGAS USA LLC				455.28		
VENDOR NAME: ALSCO						
IMIL1773430	MAT CLEANING SERVICE	100-5211-539400	53.01	53.01	POLICE	03/03/2022
TOTAL VENDOR ALSCO				53.01		
VENDOR NAME: AMAZON CAPITOL SERVICES						
13C4X7QN41TJ	DRILL PRESS BEARING	100-5323-531100	15.28	15.28	DPW	03/03/2022
1WV4LW93461M	WELDING CART	100-5323-531100	165.55	165.55	DPW	03/03/2022
1X1YQQMG46PQ	WATER WELL 5 FAN MOTOR	610-6200-662500	(432.40)	(432.40)	UTILITIES	03/03/2022
1WV4LW93CWGR	BARREL SPIGOTS	100-5323-531100	19.64	19.64	DPW	03/03/2022
11JH9DNCCTNV	WATER WELL 5 HEATER	610-6200-662500	432.40	432.40	UTILITIES	03/03/2022
TOTAL VENDOR AMAZON CAPITOL SERVICES				200.47		
VENDOR NAME: AMERICAN POWER, INC						
148935	WWTF PRESSURE WASHER ENGINE COIL	620-8010-827000	90.73	90.73	UTILITIES	03/03/2022
TOTAL VENDOR AMERICAN POWER, INC				90.73		
VENDOR NAME: ASSOCIATED TRUST CO.						
22319	625-103 FEE	610-6920-693000	237.50	475.00	FINANCE	03/03/2022
		620-8400-856000	237.50			
TOTAL VENDOR ASSOCIATED TRUST CO.				475.00		
VENDOR NAME: AT & T MOBILITY						
287291370101021520	AT&T CELL PHONES AND HOTSPOTS	100-5211-522500	628.50	628.50	POLICE	03/03/2022
TOTAL VENDOR AT & T MOBILITY				628.50		
VENDOR NAME: BOUND TREE MEDICAL LLC						
84404719	EMS SUPPLIES	150-5231-531100	179.88	179.88	FIRE	03/03/2022
TOTAL VENDOR BOUND TREE MEDICAL LLC				179.88		
VENDOR NAME: BRIAN BERES						
021122	DOG LICENSE REFUND - CUSTOMER IS TOWN OF	100-0000-211400	11.00	11.00	CLERK	03/03/2022
TOTAL VENDOR BRIAN BERES				11.00		
VENDOR NAME: BROOKS TRACTOR						
C97746	WWTF LARGER WIDER SKIDSTEER BUCKET	620-8010-825500	2,800.00	2,800.00	UTILITIES	03/03/2022
TOTAL VENDOR BROOKS TRACTOR				2,800.00		
VENDOR NAME: C & M AUTO PARTS INC						
6079-348545	SQUAD 38 BRAKES	100-5212-539500	236.15	236.15	POLICE	03/03/2022
6079-348644	CAR 1 REPAIR	150-5222-539500	31.42	31.42	FIRE	03/03/2022

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: C & M AUTO PARTS INC						
6079-349002	3451 BRAKES	150-5231-539500	114.35	114.35	FIRE	03/03/2022
6079-349010	3451 REPAIR	150-5231-539500	229.98	229.98	FIRE	03/03/2022
TOTAL VENDOR C & M AUTO PARTS INC				611.90		
VENDOR NAME: CENTURY SPRINGS BOTTLING						
5071764	WWTF LAB WATER	620-8010-826000	10.47	10.47	UTILITIES	03/03/2022
5075381	WWTF DISTILLED WATER FOR LAB TESTING	620-8010-826000	102.00	102.00	UTILITIES	03/03/2022
TOTAL VENDOR CENTURY SPRINGS BOTTLING				112.47		
VENDOR NAME: CINTAS						
4111139896	STAFF UNIFORMS/SHOP RAGS	100-5323-531100	118.32	118.32	DPW	03/03/2022
4111139905	WATER/WWTF UNIFORM SERVICE	610-6920-693000	57.50	114.94	UTILITIES	03/03/2022
		620-8010-827000	57.44			
4110447606	WATER/WWTF UNIFORM SERVICE	610-6920-693000	82.50	165.94	UTILITIES	03/03/2022
		620-8010-827000	83.44			
4110447521	SATFF UNIFORMS	100-5323-531100	118.32	118.32	DPW	03/03/2022
TOTAL VENDOR CINTAS				517.52		
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY						
BCJ 4301 - ZAJICHEK	COLUMBIA SOUTHERN TUITION - ZAJICHEK	100-5212-516300	705.00	705.00	POLICE	03/03/2022
322103021822	COLUMBIA SOUTHERN TUITION J- CIESZYNSKI	100-5212-516300	705.00	705.00	POLICE	03/03/2022
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY				1,410.00		
VENDOR NAME: COREY OIL, LTD						
243242	MOTOR OIL/WASHER FLUID	100-5324-535100	1,171.66	1,217.46	DPW	03/03/2022
		100-5324-539500	45.80			
243242 FIRE	FLUID SUPPLIES	150-5222-531100	103.25	206.49	FIRE	03/03/2022
		150-5231-531100	103.24			
243242 POLICE	OIL FOR SQUADS	100-5212-539500	34.75	34.75	POLICE	03/03/2022
TOTAL VENDOR COREY OIL, LTD				1,458.70		
VENDOR NAME: CORRPRO COMPANIES INC						
674376	WATER CATHODIC PROTECTION ANNUAL SERVICE	610-6450-665000	1,630.00	1,630.00	UTILITIES	03/03/2022
TOTAL VENDOR CORRPRO COMPANIES INC				1,630.00		
VENDOR NAME: COUNTY WIDE EXTINGUISHER, INC						
25462	STATION 1 HOOD EXTINGUISHER INSPECTION	100-5220-539400	127.75	127.75	DPW	03/03/2022
TOTAL VENDOR COUNTY WIDE EXTINGUISHER, INC				127.75		
VENDOR NAME: EBIX						
11559	EBIX INVOICE	150-5231-521900	4,709.02	4,709.02	FIRE	03/03/2022
TOTAL VENDOR EBIX				4,709.02		

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS						
2318751	EMS SUPPLIES	150-5231-531100	195.20	195.20	FIRE	03/03/2022
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS				195.20		
VENDOR NAME: EXCEL BUILDING SERVICES LLC						
3794	BUILDING CLEANING SERVICE	100-5211-539400	975.00	975.00	POLICE	03/03/2022
TOTAL VENDOR EXCEL BUILDING SERVICES LLC				975.00		
VENDOR NAME: GOURDOUX LINDA						
2022 BLDG REIMBURSE	UDC CONSTRUCTION AND UDC HVAC TRAINING/B	100-5241-533500	280.00	280.00	BUILDING	03/03/2022
TOTAL VENDOR GOURDOUX LINDA				280.00		
VENDOR NAME: HAWKINS WATER TREATMENT						
6120432	WATER CHEMICALS FOR TREATMENT	610-6300-663100	1,857.40	1,857.40	UTILITIES	03/03/2022
6120424	WWTF SLUDGE THICKENING POLYMER	620-8010-825000	1,111.32	1,111.32	UTILITIES	03/03/2022
6118443	WATER CHEMICAL FEED PUMP REPAIR PARTS	610-6300-663200	311.61	311.61	UTILITIES	03/03/2022
TOTAL VENDOR HAWKINS WATER TREATMENT				3,280.33		
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,						
52388	MISCELLANEOUS MATTERS	100-5130-521900	3,027.00	3,027.00	FINANCE	03/03/2022
52389	UTILITIES	610-6920-692300	74.00	148.00	FINANCE	03/03/2022
		620-8400-852000	74.00			
52390	BIELINSKI/CHAPMAN VILLAS - INTERNAL	100-5130-521900	55.50	55.50	FINANCE	03/03/2022
52391	PROSECUTIONS	100-5130-521900	975.00	975.00	FINANCE	03/03/2022
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				4,205.50		
VENDOR NAME: HOME DEPOT						
2022 JAN LIBRARY	HARDWARE	440-5511-531100	26.98	26.98	LIBRARY	03/03/2022
2022 JAN DPW	MISC REPAIR PARTS	100-5323-539500	471.46	672.18	DPW	03/03/2022
		100-5323-531100	106.20			
		100-5160-539500	39.94			
		100-5220-539400	35.94			
		100-5324-539500	18.64			
TOTAL VENDOR HOME DEPOT				699.16		
VENDOR NAME: HORN, TIMOTHY						
MFD 14782	EBIX PATIENT REFUND MFD 14782	150-0000-130450	500.00	500.00	FINANCE	03/03/2022
TOTAL VENDOR HORN, TIMOTHY				500.00		
VENDOR NAME: JAMES IMAGING SYSTEMS						
1156544	MONTHLY COPIER	150-5221-531100	98.98	98.98	FIRE	03/03/2022
TOTAL VENDOR JAMES IMAGING SYSTEMS				98.98		
VENDOR NAME: JOHNSON CONTROLS SECURITY						
36972666	VILLAGE HALL SECURITY QUARTERLY BILLING	100-5160-521900	741.01	741.01	DPW	03/03/2022
TOTAL VENDOR JOHNSON CONTROLS SECURITY				741.01		
VENDOR NAME: KAYLA TIPTON						

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: KAYLA TIPTON						
2022 CLOTHING ALLOW	2022 UNIFORM ALLOWANCE - TIPTON K	100-5212-534600	84.40	84.40	POLICE	03/03/2022
TOTAL VENDOR KAYLA TIPTON				84.40		
VENDOR NAME: KIESLERS POLICE SUPPLY						
IN183427	RIFLE TRAINING AMMUNITION	100-5215-531100	858.40	858.40	POLICE	03/03/2022
TOTAL VENDOR KIESLERS POLICE SUPPLY				858.40		
VENDOR NAME: LANGUAGE LINE SERVICES, INC.						
10448525	COURT INTERPRETER	100-5120-539900	101.39	101.39	FINANCE	03/03/2022
TOTAL VENDOR LANGUAGE LINE SERVICES, INC.				101.39		
VENDOR NAME: LAW ENFORCEMENT TARGETS, INC.						
0517995-IN	FIREARMS TRAINING TARGETS	100-5215-531100	145.62	145.62	POLICE	03/03/2022
TOTAL VENDOR LAW ENFORCEMENT TARGETS, INC.				145.62		
VENDOR NAME: MCDONOUGH SEPTIC						
I6818	PORTABLE RESTROOMS	100-5521-531100	400.00	400.00	DPW	03/03/2022
I6817	PORTABLE RESTROOMS	100-5521-531100	270.00	270.00	DPW	03/03/2022
I6816	PORTABLE RESTROOMS	100-5521-531100	90.00	90.00	DPW	03/03/2022
I6815	PORTABLE RESTROOMS	100-5521-531100	90.00	90.00	DPW	03/03/2022
TOTAL VENDOR MCDONOUGH SEPTIC				850.00		
VENDOR NAME: MUDTECH LLC						
1313169	PHANTOM WOODS ROAD PAVEMENT HEAT PATCH	100-5341-539500	900.00	900.00	DPW	03/03/2022
TOTAL VENDOR MUDTECH LLC				900.00		
VENDOR NAME: MULCAHY/SHAW WATER, INC.						
323972	WWTF SAMPLER REFRIDGERATOR REPAIR	620-8010-826000	980.86	980.86	UTILITIES	03/03/2022
TOTAL VENDOR MULCAHY/SHAW WATER, INC.				980.86		
VENDOR NAME: NAPA AUTO PARTS - SP018						
156448	HYDRAULIC HOSE REPAIRS	100-5324-539500	178.92	178.92	DPW	03/03/2022
155915	WWTF BELTS FOR DIGESTOR COMPRESSOR	620-8010-833000	122.22	122.22	UTILITIES	03/03/2022
TOTAL VENDOR NAPA AUTO PARTS - SP018				301.14		
VENDOR NAME: OFFICE PRO						

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: OFFICE PRO						
0449217-001	COPY PAPER	100-5241-531100	2.92	143.96	ALLOCATE	03/03/2022
		100-5142-531100	13.55			
		100-5145-531100	15.72			
		100-5141-531100	1.48			
		100-5632-531100	4.35			
		100-5323-531100	13.98			
		100-5120-531100	9.69			
		100-5211-531100	23.16			
		150-5221-531100	10.52			
		440-5511-531100	19.75			
		410-5363-531100	1.44			
		500-5344-531100	1.44			
		610-6920-692100	13.13			
		620-8300-840000	12.83			
TOTAL VENDOR OFFICE PRO				143.96		
VENDOR NAME: OLSEN SAFETY EQUIPMENT						
0395309-IN	WWTF CONFINED SAFETY DAVITT PARTS	620-8020-827000	132.80	132.80	UTILITIES	03/03/2022
TOTAL VENDOR OLSEN SAFETY EQUIPMENT				132.80		
VENDOR NAME: ORGANIZATION DEVELOPMENT						
13374	RESERVE HIRING AND PROMOTIONAL PSYCHOLOG	100-5212-521900	880.00	880.00	POLICE	03/03/2022
TOTAL VENDOR ORGANIZATION DEVELOPMENT				880.00		
VENDOR NAME: PAL STEEL COMPANY						
69712	PITCHERS MOUND BACKING PLATE	100-5521-531100	61.86	61.86	DPW	03/03/2022
TOTAL VENDOR PAL STEEL COMPANY				61.86		
VENDOR NAME: PIRTEK MENOMONEE FALLS						
MF-T00006543	PT11 HYDRAULIC QUIK CONNECT	100-5324-539500	1,903.54	1,903.54	DPW	03/03/2022
TOTAL VENDOR PIRTEK MENOMONEE FALLS				1,903.54		
VENDOR NAME: PROHEALTH CARE LAB BILLING						
BH720309-2	JANUARY BLOOD DRAWS	100-5212-521900	36.05	36.05	POLICE	03/03/2022
TOTAL VENDOR PROHEALTH CARE LAB BILLING				36.05		
VENDOR NAME: PROVEN POWER INC						
01-389827	JOHN DEERE GATOR UTV	430-5700-571300	23,153.31	23,153.31	FIRE	03/03/2022
TOTAL VENDOR PROVEN POWER INC				23,153.31		
VENDOR NAME: QUILL LLC						
22770845	GARBAGE CAN LINERS	100-5211-531100	50.99	50.99	POLICE	03/03/2022
22833707	MULTIFOLD RESTROOM TOWELS DPW	100-5323-531100	110.97	110.97	DPW	03/03/2022
TOTAL VENDOR QUILL LLC				161.96		
VENDOR NAME: RON BITTNER						
2022 BOOT ALLOWANCE	2022 BOOT ALLOWANCE - BITTNER	100-5323-534800	100.00	100.00	DPW	03/03/2022
TOTAL VENDOR RON BITTNER				100.00		

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 03/03/2022 - 03/03/2022
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: SHERWIN-WILLIAMS 5939-5	WWTF RAS/WAS PUMP ROOM PAINT	620-8010-834000	239.97	239.97	UTILITIES	03/03/2022
TOTAL VENDOR SHERWIN-WILLIAMS				239.97		
VENDOR NAME: SHI INTERNATIONAL CORP B14738591	VMWARE SOFTWARE SUBSCRIPTION	100-5211-522900	64.05	64.05	POLICE	03/03/2022
TOTAL VENDOR SHI INTERNATIONAL CORP				64.05		
VENDOR NAME: VERIZON WIRELESS 9899470344	MONTHLY BILL	100-5141-522500	51.61	959.07	MULTIPLE	03/03/2022
		100-5241-522500	101.50			
		150-5221-522500	63.30			
		100-5211-522500	12.77			
		100-5323-522500	335.54			
		610-6920-692100	173.96			
		620-8400-851000	173.97			
		100-5632-522500	46.42			
9899470345	2022 FEBRUARY CELL BILL ACCT# 885503900-	150-5221-522500	20.78	275.74	MULTIPLE	03/03/2022
		100-5323-522500	20.78			
		610-6920-692100	117.09			
		620-8400-851000	117.09			
9899470346	VERIZON INVOICE	150-5221-522500	461.78	461.78	FIRE	03/03/2022
9898740168	VERIZON INVOICE	150-5221-522500	50.12	50.12	FIRE	03/03/2022
TOTAL VENDOR VERIZON WIRELESS				1,746.71		
VENDOR NAME: WAUKESHA CTY TREASURER 2022-20040009	WAUKESHA CO JAIL JANUARY INMATE BILLING	100-5212-521900	18.80	18.80	POLICE	03/03/2022
TOTAL VENDOR WAUKESHA CTY TREASURER				18.80		
VENDOR NAME: WELDERS SUPPLY CO. 10267936	WELDING TANK ANNUAL RENTAL	100-5323-531100	220.00	220.00	DPW	03/03/2022
TOTAL VENDOR WELDERS SUPPLY CO.				220.00		
VENDOR NAME: WI DEPT OF JUSTICE CIB L6812T 202201	JANUARY	100-5212-521900	7.00	7.00	POLICE	03/03/2022
TOTAL VENDOR WI DEPT OF JUSTICE CIB				7.00		
GRAND TOTAL:				61,206.58		

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 33703 - 33731
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/11/2022	GEN	33703	4IMPRINT, INC.	LOGO TABLECLOTH/ GRANT	440-5890-580600	176.69
02/11/2022	GEN	33704	ALSCO	MATS & DUSTERS	440-5511-531100	67.72
02/11/2022	GEN	33705	AMAZON CAPITOL SERVICES	MASKS & SUPPLIES	440-5511-531100	418.60
		33705		METASPACE SUPPLIES	440-5511-531400	317.32
		33705		THINGERY SUPPLIES	440-5511-533000	179.24
		33705		PROGRAM SUPPLIES	440-5511-533100	30.13
		33705		BOOKS/ CREDIT	440-5700-532800	(19.99)
		33705		DVDS	440-5700-532900	418.38
						<hr/> 1,343.68
02/11/2022	GEN	33706	AMERICA AQUARIA	FISH TANK MAINTENANCE	440-5511-531000	85.00
02/11/2022	GEN	33707	BAKER & TAYLOR INC.	BOOKS	440-5700-532800	3,255.45
02/11/2022	GEN	33708	BRIDGES LIBRARY SYSTEM	CO-OP PAPER PURCHASE	440-5511-531100	614.70
		33708		CAFE ANNUAL SUPPORT	440-5511-534100	23,713.00
		33708		SHARE OF DATABASE COST	440-5511-534400	8,856.00
						<hr/> 33,183.70
02/11/2022	GEN	33709	BRODART	BOOKS	440-5700-532800	75.65
02/11/2022	GEN	33710	BUELOW, VETTER, BUIKEMA, OLSON	PERSONNEL ISSUES	440-5511-521900	505.00
02/11/2022	GEN	33711	CENGAGE LEARNING	BOOKS	440-5700-532800	119.16
02/11/2022	GEN	33712	COUNTY WIDE EXTINGUISHER, INC	NEW #5 EXTINGUISHER	440-5511-531400	216.61
02/11/2022	GEN	33713	DEMCO	BOOK COVERS & LABELS	440-5511-531100	882.44
02/11/2022	GEN	33714	DYNAMIC AWARDS	MEMORIAL PLAQUE	440-5890-580600	35.00
02/11/2022	GEN	33715	EMCOR SERVICES	CONTRACT BILLING	440-5511-522000	2,198.00
02/11/2022	GEN	33716	FASTENAL COMPANY	FURNACE FILTERS	440-5511-531100	49.74
02/11/2022	GEN	33717	FINDAWAY WORLD	WONDERBOOK	440-5700-532800	49.99

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 33703 - 33731
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/11/2022	GEN	33718	GREAT AMERICAN FINANCIAL SVCS.	COPIER CONTRACT	440-5511-531000	353.14
02/11/2022	GEN	33719	IREAD	SUMMER READING PROGRAM SUPPLIES	440-5890-580600	181.60
02/11/2022	GEN	33720	JOHNSON CONTROLS SECURITY	2/1/22-4/30/22	440-5511-522000	1,742.04
02/11/2022	GEN	33721	KLASSY KLEANERS	WEEKEND CLEANING	440-5511-531000	960.00
02/11/2022	GEN	33722	MICROMARKETING LLC	AUDIO BOOKS	440-5700-532900	98.73
02/11/2022	GEN	33723	MIDWEST TAPE	HOOPLA ACCOUNT	440-5511-534000	494.64
		33723		AUDIO BOOKS	440-5700-532900	49.98
						<hr/> 544.62
02/11/2022	GEN	33724	MILWAUKEE ART MUSEUM	MEMBERSHIP PASS 4/1/22-3/31/23	440-5511-533000	600.00
02/11/2022	GEN	33725	MUELLER AMY	JANUARY PROGRAMS	440-5511-533100	100.00
02/11/2022	GEN	33726	MUKWONAGO ROTARY CLUB	ROTARY CLUB DUES	440-5511-533500	138.50
02/11/2022	GEN	33727	QUILL LLC	BOOK TAPE	440-5511-531100	341.00
02/11/2022	GEN	33728	SCHINDLER ELEVATOR CORP	ELEVATOR REPAIR	440-5511-539500	2,394.55
02/11/2022	GEN	33729	TAYLOR COMPUTER SERVICES, INC	FIX IP ADDRESS	440-5511-522000	62.50
02/11/2022	GEN	33730	VERNON LIBRARY SUPPLIES	DVD CASES	440-5511-531100	284.39
02/11/2022	GEN	33731	WILS	WPLC BUYING POOL	440-5511-534400	3,916.00
TOTAL - ALL FUNDS				TOTAL OF 29 CHECKS		53,960.90

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/18/2022	GEN	447 (E)	CHARTER COMMUNICATIONS	MONTHLY BILL	100-5120-522500	76.80
		447 (E)		MONTHLY BILL	100-5141-522500	81.59
		447 (E)		MONTHLY BILL	100-5142-522500	149.63
		447 (E)		MONTHLY BILL	100-5160-522500	26.40
		447 (E)		MONTHLY BILL	100-5211-522500	822.54
		447 (E)		MONTHLY BILL	100-5241-522500	41.52
		447 (E)		MONTHLY BILL	100-5323-522500	74.37
		447 (E)		MONTHLY BILL	100-5512-522500	177.96
		447 (E)		MONTHLY BILL	150-5221-522500	370.40
		447 (E)		MONTHLY BILL	410-5363-522500	4.75
		447 (E)		MONTHLY BILL	440-5511-522500	565.03
		447 (E)		MONTHLY BILL	500-5344-522500	2.38
		447 (E)		MONTHLY BILL	610-6920-692100	40.37
		447 (E)		MONTHLY BILL	620-8400-851000	40.37
						<hr/> 2,474.11
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		2,474.11

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 0002 US BANK							
ARMOUR ABBY 52060	SMARTSIGN ASSET TAGS 440-5511-531100	01/18/2022 MROCKLEY	02/24/2022	68.00	0.00	Paid	Y 02/24/2022
	SUPPLIES			68.00			
ARMOUR ABBY 52061	SIGNUPGENIUS AARP SIGN UP SOFTWARE 440-5511-533300	02/06/2022 MROCKLEY	02/24/2022	11.99	0.00	Paid	Y 02/24/2022
	OUTREACH			11.99			
ARMOUR ABBY 52062	CONCOURSE HOTEL F&B LEGISLATIVE DAY CONFERENCE LUNCH 440-5511-533500	02/08/2022 MROCKLEY	02/24/2022	16.72	0.00	Paid	Y 02/24/2022
	TRAINING & TRAVEL			16.72			
ARMOUR ABBY 52063	CITY OF MADISON PARKING CONFERENCE PARKING 440-5511-533500	02/08/2022 MROCKLEY	02/24/2022	8.40	0.00	Paid	Y 02/24/2022
	TRAINING & TRAVEL			8.40			
BITTNER RONALD 52064	USHR FLAG SALES US FLAGS 100-5522-531100	01/17/2022 MROCKLEY	02/24/2022	296.95	0.00	Paid	Y 02/24/2022
	SUPPLIES			296.95			
BITTNER RONALD 52065	HEIN WAUKESHA STATION 1 LIGHTING BALLESTS 100-5220-539400	01/18/2022 MROCKLEY	02/24/2022	187.40	0.00	Paid	Y 02/24/2022
	BLDG REPAIRS & MAINTENANCE			187.40			
BITTNER RONALD 52066	PRZ.COM SPORTS FIELD MAINTENACE TRAINING 100-5323-533500	01/18/2022 MROCKLEY	02/24/2022	325.00	0.00	Paid	Y 02/24/2022
	TRAINING & TRAVEL			325.00			
BITTNER RONALD 52067	HEIN WAUKESHA DPW SHOP REPLACEMENT LIGHTS 100-5323-539500	01/19/2022 MROCKLEY	02/24/2022	818.40	0.00	Paid	Y 02/24/2022
	REPAIRS & MAINTENANCE			818.40			
BITTNER RONALD 52068	AMZN MKTP US*P29OX1OG3 STATION # 1 LIGHTING REPAIRS 100-5220-539400	01/20/2022 MROCKLEY	02/24/2022	114.89	0.00	Paid	Y 02/24/2022
	BLDG REPAIRS & MAINTENANCE			114.89			

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 0002 US BANK							
BITTNER RONALD 52069	AMZN MKTP US*9D2WG7RD3 STATION #1 BAY LIGHTING 100-5220-539400	01/21/2022 MROCKLEY	02/24/2022	64.08	0.00	Paid	Y 02/24/2022
		BLDG REPAIRS & MAINTENANCE		64.08			
BITTNER RONALD 52070	US BANK AMAZON CREDIT 100-5220-539400	01/27/2022 MROCKLEY	02/24/2022	(64.08)	0.00	Paid	Y 02/24/2022
		BLDG REPAIRS & MAINTENANCE		(64.08)			
BITTNER RONALD 52071	MICROSOFT*MICROSOFT 365 F MICROSOFT OFFICE 100-5300-522900	02/10/2022 MROCKLEY	02/24/2022	104.99	0.00	Paid	Y 02/24/2022
		SOFTWARE SUPPORT/MAINTENANCE		104.99			
BITTNER RONALD 52072	HARBOR FREIGHT TOOLS 544 FLOOR JACK 100-5324-539500	02/12/2022 MROCKLEY	02/24/2022	349.99	0.00	Paid	Y 02/24/2022
		REPAIRS & MAINTENANCE		349.99			
BONK JASON 52073	THE HOME DEPOT #4921 WATER TOOLS FOR JASONS TRUCK 610-6200-662300	02/02/2022 MROCKLEY	02/24/2022	46.47	0.00	Paid	Y 02/24/2022
		OPERATION SUPPLY/EXP-PUMPING		46.47			
BONK JASON 52074	IN *WISCONSIN WASTEWATER WWTF WWOA CONFERENCE REGISTRATION 620-8400-854100	02/08/2022 MROCKLEY	02/24/2022	90.00	0.00	Paid	Y 02/24/2022
		EDUCATIONAL/TRAINING EXPENSES		90.00			
BROWN DAVID 52075	BP#1969401ROCHESTER ST B WWTF PAPER PLATES FOR ADAPTIVE 620-8400-852100	01/19/2022 MROCKLEY	02/24/2022	3.78	0.00	Paid	Y 02/24/2022
		ADAPTIVE MANAGEMENT EXPENSE		3.78			
BROWN DAVID 52076	PICK N SAVE #384 WWTF DRINKS FOR ADAPTIVE MANAGEMENT 620-8400-852100	01/19/2022 MROCKLEY	02/24/2022	30.45	0.00	Paid	Y 02/24/2022
		ADAPTIVE MANAGEMENT EXPENSE		30.45			
BROWN DAVID 52077	WAL-MART #1571 WWTF ICE CLEATS 620-8010-827000	02/02/2022 MROCKLEY	02/24/2022	82.32	0.00	Paid	Y 02/24/2022
		OPERATION SUPPLY/EXPENSE		82.32			

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 0002 US BANK							
CASTLE WAYNE A 52078	AWWA.ORG WATER- AWWA TRAINING BOOK 610-6920-693000	01/21/2022 MROCKLEY	02/24/2022	93.00	0.00	Paid	Y 02/24/2022
	MISC GENERAL EXPENSES			93.00			
CASTLE WAYNE A 52079	AWWA.ORG WATER- AWWA TRAINING BOOKS 610-6920-693000	01/21/2022 MROCKLEY	02/24/2022	362.00	0.00	Paid	Y 02/24/2022
	MISC GENERAL EXPENSES			362.00			
CASTLE WAYNE A 52080	AWWA.ORG WATER- AWWA S/H FOR TRAINING BOOKS 610-6920-693000	01/22/2022 MROCKLEY	02/24/2022	9.50	0.00	Paid	Y 02/24/2022
	MISC GENERAL EXPENSES			9.50			
CASTLE WAYNE A 52081	WISCONSIN WASTEWATER OPER SEWER- WWOA TRAINING SEMINAR 620-8400-854100	01/24/2022 MROCKLEY	02/24/2022	93.15	0.00	Paid	Y 02/24/2022
	EDUCATIONAL/TRAINING EXPENSES			93.15			
DOHERTY DIANA 52082	FEDEX 438612285 W2 STATEMENTS FROM UKG 100-5145-539900	01/20/2022 MROCKLEY	02/24/2022	25.30	0.00	Paid	Y 02/24/2022
	OTHER			25.30			
DOHERTY DIANA 52083	MUNICIPAL TR* INV-3341 ANNUAL MTAW DUES - DOHERTY 100-5145-532400	01/25/2022 MROCKLEY	02/24/2022	60.00	0.00	Paid	Y 02/24/2022
	MEMBERSHIP DUES			60.00			
DOHERTY DIANA 52084	WISCMUNCLERKS ANNUAL MEMBERSHIP - DOHERTY 100-5145-532400	01/25/2022 MROCKLEY	02/24/2022	65.00	0.00	Paid	Y 02/24/2022
	MEMBERSHIP DUES			65.00			
DOHERTY DIANA 52085	LOCAL GOVERNMENT EDUCATIO WGFOA ANNUAL MEMBERSHIP DUES - 100-5145-532400	01/25/2022 MROCKLEY	02/24/2022	25.00	0.00	Paid	Y 02/24/2022
	MEMBERSHIP DUES			25.00			
DOHERTY DIANA 52086	LEAGUE OF WISCONSIN MUNIC HR WEBINAR SERIES 100-5145-533500	02/03/2022 MROCKLEY	02/24/2022	50.00	0.00	Paid	Y 02/24/2022
	TRAINING & TRAVEL			50.00			

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Purchase Card Vendor: 0002 US BANK							
DOHERTY DIANA 52087	SOCIETYFORHUMANRESOURCE ANNUAL MEMBERSHIP - DOHERTY 100-5145-532400	02/11/2022 MROCKLEY	02/24/2022	229.00	0.00	Paid	Y 02/24/2022
	MEMBERSHIP DUES			229.00			
DYKSTRA DIANA 52088	INTERNATIONAL INSTITUTE O IIMC CLERK MEMBERSHIP 100-5142-532400	01/24/2022 MROCKLEY	02/24/2022	175.00	0.00	Paid	Y 02/24/2022
	IIMC CLERK MEMBERSHIP			175.00			
GOURDOUX LINDA 52089	INTERNATIONAL INSTITUTE O IIMC DEPUTY CLERK MEMBERSHIP 100-5142-532400	01/25/2022 MROCKLEY	02/24/2022	115.00	0.00	Paid	Y 02/24/2022
	IIMC DEPUTY CLERK MEMBERSHIP			115.00			
GOURDOUX LINDA 52090	PICK N SAVE #384 INSPECTOR TRAINING COFFEE ROLLS 100-5144-531100	02/04/2022 MROCKLEY	02/24/2022	37.73	0.00	Paid	Y 02/24/2022
	INSPECTOR TRAINING COFFEE ROLLS			37.73			
GOURDOUX LINDA 52091	PICK N SAVE #384 ELECTION DAY SUPPLIES 100-5144-531100	02/14/2022 MROCKLEY	02/24/2022	27.95	0.00	Paid	Y 02/24/2022
	ELECTION DAY SUPPLIES			27.95			
ISELY MARY JO 52092	NETFLIX.COM STREAMING SERVICE 2/1/22-2/28/22 440-5511-533000	02/01/2022 MROCKLEY	02/24/2022	17.99	0.00	Paid	Y 02/24/2022
	THINGERY PURCHASES			17.99			
ISELY MARY JO 52093	ACORN TV MONTHLY MONTHLY CHARGE 440-5511-533000	02/09/2022 MROCKLEY	02/24/2022	6.29	0.00	Paid	Y 02/24/2022
	THINGERY PURCHASES			6.29			
ISELY MARY JO 52094	WALMART.COM AA DVD 440-5700-532900	02/10/2022 MROCKLEY	02/24/2022	51.04	0.00	Paid	Y 02/24/2022
	AV MATERIAL			51.04			
ISELY MARY JO 52095	WALMART.COM AA DVD 440-5700-532900	02/10/2022 MROCKLEY	02/24/2022	79.86	0.00	Paid	Y 02/24/2022
	AV MATERIAL			79.86			

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN 52096	INDULGENCE CHOCOLATIER-S STAFF GET WELL 440-5890-580600	01/31/2022 MROCKLEY	02/24/2022	50.00	0.00	Paid	Y 02/24/2022
	DONATED FUND EXPENDITURES			50.00			
KIM CATHRYN 52097	WM SUPERCENTER #1571 BINGO PRIZES 440-5511-533100	02/01/2022 MROCKLEY	02/24/2022	38.66	0.00	Paid	Y 02/24/2022
	PROGRAMMING			38.66			
KIM CATHRYN 52098	WM SUPERCENTER #1571 INK 440-5511-531100	02/01/2022 MROCKLEY	02/24/2022	14.97	0.00	Paid	Y 02/24/2022
	SUPPLIES			14.97			
KIM CATHRYN 52099	D J*WALL-ST-JOURNAL 3 MONTH NEWSPAPER SUBSCRIPTION 440-5511-532700	02/06/2022 MROCKLEY	02/24/2022	149.97	0.00	Paid	Y 02/24/2022
	NEWSPAPERS			149.97			
KIM CATHRYN 52100	WAL-MART #1571 PROGRAM SUPPLIES 440-5511-531400	02/07/2022 MROCKLEY	02/24/2022	71.82	0.00	Paid	Y 02/24/2022
	META SPACE EQUIPMENT & SUPPLIE			71.82			
KIM CATHRYN 52101	JOURNAL SENTINEL 2/1/22-1/31/23 SUBSCRIPTION 440-5511-532700	02/07/2022 MROCKLEY	02/24/2022	446.23	0.00	Paid	Y 02/24/2022
	NEWSPAPERS			446.23			
KIM CATHRYN 52102	CANVA* I03325-34177421 BUSINESS CARDS 440-5511-533300	02/08/2022 MROCKLEY	02/24/2022	127.00	0.00	Paid	Y 02/24/2022
	OUTREACH			127.00			
KIM CATHRYN 52103	CANVA* I03325-34511117 BUSINESS CARDS 440-5511-533300	02/08/2022 MROCKLEY	02/24/2022	105.50	0.00	Paid	Y 02/24/2022
	OUTREACH			105.50			
KIM CATHRYN 52104	MAILCHIMP *MISC NEWSLETTER 440-5511-534000	02/08/2022 MROCKLEY	02/24/2022	69.99	0.00	Paid	Y 02/24/2022
	DIGITAL MATERIALS			69.99			

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Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN 52105	NBF*NATL BIZ FURNITURE INFORMATION DESK (WCCF FUNDS) 440-5890-580600	02/11/2022 MROCKLEY	02/24/2022	863.10	0.00	Paid	Y 02/24/2022
	DONATED FUND EXPENDITURES			863.10			
KIM CATHRYN 52106	ADOBE CREATIVE CLOUD CREATIVE CLOUD 440-5511-534000	02/11/2022 MROCKLEY	02/24/2022	83.99	0.00	Paid	Y 02/24/2022
	DIGITAL MATERIALS			83.99			
KINDER MATTHEW 52107	AMOCO#1971514MUKWONAGO A WWTF ADAPTIVE MANAGEMENT MEETING 620-8400-852100	01/19/2022 MROCKLEY	02/24/2022	3.97	0.00	Paid	Y 02/24/2022
	ADAPTIVE MANAGEMENT EXPENSE			3.97			
KINDER MATTHEW 52108	JIMMY JOHNS - 1823 WWTF ADAPTIVE MANAGENT LUNCH FOR 620-8400-852100	01/19/2022 MROCKLEY	02/24/2022	280.29	0.00	Paid	Y 02/24/2022
	ADAPTIVE MANAGEMENT EXPENSE			280.29			
KINDER MATTHEW 52109	OFFICEMAX/DEPOT 6536 WATER OFFICE SUPPLIES 610-6920-692100	01/20/2022 MROCKLEY	02/24/2022	305.12	0.00	Paid	Y 02/24/2022
	OFFICE SUPPLIES & EXPENSES			305.12			
KINDER MATTHEW 52110	WAL-MART #1571 WWTF OFFICE SUPPLIES 620-8400-851000	01/21/2022 MROCKLEY	02/24/2022	157.47	0.00	Paid	Y 02/24/2022
	OFFICE SUPPLIES & EXPENSES			157.47			
KINDER MATTHEW 52111	THE HOME DEPOT #4921 WWTF SUPPLIES TO MOVE COPIER 620-8400-851000	01/26/2022 MROCKLEY	02/24/2022	15.92	0.00	Paid	Y 02/24/2022
	OFFICE SUPPLIES & EXPENSES			15.92			
KINDER MATTHEW 52112	OWPSACSTATE WASTEWATER TRAINING SACREMENTO 620-8400-854100	02/01/2022 MROCKLEY	02/24/2022	310.00	0.00	Paid	Y 02/24/2022
	EDUCATIONAL/TRAINING EXPENSES			310.00			
KINDER MATTHEW 52113	AMOCO#1971514MUKWONAGO A WWTF ICE FOR POTABLE SAMPLERS 620-8010-826000	02/10/2022 MROCKLEY	02/24/2022	7.94	0.00	Paid	Y 02/24/2022
	LABORATORY			7.94			

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Purchase Card Vendor: 0002 US BANK							
MILLER KENNETH 52114	SQ *ABSOLUTE SUPPLIERS, I WWTF TANK DEWATERING PUMP 620-8010-833000	01/17/2022 MROCKLEY	02/24/2022	621.60	0.00	Paid	Y 02/24/2022
	MAINT-TREATMENT/DISPOSAL PLANT			621.60			
MILLER KENNETH 52115	US BANK WATER WELL 7 HEATER MOTOR RETURN 610-6210-662500	01/17/2022 MROCKLEY	02/24/2022	(190.79)	0.00	Paid	Y 02/24/2022
	MAINTENANCE-PUMPING			(190.79)			
MILLER KENNETH 52116	INDUSTRIAL* STORES 078 WATER WWTF HEATERS 610-6210-662500	01/26/2022 MROCKLEY	02/24/2022	1,747.40	0.00	Paid	Y 02/24/2022
	MAINTENANCE-PUMPING			860.00			
	620-8010-834000	MAINT-GENERAL PLANT/STRUCTURES		887.40			
MILLER KENNETH 52117	THE HOME DEPOT #4921 WATER WWTF MISC 610-6200-662300	01/27/2022 MROCKLEY	02/24/2022	134.93	0.00	Paid	Y 02/24/2022
	OPERATION SUPPLY/EXP-PUMPING			39.10			
	610-6453-664100	OPERATION SUPPLY/EXP-T&D		82.46			
	620-8010-827000	OPERATION SUPPLY/EXPENSE		13.37			
MILLER KENNETH 52118	HOMEDEPOT.COM WWTF WAYNES OFFICE CARPETING 620-8010-834000	02/02/2022 MROCKLEY	02/24/2022	861.12	0.00	Paid	Y 02/24/2022
	MAINT-GENERAL PLANT/STRUCTURES			861.12			
MILLER KENNETH 52119	GORDON ELECTRIC SUPPLY I WWTF DIGESTER MCC RM HEATER 620-8010-834000	02/11/2022 MROCKLEY	02/24/2022	322.04	0.00	Paid	Y 02/24/2022
	MAINT-GENERAL PLANT/STRUCTURES			322.04			
MILLER KENNETH 52120	THE HOME DEPOT #4921 WWTF BLOWER BLDG BASEMENT WALL 620-8010-834000	02/11/2022 MROCKLEY	02/24/2022	159.76	0.00	Paid	Y 02/24/2022
	MAINT-GENERAL PLANT/STRUCTURES			159.76			
MILLER KENNETH 52121	BEST BUY 00006676 WWTF COMPUTER MONITER 620-8400-851000	02/12/2022 MROCKLEY	02/24/2022	325.47	0.00	Paid	Y 02/24/2022
	OFFICE SUPPLIES & EXPENSES			325.47			
MILLER KENNETH 52122	WAL-MART #1571 WWTF COMPUTER HDMI CABLE	02/13/2022 MROCKLEY	02/24/2022	16.67	0.00	Paid	Y 02/24/2022

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Purchase Card Vendor: 0002 US BANK							
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		16.67			
PETERSON RANDY 52123	PAYPAL *EVERSTONEFL TRUCK BOX SEALER 100-5341-539500	01/27/2022 MROCKLEY	02/24/2022	87.90	0.00	Paid	Y 02/24/2022
		REPAIRS & MAINTENANCE		87.90			
PETERSON RANDY 52124	YESWELDER TIG WELDER AND SUPPLIES 100-5324-539500	02/04/2022 MROCKLEY	02/24/2022	768.97	0.00	Paid	Y 02/24/2022
		REPAIRS & MAINTENANCE		768.97			
PETERSON RANDY 52125	CASTERHQ COM SWEEPER CASTERS 100-5324-539500	02/07/2022 MROCKLEY	02/24/2022	68.92	0.00	Paid	Y 02/24/2022
		REPAIRS & MAINTENANCE		68.92			
PETERSON RANDY 52126	HARBOR FREIGHT TOOLS 544 SHOP TOOLS 100-5323-531100	02/08/2022 MROCKLEY	02/24/2022	83.92	0.00	Paid	Y 02/24/2022
		SUPPLIES		83.92			
PETERSON RANDY 52127	YESWELDER PLASMA CUTTER 100-5324-539500	02/09/2022 MROCKLEY	02/24/2022	457.98	0.00	Paid	Y 02/24/2022
		REPAIRS & MAINTENANCE		457.98			
RUTENBECK TIM 52128	WI CODE UPDATES COURSES 100-5241-533500	01/27/2022 MROCKLEY	02/24/2022	600.00	0.00	Paid	Y 02/24/2022
		TRAINING & TRAVEL		600.00			
RUTENBECK TIM 52129	WI CODE UPDATES COURSES 100-5241-533500	01/31/2022 MROCKLEY	02/24/2022	540.00	0.00	Paid	Y 02/24/2022
		TRAINING & TRAVEL		540.00			
SMITH JAMES A 52130	BATTERIES PLUS #0580 WWTF BATTERY FOR BATTERY BACKUP 620-8010-833000	01/25/2022 MROCKLEY	02/24/2022	33.43	0.00	Paid	Y 02/24/2022
		MAINT-TREATMENT/DISPOSAL PLANT		33.43			
STIEN JEFFREY R 52131	THE HOME DEPOT #4921 DORM SHADE 150-5221-539500	01/19/2022 MROCKLEY	02/24/2022	79.97	0.00	Paid	Y 02/24/2022
		REPAIRS & MAINTENANCE		79.97			

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Purchase Card Vendor: 0002 US BANK							
STIEN JEFFREY R 52132	WAL-MART #1571 STAFF PICTURES 150-5221-531100	01/20/2022 MROCKLEY	02/24/2022	0.45	0.00	Paid	Y 02/24/2022
	SUPPLIES			0.45			
STIEN JEFFREY R 52133	WAL-MART #1571 STATION SUPPLIES 150-5221-531100	01/21/2022 MROCKLEY	02/24/2022	48.50	0.00	Paid	Y 02/24/2022
	SUPPLIES			48.50			
STIEN JEFFREY R 52134	AMZN MKTP US*B20LO5IV3 EMS RACKING 150-5221-531100	01/27/2022 MROCKLEY	02/24/2022	102.48	0.00	Paid	Y 02/24/2022
	SUPPLIES			102.48			
STIEN JEFFREY R 52135	AMZN MKTP US*4X4879BX3 FIRE INSPECTOR BOOK 150-5223-533500	01/28/2022 MROCKLEY	02/24/2022	75.11	0.00	Paid	Y 02/24/2022
	TRAINING & TRAVEL			75.11			
STIEN JEFFREY R 52136	AMAZON.COM*OO7C97XJ3 FOUNTAIN WATER FILTERS 150-5221-531100	02/01/2022 MROCKLEY	02/24/2022	166.43	0.00	Paid	Y 02/24/2022
	SUPPLIES			166.43			
STIEN JEFFREY R 52137	AMZN MKTP US*RO64K7663 2 FIRE INPSECTOR BOOKS 150-5223-533500	02/01/2022 MROCKLEY	02/24/2022	188.18	0.00	Paid	Y 02/24/2022
	TRAINING & TRAVEL			188.18			
STIEN JEFFREY R 52138	PICK N SAVE #384 STATION SUPPLIES 150-5221-531100	02/09/2022 MROCKLEY	02/24/2022	35.64	0.00	Paid	Y 02/24/2022
	SUPPLIES			35.64			
STREIT DANIEL 52139	WASP BARCODE TECHNOLOGI WASP PRINTER CABLE 100-5211-522950	01/19/2022 MROCKLEY	02/24/2022	67.11	0.00	Paid	Y 02/24/2022
	IT DEVICES (NON CAPITAL) & SUPPLIES			67.11			
STREIT DANIEL 52140	KALAHARI RESORT - WI KALAHARI HOTEL WCPA CONFERENCE 100-5211-533500	02/06/2022 MROCKLEY	02/24/2022	210.00	0.00	Paid	Y 02/24/2022
	TRAINING & TRAVEL			210.00			

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Purchase Card Vendor: 0002 US BANK							
STREIT DANIEL 52141	BP#1969401ROCHESTER ST B FUEL FOR TRAVEL TO WCPA CONFERENCE 100-5211-533500	02/08/2022 MROCKLEY	02/24/2022	68.23 68.23	0.00	Paid	Y 02/24/2022
	TRAINING & TRAVEL						
STREIT DANIEL 52142	EAGLE ENGRAVING RETIRMENT PLAQUE 100-5211-531100	02/14/2022 MROCKLEY	02/24/2022	72.95 72.95	0.00	Paid	Y 02/24/2022
	SUPPLIES						
SUKOWATY JAYME 52143	USPS PO 5657100149 WATER POSTAGE FOR FLOURIDE SAMPLE 610-6300-663200	02/01/2022 MROCKLEY	02/24/2022	4.50 4.50	0.00	Paid	Y 02/24/2022
	OPERATION SUPPLY/EXP-TREATMENT						
SUKOWATY JAYME 52144	IN *WISCONSIN WASTEWATER WWTF WWOA CONFERENCE REGISTRATION 620-8400-854100	02/09/2022 MROCKLEY	02/24/2022	90.00 90.00	0.00	Paid	Y 02/24/2022
	EDUCATIONAL/TRAINING EXPENSES						
SURA MATTHEW J 52145	PEDIATAPE EMS SUPPLIES 150-5231-531100	01/26/2022 MROCKLEY	02/24/2022	89.99 89.99	0.00	Paid	Y 02/24/2022
	SUPPLIES						
SURA MATTHEW J 52146	PARTSSOURCE EMS SUPPLIES 150-5231-531100	02/03/2022 MROCKLEY	02/24/2022	35.05 35.05	0.00	Paid	Y 02/24/2022
	SUPPLIES						
SURA MATTHEW J 52147	APPLE.COM/BILL APPLE STORAGE 150-5231-531100	02/08/2022 MROCKLEY	02/24/2022	0.99 0.99	0.00	Paid	Y 02/24/2022
	SUPPLIES						
SURA MATTHEW J 52148	EBAY O*17-08253-48591 IV PUMPS 150-5700-571400	02/12/2022 MROCKLEY	02/24/2022	500.00 500.00	0.00	Paid	Y 02/24/2022
	AMBULANCE CAPITAL EQUIP						
WEGNER ANDREW P 52149	CONWAY SHIELD CONWAY SHIELDS HELMET FRONTS 150-5222-531100	01/18/2022 MROCKLEY	02/24/2022	161.25 161.25	0.00	Paid	Y 02/24/2022
	SUPPLIES						
Total Purchase Card Vendor: 0002 US BANK				15,816.65	0.00		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	88	# Due:	0	Totals:	16,071.52	0.00	
# of Credit Memos:	2	# Due:	0	Totals:	(254.87)	0.00	
Net of Invoices and Credit Memos:					15,816.65	0.00	

--- TOTALS BY GL DISTRIBUTION ---

100-5142-532400	MEMBERSHIP DUES	290.00
100-5144-531100	SUPPLIES	65.68
100-5145-532400	MEMBERSHIP DUES	379.00
100-5145-533500	TRAINING & TRAVEL	50.00
100-5145-539900	OTHER	25.30
100-5211-522950	IT DEVICES (NON CAPITAL) & SUPPLIES	67.11
100-5211-531100	SUPPLIES	72.95
100-5211-533500	TRAINING & TRAVEL	278.23
100-5220-539400	BLDG REPAIRS & MAINTENANCE	302.29
100-5241-533500	TRAINING & TRAVEL	1,140.00
100-5300-522900	SOFTWARE SUPPORT/MAINTENANCE	104.99
100-5323-531100	SUPPLIES	83.92
100-5323-533500	TRAINING & TRAVEL	325.00
100-5323-539500	REPAIRS & MAINTENANCE	818.40
100-5324-539500	REPAIRS & MAINTENANCE	1,645.86
100-5341-539500	REPAIRS & MAINTENANCE	87.90
100-5522-531100	SUPPLIES	296.95
150-5221-531100	SUPPLIES	353.50
150-5221-539500	REPAIRS & MAINTENANCE	79.97
150-5222-531100	SUPPLIES	161.25
150-5223-533500	TRAINING & TRAVEL	263.29
150-5231-531100	SUPPLIES	126.03
150-5700-571400	AMBULANCE CAPITAL EQUIP	500.00
440-5511-531100	SUPPLIES	82.97
440-5511-531400	META SPACE EQUIPMENT & SUPPLIE	71.82
440-5511-532700	NEWSPAPERS	596.20
440-5511-533000	THINGERY PURCHASES	24.28
440-5511-533100	PROGRAMMING	38.66
440-5511-533300	OUTREACH	244.49
440-5511-533500	TRAINING & TRAVEL	25.12
440-5511-534000	DIGITAL MATERIALS	153.98
440-5700-532900	AV MATERIAL	130.90
440-5890-580600	DONATED FUND EXPENDITURES	913.10
610-6200-662300	OPERATION SUPPLY/EXP-PUMPING	85.57
610-6210-662500	MAINTENANCE-PUMPING	669.21
610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT	4.50
610-6453-664100	OPERATION SUPPLY/EXP-T&D	82.46
610-6920-692100	OFFICE SUPPLIES & EXPENSES	305.12
610-6920-693000	MISC GENERAL EXPENSES	464.50

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	GL Distribution						
620-8010-826000	LABORATORY			7.94			
620-8010-827000	OPERATION SUPPLY/EXPENSE			95.69			
620-8010-833000	MAINT-TREATMENT/DISPOSAL PLANT			655.03			
620-8010-834000	MAINT-GENERAL PLANT/STRUCTURES			2,230.32			
620-8400-851000	OFFICE SUPPLIES & EXPENSES			515.53			
620-8400-852100	ADAPTIVE MANAGEMENT EXPENSE			318.49			
620-8400-854100	EDUCATIONAL/TRAINING EXPENSES			583.15			

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GL Distribution							
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			6,033.58	0.00		
	150 - FIRE/AMBULANCE FUND			1,484.04	0.00		
	440 - LIBRARY FUND			2,281.52	0.00		
	610 - WATER UTILITY FUND			1,611.36	0.00		
	620 - SEWER UTILITY FUND			4,406.15	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5142 - CLERK-TREASURER			290.00	0.00		
	5144 - ELECTIONS			65.68	0.00		
	5145 - FINANCE DEPARTMENT			454.30	0.00		
	5211 - POLICE ADMINISTRATION			418.29	0.00		
	5220 - FIRE STATION (VILLAGE)			302.29	0.00		
	5221 - FIRE ADMINISTRATION			433.47	0.00		
	5222 - FIRE SUPPRESSION			161.25	0.00		
	5223 - FIRE TRAINING			263.29	0.00		
	5231 - AMBULANCE			126.03	0.00		
	5241 - BUILDING INSPECTOR			1,140.00	0.00		
	5300 - DPW GENERAL ADMINISTRATION			104.99	0.00		
	5323 - GARAGE			1,227.32	0.00		
	5324 - MACHINERY & EQUIPMENT			1,645.86	0.00		
	5341 - STREETS & ALLEYS			87.90	0.00		
	5511 - LIBRARY SERVICES			1,237.52	0.00		
	5522 - CELEBRATIONS			296.95	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			630.90	0.00		
	5890 - USE OF DESIGNATED FUNDS			913.10	0.00		
	6200 - PUMPING OPERATIONS			85.57	0.00		
	6210 - PUMPING MAINTENANCE			669.21	0.00		
	6300 - WATER TREATMENT OPERATIONS			4.50	0.00		
	6453 - T&D-METERS MAINTENANCE			82.46	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			769.62	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			2,988.98	0.00		
	8400 - ADMINISTRATIVE & GENERAL			1,417.17	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0366			454.30			
	0707			2,021.23			
	1051			1,080.71			
	1086			1,140.00			
	1275			116.55			
	2365			155.18			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	2544			175.00			
	5311			105.11			
	5538			418.29			
	5724			626.03			
	6347			180.68			
	6370			696.76			
	6639			557.65			
	6899			161.25			
	7403			33.43			
	8389			3,998.20			
	8756			94.50			
	8764			136.47			
	9625			1,467.69			
	9708			2,197.62			

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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
4012709218 52014	WE ENERGIES 0700126680-00001 Digester Gas 620-8010-821200	01/27/2022 MROCKLEY 0700126680-00001 Digester Gas	02/18/2022	2,147.14 2,147.14	0.00	Paid	Y 02/18/2022
4012709218 52015	WE ENERGIES 0700126680-00002 Well #3 Elec 610-6200-662200	01/27/2022 MROCKLEY 0700126680-00002 Well #3 Elec	02/18/2022	1,628.51 1,628.51	0.00	Paid	Y 02/18/2022
4012709218 52016	WE ENERGIES 0700126680-00003 Street Lights 100-5342-522200	01/27/2022 MROCKLEY 0700126680-00003 Street Lights	02/18/2022	3,694.94 3,694.94	0.00	Paid	Y 02/18/2022
4012709218 52017	WE ENERGIES 0700126680-00004 Greenwald 610-6200-662200	01/27/2022 MROCKLEY 0700126680-00004 Greenwald	02/18/2022	365.62 365.62	0.00	Paid	Y 02/18/2022
4012709218 52018	WE ENERGIES 0700126680-00005 Booster Station 610-6200-662200	01/27/2022 MROCKLEY 0700126680-00005 Booster Station	02/18/2022	1,067.27 1,067.27	0.00	Paid	Y 02/18/2022
4012709218 52019	WE ENERGIES 0700126680-00007 1240 N. Rochester 620-8020-821000	01/27/2022 MROCKLEY 0700126680-00007 1240 N. Rochester	02/18/2022	167.14 167.14	0.00	Paid	Y 02/18/2022
4012709218 52020	WE ENERGIES 0700126680-00008 Police Garage 100-5211-522200	01/27/2022 MROCKLEY 0700126680-00008 Police Garage	02/18/2022	155.12 155.12	0.00	Paid	Y 02/18/2022
4012709218 52021	WE ENERGIES 0700126680-00009 Fld Prk Baseball 100-5521-522200	01/27/2022 MROCKLEY 0700126680-00009 Fld Prk Baseball Lights	02/18/2022	23.56 23.56	0.00	Paid	Y 02/18/2022
4012709218 52022	WE ENERGIES 0700126680-000010 Fox River View 620-8020-821000	01/27/2022 MROCKLEY 0700126680-000010 Fox River View	02/18/2022	248.42 248.42	0.00	Paid	Y 02/18/2022
4012709218 52023	WE ENERGIES 0700126680-000011 DPW Elec 100-5323-522200	01/27/2022 MROCKLEY 0700126680-000011 DPW Elec	02/18/2022	517.30 517.30	0.00	Paid	Y 02/18/2022

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4012709218 52024	WE ENERGIES 0700126680-000012 Fire 150-5221-522200	01/27/2022 MROCKLEY 0700126680-000012 Fire	02/18/2022	3,418.47 3,418.47	0.00	Paid	Y 02/18/2022
4012709218 52025	WE ENERGIES 0700126680-000013 police-CTH E N of 100-5211-522200	01/27/2022 MROCKLEY 0700126680-000013 police-CTH E N of Sugd	02/18/2022	20.83 20.83	0.00	Paid	Y 02/18/2022
4012709218 52026	WE ENERGIES 0700126680-000014 Hall 100-5160-522200	01/27/2022 MROCKLEY 0700126680-000014 Hall	02/18/2022	1,017.90 1,017.90	0.00	Paid	Y 02/18/2022
4012709218 52027	WE ENERGIES 0700126680-000014 Hall Gas 100-5160-522400	01/27/2022 MROCKLEY 0700126680-000014 Hall Gas	02/18/2022	770.63 770.63	0.00	Paid	Y 02/18/2022
4012709218 52028	WE ENERGIES 0700126680-000016 Miniwauken Park 100-5521-522200	01/27/2022 MROCKLEY 0700126680-000016 Miniwauken Park	02/18/2022	49.58 49.58	0.00	Paid	Y 02/18/2022
4012709218 52029	WE ENERGIES 0700126680-000017 Holz Elec 620-8010-821100	01/27/2022 MROCKLEY 0700126680-000017 Holz Elec	02/18/2022	11,774.87 11,774.87	0.00	Paid	Y 02/18/2022
4012709218 52030	WE ENERGIES 0700126680-000018 Parks 100-5521-522200	01/27/2022 MROCKLEY 0700126680-000018 Parks	02/18/2022	26.20 26.20	0.00	Paid	Y 02/18/2022
4012709218 52031	WE ENERGIES 0700126680-000019 Atkinson Pump 620-8020-821000	01/27/2022 MROCKLEY 0700126680-000019 Atkinson Pump	02/18/2022	494.89 494.89	0.00	Paid	Y 02/18/2022
4012709218 52032	WE ENERGIES 0700126680-000020 Well #6 610-6200-662200	01/27/2022 MROCKLEY 0700126680-000020 Well #6	02/18/2022	1,392.10 1,392.10	0.00	Paid	Y 02/18/2022
4012709218 52033	WE ENERGIES 0700126680-000021 DPW Gas 100-5323-522400	01/27/2022 MROCKLEY 0700126680-000021 DPW Gas	02/18/2022	1,136.07 1,136.07	0.00	Paid	Y 02/18/2022

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INVOICE REGISTER REPORT FOR MUKWONAGO
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4012709218 52034	WE ENERGIES 0700126680-000022 Concession 100-5521-522200	01/27/2022 MROCKLEY 0700126680-000022 Concession Building	02/18/2022	102.56 102.56	0.00	Paid	Y 02/18/2022
4012709218 52035	WE ENERGIES 0700126680-000023 Well #3 Gas 610-6200-662200	01/27/2022 MROCKLEY 0700126680-000023 Well #3 Gas	02/18/2022	10.89 10.89	0.00	Paid	Y 02/18/2022
4012709218 52036	WE ENERGIES 0700126680-000024 Parks-200 S 100-5342-522200	01/27/2022 MROCKLEY 0700126680-000024 Parks-200 S Rochester	02/18/2022	34.98 34.98	0.00	Paid	Y 02/18/2022
4012709218 52037	WE ENERGIES 0700126680-000027 Police 100-5211-522200	01/27/2022 MROCKLEY 0700126680-000027 Police	02/18/2022	2,074.13 2,074.13	0.00	Paid	Y 02/18/2022
4012709218 52038	WE ENERGIES 0700126680-000028 Miniwaukan 100-5521-522200	01/27/2022 MROCKLEY 0700126680-000028 Miniwaukan Pavilion	02/18/2022	26.82 26.82	0.00	Paid	Y 02/18/2022
4012709218 52039	WE ENERGIES 0700126680-000029 F. Park Sump Pump 100-5521-522200	01/27/2022 MROCKLEY 0700126680-000029 F. Park Sump Pump	02/18/2022	23.70 23.70	0.00	Paid	Y 02/18/2022
4012709218 52040	WE ENERGIES 0700126680-000031 Holz Gas 620-8010-821200	01/27/2022 MROCKLEY 0700126680-000031 Holz Gas	02/18/2022	171.16 171.16	0.00	Paid	Y 02/18/2022
4012709218 52041	WE ENERGIES 0700126680-000032 Well #4 Elec 610-6200-662200	01/27/2022 MROCKLEY 0700126680-000032 Well #4 Elec	02/18/2022	2,237.06 2,237.06	0.00	Paid	Y 02/18/2022
4012709218 52042	WE ENERGIES 0700126680-000033 Parks 100-5521-522200	01/27/2022 MROCKLEY 0700126680-000033 Parks	02/18/2022	40.09 40.09	0.00	Paid	Y 02/18/2022
4012709218 52043	WE ENERGIES 0700126680-000034 Street Lights 100-5342-522200	01/27/2022 MROCKLEY 0700126680-000034 Street Lights	02/18/2022	81.45 81.45	0.00	Paid	Y 02/18/2022

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4012709218 52044	WE ENERGIES 0700126680-000036 Flashers 100-5211-522200	01/27/2022 MROCKLEY	02/18/2022	10.79	0.00	Paid	Y 02/18/2022
	0700126680-000036 Flashers			10.79			
4012709218 52045	WE ENERGIES 0700126680-000037 Well #4 Gas 610-6200-662200	01/27/2022 MROCKLEY	02/18/2022	202.34	0.00	Paid	Y 02/18/2022
	0700126680-000037 Well #4 Gas			202.34			
4012709218 52046	WE ENERGIES 0700126680-000038 Museum 100-5512-522200	01/27/2022 MROCKLEY	02/18/2022	455.42	0.00	Paid	Y 02/18/2022
	0700126680-000038 Museum			455.42			
4012709218 52047	WE ENERGIES 0700126680-000039 Well #5 610-6200-662200	01/27/2022 MROCKLEY	02/18/2022	3,362.58	0.00	Paid	Y 02/18/2022
	0700126680-000039 Well #5			3,362.58			
4012709218 52048	WE ENERGIES 0709449777-00001 Library Gas 440-5511-522400	01/27/2022 MROCKLEY	02/18/2022	1,945.43	0.00	Paid	Y 02/18/2022
	0709449777-00001 Library Gas			1,945.43			
4012709218 52049	WE ENERGIES 0709449777-00002 Library Elec 440-5511-522200	01/27/2022 MROCKLEY	02/18/2022	2,401.71	0.00	Paid	Y 02/18/2022
	0709449777-00002 Library Elec			2,401.71			
4012709218 52050	WE ENERGIES 0712697628-00001 Tower Radio Bldg 100-5211-522200	01/27/2022 MROCKLEY	02/18/2022	24.69	0.00	Paid	Y 02/18/2022
	0712697628-00001 Tower Radio Bldg			24.69			
4012709218 52051	WE ENERGIES 0712697628-00002 Mukw Dam 100-5254-522200	01/27/2022 MROCKLEY	02/18/2022	27.06	0.00	Paid	Y 02/18/2022
	0712697628-00002 Mukw Dam			27.06			
4012709218 52052	WE ENERGIES 0712697628-00003 PD Tower meter 100-5211-522200	01/27/2022 MROCKLEY	02/18/2022	51.00	0.00	Paid	Y 02/18/2022
	0712697628-00003 PD Tower meter #05662			51.00			
4012709218 52053	WE ENERGIES 0712697628-00004 1224 Riverton 620-8020-821000	01/27/2022 MROCKLEY	02/18/2022	183.46	0.00	Paid	Y 02/18/2022
	0712697628-00004 1224 Riverton			183.46			

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4012709218 52054	WE ENERGIES 0712697628-00006 Well #7 610-6200-662200	01/27/2022 MROCKLEY 0712697628-00006 Well #7	02/18/2022	1,985.99 1,985.99	0.00	Paid	Y 02/18/2022
4012709218 52055	WE ENERGIES 0712697628-00007 School Crossing 100-5342-522200	01/27/2022 MROCKLEY 0712697628-00007 School Crossing Lights	02/18/2022	17.88 17.88	0.00	Paid	Y 02/18/2022
4011170295 52056	WE ENERGIES 0700126680-00015 STREET LIGHTS 100-5342-522200	01/27/2022 MROCKLEY 0700126680-00015 STREET LIGHTS	02/18/2022	10,328.31 10,328.31	0.00	Paid	Y 02/18/2022
4001728491 52058	WE ENERGIES 0700126680-000025 Tower 610-6200-662200	01/19/2022 MROCKLEY 0700126680-000025 Tower	02/18/2022	32.76 32.76	0.00	Paid	Y 02/18/2022
4001728491 52059	WE ENERGIES 0700126680-00030 Andrews Street 100-5521-522200	01/19/2022 MROCKLEY 0700126680-00030 Andrews Street	02/18/2022	105.40 105.40	0.00	Paid	Y 02/18/2022
# of Invoices:	45	# Due:	0	Totals:	56,054.22	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				56,054.22	0.00		

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	1,017.90
100-5160-522400	GAS	770.63
100-5211-522200	ELECTRIC	2,336.56
100-5254-522200	ELECTRIC	27.06
100-5323-522200	ELECTRIC	517.30
100-5323-522400	GAS	1,136.07
100-5342-522200	ELECTRIC	14,157.56
100-5512-522200	ELECTRIC	455.42
100-5521-522200	ELECTRIC	397.91
150-5221-522200	ELECTRIC	3,418.47
440-5511-522200	ELECTRIC	2,401.71
440-5511-522400	GAS	1,945.43
610-6200-662200	FUEL OR POWER PURCHASED	12,285.12
620-8010-821100	WWTP ELECTRIC POWER	11,774.87
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	2,318.30
620-8020-821000	PUMPING POWER & FUEL	1,093.91

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			20,816.41	0.00		
	150 - FIRE/AMBULANCE FUND			3,418.47	0.00		
	440 - LIBRARY FUND			4,347.14	0.00		
	610 - WATER UTILITY FUND			12,285.12	0.00		
	620 - SEWER UTILITY FUND			15,187.08	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5160 - VILLAGE HALL			1,788.53	0.00		
	5211 - POLICE ADMINISTRATION			2,336.56	0.00		
	5221 - FIRE ADMINISTRATION			3,418.47	0.00		
	5254 - DAMS			27.06	0.00		
	5323 - GARAGE			1,653.37	0.00		
	5342 - STREET LIGHTING			14,157.56	0.00		
	5511 - LIBRARY SERVICES			4,347.14	0.00		
	5512 - MUSEUM			455.42	0.00		
	5521 - PARKS			397.91	0.00		
	6200 - PUMPING OPERATIONS			12,285.12	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			14,093.17	0.00		
	8020 - LIFT STATIONS/PUMPING EQUIP			1,093.91	0.00		

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/08/2022	GEN	33699	WILLIAMS BAY POLICE DEPT	WARRANT ANTONIA RUDIE 04141994 F/W	100-0000-233200	222.80
02/08/2022	GEN	33700	KAREN DONOHUE	COURT RESTITUTION	100-0000-233200	40.00
02/08/2022	GEN	33701	TREASURER STATE OF WI	COURT FINES AND FEES	100-0000-242400	4,914.60
02/08/2022	GEN	33702	TREASURER WAUKESHA COUNTY	COURT FINES AND FEES	100-0000-243240	1,818.00
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		6,995.40

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/19/2022	GEN	33457	RACINE CLERK OF COURTS	KOEHLER SHANNON C#21-2912 W#21CT711	100-0000-233200	1,035.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		1,035.00

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DB: Mukwonago			Banks: GEN					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
02/17/2022	GEN	446 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - JAN	100-5142-539900	9.18		
		446 (E)		INVOICE CLOUD MONTHLY FEES - JAN	100-5241-539900	9.65		
		446 (E)		INVOICE CLOUD MONTHLY FEES - JAN	410-5363-539900	66.47		
		446 (E)		INVOICE CLOUD MONTHLY FEES - JAN	610-6902-690300	81.48		
		446 (E)		INVOICE CLOUD MONTHLY FEES - JAN	620-8300-840000	66.47		
						<hr/>	233.25	
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		233.25		

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2022	GEN	33748	EAST TROY SCHOOL DISTRICT	FEBRUARY 2022 TAX SETTLEMENT	720-0000-246200	109,169.20
02/15/2022	GEN	33749	GATEWAY TECHNICAL COLLEGE	FEBRUARY 2022 TAX SETTLEMENT	720-0000-246300	9,327.34
02/15/2022	GEN	33750	MUKWONAGO AREA SCHOOLS	FEBRUARY 2022 TAX SETTLEMENT	100-0000-211400	1,539.93
		33750		FEBRUARY 2022 TAX SETTLEMENT	720-0000-246000	2,876,549.89
						<u>2,878,089.82</u>
02/15/2022	GEN	33751	PHANTOM LAKES MGMT DISTRICT	FEBRUARY 2022 TAX SETTLEMENT	720-0000-245000	22,823.90
02/15/2022	GEN	33752	WALWORTH CTY TREASURER	FEBRUARY 2020 TAX SETTLEMENT	720-0000-243110	47,094.27
02/15/2022	GEN	33753	WAUKESHA CTY TREASURER	FEBRUARY 2022 TAX SETTLEMENT	100-0000-211400	342.88
		33753		FEBRUARY 2022 TAX SETTLEMENT	720-0000-243100	640,478.74
						<u>640,821.62</u>
02/15/2022	GEN	33754	WCTC	FEBRUARY 2022 TAX SETTLEMENT	100-0000-211400	61.50
		33754		FEBRUARY 2022 TAX SETTLEMENT	720-0000-246100	114,893.39
						<u>114,954.89</u>
			TOTAL - ALL FUNDS	TOTAL OF 7 CHECKS		3,822,281.04

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/03/2022	GEN	33698	REGISTRATION FEE TRUST	TRUCK REGISTRATION	100-5324-539500	502.50
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		502.50

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/17/2022	GEN	33832	BENJAMIN J VANDER PLUYM AND	EASEMENT FOR LIFT STATION	620-0000-135075	8,250.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		8,250.00

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/03/2022	GEN	33696	MISSION SQUARE RETIREMENT	RETIREMENT PR 02/04/2022 ACCT 305155	100-0000-215250	3,242.60
		33696		RETIREMENT PR 02/04/2022 ACCT 305155	150-0000-215250	8.27
		33696		RETIREMENT PR 02/04/2022 ACCT 305155	440-0000-215250	678.85
		33696		RETIREMENT PR 02/04/2022 ACCT 305155	610-0000-215250	193.64
		33696		RETIREMENT PR 02/04/2022 ACCT 305155	620-0000-215250	351.36
						<hr/> 4,474.72
02/03/2022	GEN	33697	SECURIAN FINANCIAL GROUP INC	FEBRUARY 2022 ACCIDENT INS	100-0000-215305	16.08
		33697		FEBRUARY 2022 ACCIDENT INS	150-0000-215305	0.82
						<hr/> 16.90
02/03/2022	GEN	439 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 02/04/2022	100-0000-215250	580.00
		439 (E)		RETIREMENT PR 02/04/2022	150-0000-215250	700.52
						<hr/> 1,280.52
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		5,772.14

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/03/2022	GEN	33695	NORTH SHORE BANK FSB	CYNTHIA WELLMAN RETIREMENT SICK LEAVE PAYOUT	100-5211-515800	20,796.21
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		20,796.21

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/16/2022	GEN	33755	MINNESOTA LIFE INSURANCE	MARCH 2022 LIFE INSURANCE	100-0000-215301	1,065.94
		33755		MARCH 2022 LIFE INSURANCE	150-0000-215301	167.06
		33755		MARCH 2022 LIFE INSURANCE	440-0000-215301	115.13
		33755		MARCH 2022 LIFE INSURANCE	610-0000-215301	33.59
		33755		MARCH 2022 LIFE INSURANCE	620-0000-215301	177.51
						<hr/> 1,559.23
02/16/2022	GEN	33756	MISSION SQUARE RETIREMENT	RETIREMENT PR 02/18/2022 ACCT 305155	100-0000-215250	3,087.51
		33756		RETIREMENT PR 02/18/2022 ACCT 305155	150-0000-215250	9.48
		33756		RETIREMENT PR 02/18/2022 ACCT 305155	440-0000-215250	678.27
		33756		RETIREMENT PR 02/18/2022 ACCT 305155	610-0000-215250	188.01
		33756		RETIREMENT PR 02/18/2022 ACCT 305155	620-0000-215250	356.80
						<hr/> 4,320.07
02/16/2022	GEN	441 (E)	DELTA DENTAL OF WISCONSIN	MARCH 2022 DENTAL PREMIUMS	100-0000-215304	389.84
		441 (E)		MARCH 2022 DENTAL PREMIUMS	150-0000-215304	20.98
		441 (E)		MARCH 2022 DENTAL PREMIUMS	440-0000-215304	51.72
		441 (E)		MARCH 2022 DENTAL PREMIUMS	610-0000-215304	9.64
		441 (E)		MARCH 2022 DENTAL PREMIUMS	620-0000-215304	0.12
						<hr/> 472.30
02/16/2022	GEN	442 (E)	DELTA DENTAL OF WISCONSIN	MARCH 2022 VISION PREMIUMS	100-0000-215303	56.32
		442 (E)		MARCH 2022 VISION PREMIUMS	440-0000-215303	30.04
						<hr/> 86.36
02/16/2022	GEN	443 (E)	EMPLOYEE TRUST FUNDS	MARCH 2022 HEALTH INSURANCE	100-0000-215300	51,690.81
		443 (E)		MARCH 2022 HEALTH INSURANCE	150-0000-215300	8,506.73
		443 (E)		MARCH 2022 HEALTH INSURANCE	440-0000-215300	5,839.08
		443 (E)		MARCH 2022 HEALTH INSURANCE	610-0000-215300	3,526.73
		443 (E)		MARCH 2022 HEALTH INSURANCE	620-0000-215300	5,915.87
						<hr/> 75,479.22
02/16/2022	GEN	444 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 02/18/2022	100-0000-215250	580.00
		444 (E)		RETIREMENT PR 02/18/2022	150-0000-215250	708.6

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 02/16/2022 - 02/16/2022
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
						<hr/> 1,288.63
02/16/2022	GEN	445 (E)	UKG INC.	PAYROLL PROCESSING FEES JAN 2022	100-5111-539900	86.37
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	100-5120-539900	24.68
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	100-5141-539900	6.17
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	100-5142-539900	24.68
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	100-5145-539900	49.35
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	100-5211-539900	123.38
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	100-5212-539900	160.39
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	100-5213-521900	24.68
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	100-5241-539900	37.01
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	100-5300-539900	154.23
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	100-5632-539900	12.34
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	150-5221-539900	456.50
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	440-5511-539900	240.59
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	610-6902-690300	61.69
		445 (E)		PAYROLL PROCESSING FEES JAN 2022	620-8300-840000	61.69
						<hr/> 1,523.75
			TOTAL - ALL FUNDS	TOTAL OF 7 CHECKS		84,729.56

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 02/23/2022 - 02/23/2022
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/23/2022	GEN	33833	AFLAC	ACCOUNT# V1553 SUPPLEMENTAL	100-0000-215302	319.55
		33833		ACCOUNT# V1553 SUPPLEMENTAL	150-0000-215302	318.83
		33833		ACCOUNT# V1553 SUPPLEMENTAL	610-0000-215302	2.76
		33833		ACCOUNT# V1553 SUPPLEMENTAL	620-0000-215302	230.62
						<hr/> 871.76
02/23/2022	GEN	33834	MARSHALL-BOND PUMPS	WWTF SLUDGE PUMP PARTS	620-8010-833000	162.88
02/23/2022	GEN	33835	MUKWONAGO PROFESSIONAL	FEBRUARY 2022 FIRE UNION DUES	150-0000-215500	270.00
02/23/2022	GEN	33836	MUKWONAGO PROFESSIONAL POLICE	FEBRUARY 2022 POLICE UNION DUES	100-0000-215500	600.00
02/23/2022	GEN	33837	VILLAGE OF MUKWONAGO MRA	FEBRUARY 2022 FSA	100-0000-215350	1,296.97
		33837		FEBRUARY 2022 FSA	150-0000-215350	330.93
		33837		FEBRUARY 2022 FSA	610-0000-215350	1.21
		33837		FEBRUARY 2022 FSA	620-0000-215350	156.49
						<hr/> 1,785.60
02/23/2022	GEN	449 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - JANUARY 2022	100-0000-215200	30,987.26
		449 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	9,347.85
		449 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	4,368.84
		449 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	2,469.10
		449 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	2,200.28
						<hr/> 49,373.33
			TOTAL - ALL FUNDS	TOTAL OF 6 CHECKS		53,063.57

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 33732 - 33747
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/11/2022	GEN	33732	ALEXANDER THOMAS	TAX OVERPAYMENT MUKV 1973163	720-0000-121100	117.43
02/11/2022	GEN	33733	ANDREW C HANSEN	TAX OVERPAYMENT MUKV 1973101	720-0000-121100	97.30
02/11/2022	GEN	33734	ASHLEY RICK	TAX OVERPAYMENT MUKV 1968045	720-0000-121100	117.86
02/11/2022	GEN	33735	DEAN SYLVESTER	TAX OVERPAYMENT MUKV 1979991012	720-0000-121100	37.25
02/11/2022	GEN	33736	HEIDI L BLOCK	TAX OVERPAYMENT MUKV 2012171001	720-0000-121100	92.92
02/11/2022	GEN	33737	HOLLY WATTS	TAX OVERPAYMENT MUKV 1976048	720-0000-121100	1,558.15
02/11/2022	GEN	33738	KATIE CALLIES	TAX OVERPAYMENT MUKV 2011063	720-0000-121100	138.92
02/11/2022	GEN	33739	KRISTOPHER DAIKER	TAX OVERPAYMENT MUKV 2091029	720-0000-121100	96.68
02/11/2022	GEN	33740	KYLE HUEBSCH	TAX OVERPAYMENT MUKV 1976066	720-0000-121100	70.43
02/11/2022	GEN	33741	MATTHEW SWEEN	TAX OVERPAYMENT MUKV 1977027	720-0000-121100	158.14
02/11/2022	GEN	33742	MICHAEL J DORCEY	TAX OVERPAYMENT MUKV 1965028	720-0000-121100	155.03
02/11/2022	GEN	33743	ND XXIX LLC	TAX OVERPAYMENT MUKV 1963999001	720-0000-121100	79,714.11
02/11/2022	GEN	33744	RYAN M HOLSCHBACK	TAX OVERPAYMENT MUKV 1968077	720-0000-121100	109.84
02/11/2022	GEN	33745	TODD C POLAKOSKI	TAX OVERPAYMENT MUKV 2012031	720-0000-121100	101.25
02/11/2022	GEN	33746	TYLER HART	TAX OVERPAYMENT MUKV 1970988002	720-0000-121100	114.88
02/11/2022	GEN	33747	VIEW INC	TAX OVERPAYMENT MUKV 1976096001	720-0000-121100	8.30
			TOTAL - ALL FUNDS	TOTAL OF 16 CHECKS		82,688.49

RESOLUTION 2022-27

A RESOLUTION AMENDING THE 2021 ADOPTED BUDGETS FOR THE GENERAL FUND, TID #5, DEBT SERVICE, FIRE DESIGNATED, VILLAGE DESIGNATED, AMERICAN RESCUE PLAN ACT, LIBRARY, CAPITAL IMPROVEMENT, STORMWATER UTILITY AND PARKLAND SITE FUND BUDGETS

WHEREAS, action by the Village Board of the Village of Mukwonago is required to amend the 2021 Adopted Budget, and,

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

NOW, THEREFORE, BE IT RESOLVED the Village Board of the Village of Mukwonago hereby approves amending 2021 Adopted Village Budget as follows:

		Revenue Budget Increase/(Decrease)	Expenditure Budget Increase/(Decrease)
Fund 100 - GENERAL FUND			
100-4900-493000	FUND BALANCE APPLIED	5,400.00	
100-5900-592000	TRANSFERS TO OTHER FUNDS		5,400.00
Transfer funds to Village Designated Fund for tree planting near the Outdoor Performance Stage in the name of the Rotary Club of Mukwonago. (previously approved by the Board)			
Fund 250 - TID #5			
250-4810-487100	INTEREST REVENUE	(13,000.00)	
250-4900-421250	CONTRIBUTED IMPACT FEE REVENUE	146,000.00	
250-4900-493000	FUND BALANCE APPLIED	(138,450.00)	
250-4900-495000	PROCEEDS FROM DEBT	(535,000.00)	
250-4900-495100	PREMIUM ON DEBT ISSUE	690,814.00	
		150,364.00	
250-5130-521900	PROFESSIONAL SERVICES - Attorney		2,581.00
250-5140-521900	PROFESSIONAL SERVICES - Administration		14,180.00
250-5151-521900	PROFESSIONAL SERVICES - Auditing		2,715.00
250-5800-580200	INTEREST PAYMENTS ON DEBT		109,706.00
250-5805-581500	UNDERWRITER DISCOUNT		21,182.00
			150,364.00

Final debt issuance costs to convert BAN to GO Debt and initial interest payment on the new debt; TID plan amendment

Fund 300 - DEBT SERVICE FUND			
300-4900-493000	FUND BALANCE APPLIED	400,000.00	
300-5800-580100	PRINCIPAL PAYMENTS ON DEBT		400,000.00

Use of reserves for an early call of a debt issue to pay the final payment scheduled for 2022

Fund 320 - FIRE/AMBULANCE DESIGNATED			
320-4900-492000	TRANSFER FROM OTHER FUNDS	17,315.00	
320-5900-590500	TRANSFER TO FUND BALANCE		17,315.00

Transfer from Fire Fund of the Village's share of the 2021 settlement; placed in reserves for future capital

		Revenue Budget Increase/(Decrease)	Expenditure Budget Increase/(Decrease)
Fund 340 - VILLAGE DESIGNATED FUND			
340-4800-489000	DONATIONS RECEIVED	13,187.00	
320-4900-492000	TRANSFER FROM OTHER FUNDS	5,400.00	
		<u>18,587.00</u>	
340-5890-580600	DONATED FUND EXPENDITURES		975.00
340-5890-580602	POLICE DONATED FUND EXPENDITURES		8,139.00
340-5890-580603	PERFORMANCE STAGE EVENTS		890.00
340-5890-581100	EQUIPMENT LESS THAN \$5000		21,249.00
340-5900-590500	TRANSFER TO FUND BALANCE		<u>(12,666.00)</u>
			18,587.00
Recognize donations received and expenditures made from designated funds			
Fund 350 - AMERICAN RESCUE PLAN ACT			
350-4300-434000	FEDERAL GRANT	421,657.00	
350-4810-487100	INTEREST REVENUE	158.00	
350-5900-590500	TRANSFER TO FUND BALANCE		421,815.00
Establish budget for ARPA funds received in 2021; placed in reserves for future project			
Fund 440 - LIBRARY FUND			
440-4800-489000	DONATIONS RECEIVED	59,273.00	
440-4900-493000	FUND BALANCE APPLIED	12,597.00	
440-5890-580600	DONATED FUND EXPENDITURES		71,870.00
Recognize Library donations received and spent in 2021			
Fund 480 - CAPITAL IMPROVEMENT FUND			
480-4300-436000	DNR GRANT	150,000.00	
480-4700-473800	DAM MAINTENANCE/REPAIR - TOWN PORTION	25,358.00	
480-4700-476300	DPW REIMBURSEMENTS	3,264.00	
480-4810-487100	INTEREST REVENUE	(16,725.00)	
480-4900-492000	TRANSFER FROM OTHER FUNDS	17,455.00	
480-4900-493000	FUND BALANCE APPLIED	(306,681.00)	
480-4900-495000	PROCEEDS FROM DEBT	(31,587.00)	
480-4900-495100	PREMIUM ON DEBT ISSUE	<u>197,008.00</u>	
		38,092.00	
480-5700-585200	DAM REPAIRS		50,717.00
480-5805-581500	UNDERWRITER DISCOUNT		(30,080.00)
480-5900-590500	TRANSFER TO FUND BALANCE		<u>17,455.00</u>
			38,092.00
Recognize stormwater grant; transfer in of funds from Parkland Fund for performance stage architect costs and final debt issuance activity; also major capital repairs on the dam which were not originally budgeted			
Fund 500 - STORM WATER UTILITY			
500-4900-493000	FUND BALANCE APPLIED	55,000.00	
500-5344-539500	REPAIRS & MAINTENANCE		55,000.00
TID #3 pond repairs not originally budgeted			

		Revenue Budget Increase/(Decrease)	Expenditure Budget Increase/(Decrease)
Fund 810 - PARKLAND			
FUND			
810-4900-493000	FUND BALANCE APPLIED	17,455.00	
810-5900-592000	TRANSFERS TO OTHER FUNDS		17,455.00
Transfer funds to Capital Improvement to pay architect costs for outdoor performance stage. (originally approved by the Board in 2020 after the 2021 budget was adopted)			

Passed and adopted by Roll Call Vote this 28th day of February, 2022.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

VILLAGE OF MUKWONAGO PURCHASING POLICY

- I. **General.** The intent of this policy is to provide guidelines that will insure that the expenditure of public funds by all Village Departments is consistent with policies set by the Village Board.
- II. **Guidelines.** The Village reserves the right to accept the bid or quote which is most beneficial to the Village, as well as the right to reject any or all bids or quotes. The determination of the most beneficial purchase shall be recommended, as required under “**Purchasing Procedures**” described below, to the Village Board, which shall make the final determination when required. No contractual award for capital improvements over \$25,000 is final until formally approved by the Village Board.
 - A. Delegation of Authority. Each Department Head is authorized to delegate authority to an employee(s) of that department to make and approve purchases not exceeding \$10,000. The Department Head will need to sign off on the invoices prior to payment. While delegation of authority is realistic in how Village business is conducted, the Department Head is ultimately responsible for all purchases made by employees of the department.
 - B. Planning. Both short and long term planning for purchases will minimize the amount of clerical and supervisory time spent documenting purchases. Each department should strive to purchase its goods and services in quantities within the foreseeable needs of the department, which maximize possible discounts. The overall plan for purchasing begins with the preparation of the Annual Budget.
 - C. Purchase in Excess of Budgeted Amount. Department Heads contemplating a purchase that will exceed an account’s budgeted amount shall insure that provisions are made for the necessary allocation within their departmental budget prior to initiating the purchase. All expenditures, which exceed the amount of the adopted budget for the department, as well as all expenditures from any contingency account shall be presented to the Finance Committee for recommendation to the Village Board for approval.
 - D. Quality. Quality and service are just as important as price. It is the duty of each department to secure the best quality for the purpose intended. Quality buying is the buying of goods and services that will meet, but not exceed, the requirements for which they are intended. In some instances the primary consideration may be durability. In other instances it may be a question of immediate availability, ease of installation, frequency of repair or efficiency of operation. It is the responsibility of each Department Head to become familiar with available equipment to determine the appropriate quality required.
 - E. Sales Tax. The Village is exempt from paying all local and state sales taxes or Federal Excise taxes. The Clerk/Treasurer's Office can provide necessary exemption documents to vendors upon request.
 - F. Endorsements. Neither the Village's name nor any employee's name or position is to be used to endorse or support a product or vendor, unless specifically authorized by the Village Board.
 - G. Ethics Laws. Public officials and employees of the Village shall comply with all federal, state and Village ethics laws regarding conflict of interest as well as ethics regarding all purchase decisions.

III. Purchasing Procedures. The following procedures are established to regulate the degree of formality to be followed in the purchase of goods and services, depending on the costs of the items to be purchased. Exceptions to these procedures are noted under the “**Special Requirements**” section of this policy. Good documentation to insure that all vendors are treated fairly is in the Village's best interest. **All purchasing scenarios described in this policy assume the funds are available within the department's budget. Capital Equipment/Improvement Projects exceeding \$30,000 in value must be preapproved in the Village's Capital plan and Annual Budget processes.**

- A. Purchases under \$10,000. Department Heads are authorized for any purchase under \$10,000. The Department Head need not secure the approval of the Finance Director in order to make purchases in this price range. It is the responsibility of each Department Head to insure control over this segment of the purchasing process. Department Heads may designate employees the authority to make purchases; and shall provide internal controls to insure that all purchases are for legitimate public purposes.
- B. Purchases from \$10,000 to \$30,000. The Finance Director or Village Administrator is authorized to approve any purchase in the amount of \$10,000 to \$30,000 if the service, materials, or supplies were included as part of a Department's authorized budget. Prior to securing goods or services in that range, the Department Head must obtain three (3) or more written quotes from qualified vendors, suppliers, or contractors. The Department Head must be able to show proof of the quotations and compile the information in a way that allows for comparison. If departments are unable to secure three (3) written quotations, an explanation why less than three (3) qualified vendors were available must be noted for the Finance Director. The form used to compare the quotations, as approved by the Finance Director, shall be attached to the payment authorization. The use of written quotation forms requires appropriate planning to insure that adequate lead time is available to satisfy the purchasing requirements. The preferred procedure is to mail, fax, or email the Request for Quotation form to the vendors and have it returned by mail, fax, or email. Every effort should be made to allow at least three (3) full business days between the receipt of the form by the vendor and the deadline for returning quotations. The requirement for 3 written quotes may be waived if the item or service can be purchased through a Cooperative Purchasing Program.
- C. Purchases in Excess of \$30,000
 1. Services. Departments anticipating the purchase of services exceeding \$30,000 in value shall prepare specifications or requirements, as appropriate, to meet the Village's needs. The specifications or requirements shall be forwarded to the Finance Director for review, comment, and recommendation. Upon the Finance Director's recommendation, the Department Head can either prepare a Request for Proposal (RFP) as outlined under “**Special Requirements - Professional Services**” or prepare the Request for Quotation form as outlined in the “**Purchases from \$10,000 to \$30,000**” section. Services purchased in this category must be presented to the Finance/Public Works Committee for recommendation to the Village Board for approval.
 2. Equipment. Departments anticipating the budgeted purchase of equipment exceeding \$30,000 in value shall prepare specifications or requirements, as appropriate, to meet the Village's needs. The

specifications or requirements shall be forwarded to the Finance Director for review, comment, and recommendation. Upon the Finance Director's approval, the Department Head can either prepare the Request for Quotation form as outlined in the "**Purchases from \$10,000 to \$30,000**" section or, prepare a bid package, as outlined in the "**Capital Improvements and Construction Projects**" section. Equipment purchases in this category must be presented to the Finance/Public Works Committee for recommendation to the Village Board for approval.

3. Capital Improvements and Construction Projects. For capital improvements and construction projects exceeding \$25,000 in value, Departments shall prepare specifications based upon standards appropriate to meet the Village's needs. Specifications shall be forwarded to the Village Administrator for review, comment, and recommendation. Upon the Village Administrator's recommendation, the Department Head will then prepare the necessary bid package, public notices, and advertisements to meet the Village purchasing policy and will also send invitations to bid to qualified vendors. A bid packet containing an invitation to bid, specifications, and general bid documents will be sent to qualified vendors as well as those that respond to the legal notice.

After the bids are publicly opened, they will be turned over to the Departments for review. The Department will prepare a Bid Tabulation Report and draft a memorandum to the Village Administrator, which will include the Department's recommendation for the bid award. The recommendation made by the Village Administrator shall include the acknowledgment that funds are available, as well as the signature of the Department Head who is seeking the expenditure.

The award will normally be made to the low bidder meeting specifications. There may be instances, however, when the low bid is not in the best interest of the Village. In these cases, it is incumbent upon the Department to thoroughly document reasons why the low bid should not be selected.

The award for public works contracts in excess of \$25,000 will be made to the lowest responsive, responsible bidder meeting specifications as per State Statutes. Questions regarding the Statute(s) and which projects apply should be directed to the Village Attorney.

The Village reserves the right to select or reject a vendor based upon the best interests of the Village, including but not limited to past service or experience with the vendor.


D. Approval of Change Orders on Construction Projects

- a. On construction projects with a contingency included in the approved contract amount, the Finance Director or Village Administrator is authorized to approve change orders of \$50,000 or less, as long as the cumulative/aggregate change order total does not exceed 50% of the established contingency and the Village Engineer (if involved in the project) concurs with the change order(s). The Finance Committee Chair is to be notified via email when these change orders are signed and the change orders will be placed on the next Village Board or Committee of the Whole agenda for information purposes only.
 - i. For example, if a \$4.4M project includes a \$400,000 contingency, cumulative change orders up to \$200,000 could be approved by the Finance Director or Village Administrator provided none of the individual change orders exceeded \$50,000

- ii. In an example of a \$880,000 project with an \$80,000 contingency, only \$40,000 in cumulative change orders could be approved by the Finance Director or Village Administrator.
- b. On construction projects without an established contingency in the approved contract amount, the Finance Director or Village Administrator is authorized to approve change orders up to 5% of the contract amount if the Village Engineer (if involved in the project) concurs with the change order.
- c. The Village Board, at its discretion, can authorize the Finance Director or Village Administrator to approve change orders up to a specified percentage of the total contract amount.
- E. Change orders that are over the limits described for authorization by the Finance Director or Village Administrator can be approved by the Public Works Committee Chairperson prior to formal Village Board approval to avoid delays in the project timeline.
- F. Village Administrator is authorized to initiate work change directives based on pending change orders that have been reviewed by the Village Engineer and the Chair of Public Works.

IV. Special Requirements. Occasionally the Village may need to purchase goods or services under circumstances which do not clearly fit the patterns of normal public procurement and for which normal competitive shopping procedures do not apply.

- A. Sole Source. In the event there is only one vendor capable of providing a particular good or service, then the competitive shopping procedures outlined in this policy may be waived by the Finance Director. When a Department determines that goods or services must be purchased from a "sole source vendor", e.g., computers and related equipment and software, the Department Head shall document why only one company or individual is capable of providing the goods or services required. The documentation shall be attached to the payment authorization and submitted to the Finance Director for approval.

-  B. Special Exception. Exceptions to the procedures outlined, above, under Purchasing Procedures, are granted for the following purchases:

- 1. Internal financial operations such as payroll;
- 2. Fund to fund transfers;
- 3. Utility payments;
- 4. Multi-year service contracts
- 5. Bond payments and such other similar obligations of the Village; and,
- 6. Salt, gasoline, crushed stone, office supplies (including recurring office forms and paper products), polymers, vehicle/equipment related parts and repairs such as, engine and transmission parts, hydraulic pumps and rams, tires, rebuilding services, annual maintenance contracts and all other recurring expenses needed in the usual and ordinary operation of the Village government and its departments in a sum not to exceed the budgeted amount.

- C. Cooperative Purchasing Programs. Departments are encouraged to use cooperative purchasing programs sponsored by the State or other jurisdictions. Such programs prove advantageous by relieving department personnel of the paper work necessary to document the purchase and by taking advantage of large quantity purchases made by such cooperatives.

- D. Professional Services. Normal competitive procedures cannot be utilized in securing professional services from attorneys, engineers, accountants, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. A Request for Proposal (RFP), while not always required to secure professional services, e.g., bond counsel, may be made upon the direction and at the discretion of the Village Administrator, the Finance/Public Works Committee and/or majority of the Village Board.

A Request for Proposal can be prepared much the same way as specifications including requirements and minimum standards for the services to be provided. Such RFPs shall be submitted to the Village Administrator for review and approval prior to distribution. When an RFP for professional services has been approved, a limited number of qualified professionals known to the Village will be invited to submit a proposal setting forth their interest, qualifications and how they can meet the Village's needs. In securing professional services it is the primary goal of the Village to obtain the services of a professional who has a proven record of providing those services. A contract will then be negotiated with the professional deemed to best meet the Village's needs.

- E. Emergency Purchases. The procedures in this policy may be waived under emergency conditions when a delay may threaten the basic mission of a department. Emergency conditions are generally unforeseen circumstances, e.g., natural disasters or major mechanical equipment failures, wherein prompt corrective action is absolutely necessary. Occasionally equipment will require emergency repairs or other circumstances will necessitate emergency corrective action which cannot wait for compliance with this policy. In the event the emergency expenditure substantially exceeds \$25,000 and is a project that would normally require competitive bidding, the Village Board would need to make a finding that an emergency exists following the process in Wis. Stat. Sec. 62.15(b). In any emergency situation, Department Heads are required to notify the Village Administrator or Village President as quickly as possible.
- F. Petty Cash Accounts. Very often there is a need for immediate availability of funds. Petty Cash Funds may be used to avoid the time and expense of issuing payment authorizations for items totaling less than \$50. Petty Cash Receipts are to be maintained by the person responsible for the fund in certain departments and shall include; the amount, description of item, budget account number, and signatures of the persons receiving the funds and person issuing the funds. Individual receipts should be summarized on a monthly basis and presented to the Clerk/Treasurer's office that will then authorize a check to be issued to reimburse the Petty Cash Funds. The Finance Director may conduct unannounced audits of petty cash funds to assure the monies are being properly accounted for. The use of petty cash funds for personal use, even for very short periods of time, is prohibited and may be grounds for disciplinary action.

- V. **Preparing Specifications**. When goods or services are purchased consistent with the competitive processes outlined in this policy, specifications (specs) must be prepared which will meet the following goals:

- Identify minimum requirements;
- Allow for a competitive bid or quote, when possible;
- Be capable of objective review; and

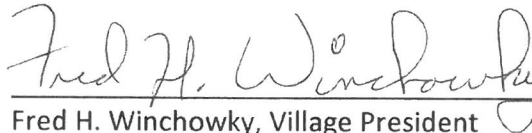
- Provide for an equitable award at the lowest possible cost.
- A. General Guidelines. Specs should be kept as simple as possible while still maintaining the exactness required to keep bidders from utilizing loopholes to avoid providing the quality desired or to take advantage of their competitors. To promote competition, specs should be written in clear simple language, free of vague terms or those subject to variations of interpretation.

If the specs include optional goods or services, these options must be separately identified so that the base cost can be clearly identified compared to the cost of the option(s). If options are included, the Bid Tabulation Report shall identify the different costs of the options.

- B. Types of Specifications. Specifications need to be structured to protect the integrity of the purchasing system and to insure that the needs of the Village are met. Methods of structuring specs include:
 1. Qualified Products or Acceptable Brands List. These lists are developed where it is not possible to write specs adequate to identify the quality and performance required, or when tests necessary to determine compliance with technical specs are lengthy, costly, or require complicated technical equipment.
 2. Specification by Brand or Trade Name. Brand or trade names should be used where brand name products have been found to be superior to others for the purpose intended or when their composition is secret, unknown or patented. The use of brand names establishes a quality standard, but is not intended to eliminate or limit competition. When this method is used the specs shall provide for bidding of competitive or equal grades. It is incumbent on a vendor who bids on goods of supposed equal quality to document that the goods and services are, in fact, of equal quality.
 3. Specifications by Blueprint or Dimension Sheet. Specs of construction projects shall be written to reference the blueprints or dimension sheets prepared by the engineer or architect.
 4. Specifications by Performance, Purpose or Use. Specs which include a set of performance criteria will provide flexibility for vendors to design products or programs specifically aimed at meeting the standards the Village has established. These types of specs usually generate a great deal of competition since they allow vendors to exercise some creativity in the process. Bottom line or minimum standards must be included in the specs to insure that the Village's expectations are met.
 5. Specifications by Industry Standards. Specs will often refer to industry-wide standards or standards set by other public jurisdictions. Lumber grading, standards set by asphalt or concrete industries, or referencing standard specs of the State Department of Transportation of other State or Federal agencies are typical examples.
 6. Specifications by Samples. A sample is a good way to make requirements perfectly clear. Printing bids, where artwork or existing forms would be utilized is an example. Departments utilizing samples shall insure that adequate supplies of the samples are made available so that originals can be sent with all bid invitations.

Revised Policy Adopted this 20th day of February, 2019.

Village of Mukwonago



Fred H. Winchowky, Village President

ATTEST:


Judith Taubert, Village Clerk-Treasurer



Fred Schnook

From: Diana Doherty
Sent: Thursday, February 10, 2022 9:49 AM
To: aarmour@mukwonagolibrary.org; Daniel Streit; David Brown; Diana Doherty; Diana Dykstra; Fred Schnook; Chief Jeff Stien; John Fellows; Ron Bittner; Tim Rutenbeck; Wayne Castle
Subject: possible contracts
Attachments: list of possible contracts.xlsx

I ran a report showing all the stuff charged to professional services accounts in 2021 and narrowed the data down to the attached list. Not sure everything is a contract or agreement but it should help jog your memories to come up with your lists.

If you've charged your items to something other than professional services, it won't be on this list.



Diana Doherty

Finance Director

Phone: 262.363.6420 x2101

Direct : 262.368.3118

Email: ddoherty@villageofmukwonago.com

440 River Crest Ct

Mukwonago, WI 53149

www.villageofmukwonago.com

02/10/2022

DEPARTMENT REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MUKWONAGO

11/04/2021	AP	AM TOWING/ABANDONED VEHICLE TOW
01/21/2021	AP	ASSOCIATED APPRAISAL CONSULTANT INC/JAN 2021 ASSESSMENT SERVICES
04/22/2021	AP	AURORA HEALTH CARE/POLICE RESERVE PRE PLACEMENT EXAM & NON
07/22/2021	AP	BAKER TILLY VIRCHOW KRAUSE/2020 AUDIT - FINAL BILLING
06/03/2021	AP	BAYSIDE PRINTING LLC/PRINTING 1ST QUARTER UB NEWSLETTER
07/22/2021	AP	BK PLANNING STRATEGIES LLC/GREENWALD LITIGATION
03/18/2021	AP	BLOOM COMPANIES LLC/DESIGN HWY 83 PROJECT INDUSTRIAL PARK
07/22/2021	AP	BRAUN THYSSEN KRUPP ELEVATOR/ELEVATOR SERVICE
12/31/2021	AP	BRIDGES LIBRARY SYSTEM/TECHNOLOGY SERVICES
05/20/2021	AP	BS&A SOFTWARE/SOFTWARE MAINTENANCE
04/08/2021	AP	BUELOW, VETTER, BUIKEMA, OLSON
04/08/2021	AP	CENTRALOFFICE SYSTEMS/COPY MACHINE
02/18/2021	AP	CIVIC WEBWARE/ZONING HUB
08/19/2021	AP	CIVICPLUS/WEBSITE
05/20/2021	AP	CIVITEK CONSULTING/ZONING CODE
04/22/2021	AP	CLEARGOV INC/DIGITAL BUDGET BOOK SOFTWARE SUBSCRIPTIO
08/19/2021	AP	DE LAGE LANDEN FINANCIAL/COPIER LEASE AUGUST INVOICE
03/01/2021	AP	DEMCO SOFTWARE/SIGN UP ANNUAL
09/24/2021	AP	DNH*GODADDY.COM/SSL RENEWAL
01/07/2021	AP	EMERGENCY PLANNING SOLUTIONS/EP5- NEW CANDIATE FT TESTING
03/18/2021	AP	ENVIRONMENT CONTROL/VH CLEANING
07/02/2021	AP	ENVISIONWARE, INC/MAINTENANCE RENEWAL
12/16/2021	AP	ETI CORP/LICENSE MANAGER
09/24/2021	AP	FMCSA D&A CLEARINGHOUSE/DRUG AND ALCHHOL DATA CHECK
07/22/2021	AP	GENERAL CODE /CODIFICATION OF ORDINANCE
12/02/2021	AP	GENERAL CODE, CMS/ANNUAL MAINT CONTRACT CODE
09/16/2021	AP	GENERAL CODE, CMS/LASER FICHE FEE
10/21/2021	AP	GRANICUS/GRANICUS ANNUAL AGREEMENT
12/31/2021	AP	GREAT AMERICAN FINANCIAL/COPIER AGREEMENT
12/01/2021	AP	HENNES SERVICES INC/FALL MAINTENANCE
01/21/2021	AP	HIPPENMEYER, REILLY, BLUM
01/21/2021	AP	HUMANE ANIMAL WELFARE/2021 HAWS CONTRACT
07/08/2021	AP	IDEMIA IDENTITY & SECURITY USA LLC/IDEMIA FINGERPRINT ANNUAL LICENSE
01/21/2021	AP	IMAGE TREND/IMAGE TREND 2021 CONTRACT SERVICES
12/31/2021	AP	JAMES IMAGING SYSTEMS/COPIER FEES
02/18/2021	AP	JOHNS DISPOSAL SVC. INC./JANUARY GARBAGE AND RECYCLING
11/08/2021	AP	JOHNSON CONTROLS SECURITY/11/1/21-1/31/22 CONTRACT
01/21/2021	AP	KARL JAMES & COMPANY LLC/ANNUAL MAINTENANCE WEBSITE
10/07/2021	AP	KETTLE MORAIN COMMUNITY RADIO INC/KM RADIO SEPT - DEC 2021
02/04/2021	AP	KLASSY KLEANERS/RESTROOM CLEANING
03/30/2021	AP	MICROSOFT*STORE/MICROSOFT 365 LICENSES
10/21/2021	AP	NELSON SYSTEMS, INC/911, PHONE LINE AND RADIO RECORDER ANNUA
03/02/2021	AP	OFFICE COPYING EQUIPMENT/1/12/21-2/11/21
01/07/2021	AP	PROPHOENIX CORPORATION/PROPHOENIX 2021 ANNUAL MAINTENANCE AND S
03/18/2021	AP	RAVE MOBILE SAFETY/FINAL YEAR OF RAVE ALERT AGREEMENT
04/01/2021	AP	RICOH USA, INC/12/26/20-3/25/21
03/18/2021	AP	RUEKERT & MIELKE, INC./12-10135.200 VUEWorks Site & Implementat
01/07/2021	AP	RUEKERT & MIELKE, INC./2021 ANNUAL GIS SERVICES
11/08/2021	AP	SCHINDLER ELEVATOR CORP/11/1/21-10/31/22 CONTRACT
03/04/2021	AP	SHI INTERNATIONAL CORP/ADOBE LICENSE RENEWAL
12/31/2021	AP	SHI INTERNATIONAL CORP/MALEWARE COMPUTER LICENSES
08/19/2021	AP	SHRED-IT USA/APRIL SHREDDING SERVICE
01/21/2021	AP	TARGETSOLUTIONS LEARNING LLC/TARGET SOLUTIONS 2021 CONTRACT
01/07/2021	AP	TITAN PUBLIC SAFETY SOLUTIONS/2021 TIPSS PARKING ANNUAL SUPPORT
01/21/2021	AP	TRANSCENDENT TECHNOLOGIES/WALWORTH CO TAX SOFTWARE ANNUAL MAINT.
07/08/2021	AP	UKG INC./IMPLEMENTATION FEE FOR UKG PAYROLL SWITC
12/31/2021	AP	UNITED STATES ALLIANCE FIRE PROTECT/ANNUAL FIRE SUPPRESSION INSPECTION
12/31/2021	AP	VELOCITY LLC/INSTALL BSA & UPDATE PHONES
01/21/2021	AP	WALWORTH CTY SECURITY ALARMS LLC/DPW SECURITY ALARM
01/07/2021	AP	WAUKESHA COUNTY CENTER FOR/2021 MEMBERSHIP DUES
12/16/2021	AP	WAUKESHA COUNTY DA OFFICE/WAUWESHA DA ANNUAL ERAD CONTRIBUTION
02/04/2021	AP	WAUKESHA CTY TREASURER/2021 TRUNKED RADIO COSTS
04/22/2021	AP	WAUKESHA CTY TREASURER/INMATE BILLING
11/04/2021	AP	WAUKESHA CTY TREASURER/STORM WATER EDUCATION
04/22/2021	AP	WI DEPT OF JUSTICE CIB/BACKGROUND CHECK
08/03/2021	AP	WISCONSIN ELEVATOR INSPECTION INC/ANNUAL INSPECTION

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

VILLAGE OF MUKWONAGO PARK FACILITIES RENTAL APPLICATION FIELD PARK

Date Submitted: 01/14/2022

Event Date: April 9, 2022 or 16

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

GUIDELINES

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

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

FEES (check all that apply)

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

DEPOSIT (check all that apply)

<input type="checkbox"/> Field Park Pavilion A and/or entire park Deposit	\$200.00	\$ _____
<input type="checkbox"/> Field Park Pavilion B and C Deposit	\$100.00	\$ _____
<input type="checkbox"/> Key Deposit	\$25.00	\$ _____
Deposit Total		\$ _____

APPLICANT INFORMATION

Name: Albert Frankenstein

Address: [REDACTED] City: Mukwonago State: WI Zip: 53149

Daytime Phone: [REDACTED] Fax: [REDACTED]

E-Mail: [REDACTED]

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation Inc.

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

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

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

RENTAL INFORMATION

Date(s) of the Event: April 9, 2022 or 16 depending upon the weather

Estimated # of Participants: 200

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

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

A. Generally, describe your event and its purpose.

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

B. Please provide your COVID-19 Action Plan

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

D. Does your event involve amplified music?

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

Hours of amplified music: [REDACTED]

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

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

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

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

- G. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
The Village of Mukwonago provides porta-johns that will be used as needed.

INSURANCE REQUIREMENTS

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

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

DEPOSIT REQUIREMENTS

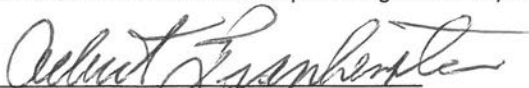
The applicant is required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit (amount listed above) each scheduled day of the event (or portion thereof) two months prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all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

TERMINATION OF AN EVENT

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

CERTIFICATION

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


Signature - Applicant

01/13/2021

Date

Albert Frankenstein, Treasurer

Print Name

FOR OFFICE USE ONLY			
Date Fees/Deposit Paid	Receipt #	Date Deposit Returned	Permit #
Key # Issued	Date Key Issued	Key # Returned	Date Key Issued
Application forwarded to: <input type="checkbox"/> Administrator <input type="checkbox"/> Building Inspection <input type="checkbox"/> Fire Department <input type="checkbox"/> Police Department <input type="checkbox"/> Public Works Department			





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/20/2022

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

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

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186
INSURED Mukwonago Lions Foundation Inc; Mukwonago Lions Club Inc; District 27 A-1, Club 10342 Mukwonago Wisconsin	E-MAIL ADDRESS: lionsclubs@dspins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	NAIC # 22667
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			HDOG72484757	09/01/2021	09/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH25550596	09/01/2021	09/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: Mukwonago Lions Easter Egg Hunt, April 9 or 16, 2022
PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

CERTIFICATE HOLDER**CANCELLATION**

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

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

AUTHORIZED REPRESENTATIVE

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

PO Box 61, Mukwonago, WI 53149

Mukwonago Lions Easter Egg Hunt

April 9 or April 16, 2022

Plan of Operation

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

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

VILLAGE OF MUKWONAGO

SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: 01/21/2022

Total Fees Paid: 0

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

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation Inc.

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

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

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

Event Contact Person: Albert Frankenstein

Mailing Address: [REDACTED] City: Mukwonago State: WI Zip: 53149

Home Phone: [REDACTED] Cell Phone: 4 [REDACTED]

Email Address: [REDACTED]

EVENT INFORMATION

Name of the Event: Mukwonago Lions Easter Egg Hunt Date(s) of the Event: April 9 or 16, 2022

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

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

- A. Will your event take place in a residential neighborhood? *If yes, you will be required to notify all adjacent property owners when the event will occur.* ☐ YES ☐ NO
- B. Please provide your COVID-19 Action Plan.

- C. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.
- D. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4.

- E. Generally describe your event and its purpose.

The Lions Easter Egg Hunt is open to four ages of 2-3, 4-5, 6-7, 8-9. Each age group utilizes a different area of Field Park from the Pavilion. There are 20 special prizes for each age group, except there are 50 gifts for the 2-3 year olds.
Cookies and hot chocolate is available to all families and children attending.
Each child receives a bag of candy.

- F. Based on the class definitions found in the manual, what class is your event? ☒ CLASS I ☐ CLASS II
- G. Estimated # of participants: 200 Spectators: 50 Vendors: _____

OTHER INFORMATION

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

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

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

INSURANCE REQUIREMENTS

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

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

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

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

Application:

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

Other Documents:

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

DEPOSIT REQUIREMENTS

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


TERMINATION OF AN EVENT

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

CERTIFICATION

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

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



Signature - Applicant

Albert Frankenstein, treasurer

Name & Title (PRINT)

01/21/2022

Date

Signature - Applicant

Name & Title (PRINT)

Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:		
Fire Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:		
Public Works Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:		
Village Clerk:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:		
Village Board Approval Date	Village President Signature	Permit #	Issue Date

18009

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

VILLAGE OF MUKWONAGO

PARK FACILITIES RENTAL APPLICATION

FIELD PARK

5-6-2022 to
5-7-2022

Date Submitted: _____

Event Date: _____

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

GUIDELINES

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

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

FEES (check all that apply)

<input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – 1-49 people	\$100.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – 50-100 people	\$150.00 per day	\$ _____
<input checked="" type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – more than 100 people	\$175.00 per day	\$ <u>175 (5/6/22)</u>
<input type="checkbox"/> Field Park Pavilion B Resident (Ball Diamond Pavilion)	\$75.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion C Resident (Playground Pavilion)	\$75.00 per day	\$ _____
<input type="checkbox"/> Field Park Baseball Field Reservation (for non-athletic organizations)	\$25.00 per day	\$ _____
<input type="checkbox"/> Field Park Baseball Field Lights	\$40.00 per day	\$ _____
<input checked="" type="checkbox"/> Entire Park Resident	\$200.00 per day	\$ <u>200 (5/1/22)</u>
<input type="checkbox"/> Electricity and Coordination (Pavilions B or C)	\$15.00 per day	\$ _____
<input type="checkbox"/> Non-Resident Fee	Additional \$25.00 per day	\$ _____
Fee Total		\$ <u>375</u>

DEPOSIT (check all that apply)

<input type="checkbox"/> Field Park Pavilion A and/or entire park Deposit	\$200.00	\$ <u>200</u>
<input type="checkbox"/> Field Park Pavilion B and C Deposit	\$100.00	\$ _____
<input type="checkbox"/> Key Deposit	\$25.00	\$ <u>25</u>
Deposit Total		\$ <u>225</u>

APPLICANT INFORMATION

Name: Joan Lorenz
Address: [REDACTED] City: Waukesha State: WI Zip: 53188
Daytime Phone: [REDACTED] Fax: _____
E-Mail: [REDACTED]

ORGANIZATION INFORMATION

Name of Organization: ProHealthcare Foundation
Mailing Address: [REDACTED] State: WI Zip: 53188
Phone Number: [REDACTED] (c)3 organization?: ☒ YES ☐ NO
Website Address: prohealthcare.org/foundation

RENTAL INFORMATION

Date(s) of the Event: 5-6-2022 to 5-7-2022 Entire park 5/6/22 10am to 5/7/22 1pm
Estimated # of Participants: 500

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

Event Start Time: 6am Event End Time: 1pm

A. Generally, describe your event and its purpose:

ProHealthCare's Parkwalk for Cancer is an annual fundraiser to support ProHealth Cancer services in Mukwonago.

B. Please provide your COVID-19 Action Plan

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

☐ YES ☒ NO

D. Does your event involve amplified music?

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

Hours of amplified music: 8-11am

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

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

☐ YES ☒ NO

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

Garbage will be picked up around park & bagged. Bags will be placed in dumpster. We will notify John's Disposal for additional pickup.

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

None

INSURANCE REQUIREMENTS

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

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

DEPOSIT REQUIREMENTS

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

TERMINATION OF AN EVENT

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

CERTIFICATION

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

Paula Jacobs
Signature - Applicant

12-28-21
Date

Paula Jacobs
Print Name

FOR OFFICE USE ONLY			
Date Fees/Deposit Paid	Receipt #	Date Deposit Returned	Permit #
Key # Issued	Date Key Issued	Key # Returned	Date Key Issued
Application forwarded to: <input type="checkbox"/> Administrator <input type="checkbox"/> Building Inspection <input type="checkbox"/> Fire Department <input type="checkbox"/> Police Department <input type="checkbox"/> Public Works Department <input type="checkbox"/> Clerk <input type="checkbox"/> Utilities - Sewer or Water			

ParkWalk for Cancer
Field Park, Mukwonago
Hosted by ProHealth Care
Saturday, May 7, 2022

Event Set-Up - Friday, May 6; 10 am to 5 pm

- Clean and set up main pavilion
- Arrange tables
- Hang signs inside the pavilion
- Arrange/organize t-shirts & sweatshirts
- Set up registration area
- Prepare survivor, dog station & raffle items for quick set-up on day of walk
- Prepare food area for quick set-up on day of walk

Event Day – Saturday, May 7; 6 am to 1 pm

- Set Up (6/6:30 am – 8 am)
 - Place sponsorship signs, etc around the park
 - Put directional signs along the walk route
 - Train Volunteers
 - Set up DJ/Music
 - Place garbage bags in cans throughout park
- Registration Opens / T-Shirt & Sweatshirt Pick-Up / Raffles / Etc. (8 am)
- Program (9:30 am)
- Walk (10 am – 11 am)
- Post-Walk (11 – Noon)
- Clean-up (11:30 am – 12:30/1 pm)
 - Clean up trash around the park area
 - Separate trash & recycling
 - Place trash & recycling into park dumpsters
 - Take down signs around park, fence, pavilion and walk route
 - Clean up pavilion
 - Lock up pavilion
 - Return keys to Village drop box

ParkWalk for Cancer
Field Park, Mukwonago
Hosted by ProHealth Care
Saturday, May 7, 2022

ParkWalk for Cancer Route – Saturday, May 7 from 10:00 am – 11:00 am



ParkWalk for Cancer
Field Park, Mukwonago
Hosted by ProHealth Care
Saturday, May 7, 2022

Clean-up / Refuse Collection Plan

John's Disposal has recommended the following:

- Line existing garbage cans with 50 gallon liners
- Divide trash from recycling and place trash/recycling in appropriate Field Park dumpsters
- Volunteers will walk the park and event route to pick up trash/recycling

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

VILLAGE OF MUKWONAGO

SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

18109

Date Submitted: _____

Total Fees Paid: _____

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

ORGANIZATION INFORMATION

Name of Organization: Pro Health Care

Mailing Address: [REDACTED] Waukesha State: WI Zip: 53188

Phone Number: [REDACTED] Organization a 501(c)3 organization?: ☒ YES ☐ NO

Website Address: prohealthcare.org/foundation

Event Contact Person: [REDACTED]

Mailing Address: [REDACTED] City: Waukesha State: WI Zip: 53188

Home Phone: [REDACTED] Work Phone: [REDACTED]

Email Address: [REDACTED]

EVENT INFORMATION

Name of the Event: Park Walk for Cancer Date(s) of the Event: 5/6/22 - 5/7/22

Event Start Time: 10am Event End Time: 1pm

Location of the Event: Field Park

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

B. Please provide your COVID-19 Action Plan.

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

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

E. Generally describe your event and its purpose.
Park Walk for Cancer is an annual event to raise funds for Pro Health Cancer Services in Mukwonago.

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

G. Estimated # of participants: 500 Spectators: — Vendors: —

OTHER INFORMATION

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

- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: _____
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☐ YES ☒ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☒ NO
using outlets in pavillion only
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☒ YES ☐ NO
 If yes, will the amplified music be a: ☐ Band ☒ DJ ☐ Other
 Hours of amplified music: 8am - 11am, 5/7/22 (no music 5/6)
- I. Please list the number of security staff you will be providing for the event: _____
- J. Will you need barricades provided by the Village for your event? ☒ YES ☐ NO
 If yes, how many? 4
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☐ YES ☒ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☐ YES ☒ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☒ YES ☐ NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☒ YES ☐ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
none

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

INSURANCE REQUIREMENTS

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

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

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

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

Application:

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

Other Documents:

- ☐ Plan of operation/proposal.
- ☐ Overview of the site to be used for the event (layout of the event site).
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DEPOSIT REQUIREMENTS

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

TERMINATION OF AN EVENT

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CERTIFICATION

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

Paula Jacobs
Signature - Applicant

Signature - Applicant

Paula Jacobs, Director
Name & Title (PRINT)

Name & Title (PRINT)

12-28-21
Date

Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Fire Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Public Works Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Village Clerk:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Village Board Approval Date	Village President Signature	Permit #	Issue Date

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

VILLAGE OF MUKWONAGO PARK FACILITIES RENTAL APPLICATION FIELD PARK

Date Submitted: January 21, 2022

Event Date: June 16-19, 2022

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

GUIDELINES

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

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

FEES (check all that apply)

<input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – 1-49 people	\$100.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – 50-100 people	\$150.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – more than 100 people	\$175.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion B Resident (Ball Diamond Pavilion)	\$75.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion C Resident (Playground Pavilion)	\$75.00 per day	\$ _____
<input type="checkbox"/> Field Park Baseball Field Reservation (for non-athletic organizations)	\$25.00 per day	\$ _____
<input type="checkbox"/> Field Park Baseball Field Lights	\$40.00 per day	\$ _____
<input type="checkbox"/> Entire Park Resident	\$200.00 per day	\$ <u>200.00</u> ^{4 x 50} Park
<input type="checkbox"/> Electricity and Coordination (Pavilions B or C)	\$15.00 per day	\$ _____ ^{10. Ligar}
<input type="checkbox"/> Non-Resident Fee	Additional \$25.00 per day	\$ _____ ^{43. Operator}
		\$ _____ ^{50. Sp Event}
Fee Total		\$ _____

DEPOSIT (check all that apply)

<input type="checkbox"/> Field Park Pavilion A and/or entire park Deposit	\$200.00	\$ _____
<input type="checkbox"/> Field Park Pavilion B and C Deposit	\$100.00	\$ _____
<input type="checkbox"/> Key Deposit	\$25.00	\$ _____
Deposit Total		\$ _____

APPLICANT INFORMATION

Name: Albert Frankenstein, treasurer

Address: 1

City: Mukwonago

State: WI

Zip: 53149

Daytime Ph: _____

Fax: _____

E-Mail: de

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation, Inc.

Mailing Address: P O Box 61

City: Mukwonago

State: WI

Zip: 53149

Phone Number: _____

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

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

RENTAL INFORMATION

Date(s) of the Event: June 116-19, 2022

Estimated # of Participants: 500 to 2000 daily

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

Thursday 6:00-10:30 PM; Friday 6:00-11:30 PM; Saturday 8:00 AM - 11:30 PM; Sunday 8:00 AM - 6:30 PM.

Event Start Time: _____

Event End Time: _____

A. Generally, describe your event and its purpose.

Park set-up Monday-Thursday June 13-16. Thursday evening live music, softball, carnival, and other activities; Friday evening softball, Father of the Year, live music, carnival, and fireworks; Saturday live music, horse shoe tournament, children's activities, petting zoo, softball and carnival; Sunday Village wide parade, car show, live music, possible softball, and carnival.

B. Please provide your COVID-19 Action Plan

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

☒ YES ☐ NO

D. Does your event involve amplified music?

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

Thursday 6:00-10:30 PM; Friday 6:00-10:30 PM; Saturday 1:00-5:00 & 7:00-11:30 PM; Sunday 2:00-6:30 PM.

Hours of amplified music: _____

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

Minimum Thursday 10:30 PM; Friday & Saturday 11:30 PM.

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

☒ YES ☐ NO

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

The Lions provide 2 -30 yard dumpsters for garbage. We have people emptying garbage barrels every day, especially around the food stands. We do complete cleanup every night around the ball diamond and pavilion. We have people cleanup Kiwanis Park after the fireworks. Monday after the event is a complete cleanup of Field Park, Kiwanis Park and Park View School parking lot.

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

The Lions utilize the park garbage cans, the picnic tables, and barricades to control vehicle traffic. We require help moving the concrete anchors for the 60X100 tent. We require police and auxiliary police during the event. We require assistance for the Sunday parade by the police department, parks department, etc. We require assistance from the fire department during the Friday fireworks.

INSURANCE REQUIREMENTS

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

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

DEPOSIT REQUIREMENTS

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

TERMINATION OF AN EVENT

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CERTIFICATION

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Signature - Applicant

January 21, 2022

Date

Albert Frankenstein, treasurer

Print Name

FOR OFFICE USE ONLY			
Date Fees/Deposit Paid	Receipt #	Date Deposit Returned	Permit #
Key # Issued	Date Key Issued	Key # Returned	Date Key Issued
Application forwarded to: <input type="checkbox"/> Administrator <input type="checkbox"/> Building Inspection <input type="checkbox"/> Fire Department <input type="checkbox"/> Police Department <input type="checkbox"/> Public Works Department			
<input type="checkbox"/> Clerk <input type="checkbox"/> Utilities - Sewer or Water			

PARK AND FIELD USE POLICY

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

FOR RESERVED USE OF VILLAGE PARKS

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

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

RULES FOR THE USE OF ANY VILLAGE PARK

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

A. Cleaning includes:

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

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

VILLAGE OF MUKWONAGO SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: January 20, 2022

Total Fees Paid: 100.

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

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation, Inc.

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

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

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

Event Contact Person: Frank Erdmann, chairperson

Mailing Address: [REDACTED] Mukwonago State: WI Zip: 53149

Home Phone: [REDACTED] Cell Phone: [REDACTED]

Email Address: [REDACTED]

EVENT INFORMATION

Name of the Event: Mukwonago Lions Summerfeste Date(s) of the Event: June 16, 17, 18, 19, 2022

Thursday 6:00-10:30 PM; Friday 6:00-11:30 PM; Saturday 8:00 AM - 11:30 PM; Sunday 8:00 AM - 6:30 PM

Event Start Time: _____ Event End Time: _____

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

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

B. Please provide your COVID-19 Action Plan.

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

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

E. Generally describe your event and its purpose.

Park set-up from Monday through Thursday June 13-16; Thursday evening softball, live music, carnival, and other activities; Friday evening softball, Father of the Year, live music, carnival and fireworks; Saturday live music, horse shoe tournament, children's activities, petting zoo, carnival and softball; Sunday village wide noon parade, car show, live music, possible softball, and carnival.

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

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

OTHER INFORMATION

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

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

INSURANCE REQUIREMENTS

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

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

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

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

Application:

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

Other Documents:

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

DEPOSIT REQUIREMENTS

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

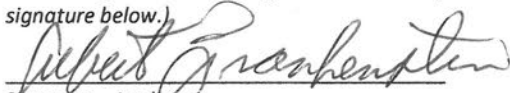
TERMINATION OF AN EVENT

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

CERTIFICATION

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

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



Signature - Applicant

Signature - Applicant

Albert Frankenstein, treasurer

Name & Title (PRINT)

Name & Title (PRINT)

January 21, 2022

Date

Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____		
Fire Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____		
Public Works Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____		
Village Clerk:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____		
Village Board Approval Date	Village President Signature	Permit #	Issue Date

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION AND FEES SHEET

DEPARTMENT CONTACTS:

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

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

VILLAGE PERMIT AND OTHER FEES:

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

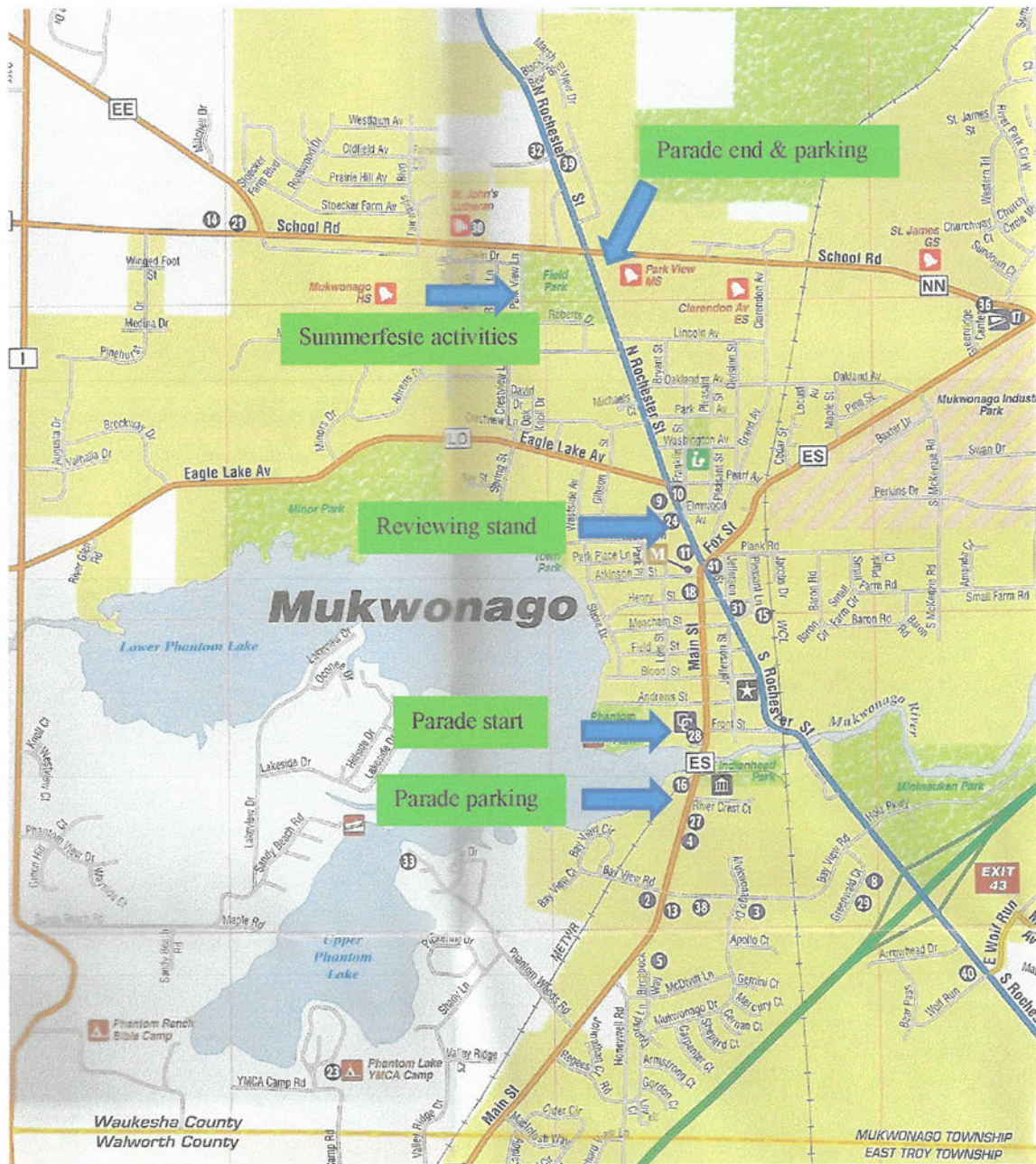
MUKWONAGO FATHER'S DAY PARADE

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

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

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

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





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

PO Box 61, Mukwonago, WI 53149

Mukwonago Lions Summerfeste, June 16 – 19, 2022

Plan of Operation

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

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

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

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/20/2022

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

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

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

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			HDOG72484757	09/01/2021	09/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH25550596	09/01/2021	09/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

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

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Mukwonago Lions Summerfeste, 2022

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

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

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

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

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

AUTHORIZED REPRESENTATIVE

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

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

FEE \$ 10.

Application Date: 01/21/2022

☐ Town ☒ Village ☐ City of Mukwonago

County of Waukesha

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

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 06/16/2022 and ending 06/19/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

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

(a) Name Mukwonago Lions Foundation, Inc. & Mukwonago Lions Club, Inc.

(b) Address P O Box 61, Mukwonago, WI 53149

(Street)

☐ Town ☒ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation 12/04/1960

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

(f) Names and addresses of all officers:

President Chris Standlee, 8

Vice President Frank Erdm

Secretary Jim Howard, S67

Treasurer Albert Franken

(g) Name and address of manager or person in charge of affair: _____

Frank Erdmann, N9235 Stone School Road, Mukwonago, WI 53149

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

(a) Street number Field Park, 933 North Rochester Street, Mukwonago, WI 53149

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Pavilion and Snack Shack

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

3. Name of Event

(a) List name of the event Mukwonago Lions Summerfeste

(b) Dates of event 06/16/2022 - 6/19/2022

DECLARATION

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

Officer

Albert Franken
(Signature / Date)

Mukwonago Lions Foundation, Inc. & Mukwonago Lions Club, Inc.
(Name of Organization)

Date Filed with Clerk

1-21-2022

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Receipt # 63094
2/3/2022

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

VILLAGE OF MUKWONAGO PARK FACILITIES RENTAL APPLICATION FIELD PARK

Date Submitted: 1/3/22

Event Date: 7/9/22

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

GUIDELINES

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

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

FEES (check all that apply)

<input checked="" type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – 1-49 people <u>Friday 7/8</u>	\$100.00 per day	\$ <u>100.00</u>
<input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – 50-100 people	\$150.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – more than 100 people	\$175.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion B Resident (Ball Diamond Pavilion)	\$75.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion C Resident (Playground Pavilion)	\$75.00 per day	\$ _____
<input type="checkbox"/> Field Park Baseball Field Reservation (for non-athletic organizations)	\$25.00 per day	\$ _____
<input type="checkbox"/> Field Park Baseball Field Lights	\$40.00 per day	\$ _____
<input checked="" type="checkbox"/> Entire Park Resident <u>7/9/22</u>	\$200.00 per day	\$ <u>200.00</u>
<input type="checkbox"/> Electricity and Coordination (Pavilions B or C) <u>7/9 + 7/10</u>	\$15.00 per day	\$ <u>20.00</u>
<input type="checkbox"/> Non-Resident Fee	Additional \$25.00 per day	\$ _____
Fee Total		\$ <u>420.00</u>

DEPOSIT (check all that apply)

<input checked="" type="checkbox"/> Field Park Pavilion A and/or entire park Deposit	\$200.00	\$ <u>200.00</u>
<input type="checkbox"/> Field Park Pavilion B and C Deposit	\$100.00	\$ _____
<input checked="" type="checkbox"/> Key Deposit	\$25.00	\$ <u>25.00</u>
Deposit Total		\$ <u>225.00</u>

APPLICANT INFORMATION

Name: Carol Mornich Gedde
Address: [REDACTED] City: Mukwonago State: WI Zip: 53149
Day: [REDACTED]
E-Mail: [REDACTED]@gmail.com

ORGANIZATION INFORMATION

Name of Organization: Croatian Fraternal Union John Mornich Lodge #95
Mailing Address: [REDACTED] City: Mukwonago State: WI Zip: 53149
Phone Number: [REDACTED] Is the organization a 501(c)(3) organization?: ☐ YES ☒ NO
Website Address: [REDACTED].org

RENTAL INFORMATION

Date(s) of the Event: July 9th 2022
Estimated # of Participants: 300 at a time
NOTE: (If there are 150 people or more, a special event permit will be required under separate application):
Event Start Time: 11:00 a.m. Event End Time: 8:00 p.m.

A. Generally, describe your event and its purpose.

Mukwonago Croatian Day Fest is a one day Festival celebrating Croatian culture with Croatian Food for sale, bar selling soda, beer, coolers & water. Croatian Music from noon to seven. Free admission.

B. Please provide your COVID-19 Action Plan

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

D. Does your event involve amplified music?

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

Hours of amplified music: noon to seven

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

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

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

We will rent a dumpster (12 yard) from Johns. We will get recycling frames & bags from Ron Bittner. We arrive at 7:00 a.m. Sunday for cleanup.

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

[Handwritten signature]

INSURANCE REQUIREMENTS

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

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

Bisset Markey Agency

DEPOSIT REQUIREMENTS

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

TERMINATION OF AN EVENT

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

CERTIFICATION

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

Carol Mounich Gedde

Signature - Applicant

1/4/22
Date

Carol Mounich Gedde

Print Name

FOR OFFICE USE ONLY			
Date Fees/Deposit Paid	Receipt #	Date Deposit Returned	Permit #
Key # Issued	Date Key Issued	Key # Returned	Date Key Issued
Application forwarded to: <input type="checkbox"/> Administrator <input type="checkbox"/> Building Inspection <input type="checkbox"/> Fire Department <input type="checkbox"/> Police Department <input type="checkbox"/> Public Works Department <input type="checkbox"/> Clerk <input type="checkbox"/> Utilities - Sewer or Water			

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

VILLAGE OF MUKWONAGO

SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: 2/15/22

Total Fees Paid: _____

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

ORGANIZATION INFORMATION

Name of Organization: City John Mournich Lodge #93

Mailing Address: [REDACTED] City: Mukwonago State: WI Zip: 53149

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

Website Address: [REDACTED]

Event Contact Person: Carol Mournich Gedde

Mailing Address: [REDACTED] City: Mukwonago State: WI Zip: 53149

Home Phone: [REDACTED] Cell Phone: [REDACTED]

Email Address: croatian993@gmail.com

EVENT INFORMATION

Name of the Event: Mukwonago Croatian Day Fest Date(s) of the Event: July 9th

Event Start Time: 11:00 Event End Time: 8:00 PM

Location of the Event: Field Park

- A. Will your event take place in a residential neighborhood? *If yes, you will be required to notify all adjacent property owners when the event will occur.* ☐ YES ☒ NO
- B. Please provide your COVID-19 Action Plan.
- C. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.
- D. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4.
- E. Generally describe your event and its purpose.
A one day Festival celebrating Croatian Culture. Croatian Food is sold and the beer gets been - cell in the pavilion. Croatian Music Noon - 8
Free admission & Parking
We have a silent Auction at the south end of the pavilion
- F. Based on the class definitions found in the manual, what class is your event? ☒ CLASS I ☐ CLASS II
- G. Estimated # of participants: 25-50 workers Spectators: 300 people at a time Vendors: NONE

OTHER INFORMATION

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

- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: 1
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☒ YES ☐ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☐ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☒ YES ☐ NO
 If yes, will the amplified music be a: ☒ Band ☐ DJ ☐ Other
 Hours of amplified music: 12-8
- I. Please list the number of security staff you will be providing for the event: —
- J. Will you need barricades provided by the Village for your event? ☐ YES ☒ NO
 If yes, how many? —
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☐ YES ☒ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☐ YES ☒ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☐ YES ☒ NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☒ YES ☐ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
We contract with Johns Disposal to drop off a 12 yard dumpster
Ron Bittner provides Recycling foldable stands & bags & we empty
Sunday morning we empty all garbage cans into the dumpster
& all recycling into the recycling bin
- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? ☒ YES ☐ NO

INSURANCE REQUIREMENTS

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

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

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

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

Application:

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

Other Documents:

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

DEPOSIT REQUIREMENTS

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

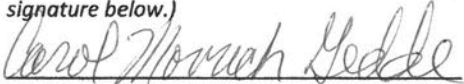
TERMINATION OF AN EVENT

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

CERTIFICATION

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

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



Signature - Applicant

Signature - Applicant

Carol Mournich Gedde/Secr. Treas

Name & Title (PRINT)

Name & Title (PRINT)

2/19/22

Date

Date

FOR OFFICE USE ONLY

Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:		
Fire Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:		
Public Works Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:		
Village Clerk:	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:		
Village Board Approval Date	Village President Signature	Permit #	Issue Date

Croatian Fraternal Union – John Movrich Lodge 993

310 Shore Drive, Mukwonago, WI 53149

Mukwonago Croatian Day Fest – July 9th (11-8)

Plan of Operation

To facilitate an agreement between the Village of Mukwonago and John Movrich Croatian Lodge 993, the following plan is agreed upon for our mutual benefit.

- Set up is Friday prior; clean up is Sunday morning early.
- Expecting no more than three hundred individuals at a time. This number includes workers and customers.
- Please note “Special Events” permit has been previously submitted

-DPW:

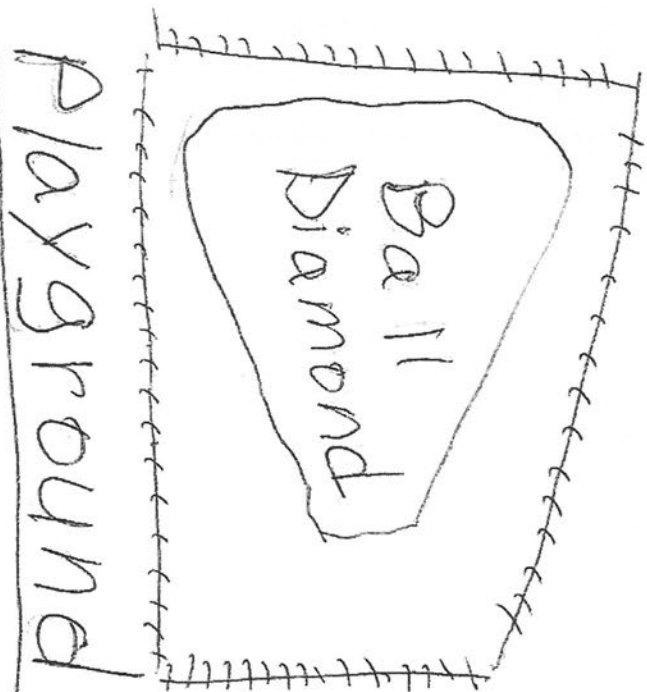
1. Provide access to picnic tables. We will place them to incorporate social distancing.
2. Trash cans placed throughout the grounds and emptied as needed.

We will direct our workers with the following enhanced safety information:

1. Disposable beer cups will be single use only and pitchers will not be used.
2. Workers and customers will refrain from sampling and discouraged from using communal receptacle and condiments.
3. Picnic tables will be placed in a manner to promote social distancing.
4. We will have hand sanitizer available for customers and workers throughout the pavilion and the snack shack area.
5. Workers will be free to wear masks if they choose to do so.
6. Food workers will wash hands, or use hand sanitizer at regular intervals.
7. All patrons will be advised to be respectful toward fellow customers.
8. High touch surfaces in common areas will be sanitized on a periodic basis by workers.
9. We will encourage social distancing.

Hwy NN

Hwy 83



Bath
Rooms

Sell
sand-
wides
+
soda

Kitchen
Bar
Silent Auction
Flicker sales
Bouquet sales

Green Truck

spit bank

looking from 5:30am - 4:00pm

cooler
truck

Roberts Drive

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION AND FEES SHEET

DEPARTMENT CONTACTS:

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

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

VILLAGE PERMIT AND OTHER FEES:

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

\$20 Sp Event
 \$10
 \$43

 \$73

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 \$ 10.00

Application Date: 2/15/22

☐ Town ☒ Village ☐ City of Mukwonago

County of Waushara

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 July 9 and ending July 9th 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 CFU John A. Morrish Lodge

(b) Address [REDACTED] Mukwonago

☐ Town ☒ Village ☐ City

(c) Date organized 10/58

(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 Amber King [REDACTED]

Vice President David Krescany [REDACTED]

Secretary Carol Morrish Gedde [REDACTED]

Treasurer Carol Morrish Gedde [REDACTED]

(g) Name and address of manager or person in charge of affair: Carol Morrish Gedde

[REDACTED] Mukwonago

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

(a) Street number Highway 83 & NW

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? part

(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: bar is set up on the east side of the pavilion (in center)

3. Name of Event

(a) List name of the event Mukwonago Creation Dayfest

(b) Dates of event July 9th 2022

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 Carol Morrish Gedde
(Signature / Date)

CFU John A. Morrish Lodge 993
(Name of Organization)

Date Filed with Clerk 2-15-22

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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

VILLAGE OF MUKWONAGO PARK FACILITIES RENTAL APPLICATION FIELD PARK

Date Submitted: 1/31/22

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

May 18 - Oct 12
2022
Every Wed

GUIDELINES

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

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

No Market June 15
(Summerfeste)

FEES (check all that apply)

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

☒ Farmers' Market Special Rate TBD **Fee Total** \$ _____ ?
\$20 each week

DEPOSIT (check all that apply)

- | | | |
|---|----------|----------|
| <input type="checkbox"/> Field Park Pavilion A and/or entire park Deposit | \$200.00 | \$ _____ |
| <input type="checkbox"/> Field Park Pavilion B and C Deposit | \$100.00 | \$ _____ |
| <input type="checkbox"/> Key Deposit | \$25.00 | \$ _____ |
| Deposit Total | | \$ _____ |

APPLICANT INFORMATION

Name: April Bieszka
Address: [REDACTED] City: Mukwonago State: WI Zip: 53149
Daytime Phone: [REDACTED] Fax: N/A
E-Mail: director@mukwonagochamber.org

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Area Chamber of Commerce
Mailing Address: [REDACTED] City: Mukwonago State: WI Zip: 53149
Phone Number: [REDACTED] Is the organization a 501(c)3 organization?: ☐ YES ☐ NO
Website Address: www.mukwonagochamber.org

RENTAL INFORMATION

Date(s) of the Event: May 18 / Oct 13 / 2022 every Wednesday * No Market June 15 Summerfeste
Estimated # of Participants: 400-700

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

Event Start Time: Noon (Set-up) Event End Time: 6:30 (Market Cleaned up)
Market open 2pm - 6pm

A. Generally describe your event and its purpose.

Farmers' Market

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

☐ YES ☒ NO

C. Does your event involve amplified music?

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

Hours of amplified music: _____

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

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

☐ YES ☐ NO

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

None →

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

No special events planned thus far

INSURANCE REQUIREMENTS

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

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

DEPOSIT REQUIREMENTS

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

TERMINATION OF AN EVENT

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

CERTIFICATION

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

April D. Reszka
Signature - Applicant
April D. Reszka
Print Name

1/17/2022
Date

FOR OFFICE USE ONLY			
Date Fees/Deposit Paid	Receipt #	Date Deposit Returned	Permit #
Key # Issued	Date Key Issued	Key # Returned	Date Key Issued
Application forwarded to: <input type="checkbox"/> Administrator <input type="checkbox"/> Building Inspection <input type="checkbox"/> Fire Department <input type="checkbox"/> Police Department <input type="checkbox"/> Public Works Department			

MUKWONAGO AREA CHAMBER OF COMMERCE & TOURISM CENTER

100 Atkinson Street, Mukwonago, WI 53149

Mukwonago Farmers' Market- Every Wednesday, May 18 - October 12, 2022

(No FM on June 15th – Summerfeste)

2 - 6pm

Plan of Operation

Mukwonago Area of Chamber of Commerce & Tourism Center's Mission Statement:

The Mukwonago Area Chamber of Commerce & Tourism Center is an organization of community focused leaders dedicated to promoting a positive business environment by supporting economic development through networking, educating and promoting our local businesses, as a voice and resource for business, education, agriculture, civic and community organizations throughout the Mukwonago Area.

Farmers' Market Plan of Operation

Both Entrances Open: Hwy 83 and NN/West Veterans Parkway

Farmers' Market to be held at Field Park - Please see area map attached

Farmers' Market Manager on premise from 12:30 - 6:30pm

Set-up 12pm, cleanup complete by 6:30pm

Expecting: 400 - 700 patrons and 30+ vendors

Please note - no monthly "Special Events" scheduled at this time

No electricity provided

DPW:

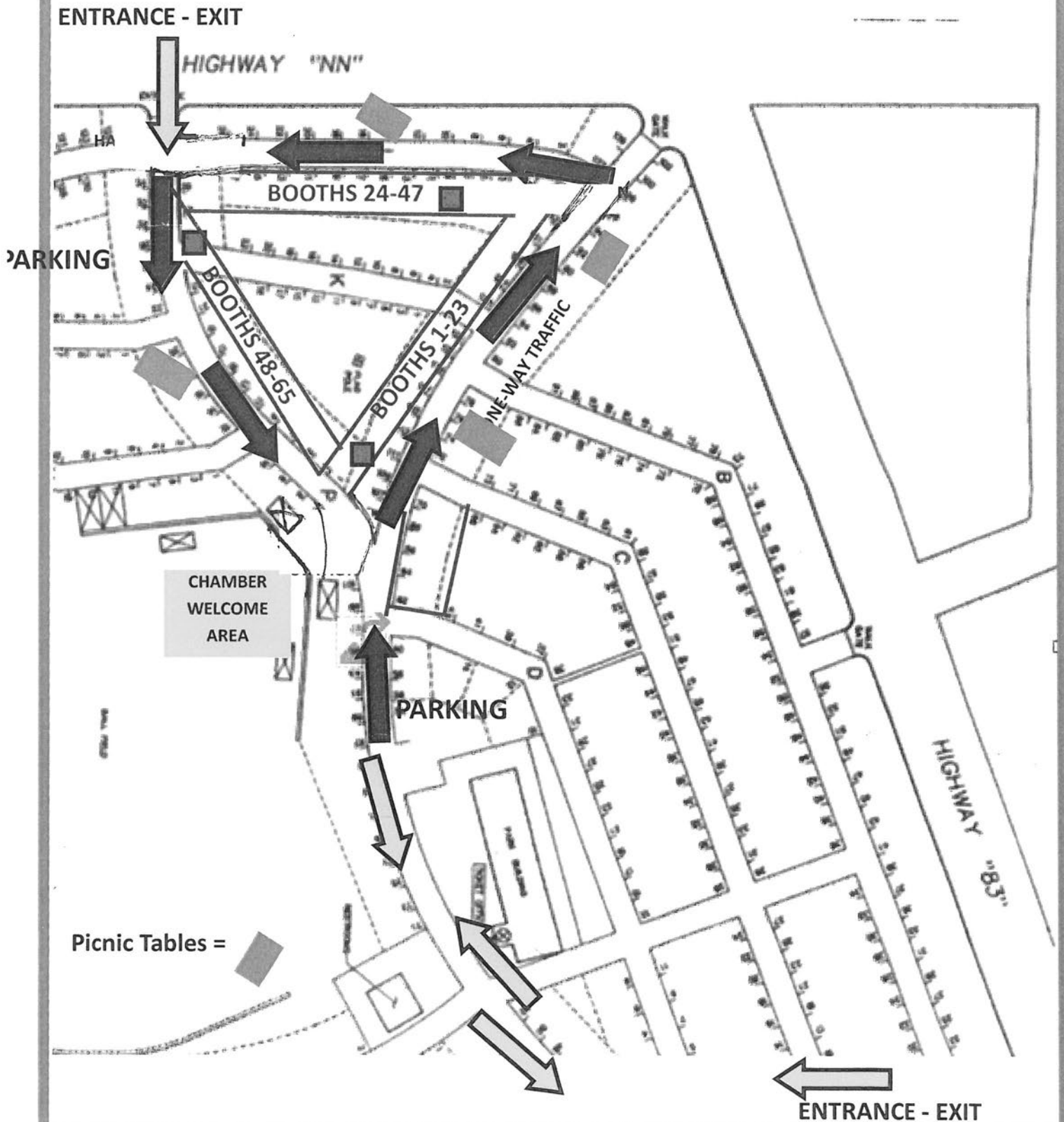
- If reader board is not up and running, please hang Farmers' Market Banner over Field Park on May 12th
- Barricades (4) - (2) each on both ends of the Market
- Picnic Tables moved from Center of Market and placed around outer walkway of asphalt path
**Please see attached
- Garbage Cans (4) - Throughout Market

Please call April Reszka at the chamber office with any questions (262) 363 - 7758 or (262) 751 - 1651
Market Manager Position has been posted - looking to hire ASAP

Mukwonago Area Chamber of Commerce

Mukwonago Farmers' Market

May 18th - Oct 12th, 2022 - (No FM on June 15th - Summerfest)





Agenda Cover Report

Date: 2/7/22	Committee/Board: Health and Recreation
Submitted by: Ron Bittner	Department: Public works
Date of Committee Action: 3/2/22	Date of Village Board Action: 3/16/22

Subject:

Field Park Pavilion Renovation Study

Executive Summary:

An assessment of the current structure will be performed as the first step in planning for building upgrades. A report will be generated based on services outline in section 3.0 in the Agreement for Architectural Services.

Fiscal Impact:

\$4,900.00

Executive Recommendation/Action:

We are requesting a recommendation to approve the service agreement with Plunkett Raysich Architects, LLP for the field park renovation study.

☐ **Attachments Included**

OWNER/ARCHITECT AGREEMENT FOR ARCHITECTURAL SERVICES

- 1.0 **AGREEMENT.** This *Agreement* is made and entered into this 28th day of January 2022, by Village of Mukwonago located at 440 River Crest Ct., Mukwonago, Wisconsin 53149 (hereinafter referred to as the "Owner") and Plunkett Raysich Architects, LLP (hereinafter referred to as the "Architect").
- 2.0 **PROJECT.** The project referred to as Village of Mukwonago Field Park Pavilion Renovation Study located at 440 River Crest Ct., Mukwonago, Wisconsin 53149. Project budget for construction is to be determined. The laws of the State of Wisconsin shall govern the interpretation of this *Agreement*. PRA Opportunity/Project No. 220027-01
- 3.0 **BASIC SERVICES.** The Architect agrees to perform basic services on behalf of the Owner, including services the Architects deems necessary to
- 3.1 Review the existing pavilion to determine areas that need to be upgraded to meet current code requirements or accessibility standards.
 - 3.2 Review the existing pavilion to determine what materials have reached the end of their life cycle and need to be replaced.
 - 3.3 Review the existing roof structure of the pavilion to determine feasibility of raising roof to create more head room. Input will be provided from both an Architectural and Structural Engineering standpoint.
 - 3.4 Review the electrical systems in the existing pavilion to determine if electrical system upgrades are necessary. The electrical systems will be reviewed by a licensed electrical engineer from MSA Professional Services, Inc.
 - 3.5 Create a report documenting all observations and conclusions which can be provided in a paper or electronic format.
- 4.0 **COMPENSATION.** The Owner agrees to pay the Architect the LUMP SUM FEE of Four Thousand Nine Hundred dollars (\$4,900) to perform the Basic Services described in Article 3.0 above.
- 4.1 **Initial Retainer:** An initial retainer of Zero dollars (\$0) is due and owing contemporaneously with the execution of this *Agreement*. The initial payment shall be applied to the Final Payment.
 - 4.2 **Reimbursable Expenses:** Reimbursable expenses shall be paid at a multiplier of One and Two Tenths (1.20) times the actual costs incurred by the Architect. Reimbursable expenses may include, but are not necessarily limited, to the following:
 - 4.2.1 transportation in connection with the Project, authorized out-of-town travel, food and lodging;
 - 4.2.2 fees paid for securing approval of authorities having jurisdiction over the Project;
 - 4.2.3 reproduction, plots for periodic reviews, scans, courier services, standard form documents, postage, handling and delivery of Instruments of Service, electronic bid set management;

209 south water street milwaukee, wisconsin 53204 414 359 3060
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1970 main street suite 201 sarasota, florida 34236 941 444 8845
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Nicholas Kent, Steven Kieckhafer, Scott Kramer, Jason Puestow, Larry Schneider, Michael Sobczak

- 4.2.4 renderings, models, and mock-ups requested by Owner;
- 4.2.5 no back-up data or copies of bills will be provided for reimbursable expenses invoiced under this Agreement. Should back-up data be requested it will be provided for an administrative fee of \$100 per monthly invoice requiring verification, plus \$1.00 per copy of back-up data supplied.
- 4.2.6 Digital Design files such as BIM Models or AutoCAD plans will be provided upon Owner request of a \$1,000 processing fee plus applicable sales tax per request.

5.0 CONSULTANT ADDITIONAL SERVICES. The Architect may employ additional consultants requested by the Owner as Additional Services to perform work on the project, as follows:

5.1 **CONSULTANTS.** The Owner agrees to compensate the Architect for the cost of the Owner requested Consultants retained by the Architect a multiple of one point two (1.2) times the actual cost to the Architect.

5.2 **OWNER'S CONSULTANTS.** The Owner's consultants may include, but are not necessarily limited to the following:

- 5.2.1 Surveyor
- 5.2.2 Civil Engineer
- 5.2.3 Geotechnical Engineer
- 5.2.4 Detailed Cost Analysis
- 5.2.5 Environmental Consultant
- 5.2.6 Hazardous Materials Consultant
- 5.2.7 Traffic Consultant
- 5.2.8 Food Service
- 5.2.9 Roofing Consultant
- 5.2.10 Asphalt Pavement Consultant
- 5.2.11 Furniture, Furnishings, and Equipment
- 5.2.12 Structural Engineer
- 5.2.13 Mechanical, Electrical, Plumbing Contractors to prepare Engineering Design and Construction Documents

6.0 ADDITIONAL SERVICES. Owner requested services that are not part of the Architect Basic Services described in Article 3.0 above, shall be considered as Additional Services. The Owner hereby agrees to compensate the Architect such Additional Services at the following hourly rates:

Hourly billing rates as of June 2021 subject to annual review.

Intern	\$ 80
Architectural Consultant	\$150
Graphic Designer	\$100
Construction Admin	\$130
Project Specialist	\$130
Architect	\$160
Interior Designer	\$150
Director of Interior Design	\$200
Production Executive	\$170
Project Executive	\$195

Project Architect	\$200
Project Manager	\$200
Senior Project Manager	\$225
Senior Construction Admin	\$210
Construction Administrator/QA/Spec Writer	\$225
Partner	\$255

- 7.0 **PROJECT DELAY.** Because of substantial costs incurred by Architect to stop and restart a project once it is underway, should this Project's progress be halted at any time for 30 or more days by the Owner, for any reason, a project restart fee of 10% of the total fee earned to date, will be due and payable immediately.
- 8.0 **PAYMENT DUE DATE.** Payments are due and payable thirty (30) days from the date of the invoice. Amounts unpaid sixty (60) days after the date of the Architect's invoice shall bear interest at the rate of one percent (1.0 %/mo.) percent per month. The Architect shall invoice the Owner once a month.
- 9.0 **JOBSITE SAFETY.** The Owner hereby agrees and acknowledges that the Architect shall not be responsible for any construction means, methods, techniques, sequences, procedures, or safety precautions utilized in/on the project, since these are solely the responsibility of the Contractor.
- 10.0 **OWNERSHIP and COPYRIGHTS.** The Architect, and the Architect's consultants, shall be deemed the original authors and owners respectively of any materials produced under this Agreement and shall retain all common law, statutory and other reserved rights, including copyrights. The Owner acknowledges that the Architect and the Architect's consultants have prepared said materials and agrees to limit use of same to this site-specific project only. Owner has the right to use completed report as part of any future RFP for the remodeling or the Pavilion. The Owner agrees to defend and hold the Architect and the Architect's consultants harmless from any causes of action, claims, losses, damages, and expenses of any kind whatsoever, including reasonable attorney's fees, resulting from the unauthorized reuses of the Architect's and the Architect's consultants' materials.
- 11.0 **LIMITATION OF LIABILITY.** The Owner agrees, to the fullest extent permitted by law, to limit the liability of the Architect to the Owner for any and all claims, losses, costs, expenses, or damages of any nature whatsoever, including attorney's and expert-witness fees and costs, from any cause or causes, so that the total aggregate liability of the Architect to the Owner shall not exceed the Architect's total fee received for services rendered on this project. It is intended that this limitation apply to any and all liability or causes of action however alleged or arising, unless otherwise specifically prohibited by law. The Architect will not be responsible or pay for any additional cost of omitted materials or betterment. The parties agree to be subject to the jurisdiction of the State of Wisconsin. All mediation and litigation shall be filed and take place in said jurisdiction, regardless of where the project is built.
- 12.0 **MEDIATION AND LITIGATION.** Should any claim(s) arise between the Owner and the Architect, the parties agree to submit such claim(s) to mediation, as a condition precedent to litigation. Mediation shall be conducted by and under the rules of the American Arbitration Association unless the parties mutually agree otherwise. Should the parties fail to resolve the claim(s) through mediation, the claim(s) may then be litigated. Nothing contained in this *Agreement* shall prevent the Architect from filing any lien arising out of the Architect's services to comply with notice and filing deadlines prior to resolution of the claim by mediation or litigation. The costs of the mediator and the mediation fees shall be divided equally between the Owner and Architect. The prevailing party in any litigation shall have the right to collect its attorney's fees and costs.



- 13.0 **OWNER-PROVIDED INFORMATION.** The Architect shall be entitled to rely on the accuracy and completeness of any information provided to the Architect by the Owner or the Owner's consultants. The Architect shall not review said information for inaccuracies or completeness.
- 14.0 **STATUTE OF LIMITATIONS PERIOD.** The Statute of Limitations period shall commence to run on the Date of the Architect's issuance of a Certificate of Substantial Completion of the project and end six (6) years after Substantial Completion. In no case shall the Statute of Limitations period commence to run later than the date when the Architect's services are substantially completed.
- 15.0 **TERMINATION.** This Agreement may be terminated by either party upon notification to the other party via Time/Date Stamped Certified Mail. The Owner agrees to pay the Architect for all services performed and all reimbursable expenses incurred, to the date of notification of termination.
- 16.0 **MISCELLANEOUS PROVISIONS.** This *Agreement* also includes the following provisions:

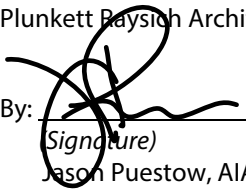
- 16.1 As a result of doing business with the Federal Government, they require that the following provisions be added to all of our contracts. Contractor and Subcontractor refers to the Architect.

This contractor and subcontractor shall abide by the requirements of 41 CFR sections 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

This contractor and subcontractor shall abide by all provisions of Executive Order 13496 and all relevant rules, regulations, and orders in regard to Executive Order 13496.

AGREED TO AND ACCEPTED BY:

Architect:
Plunkett Raysich Architects, LLP

By: 
(Signature)
Jason Puestow, AIA, NCARB, CSI, CCA
Partner

Owner:
Village of Mukwonago

By: _____
(Signature)
Fred Winchowky



TASK ORDER

This is Task Order No. (2022-04),
consisting of 4 pages
Village of Mukwonago
Miniwaukan Park Restroom Building

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: Miniwaukan Park Restroom Building
- B. Description: Provide engineering and construction related services for a new restroom facility in Miniwaukan Park.

2. Services of Engineer

Provide engineering and construction related services for the above project.

Phase 200 – Survey, Design and Bidding

- Prepare and coordinate overall project schedule,
- Perform supplementary site topographic survey, including structures, underground utilities, and any other features needed for design,
- Site visit to review layout and planned construction,
- Environmental assessments and investigations,
- Prepare plan of drawings for the proposed sanitary lateral extension,
- Prepare plan of drawings for the proposed water service construction,
- Prepare plan of drawings for the proposed asphaltic path placement,
- Prepare plan of drawings for construction details, construction notes, and erosion control,
- Prepare project specifications and other bidding documents,
- Coordinate electric service installation,
- Upload bidding documents for online viewing/ordering,
- Answer Contractor questions during bidding period,
- Attend Bid Opening,
- Review bids for completion of all contract requirements. Review prequalification statements and bidder references,
- Issue Recommendation of Award and Notice of Award,
- Attend Village Board meeting to answer questions about the award of the project.

Phase 300 - Construction Review and Administration Services

- Stakeout Miniwaukan Park restroom facility and asphaltic paths,
- Stakeout underground utilities including sanitary lateral and water service.
- Provide full time construction review services for sanitary lateral extension, water service construction, and path placement,
- Provide part time construction review services for Miniwaukan Park restroom facility and incidental construction,
- Provide construction review services for erosion control,
- Administer the construction contract between the Owner and the Contractor. Duties to be performed are itemized in the Construction Contract between the Owner and the Contractor,
- Respond to Owner staff requests for information,
- Quantity measurements and quantity coordination with Contractor,
- Coordinate and attend pre-construction meeting,
- Coordinate and attend weekly site meetings,
- Respond to citizen questions during construction,
- Final project closeout.

TASK ORDER

Phase 310 – Record Drawings & GIS Data Updates

- Prepare record drawings to the Owner's standards for sanitary and water.
- Complete as-built survey.
- Incorporate the utility data into the Owner's GIS.

Work Available as additional services:

The following services are not included in this effort because we have assumed they are not necessary, or the scope of such services has not yet been defined:

- Design of restroom facility foundation and footings by others,
- Design of restroom facility structure by others,
- Design of restroom facility electric and lighting by others,
- Easements, title searches or other property acquisition services,
- Storm water management plan,
- Environmental Phase 1, 2 or 3 investigations or permitting,
- ACOE and DNR permitting,
- Wetland delineation,
- SEWRPC coordination,
- Archaeological survey,
- Funding requirements,
- Floodplain analysis and approvals,
- Permit applications not listed,
- Public Information Meetings,

3. Owner's Responsibilities

The Village will Coordinate with Ruekert Mielke staff to review draft plans.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
Advertisement for Bid	June 6, 2022
Bid Opening	June 20, 2022
Recommendation of Award	July 3, 2022

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Estimate of Compensation for Services</u>
200 Design and Bidding	Lump Sum	\$24,285
300 Construction Review and Contract Administration Services	Hourly	\$35,190*
310 Record Drawings and GIS Data Updates	Lump Sum	\$850

* Services and cost are directly related to the amount of time the selected Contractor takes to complete the project.

B. The terms of payment are set forth in the Standard Terms and Conditions.

TASK ORDER

6. Consultants

None.

7. Other Modifications to Standard Terms and Conditions

None.

8. Attachments

Level of Effort breakdown for Survey, Design and Bidding.

Level of Effort breakdown for Construction Review and Contract Administration Services.

Miniwaukan Park Restroom Building Construction Cost Estimate.

9. Documents Incorporated by Reference

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

ENGINEER:

Ruekert & Mielke, Inc.

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

Name: Steven C. Wurster, P.E.

Title: Senior Vice President/COO

Date: February 8, 2022

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Name: Michael E. Michalski

Title: Project Engineer

Address: W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

Email: mmichalski@ruekert-mielke.com

Phone: 262-953-3004

Fax: 262-542-5631

Miniwaukan Park Restroom Building Project

Design and Bidding Estimate

	Jerad Wegner	Michael Michalski	Drafting	Sue Shird	Ecologist / Biologist	Survey	Survey	Other Expenses	
Initials	JJW	MEM		SJS					
Employee Class	E6	E3	ET-2	AA	EB2	RLS	Crew		Task Total
Hourly Rates	\$ 172	\$ 138	\$ 130	\$ 84	\$ 127	\$ 149	\$ 114		Dollars
Field Survey									
Perform Site Survey							8	\$400	\$ 1,312
Create project in Cad, Format Drawing, Call Diggers, Prep Data for Field Crew, Instructions						1			\$ 149
Process Downloads, Analyze Data, Build Surface and Cadastral						1	2		\$ 377
Environmental									
Preliminary Environmental Screening					5				\$ 635
Design									
Restroom Building Design and Coordination		3							\$ 414
Geotechnical Survey Coordination		2							\$ 276
Site Visit		2							\$ 276
Site Electrical Design and Coordination		4							\$ 552
Design Sanitary Lateral Extension		6							\$ 828
Design Water Service Construction		6							\$ 828
Design Asphaltic Path & Site Plan		12							\$ 1,656
Design Erosion Control		3							\$ 414
Design Details		3							\$ 414
Project Manual and Specifications	4	40		16					\$ 7,552
Drafting			36						\$ 4,680
100% Design Review									
Internal Quality Control Review	3	1							\$ 654
Village of Mukwonago Review	1	1							\$ 310
Bidding									
Prepare Advertisement for Bids		2		4				\$600	\$ 1,212
Answer Contractor Questions		2							\$ 276
Attend Bid Opening		2							\$ 276
Evaluate Bids, Prepare Bid Tab		1		4					\$ 474
Assist Village with Contractor References		2							\$ 276
Prepare Recommendation for Award		2		2					\$ 444
Survey, Design and Bidding Phase Subtotal (Hours) =	8	94	36	26	5	2	10		
Survey, Design and Bidding Phase Subtotal (Dollars) =	\$ 1,376	\$ 12,972	\$ 4,680	\$ 2,184	\$ 635	\$ 298	\$ 1,140	\$ 1,000	\$ 24,285

Miniwaukan Park Restroom Building Project
Construction Related Services Estimate

	Michael Michalski	Dan Swinehart	Survey Crew	Sue Shird	Other Expenses	
Initials	MEM	DAS		SJS		
Employee Class	E3	SET (Str Time)	Survey Crew	AA		Task Total
Hourly Rates	\$ 138	\$ 114	\$ 234	\$ 84		Dollars
Construction Phase						
Construction Staking and Bench Marks			24			\$ 5,616
Prepare Contracts for Execution by Contractor and Owner	4			8		\$ 1,224
Preconstruction Conference (Agenda / Attend / Minutes)	16	3		4		\$ 2,886
Attend 4 Progress Meetings (Agendas / Attend / Minutes)	12	8				\$ 2,568
Review Submittals	4	8				\$ 1,464
Construction Review						\$ -
Restroom Building Foundation and Fabrication		48				\$ 5,472
Sanitary Lateral Extension		8				\$ 912
Water Service Construction		16				\$ 1,824
Asphaltic Path Preparation, Undercutting, and Placement		24				\$ 2,736
Restoration and Erosion Control		12				\$ 1,368
Process 1 Routine Work Change Directives / Change Orders	6			2		\$ 996
Process Closeout Change Order	12			4		\$ 1,992
Substantial Completion Inspection/Punchlist		8		3		\$ 1,164
Follow-up Punchlist Inspections/Revised Punchlist		8		2		\$ 1,080
Prepare Final Quantities	8			4		\$ 1,440
Project Closeout Documents	10			8		\$ 2,052
CRT Mileage Expenses					\$396	\$ 396
Construction Phase Subtotal (Hours) =	72	143	24	35	\$396	
Construction Phase Subtotal (Dollars) =	\$ 9,936	\$ 16,302	\$ 5,616	\$ 2,940	\$ -	\$ 35,190

ESTIMATED CONSTRUCTION COST

Miniwaukan Park Restroom Building 2022 Capital Project

Restroom Facilities Only

	Description	Unit	Quantity	Unit Price	Total
1	Mobilization	L.S.	1	\$14,800.00	\$14,800.00
2	Traffic control	L.S.	1	\$1,000.00	\$1,000.00
3	Erosion control	L.S.	1	\$8,000.00	\$8,000.00
4	Huffcutt restroom building	L.S.	1	\$141,800.00	\$141,800.00
5	Foundation excavation	C.Y.	84	\$80.00	\$6,720.00
6	Concrete foundation and footing	C.Y.	21	\$500.00	\$10,500.00
7	Installation of Huffcutt building	L.S.	1	\$8,000.00	\$8,000.00
8	Piping connection	L.S.	1	\$15,000.00	\$15,000.00
9	Electrical connection	L.S.	1	\$5,000.00	\$5,000.00
10	Electrical service	L.S.	1	\$10,000.00	\$10,000.00
11	6-inch sanitary sewer and lateral riser w/spoil backfill	L.F.	20	\$175.00	\$3,500.00
12	2-inch HDPE water service w/spoil backfill	L.F.	300	\$120.00	\$36,000.00
13	2-inch tap and corporation stop	EA.	1	\$600.00	\$600.00
14	2-inch curb valve and curb box	EA.	1	\$650.00	\$650.00
15	Concrete sidewalk	S.F.	980	\$6.00	\$5,880.00
16	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	400	\$12.00	\$4,800.00
17	Geotechnical Services	L.S.	1	\$5,000.00	\$5,000.00
Alternate Bid Items					
18	Construct multi-use path to subgrade	L.S.	1	\$3,500.00	\$3,500.00
19	Excavation below subgrade (EBS), if required	C.Y.	20	\$28.00	\$560.00
20	Geotextile subgrade stabilization, if required	S.Y.	60	\$6.00	\$360.00
21	Excavation below subgrade (EBS) backfill, if required	TON	40	\$26.00	\$1,040.00
22	Reclaimed asphaltic pavement base course	TON	130	\$25.00	\$3,250.00
23	3-inch Asphaltic concrete surface course	TON	60	\$165.00	\$9,900.00
Sub Total					\$295,860.00
Administration Contingencies				1.0%	\$2,958.60
Engineering Contingencies				8.2%	\$24,285.00
Construction Contingencies				10.0%	\$29,586.00
Construction Administration Contingencies				12.2%	\$36,040.00
Estimated Total Project Cost					\$388,729.60

Restroom, Storage and Concession Facilities

	Description	Unit	Quantity	Unit Price	Total
1	Mobilization	L.S.	1	\$19,400.00	\$19,400.00
2	Traffic control	L.S.	1	\$1,000.00	\$1,000.00
3	Erosion control	L.S.	1	\$8,000.00	\$8,000.00
4	Huffcutt restroom, storage and concession buildings	L.S.	1	\$200,000.00	\$200,000.00
5	Foundation excavation	C.Y.	176	\$80.00	\$14,080.00
6	Concrete foundation and footing	C.Y.	44	\$500.00	\$22,000.00
7	Installation of Huffcutt building	L.S.	1	\$16,000.00	\$16,000.00
8	Piping connection	L.S.	1	\$15,000.00	\$15,000.00
9	Electrical connection	L.S.	1	\$5,000.00	\$5,000.00
10	Electrical service	L.S.	1	\$10,000.00	\$10,000.00
11	6-inch sanitary sewer and lateral riser w/spoil backfill	L.F.	20	\$175.00	\$3,500.00
12	2-inch HDPE water service w/ granular backfill	L.F.	300	\$120.00	\$36,000.00
13	2-inch tap and corporation stop	EA.	1	\$600.00	\$600.00
14	2-inch curb valve and curb box	EA.	1	\$650.00	\$650.00
15	Concrete sidewalk	S.F.	1,360	\$6.00	\$8,160.00
16	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	360	\$12.00	\$4,320.00
17	Geotechnical Services	L.S.	1	\$5,000.00	\$5,000.00
Alternate Bid Items					
18	Construct multi-use path to subgrade	L.S.	1	\$3,500.00	\$3,500.00
19	Excavation below subgrade (EBS), if required	C.Y.	20	\$28.00	\$560.00
20	Geotextile subgrade stabilization, if required	S.Y.	60	\$6.00	\$360.00
21	Excavation below subgrade (EBS) backfill, if required	TON	40	\$26.00	\$1,040.00
22	Reclaimed asphaltic pavement base course	TON	130	\$25.00	\$3,250.00
23	3-inch Asphaltic concrete surface course	TON	60	\$165.00	\$9,900.00
Sub Total					\$387,320.00
Administration Contingencies				0.7%	\$2,589.19
Engineering Contingencies				6.3%	\$24,285.00
Construction Contingencies				10.0%	\$38,732.00
Construction Administration Contingencies				9.3%	\$36,040.00
Estimated Total Project Cost					\$488,966.19

OAK # 46

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 ALDI INC (WISCONSIN)
(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 ALDI #46
(Trade Name)

located at 111 E WOLF RUN, MUKWONAGO WI 53149

appoints JUSTIN D OLSON
(Name 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).
N/A

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No 37

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 36 YEARS

Place of residence last year [REDACTED]

For: ALDI, INC (WISCONSIN)
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(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, JUSTIN D OLSON, 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.

[Signature] 2/1/22 Agent's age 36
(Signature of Agent) (Date)
[REDACTED] IS, WI 53214 Date of birth [REDACTED]
(Address of Agent)

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)

Library Director Report: February 2022

Director Meetings and Activities

I have been working 55+ hour weeks just to get everything done and cover the circulation desk. There have been many illnesses in the library, especially in the circulation department, and I regularly work 12 hours a week and on weekends just on circulation tasks. Additionally, with the server install and replacing circulation computers, not to mention the State of the Village, preparing the Annual Report, and Library Legislative Day, I've been extremely busy. I'm hoping the new Circulation Supervisor can take a lot off my plate and I can focus on things I have necessarily had to push down the triage list in favor of simply getting through the days.

Fred Schnook, the new Village Administrator, has visited the library twice and is keen to learn about how the library functions, its place in the village, and where the Library Board is at concerning upgrades and remodeling. He has also refocused the village department head meetings and every other week we talk about issues that impacts the village as a whole. He wants the Library Board to know that he is happy to attend any meeting and answer any questions the Library Board might have.

The server was installed on January 27!! Taylor Computer Services set up an install date the day after the server arrived and worked for three days straight to migrate key programs (such as PC Reservation, Deep Freeze, and Branch Manager) and install the new circulation computers and new RFID pads. This key piece of technology not only centralizes important programs and houses the Q: drive with sensitive library files, it also has a redundant harddrive and cloud backup so we won't lose important data or program logs. Having a server maintained by a professional servicer such as Taylor Computers will significantly reduce staff frustration, take a major load off my plate, and will provide a technological foundation for future improvements to the library's infrastructure. Now that this is in place, I will be working with Impact to get our copiers installed and Evisionware to get our new self-checkout machines installed. These upgrades will significantly improve staff and customer usability. Ultimately, my goal is to get to a place where we have a realistic and efficient amount of technology within the library maintained by a minimal number of reliable contractors who can help us get on a predictable End of Life (EOL) cycle so we don't have any surprise replacements again in the future.

Our new Circulation Supervisor, Emily Ceithamer, starts on Monday, February 14. Due to an insanely competitive job market and the day-to-day importance of this position, I compressed the job searching timeline as much as possible, conducting rolling Zoom interviews as good candidates applied and doing final interviews the last week in January. Emily has a strong retail managerial background and has worked at the Kimberly Little Chute Public Library as a circulation team member who was also trained on supervisor duties. Her understanding of training, marketing, and consistent procedures will really help the library grow and adapt to future demands and uncertainties.

I attended the Friends of the Library quarterly meeting on January 18. I presented a list of items I'd like them to purchase this year, highlighting opportunities for them to promote themselves

in each selection. They agreed to fund all four of my requests: \$360 for the BookPage subscription; \$825 for Zoo Zort walk-through petting zoo for SLP; \$2,000 to renew all 4 of our Milwaukee County Zoo passes; and \$4,000 for new AV equipment in the Community Room.

On February 2 I went to the East Troy Lions Public Library at the invitation of Director Jeff Gartman. I met with him and a member of their Board of Trustees. They shared where they are in the process of creating a joint library with the Village of East Troy, the Town of Troy, and the Town of East Troy and wanted to make sure they answered any questions I might have regarding this merger. They explained that they have submitted the contract to DPI who will review it and return it to them by the end of February, and then in March the "Tri-Troy" members will meet to potentially finalize the agreement, with the joint library to officially "start" on January 1, 2023. This could potentially have a major fiscal impact on our library since we get a huge portion of our funding from counties by serving TNR (True Non-Residents, or, people who live in a municipality without a library). I did explain that, if the joint library agreement goes through, the MCL Board of Trustees will consider the impacts it has on the Mukwonago Community Library and has options as outlined in state statute that could include denying service. The East Troy Director and Board member are aware of that option. I have talked with Karol Kennedy, the Director of the Bridges Library System, as to how a joint library forming over the county border can impact our library and she is happy to get provide guidance and contact DPI if the MCL Board desires more information. At this point, there is nothing to do but wait to see what happens in East Troy and then go from there.

Children's Department (Jane DeAngelis)

Youth Services programming has been on a short break while Jane has been out for a couple weeks due to medical reasons. Storytime and other programs will resume later in February.

It's that time of year again when we ask the question, Will Spring arrive early this year? In honor of Groundhog's Day, Youth Services will be offering its annual February Shadows Guess Who Contest. This year it features favorite children's book characters. Children of all ages are invited to play for a chance to win the board game Blukus Trigon. Stop in and see how many shadows you can identify.

We will also offer a wacky contest to Teens where they answer a few shark trivia questions for a chance to win a five pound, yes, five pound bag of Swedish Fish. Teens will earn an extra entry into the contest by going to the front desk and saying the tongue twister "Swedish sharks", three times fast. Could you do it?

Reference and Adult Services (Chris Stape)

January was an odd month in Adult Services. I can't tell if it was fear of Omicron or the weather, but we had more cancellations for programs than ever before. Attendance was not very good even for ongoing programs like Friday Flicks and Bingo. In fact, the two least attended movie showings ever happened last month. On a more positive note, the last movie of the month had great attendance, as did February 1 Bingo.

We had a painting class that went well and a Medicare program that was pretty successful. The online Beanstack Adult Winter Reading Challenge finished up and we had pretty decent participation--better than last year.

Looking ahead, February will be pretty slow. I'm hesitant to schedule many in-person events with Omicron surging and will be trying a few passive programs which seem to be popular with adults.

Technical Services and Thingery (Mary Jo Isely)

712 new items processed and cataloged. January begins the budget year and Technical Services receives numbers of large orders pending from 2021 and new orders for 2022. New additions to the Thingery include devices for Memory Lab On-the-Go: Wolverine MovieMaker Pro, Kodak Slide/Film Scanner, Olympus Digital Voice Recorder, moving the Flip-Pal Photo Scanner from Tech Tools to the Memory Lab. We have had excellent comments regarding the Memory Lab On-the-Go collection from users. Upcoming additions will include: Digital Cassette Recorder, Panasonic Long Zoom Digital Camera, Canon Camcorder, and a Brother Document Scanner. Make Music was gifted a Fender Squire Strat Electric Guitar which will also include a small amplifier for checkout. Cleanup of item records in the database was done in early January and weeding continues in Adult Fiction.

MetaSpace 511 & Technology (Nancy Aycok)



MetaSpace 511 is warming up during the winter months with LEGO Club Challenges and more 1:1 appointments. There were twenty-two attendees for the LEGO Club Marble Run Challenge over two days. LEGO builders worked hard to create the tallest, fastest, and most colorful marble runs. Everyone agreed to share their results, now on display on the Children's DVD shelf. Innovator in Residence Interns Kendal and Kelidy created the challenges and led the programs.

Lead Innovator Nancy spent fourteen hours training this month on the laser machine working on cutting, cleaning, and learning software to use with it, such as EngraveLab PhotoLaser Plus and Adobe Illustrator.

Nancy purchased a fire blanket and a special fire extinguisher for the laser machine. The CleanGuard fire extinguisher is designed for electronics and materials that get damaged by water, foam, dry chemical, or carbon dioxide.

During January, there were eighteen 1:1 appointments where customers came in to use the laser machine, Cricut Maker machine, and the 3D printers, making great projects. This month, Nancy and Keildy gave three tours to help community members learn more about MetaSpace 511. Makerspace Champions have been busy in MetaSpace 511 with Mark teaching staff how to 3D print and John learning how to clean and maintain the laser machine. We will have 3D printing classes starting in March and more LEGO Club challenges!



Community Engagement Coordinator (Eric Huemmer)

Outreach & Marketing:

The Marketing Team is replacing, removing, and creating new pamphlets and handouts that are in desperate need of updates, starting with the overall MCL pamphlet. With the addition of the new Circulation Supervisor, we'll be able to identify what other materials are necessary for new library card sign ups and displays. The Marketing Team will also begin coordinating the Center Displays in conjunction with upcoming programming, holidays, or social content that is going out.

We are ordering several innovative marketing display items with the funds from the marketing mini-grant, including an additional table skirt. Once the primary MCL pamphlet has been approved, we will use that to design our pop-up banner that matches the overall style and presentation.

Events & Programming

Sign-up for the AARP Tax-Aide this year has gone smoothly thanks to the efforts of our staff, the use of SignUpGenius for scheduling, and the simple-to-understand process. The first appointments will be on February 7, and if everything goes well, we will only need to make minor adjustments to the documentation and process next year.

Teen D&D has grown to the point of a waitlist, and we're hoping to channel that interest or engagement to future programming by reintroducing the Teen Advisory Board (TAB). We also had a very well-attended Memory Café thanks to being a hybrid in-person/virtual thanks to the Wildlife In Need bringing a few adorable ambassadors including Marcy the opossum.

Statistics (see next page)

Mukwonago Community Library

STATISTICS JANUARY 2022

Circulation					Programming			
Bridges Library System	2022	2021	% to 2021	YR to Date	Type	General	Kids	Teens
Village of Mukwonago	4,921	6,722	-27%	4,921	Friday Movies	43		
Town of Mukwonago	5,882	5,786	2%	5,882	Art Classes	40		
Eagle	805	722	11%	805	Book Clubs	20		
Genesee	532	712	-25%	532	Other Adult Programs	18		
North Prairie	1,120	719	56%	1,120	Shake Rattle 7 Roll		56	
Vernon	1,824	1,701	7%	1,824	Paws to Read		68	
All other Waukesha County	809	1,192	-32%	809	Storytimes		26	
Jefferson County	164	288	-43%	164	Playdate		12	
Subtotal Bridges System	16,057	17,842	-10%	16,057	Reading challenge Youth		44	
Other Wisconsin Counties				-	Reading challenge Adult	53		
Milwaukee County	29	49	-41%	29	Lego Club		22	
Racine County	305	381	-20%	305	Makerspace Tours	6		
Walworth County	2,994	2,700	11%	2,994	Teen Dungeons & Dragon			16
All other Wisconsin Counties	26	2	1200%	26	Totals 424	180	228	16
Subtotal Wisconsin Counties	3,354	3,132	7%	3,354	Total Childrens Programs		18	
Total All Counties	19,411	20,974	-7%	19,411	Total YA Programs		2	
YTD ALL COUNTIES	19,411	20,974	-7%	19,411	Total General Programs		25	
Facility Usage								
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	Increase/ Decrease	
Study Room Users	61	37	64.9%	Flipster (System Wide)	4172	5010	-16.7%	
History Room Users	7	14	-50.0%	Overdrive Circulation (Mukwonago)	2979	2848	4.6%	
Computer Usage	342	384	-10.9%	Gale Courses Verified (System Wide)	101	177	-42.9%	
Patron Visits	6,873	5,823	18.0%	Interlibrary Loans Borrower	9	7	28.6%	
Curbside Pick Ups	32	36	-11.1%	Interlibrary Loans Lender	29	26	11.5%	
				New Items Added	712	353	101.7%	
				New Cards Added	63	48	31.3%	

January 20, 2022

Mr. Wayne Castle
Utilities Director
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

RE: WWTF Aeration Basin Upgrades

Dear Wayne:

Bids for the above project were opened on January 17, 2022 at 10:00 a.m. at Village of Mukwonago and were as follows:

	BIDDER	BASE BID
1.	Lee Mechanical	\$291,500
2.	Sabel Mechanical	\$324,515
3.	August Winter & Sons	\$418,600
4.	Mid-City Corporation	\$428,450
5.	MZ Construction	\$480,000

We reviewed the documentation submitted by the apparent low bidder and found that:

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder, nor to the proposed major subcontractors.
3. Low bidder has successfully completed similar projects over the last 20 years.

On these bases, we recommend that Lee Mechanical be awarded the WWTF Aeration Basin Upgrades contract in the amount of \$291,500. This amount is based on the bid unit prices and estimated quantities. Actual quantities, and therefore the final contract price, may vary. On all construction projects, unpredictable factors may increase the final contract amount. For this reason, we recommend that the Village include a 10 percent contingency when preparing the financial plan for this work.

Our review did not include an evaluation of bidder's current financial condition nor of their permanent safety program.

Should you decide to accept our recommendation, we have prepared the enclosed Notice of Award for your use. Please have the appropriate official sign where indicated and forward a signed copy of the Notice of Award to our office. We will then fill in the date at the top of page one and forward it, with contracts for execution, to the Contractor. One fully completed Notice of Award will be returned to you for your records.

Bids remain subject to acceptance until March 18, 2022, unless Bidder agrees to an extension. Please advise us of your award decision, or call if there are any questions.



Letter to Mr. Wayne Castle
Village of Mukwonago
January 20, 2022
Page 2

Respectfully,

RUEKERT & MIELKE, INC.

Alan J. Labisch, E.I.T.
Project Engineer
alabisch@ruekert-mielke.colm

AJL:acI

Encl: Notice of Award

cc: David W. Arnott, P.E., Ruekert & Mielke, Inc.

NOTICE OF AWARD

	Date of Issuance:	
	Owner:	Village of Mukwonago
Contract: WWTF Aeration Basin Upgrades		
Bidder: Lee Mechanical	Engineer:	Ruekert & Mielke, Inc.
Address: 9817 S. 13 th Street	Engineer's Project No.:	12-10151.220
Oak Creek, WI 53154		

TO BIDDER:

You are notified that your Bid dated January 17, 2022 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

the entire project

The Contract Price of your Contract is: \$ 291,500

The proposed Contract Documents have been transmitted or made available to Bidder electronically.

Bidder must comply with the following conditions precedent within 15 days of the date of issuance of this Notice of Award:

1. Deliver to Engineer 2 fully executed counterparts of the Contract Documents.
2. Deliver with the executed Agreement the Performance Bond, Payment Bond as specified in the Instructions to Bidders (Article 21), General Conditions (Paragraph 6.01), and Supplementary Conditions (Paragraph SC-6.01).
3. Deliver with the executed Agreement certificates and other evidence of insurance as specified in the General Conditions (Article 6) and the Supplementary Conditions modifying Article 6 of the General Conditions.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Engineer will return to you one fully executed counterpart of the Agreement.

Owner: Village of Mukwonago

Signature: _____
Authorized Signature

Title: _____

Date: _____

Copy: Engineer

TASK ORDER

This is Task Order No. (2022-05),
consisting of 4 pages
Village of Mukwonago
Minors Park Pedestrian Culvert Crossings

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: Minors Park Pedestrian Culvert Crossings
- B. Description: Provide engineering and construction related services for the replacement of three existing boardwalks in Minors Park with reinforced concrete box culverts.

2. Services of Engineer

Provide engineering and construction related services for the above project.

Phase 200 – Survey, Design and Bidding

- Prepare and coordinate overall project schedule,
- Perform supplementary site topographic survey, including structures, underground utilities, and any other features needed for design,
- Site visit to review layout and planned construction,
- Environmental assessments and investigations,
- Wetland delineation,
- Prepare plan of drawings for the proposed reinforced concrete box culverts,
- Prepare plan of drawings for the proposed asphaltic path placement,
- Prepare plan of drawings for construction details, construction notes, traffic control, and erosion control,
- Prepare project specifications and other bidding documents,
- WDNR Chapter 30/wetland permitting,
- ACOE permitting,
- Waukesha County permitting,
- Upload bidding documents for online viewing/ordering,
- Answer Contractor questions during bidding period,
- Attend Bid Opening,
- Review bids for completion of all contract requirements. Review prequalification statements and bidder references,
- Issue Recommendation of Award and Notice of Award,
- Attend Village Board meeting to answer questions about the award of the project.

Phase 300 - Construction Review and Administration Services

- Stakeout reinforced concrete box culverts and asphaltic paths,
- Provide full time construction review services for reinforced concrete box culverts and path placement,
- Provide part time construction review services for incidental construction,
- Provide construction review services for erosion control,
- Administer the construction contract between the Owner and the Contractor. Duties to be performed are itemized in the Construction Contract between the Owner and the Contractor,
- Respond to Owner staff requests for information,
- Quantity measurements and quantity coordination with Contractor,
- Coordinate and attend pre-construction meeting,
- Coordinate and attend weekly site meetings,
- Respond to citizen questions during construction,
- Final project closeout.

TASK ORDER

Work Available as additional services:

The following services are not included in this effort because we have assumed they are not necessary, or the scope of such services has not yet been defined:

- Easements, title searches or other property acquisition services,
- Storm water management plan,
- Environmental Phase 1, 2 or 3 investigations or permitting,
- SEWRPC coordination,
- Archaeological survey,
- Funding requirements,
- Floodplain analysis and approvals,
- Permit applications not listed,
- Public Information Meetings,

3. Owner's Responsibilities

The Village will Coordinate with Ruekert Mielke staff to review draft plans.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
Advertisement for Bid	June 6, 2022
Bid Opening	June 20, 2022
Recommendation of Award	July 3, 2022

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Estimate of Compensation for Services</u>
200 Design and Bidding	Lump Sum	\$45,750
300 Construction Review and Contract Administration Services	Hourly	\$23,190*

* Services and cost are directly related to the amount of time the selected Contractor takes to complete the project.

B. The terms of payment are set forth in the Standard Terms and Conditions.

6. Consultants

None.

7. Other Modifications to Standard Terms and Conditions

None.

TASK ORDER

8. Attachments

Level of Effort breakdown for Survey, Design and Bidding.
Level of Effort breakdown for Construction Review and Contract Administration Services.
Minors Park Pedestrian Crossings Construction Cost Estimate.

9. Documents Incorporated by Reference

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

ENGINEER:

Ruekert & Mielke, Inc.

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

Name: Steven C. Wurster, P.E.

Title: Senior Vice President/COO

Date: February 9, 2022

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Name: Michael E. Michalski

Title: Project Engineer

Address: W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

Email: mmichalski@ruekert-mielke.com

Phone: 262-953-3004

Fax: 262-542-5631

Minor Park Pedestrian Culvert Crossings
Design and Bidding Estimate

	Jerad Wegner	Michael Michalski	Drafting	Sue Shird	Ecologist / Biologist	Survey	Survey	Other Expenses	
Initials	JJW	MEM		SJS					
Employee Class	E6	E3	ET-2	AA	EB2	RLS	Crew		Task Total
Hourly Rates	\$ 172	\$ 138	\$ 130	\$ 84	\$ 127	\$ 149	\$ 234		Dollars
Field Survey									
Perform Site Survey							8	\$300	\$ 2,172
Create project in Cad, Format Drawing, Call Diggers, Prep Data for Field Crew, Instructions						2	2		\$ 766
Process Downloads, Analyze Data, Build Surface and Cadastral						2	2		\$ 766
Environmental									
Preliminary Environmental Screening					6				\$ 762
Wetland Delineations					36				\$ 4,572
Endangered Resources Investigations					8				\$ 1,016
Design									
Design of Pedestrian Crossing		18							\$ 2,484
Design Multi-Use Trail		6							\$ 828
Design Erosion Control		6							\$ 828
Design Decorative Metal Railing		6							\$ 828
Design Traffic Control		9							\$ 1,242
Design Details and Construction Notes		12							\$ 1,656
Project Manual and Specifications	4	36		15					\$ 6,916
Drafting			56						\$ 7,280
100% Design Review									
Internal Quality Control Review	2	2							\$ 620
Village of Mukwonago Review	2	1							\$ 482
Approvals - Regulatory Agencies									
Chapter 30 Permit					42				\$ 5,334
U.S. Army Corps of Engineer					16				\$ 2,032
Waukesha County Work in Right-of-way Permits		16							\$ 2,208
Bidding									
Prepare Advertisement for Bids		2		4				\$600	\$ 1,212
Answer Contractor Questions		2							\$ 276
Attend Bid Opening		2							\$ 276
Evaluate Bids, Prepare Bid Tab		1		4					\$ 474
Assist Village with Contractor References		2							\$ 276
Prepare Recommendation for Award		2		2					\$ 444
Survey, Design and Bidding Phase Subtotal (Hours) =	8	123	56	25	108	4	12		
Survey, Design and Bidding Phase Subtotal (Dollars) =	\$ 1,376	\$ 16,974	\$ 7,280	\$ 2,100	\$ 13,716	\$ 596	\$ 2,808	\$ 900	\$ 45,750

**Minor Park Pedestrian Culvert Crossings
Construction Related Services Estimate**

	Michael Michalski	Dan Swinehart	Survey Crew	Sue Shird	Other Expenses	
Initials	MEM	DAS		SJS		
Employee Class	E3	SET (Str Time)	Survey Crew	AA		Task Total
Hourly Rates	\$ 138	\$ 114	\$ 234	\$ 84		Dollars
Construction Phase						
Construction Staking and Bench Marks			12		\$300	\$ 3,108
Prepare Contracts for Execution by Contractor and Owner	4			8		\$ 1,224
Preconstruction Conference (Agenda / Attend / Minutes)	16	3		4		\$ 2,886
Attend 1 Progress Meetings (Agendas / Attend / Minutes)	3	1				\$ 528
Review Submittals	2	3				\$ 618
Construction Review						\$ -
Storm Sewer Installation		32				\$ 3,648
Asphaltic Path Preparation, Undercutting, and Placement		20				\$ 2,280
Restoration and Erosion Control		8				\$ 912
Process 1 Routine Pay Application Request	5			1		\$ 774
Process Closeout Change Order	12			4		\$ 1,992
Substantial Completion Inspection/Punchlist		4		3		\$ 708
Follow-up Punchlist Inspections/Revised Punchlist		4		2		\$ 624
Prepare Final Quantities	8			4		\$ 1,440
Project Closeout Documents	10			8		\$ 2,052
CRT Mileage Expenses					\$396	\$ 396
Construction Phase Subtotal (Hours) =	60	75	12	34	\$696	
Construction Phase Subtotal (Dollars) =	\$ 8,280	\$ 8,550	\$ 2,808	\$ 2,856	\$ -	\$ 23,190

ESTIMATED CONSTRUCTION COST

Minor Park Pedestrian Bridges

	Description	Unit	Quantity	Unit Price	Total
1	Mobilization	L.S.	1	\$11,000.00	\$11,000.00
2	Remove existing bridge and footings	EA.	3	\$8,000.00	\$24,000.00
3	6-inch Crushed aggregate base course for trail	TON	65	\$30.00	\$1,950.00
4	3-inch Asphalt Concrete Surface Course	TON	30	\$175.00	\$5,250.00
5	Erosion Control	L.S.	1	\$8,000.00	\$8,000.00
6	Restoration	S.Y.	150	\$18.00	\$2,700.00
7	Abutment design and construction	L.S.	3	\$40,000.00	\$120,000.00
8	50-ft Pedestrian Bridge	EA.	2	\$80,000.00	\$160,000.00
9	80-ft Pedestrian Bridge	EA.	1	\$120,000.00	\$120,000.00
	Sub Total				\$452,900.00
	Administration Contingencies			0.7%	\$2,943.85
	Engineering Contingencies			8.5%	\$38,384.00
	Construction Contingencies			10.0%	\$45,290.00
	Construction Administration Contingencies			5.1%	\$23,190.00
	Estimated Total Project Cost				\$562,707.85

Minor Park Pedestrian Culvert Crossings

	Description	Unit	Quantity	Unit Price	Total
1	Mobilization	L.S.	1	\$9,850.00	\$9,850.00
2	Remove existing bridge and footings	EA.	3	\$8,000.00	\$24,000.00
3	Storm sewer box culvert, 8' x 4' RCP	L.F.	36	\$985.00	\$35,460.00
4	8' x 4' precast concrete box culvert end sections	EA.	6	\$9,800.00	\$58,800.00
5	Construct natural stream bottom	L.S.	1	\$3,600.00	\$3,600.00
6	Decorative metal railing	L.F.	66	\$160.00	\$10,560.00
7	Construct multi-use path to subgrade	L.S.	1	\$6,000.00	\$6,000.00
8	Excavation below subgrade (EBS), if required	C.Y.	40	\$28.00	\$1,120.00
9	Geotextile subgrade stabilization, if required	S.Y.	120	\$6.25	\$750.00
10	Excavation below subgrade (EBS) backfill, if required	TON	80	\$26.00	\$2,080.00
11	6-inch Crushed aggregate base course for trail	TON	100	\$30.00	\$3,000.00
12	3-inch Asphalt Concrete Surface Course	TON	50	\$175.00	\$8,750.00
13	Erosion Control	L.S.	1	\$8,000.00	\$8,000.00
14	Restoration	S.Y.	2,000	\$12.50	\$25,000.00
	Sub Total				\$196,970.00
	Administration Contingencies			1.5%	\$2,954.55
	Engineering Contingencies			23.2%	\$45,750.00
	Construction Contingencies			10.0%	\$19,697.00
	Construction Administration Contingencies			11.8%	\$23,190.00
	Estimated Total Project Cost				\$288,561.55



Agenda Cover Report

Date: 2/15/22	Committee/Board: Public Works Committee
Submitted by: Ron Bittner	Department: Public works
Date of Committee Action: N/A	Date of Village Board Action: N/A

Subject:

Village Hall Maintenance Expenditures

Executive Summary:

Two pieces of equipment at the village hall have failed and require attention.

1. The relay board and power board have failed on the elevator and need replacement. A work order has been signed (\$6,043.00), and we are waiting on parts.

2. A furnace has failed, and compatible parts are no longer in production requiring a replacement unit. A work order was signed (\$8,495), and we are waiting for the new furnace.

These were not budgeted items, and a budget amendment may be required based on additional building repairs that may arise this year.

Fiscal Impact:

A budget amendment may be requested in the amount of \$14,538.00 later in 2022.

Executive Recommendation/Action:

Discussion Only

☐ Attachments Included

Braun T K Elevator
Americas Business Unit
Work Order.

BR-276-15856-RO

Date:	01/30/2021	Purchaser:	Mukwonago Village Hall and Community Center
Location:	Mukwonago Village Hall and Community Center	Contact Name:	Ron Bittner
Address:	440 River Crest Court	Title:	
City:	Mukwongo, WI 53149	Company:	Mukwonago Village Hall and Community Center
Contract #:	E26622	Address:	440 River Crest Court
Telephone:	(262)363-6447	City/ST/ZIP:	Mukwongo, WI 53149
Equipment ID:	494878	Phone:	(262)363-6447
RWO Title:	C75856-CO1	Facsimile:	

Purchaser authorizes Braun ThyssenKrupp Elevator Corporation to perform the following described work on the following elevator(s) in the above building:

Braun TK Elevator propose to: Provide and install new electronic door board.

Change order 1

Failure was diagnosed with manufacture- The relay board and power board have failed and need to be replaced.

**This proposal includes work done on 12-21-2021 in the amount of (\$574.00). If this proposal is not accepted by 12-30-2021 Braun TK Elevator, LLC shall invoice for the work already performed at our standard rates. The purchaser may request a revised proposal for the remainder of the work if they wish.*

**Due to the damaged components listed in this proposal we are not able to determine if additional repairs are needed until the work in this proposal is performed. If we determine additional items are damaged or additional work should be done, we shall provide an additional proposal requiring approval before we are able to return the equipment to operation for public use.*

Purchaser agrees to pay the sum of: Six Thousand Forty-Three (\$6,043.00) Dollars which includes all applicable taxes. Delivery and shipping is included. All work is to be performed during regular working days and hours, unless otherwise indicated herein. No permits or inspections by others are included in this work, unless otherwise indicated herein.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work order.

Unless otherwise stated, you agree to pay as follows: 100% upon signed acceptance and 0% upon completion.

This Work Order is submitted for acceptance within 30 days from the date executed by Braun ThyssenKrupp Elevator Corporation.

Purchaser's acceptance of this Work Order together with the terms and conditions printed on subsequent pages hereof and which are expressly made a part of this proposal and agreed to, will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this agreement will be recognized unless made in writing and properly executed by both parties. This Work Order specifically contemplates work outside the scope of any maintenance contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

No agent or employee shall have the authority to waive or modify any of the terms of this agreement without the written approval of an authorized Braun ThyssenKrupp Elevator Corporation manager.

Braun T K Elevator

Braun ThyssenKrupp Elevator Work Order
RWO 03/10



Page 1 of 3

Braun ThyssenKrupp Elevator Corporation:	Mukwonago Village Hall and Community Center	Braun ThyssenKrupp Elevator Corporation Approval:
By: _____ (Signature of Braun ThyssenKrupp Elevator Representative) <u>Bonnie Mueller</u> <u>Account Manager</u> Return N56 W13535 Silver Spring Drive Address: Menomonee Falls, WI 53051 Tele: (262)703-0500 Fax: (262)703-4051 <u>01/30/2021</u> (Date Submitted)	By: _____ (Signature of Authorized Individual) _____ (Print or Type Name) _____ (Print or Type Title) _____ (Date of Approval)	By: _____ (Signature of Authorized Individual) <u>Andrew Braun</u> (Print or Type Name) _____ (Print or Type Title) _____ (Date of Approval)

Terms and Conditions.

Braun ThyssenKrupp Elevator Corporation assumes no responsibility for any part of the elevator equipment except that upon which work has been done under this agreement. No work, service, examination or liability on the part of us other than that specifically mentioned herein is included or intended. It is agreed that Braun ThyssenKrupp Elevator Corporation does not assume possession or control of any part of the equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Our performance of this contract is contingent upon your furnishing us with any necessary permission or priority required under the terms and conditions of government regulations affecting the acceptance of this order or the manufacture, delivery or installation of the equipment.

Braun ThyssenKrupp Elevator Corporation has made no examination of, and assumes no responsibility for, any part of the elevator equipment except that necessary to do the work described in this proposal.

It is agreed that Braun ThyssenKrupp Elevator Corporation's personnel shall be given a safe place in which to work and Braun ThyssenKrupp Elevator Corporation reserves the right to discontinue our work in the building whenever, in our sole opinion, this provision is being violated.

You agree that in the event asbestos material is knowingly or unknowingly removed or disturbed in any manner at the job site by parties other than employees of Braun ThyssenKrupp Elevator Corporation or those of our subcontractors, the work place will be monitored, and prior to and during our presence on the job, Purchaser will certify that asbestos in the environment does not exceed .01 fibers per cc as tested by NIOSH 7400. In the event our employees, or those of our subcontractors, are exposed to an asbestos hazard, PCB's or other hazardous substances resulting from work of individuals other than our employees, or those of its subcontractors, you agree to indemnify, defend, and hold Braun ThyssenKrupp Elevator Corporation harmless from any and all claims, demands, lawsuits, and proceedings brought against us, or our employees resulting from such exposure. You recognize that your obligation to Braun ThyssenKrupp Elevator Corporation under this clause includes payment of all attorneys' fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims or lawsuits. Removal and disposal of asbestos containing material is your responsibility.

Unless otherwise agreed, it is understood that the work will be performed during regular working hours of the trades involved. If overtime is mutually agreed upon, an additional charge at our usual rates for such work shall be added to the contract price.

In consideration of Braun ThyssenKrupp Elevator Corporation performing the services herein specified, Purchaser expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit Braun ThyssenKrupp Elevator Corporation, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings brought against Braun ThyssenKrupp Elevator Corporation, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by the Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the equipment covered by this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of Braun ThyssenKrupp Elevator Corporation and/or its employees. Purchaser recognizes that its obligation to Braun ThyssenKrupp Elevator Corporation under this clause includes payment of all attorney's fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims or lawsuits.

Insurance. Purchaser expressly agrees to name Braun ThyssenKrupp Elevator Corporation along with its officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure Braun ThyssenKrupp Elevator Corporation, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or losses arising from the sole negligence or responsibility of Braun ThyssenKrupp Elevator Corporation and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives the right of subrogation.

Braun ThyssenKrupp Elevator Corporation shall not be liable for any loss, damage or delay caused by acts of government, labor, troubles, strikes, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, acts of God, or any cause beyond its control, and in no event shall

Mukwonago Village Hall and Community Center

By: _____

(Initial by Authorized Individual)

BR-276-15856-RO

Work Order.

Page 3 of 3

Braun ThyssenKrupp Elevator Corporation be liable for any consequential, special, or indirect damages. Braun ThyssenKrupp Elevator Corporation shall automatically receive an extension of time commensurate with any delay regarding the work called for in this Work Order and Purchaser expressly agrees to release and discharge Braun ThyssenKrupp Elevator Corporation from any and all claims for consequential, special or indirect damages arising out of the performance of this Work Order.

Should loss of or damage to Braun ThyssenKrupp Elevator Corporation's material, tools or work occur at the erection site, Purchaser shall compensate Braun ThyssenKrupp Elevator Corporation therefore, unless such loss or damage results from our own acts or omissions.

Purchaser agrees that all existing equipment removed by Braun ThyssenKrupp Elevator Corporation shall become the exclusive property of Braun ThyssenKrupp Elevator Corporation.

Braun ThyssenKrupp Elevator Corporation retains title to all equipment supplied by us under this contract, and a security interest therein, (which, it is agreed, can be removed without material injury to the real property) until all payments under the terms of this contract, including deferred payments and any extension is thereof, shall have been made. In the event of any default by you in the payment, under any other provision of this contract, Braun ThyssenKrupp Elevator Corporation may take immediate possession of the manner of its attachment to the real estate or the sale, mortgage, or lease of the real estate. Pursuant to the Uniform Commercial Code, at Braun ThyssenKrupp Elevator Corporation's request, Purchaser agrees to join with Braun ThyssenKrupp Elevator Corporation in executing any financing or continuation statements, which may be appropriate for us to file in public offices in order to perfect our security interest in such equipment.

Certificates of Workmen's Compensation, Bodily Injury and Property Damage Liability Insurance coverage will be furnished to purchaser only upon written request. The premium for any bonds or insurance beyond our standard coverage and limits will be an addition to the Work Order price set forth in this agreement.

If any drawings, illustrations or descriptive matter are furnished with this proposal, they are approximate and are submitted only to show the general style and arrangement of equipment being offered.

Purchaser shall bear all cost(s) for any reinspection of Braun ThyssenKrupp Elevator Corporation's work due to items outside the scope of this agreement or for any inspection arising from the work of other trades requiring the assistance of Braun ThyssenKrupp Elevator Corporation.

The price of this work described above does not include applicable sales and/or use taxes or fees for necessary permits and/or licenses unless specifically provided for elsewhere in this Work Order. Even in the event that any of those items have been specifically included elsewhere in this Work Order, Purchaser agrees to pay Braun ThyssenKrupp Elevator Corporation, as an extra, for any change in the amount and/or cost of those items as required by any applicable statute, law, or governmental act enacted or modified after the date that Braun ThyssenKrupp Elevator Corporation first submitted this Work Order to Purchaser.

A service charge of 1 ½% per month, or the highest legal rate, whichever is more, shall apply to delinquent accounts. In the event of any default of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, all attorney fees, collection costs or court costs in connection therewith.

In the event a third party is retained to enforce, construe or defend any of the terms and conditions of this Work Order or to collect any monies due hereunder, either with or without litigation, the prevailing party shall be entitled to recover all costs and reasonable attorney's fees.

Purchaser hereby waives trial by jury. Purchaser agrees that this agreement shall be construed and enforced in accordance with the laws of the state where the equipment is located. Purchaser consents to jurisdiction of the courts, both state and Federal, of the state in which the equipment is located as to all matters and disputes arising out of this agreement.

The rights of Braun ThyssenKrupp Elevator Corporation under this agreement shall be cumulative and the failure on the part of the Braun ThyssenKrupp Elevator Corporation to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by Braun ThyssenKrupp Elevator Corporation in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this agreement.

In the event any portion of this agreement is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this agreement.

In the event Purchaser's acceptance of the work called for in this Work Order is in the form of a purchase order or other kind of document, the provisions, terms and conditions of this Work Order shall exclusively govern the relationship between the parties.

December 23, 2021



Village of Mukwonago
Attention: Ron Bittner
440 River Crest Court
Mukwonago, WI 53149

2211-B South West Avenue
Waukesha, WI 53189
PHONE: (262) 549-5566 FAX: (262) 549-5504
Email: Team@ACServiceInc.com

Proposal #1221-39362

RE: REPLACE DUCT FURNACE AT VILLAGE HALL

Dear Ron:

On a no heat service call at the Village Hall our service technician found the duct furnace that serves the Village Hall office area has a cracked heat exchanger. The heat exchanger is the section in the unit that transfers the heat from the burning of the natural gas to the air that is delivered to the office space. A crack in the heat exchanger can allow for flue gases (carbon monoxide) to mix into the air stream and enter the office space. Due to the age of the furnace (*mfg. 1999*), we are recommending it be replaced. The existing duct furnace is 175,000 BTU's Sterling no longer offers a 175,000 B duct furnace so we are quoting a 200,000 BTU furnace.

We Propose To:

- Remove and dispose of the old duct furnace
- Provide and install a new ***Sterling model #QVSD200***; sealed combustion single stage, duct furnace with a stainless-steel heat exchanger
- Includes new sheet metal duct transition connections
- Reconnect combustion air intake pipe
- Install new exhaust vent piping from heater to concentric vent
- Reconnect gas, thermostat and line voltage wiring
- Startup and check furnace for proper operation

We will provide the above installation for a sum of \$8,495.00, tax included.

Notes:

1. Does not include any additional parts other than listed above
2. Includes electrician for line voltage wiring
3. The above price does not include the service call to diagnose the problem

Please call if you have any questions or if you would like to proceed with the above replacement.

A/C Service Inc. appreciate your business. Please let use know if we can serve you better.

As required by Wisconsin construction lien law, Wis. Stat. §779.02(2) (1997), you are hereby notified that persons or companies furnishing labor or materials for the construction on your property may have lien rights on your land and buildings if they are not paid. Those entitled to lien rights, in addition to the undersigned contractor, are those who contract directly with you or those who give you identification notice within sixty (60) days after they first furnish labor or materials for the construction. You probably will receive notices from those who furnish labor or materials for the construction, and you should give a copy of each notice you receive to your mortgage lender, if any, to see that all potential lien claimants are duly paid.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. I have received Contractor's Notice of Lien Rights, as required by Wisconsin Law, and authorize A/C Service Inc. to do the work as specified.

Date of Acceptance _____ 20____

Note: This proposal may be withdrawn if not accepted within 30 days.

By _____

Submitted By: Michael R. Zeller

Michael R. Zeller, President

RESOLUTION NO. 2022-26

**A RESOLUTION TO APPROVE A REDUCTION IN THE LETTER OF CREDIT
FOR FAIRWINDS SUBDIVISION PHASE V
IN THE VILLAGE OF MUKWONAGO**

WHEREAS, the Village Board of the Village of Mukwonago is required to approve a Reduction in a Letter of Credit based on the satisfactory completion and/or acceptance of public infrastructure as required under the terms of the developer's agreement, and

WHEREAS, Bielinski Homes, Inc has requested a Letter of Credit Reduction #4 for the development known as Fairwinds Subdivision Phase V, and

WHEREAS, the request includes lien waivers from Contractors performing parts of the work associated with the requested reduction, and a detailed breakdown request by category of work, and

WHEREAS, the Village Engineer has reviewed the request and the work completed for which the request is associated with and recommend that the current Letter of Credit be reduced as stated and as described in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED the Village Board of the Village of Mukwonago, Wisconsin, hereby approves a reduction in the Letter of Credit for Fairwinds Subdivision Phase V of \$213,584 to a new Letter of Credit balance of \$100,290.

Passed and dated this 16th day of March, 2022.

By: _____

Fred Winchowky, Village President



Attest: _____

Diana A Dykstra, Village Clerk-Treasurer

February 18, 2022

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

Re: Fairwinds Subdivision Phase V
Letter of Credit Reduction #4

Dear President Winchowky:

We have received a request from Bielinski Homes, Inc. to reduce the current Letter of Credit for Phase 5 of the Fairwinds Subdivision. The request is strictly for a reduction in the contingencies that were being held during the warranty period for the utilities and other various items with this phase of construction. The utilities for Phase 5 were accepted in 2019 and therefore, we are well beyond the 1-year warranty period and the developer is entitled to this reduction. The last letter of credit reduction that was done was shortly after the utilities were accepted in 2019.

A copy of Bielinski's request letter is attached. They were requesting that all contingencies, except those attributed to the surface course paving (yet to be completed), be eliminated. Through review with Ron Bittner, there are various areas of binder pavement that will need to be repaired prior to surface course paving and we did not believe that Bielinski's original request accounted for this work. We've discussed this with Bielinski, and we've come to an agreement with them to leave additional funds in the contingencies to account for this work. We therefore recommend that the current letter of credit for the Fairwinds Subdivision be reduced as follows:

Item	Current LOC Amount	Reduction Amount	Remaining Balance
Grading, Erosion Control Incl. Final Site Stabilization	\$0.00	\$0.00	\$0.00
Sanitary Sewer	\$0.00	\$0.00	\$0.00
Water Main	\$0.00	\$0.00	\$0.00
Storm Sewer	\$0.00	\$0.00	\$0.00
Road Paving Incl. Stone, Curb & Gutter, Binder Course & Sidewalk	\$0.00	\$0.00	\$0.00
Pond Forebay Repairs	\$0.00	\$0.00	\$0.00
Surface Course Paving	\$71,075.00	\$0.00	\$71,075.00
Contingencies (20%)	\$242,799.00	\$213,584.00	\$29,215.00
Total Letter of Credit Amount:	\$313,874.00	\$213,584.00	\$100,290.00

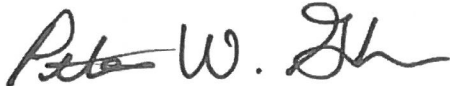
Mr. Fred Winchowky
Fairwinds V – LOC Reduction #4
February 18, 2022
Page 2

Please note that valid lien waivers for these categories of work were reviewed and approved along with the last letter of credit reduction. Final lien waivers will be required for the remaining road work prior to acceptance of the roadway in the future and further reduction of the letter of credit.

If you or any other staff member should have any questions regarding this, please feel free to contact me at (262) 542-5733.

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch, P.E., (WI)
Project Engineer
pgesch@ruekert-mielke.com

PWG:pwg
Enclosure(s)

cc: Fred Schnook, Village of Mukwonago
Diana Dykstra, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Wayne Castle, Village of Mukwonago
John Fellows, Village of Mukwonago
Tim Rutenbeck, Village of Mukwonago
Mark Blum, Village of Mukwonago
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.



Date: 02/09/2022

Village of Mukwonago – via email

Diana Dykstra

Clerk/Treasurer

440 River Crest Ct.

Mukwonago, WI 53149

Re: Letter of Credit Reduction Request #4 for Fairwinds Phase 5.

Dear Diana Dykstra:

Due to the completion of the work described below, Bielinski is requesting a reduction of the amount on the Letter of Credit in place for the Fairwinds Phase 5:

Requesting the following reductions per the Developers Agreement

Description of Work	Balance	Amount	Balance
Grading & Erosion Control Incl. Final Site Stabilization	\$0.00	\$0.00	\$0.00
Complete Sanitary Sewer Construction	\$0.00	\$0.00	\$0.00
Complete Water System Construction	\$0.00	\$0.00	\$0.00
Complete Storm Sewer Construction	\$0.00	\$0.00	\$0.00
Road Paving Incl. Stone Base, Curb & Gutter,			
Binder Course & Sidewalk	\$0.00	\$0.00	\$0.00
Pond Forebay Repair	\$0.00	\$0.00	\$0.00
Surface Course Paving	\$71,075.00	\$0.00	\$71,075.00
Contingencies (20%):	\$242,799.00	\$228,584.00	\$14,215.00
Total Letter of Credit Amount:	\$313,874.00	\$228,584.00	\$85,290.00

ORIGINAL LETTER OF CREDIT AMOUNT: \$ 1,456,794.00

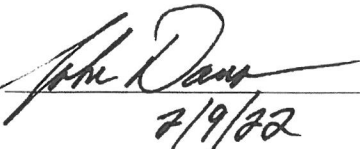
BALANCE AFTER 1st, 2nd & 3rd REDUCTIONS \$ 313,874.00

REDUCTION AMOUNT THIS REQUEST: \$ 228,584.00

BALANCE OF LETTER OF CREDIT: \$ 85,290.00

By copy of this letter, we hereby request a reduction of the above amount.

Bielinski Homes, Inc.: John Donovan Title: Development Manager

Name:  Title: Dev. Manager
2/9/22

January 17, 2022

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

Re: Box Self Storage Development
Roadway and Storm Sewer Acceptance

Dear President Winchowky:

On January 3, 2022, we received a request to accept the public roadway and storm sewer infrastructure at the Box Self Storage Development. We have reviewed the infrastructure and have found that there are no outstanding items and the public roadway and storm sewer within "Van Buren Drive" have been constructed in accordance with the Village of Mukwonago Standard Specifications, applicable ordinance sections, and requirements of the Department Heads. We, therefore, recommend the following to you and the Village Board:

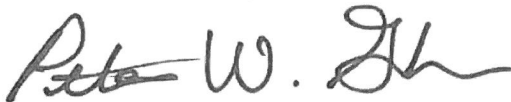
- Acceptance of the Public Roadway Infrastructure (Van Buren Drive).
- Acceptance of the Public Storm Sewer within the Right-of-Way on Van Buren Drive.

In accordance with the Development Agreement for this project, the developer has included a breakdown of costs for the above items as well as final lien waivers for Contractors associated with the work. We recommend having your legal counsel review these waivers prior to approval. These documents are attached to this letter.

If you or any staff member should have any questions regarding this, please feel free to contact me at (262) 542-5733.

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch, E.I.T.
Project Engineer
pgesch@ruekertmielke.com

PWG:pwg
Enclosure

cc: Diana Dykstra, Village of Mukwonago
Linda Gourdoux, Village of Mukwonago
Fred Schnook, Village of Mukwonago
Tim Rutenbeck, Village of Mukwonago
Mark G. Blum, Village of Mukwonago
Wayne Castle, Village of Mukwonago
Ron Bittner, Village of Mukwonago
John Fellows, Village of Mukwonago
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.



Peter W. Gesch
Ruekert Mielke
W233 N2080 Ridgeview Parkway
Waukesha, WI 53188

Re: Box Self Storage

Dear Peter,

The Box Self Storage LLC is requesting reduction of the Funds/Letter of Credit by \$25,736.50 based on completion of Storm Sewer/Retention Pond, Binder Paving and Surface Paving on Van Buren Drive (Public Roadway) in the Village of Mukwonago, WI. Attached are Final Lien Waivers for the following:

- Payne & Dolan for paving
- Graf Concrete for curb and gutter
- D&L Grading for storm pond
- R.G. Schmitt for storm sewer underground
- Workman Enterprises for grading and base roadway

The Box Self Storage LLC is formally requesting the Village of Mukwonago, WI accept Van Buren Drive as a Public Roadway and Storm Sewer as Public Infrastructure. In addition to the Final Lien Waivers referenced above, attached is the Breakdown of Total Construction Costs to install Van Buren Drive roadway and storm water within the right of way.

Thank you,

Box Self Storage LLC

Jonathan S. Ross
Manager

**VAN BUREN DRIVE ROW
Cost Breakdown**

PUBLIC ROADWAY

Workman Enterprises

Grading/Undercut	17,930.40	
Install 3" TB	61,001.91	
Geogrid	11,188.32	
Additional 1 1/4" TD	23,316.38	
Additional Limestone	<u>5,118.32</u>	
		118,555.33

Graf Concrete

Curb	15,810.00	
Winter Conditions	12,363.50	
Curb Repair	<u>19,989.00</u>	
		48,162.50

Payne & Dolan

Additional 1/1/4" TB	1,098.50	
Paving - Base	47,734.00	
Paving - Finish	<u>27,502.30</u>	
		76,334.80

RG Schmitt

ROW Storm Sewer and Culvert	<u>19,065.00</u>	
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Total Van Buren Dr Costs	262,117.63	
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WAIVER OF LIEN

Date: 12/21/21

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

for: Box Self Storage LLC and Ogden Midwest Funding III LLC owner,

by: D&L Grading

for: Storm Pond Reconstruction

same being situated in the State of Wisconsin, County of Waukesha described as,

1655 Van Buren Drive and Public Roadway (Van Buren Drive), Village of Mukwonago, WI

for all labor, services, materials, plans, or specifications performed, furnished or procured by undersigned for the erection, construction, alteration or repair of said building and appurtenances, except, None, In Full

Dylan E. Grading pres.
D&L Grading Inc

FULL WAIVER OF CONSTRUCTION LIEN

§779.05, Wis. Stats.

Date: **December 20, 2021**

1. Claimant's Name: Payne & Dolan Inc.
 Claimant's Address: N3W23650 Badinger Rd, Waukesha, WI 53187
2. Property Improved by Contractor's Work (check one):
☒ Street address: Public Roadway - Van Buren Dr. Mukwonago, WI.
☐ Legal description attached.
3. Contractor's Work furnished at the request of:
BOX SELF STORAGE LLC
1665 N. Water St.
Milwaukee, WI 53202
4. Waiver of lien rights, contingent upon receipt of payment, is made for (select one):
☐ The following work:
☒ 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:

CONTRACTOR NAME: PAYNE & DOLAN INC.

By: _____

DocuSigned by:

Jeff Batchelor@walbgroup.co

(signature)

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.

WAIVER OF LIEN

Date: 12-27-2021

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

for: Box Self Storage LLC and Ogden Midwest Funding III LLC owner,

by: R.G. Schmitt, Inc.

for: Storm Sewer Underground

same being situated in the State of Wisconsin, County of Waukesha described as,

1655 Van Buren Drive and Public Roadway (Van Buren Drive), Village of Mukwonago, WI

for all labor, services, materials, plans, or specifications performed, furnished or procured by undersigned for the erection, construction, alteration or repair of said building and appurtenances, except, None, In Full

R. G. Schmitt Inc
Gus Schmitt President

Waiver of Lien
Date 12/21/21

FOR Value received, we hereby waive all rights and claims for lien on land and/or buildings about to be, being erected, erected, altered or repaired and to appurtenances thereunto.

for Box Self Storage LLC (owner)

by D & L Grading, Inc (contractor)

for Storm Water Management and Retention pond reconstruction - IN Full -

same being situated in Waukesha County, State of Wisconsin,

described as Box Self Storage - Paid in Full

for all labor performed and for all material furnished for the erection, construction, alteration or repair of said building (s), appurtenances, except NONE.



Benjamin W. Horn, Vice President D & L Grading Inc.

WAIVER OF LIEN

Date: 1/1/2022

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

for: Box Self Storage LLC and Ogden Midwest Funding III LLC owner,

by: Graf Construction

for: Concrete Curb Installation and Materials

same being situated in the State of Wisconsin, County of Waukesha described as,

1655 Van Buren Drive and Public Roadway (Van Buren Drive), Village of Mukwonago, WI

for all labor, services, materials, plans, or specifications performed, furnished or procured by undersigned for the erection, construction, alteration or repair of said building and appurtenances, except, None, In Full

Tyler Graf

Tyler Graf

WAIVER OF LIEN

Date: 1/3/2022

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

for: Box Self Storage LLC and Ogden Midwest Funding III LLC owner,

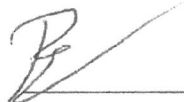
by: Workman Enterprises

for: Grading, Base Roadway, and Stone

same being situated in the State of Wisconsin, County of Waukesha described as,

1655 Van Buren Drive and Public Roadway (Van Buren Drive), Village of Mukwonago, WI

for all labor, services, materials, plans, or specifications performed, furnished or procured by undersigned for the erection, construction, alteration or repair of said building and appurtenances, except, None, In Full

 Brady Workman
Workman Enterprises LLC