

Village of Mukwonago
Notice of Meeting and Agenda

COMMITTEE OF THE WHOLE MEETING
Wednesday, February 7, 2024

Time: **5:30 pm**

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

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. Presentation

4.1 Presentation from Mukwonago School District regarding the upcoming April Referendum.

[MASD Referendum Presentation](#)

5. Approval of Minutes

5.1 Approval of the January 3, 2024 Committee of the Whole minutes.

[2024-01-03 DRAFT COW Minutes](#)

6. Library Board of Trustees, Trustee Eric Brill

6.1 Library Directors Report for the month of January. *(For information only, no action required.)*

[01_Library_Director_Report_January_2024.pdf](#)

6.2 Update on the Grutzmacher Collection and NAGPRA

7. Finance Committee, Trustee Darlene Johnson

Discussion and action possible on the following items.

- 7.1 Monthly Treasury Report and PRELIMINARY Revenue/Expenditure Guideline Report For December 2023 *(For information purposes only, no action required)*

[2023-12 December PRELIMINARY Revenue & Expenditure Guideline.pdf](#)
[2023-12 December Treasury Report.pdf](#)

- 7.2 Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$6,059,389.72.

[20240207 COW Packet.pdf](#)

- 7.3 Discussion and possible recommendation to the Village Board of Trustees to approve **Resolution 2024-07** a resolution revising the Village of Mukwonago's previously adopted Budget Policy.

[Resolution 2024-07 Budget Policy Revision.pdf](#)

- 7.4 Discussion and possible recommendation to the Village Board to approve **Resolution 2024-08** a resolution adopting a Village of Mukwonago Revenue Policy.

[Resolution 2024-08 NEW Revenue Policy.pdf](#)

- 7.5 Discussion and possible recommendation to the Village Board to approve a Purchase Requisition for repair and coating of blower building floors with Wisconsin Concrete Coatings in the amount of \$19,870.00.

[Purchase Requisition_Blower Building Floor Repair and Coating.pdf](#)
[WCC_Mukwonago_Blower_Building_1_24_24.pdf](#)

- 7.6 Discussion and possible recommendation to approve the Disallowance of Claim for Sherry Buelow as recommended by Statewide Services, Inc. for a sidewalk fall on April 12, 2023

[BUELOW - MUKWONAGO LTR.pdf](#)

- 7.7 Discussion and review of a request from Joe Rice regarding his concerns relating to his property in relation to Phantom Lakes Management District.

[Joe Rice Letter Re-PLMD.pdf](#)

8. Health and Recreation Committee, Trustee John Meiners

Discussion and action possible on the following items

- 8.1 Discussion and possible recommendation to the Village Board of Trustees to approve a Special Event Application for Field Park from the Mukwonago Lions Foundation on March 23, 2024 (snow day March 30th) for the annual Easter Egg Hunt.

[Sp Event - Lions Easter Egg Hunt - 3-23-24_Redacted.pdf](#)

- 8.2 Discussion and possible recommendation to the Village Board of Trustees to approve a Special Event application for Field Park from the Mukwonago Lions Foundation for Summerfeste June 13, 14, 15, 16, 2024.

[Sp Event - Lions Summerfeste_Redacted.pdf](#)

- 8.3 Discussion and recommendation to the Village Board of Trustees to approve a Special Application for Field Park Usage from Amorphic Beer for a Pop Up Beer Garden using Pavilion B on May 18, June 22, July 6, August 24, and September 21, 2024. *(This vendor holds a special State Brewery License which does not require a local alcohol license.)*

[05-18 - 06-22 - 07-6 - 08-24 - 09-21-2024 - Field Pav B - Beer Garden_Redacted.pdf](#)

- 8.4 Discussion and possible recommendation to the Village Board to approve a Special Event permit application for the annual Mukwonago YMCA Family Mud Run on June 29, 2024 at the Mukwonago High School from 7 am - 1 pm, held at the Mukwonago High School.

[06-29-2024 - YMCA Mud Run - Muk HS - 7-1pm.pdf](#)

- 8.5 Discussion and possible recommendation to the Village Board to approve a Special Event application for the 2024 Concert Series at Phantom Junction Stage May 23, June 1,13,27, July 3,11,25, August 2,8,22, and September 7 and 28.

[05-23-2024 - PJS - Various Concert Dates.pdf](#)

9. Judicial Committee, Trustee Dale Porter

Discussion and action possible on the following items

- 9.1 Discussion and possible recommendation to the Village Board to approve a Resolution to update the Parking Restrictions on Gibson and West Side Avenue.

[Agenda Cover Report 2024 Gibson and West Side Parking Restrictions.pdf](#)

[Gibson and West Side Map.pdf](#)

[Gibson Street and West Side Avenue Amended Parking Limitations.docx](#)

- 9.2 Discussion and possible recommendation to the Village Board of Trustees to approve a Temporary Class "B"/"Class B" Retailer's License for Summerfeste from the Mukwonago Lions Foundation on June 13, 2024 to June 16, 2024.

[Lions Temp B for Summerfeste_Redacted.pdf](#)

- 9.3 Discussion and possible recommendation on an Ordinance approving the attachment of territory from the Village of Vernon to the Village of Mukwonago.

[1ZT6754-Ordinance approving attachment](#)

[AttachDetach Exhibit A](#)

10. Public Works Committee, Trustee Eric Brill

Discussion and action possible on the following items

- 10.1 Discussion and possible recommendation regarding downtown utilities project and timeline.

[AIRF_Downtown Utilities Project Discussion.docx](#)

- 10.2 Discussion and possible recommendation to the Village Board of Trustees to approve the bid award for the Two Rivers Phase 1 Rehabilitation project to Stark Pavement Corporation in the amount of \$761,761.00

[Dykstra-20240129-Recommendation of Award.pdf](#)

10.3 Discussion, review, and authorization to draft a resolution to approve location and placement of Harvester for PLMD at the end of Wahl Avenue.

11. 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 St. James Property and the Mukwonago Historical Society Lease, and pursuant to **Wis. Stats. § 19.85(1)(c)** (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) for consideration and evaluation of the appointment for Interim Administrator.

12. Reconvene into Open Session

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

13. 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.



MUKWONAGO AREA SCHOOL DISTRICT

VOTE APRIL 2

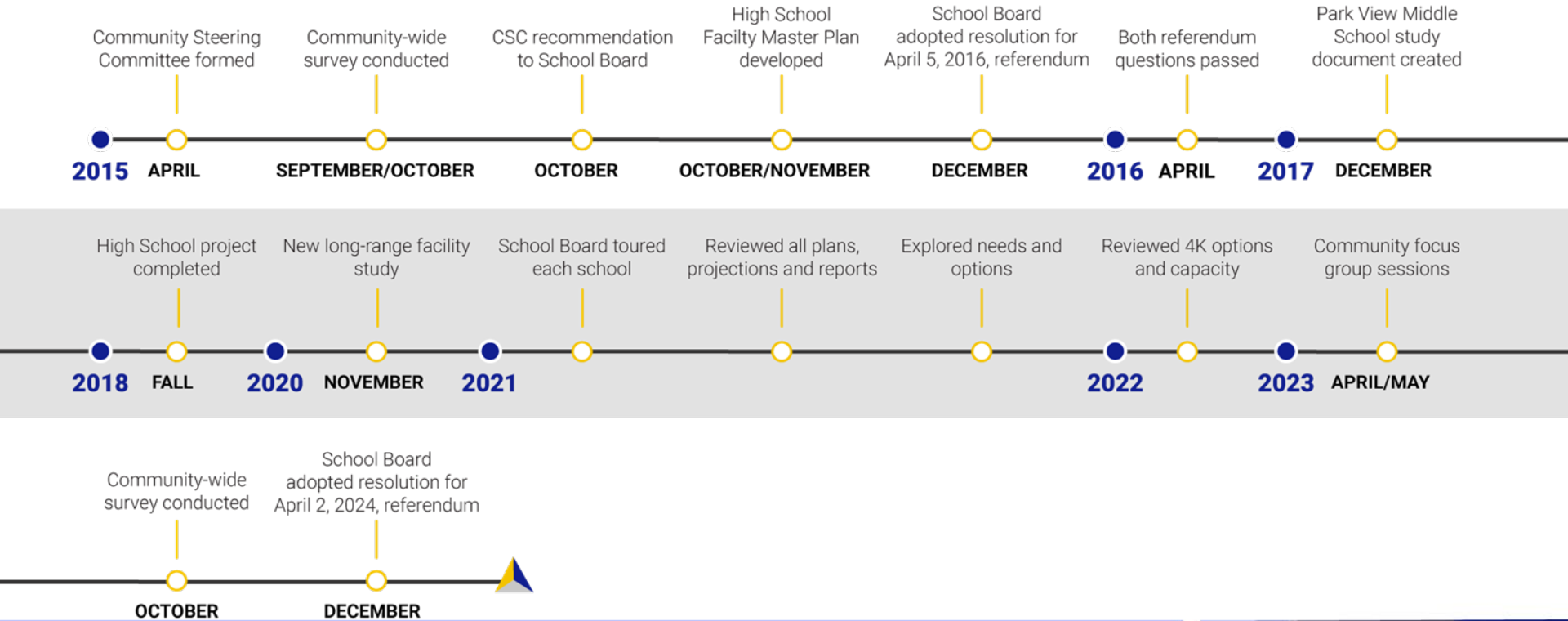
COMMUNITY INFORMATIONAL MEETING

Our District | Successfully Completed Projects

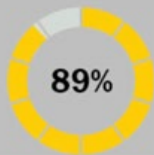




FACILITIES PLANNING BACKGROUND



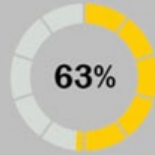
Community Survey Results



The majority (89%) said the district is “great” or “good” at delivering high-quality education, **while 75% said the district is “great” or “good” at managing funds appropriately.**



The majority (65%) **would support the District pursuing a referendum** to fund the next phase of the facility master plan.



63% of resident respondents said they **would definitely or probably support a \$102.3 mil referendum** to build a new middle school and create age-appropriate spaces for 4-year-old kindergarten at each traditional elementary



Only 47.5% of resident respondents said they **would support expanding the plan by \$22.7 million** to fund the recommended high school project.

April 2 Referendum | Ballot Question

Shall the Mukwonago Area School District, Waukesha and Walworth Counties, Wisconsin be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$102,300,000 for the public purpose of paying the cost of a school building and facility improvement project consisting of: construction of a new middle school, including site improvements; renovations and site improvements at Big Bend Elementary School; renovations at Clarendon Avenue, Prairie View, Rolling Hills and Section Elementary Schools; demolition of the existing Park View Middle School; district-wide capital maintenance, infrastructure and site improvements; and acquisition of furnishings, fixtures and equipment?

☐

Yes

☐

No

THE NEED



The Need | Park View Middle School

Originally built as a high school, Park View has served as a middle or junior high school for 50 years with minimal updates. Hallways are congested and classrooms are small and lack flexible learning opportunities.



The Need | Park View Middle School



The Need | Park View Middle School



The Need | Park View Middle School

The music areas are too small to meet current enrollment, lack proper acoustics, and are difficult to access and supervise because of their location.



The Need | Park View Middle School



The Need | Park View Middle School



The Need | Park View Middle School

More gym space is needed for physical education and community programming.

Fitness and training spaces are located within a space that was previously a classroom and does not accommodate a full class participating in activities.



The Need | Park View Middle School



The Need | Park View Middle School

Specialty programs such as Family and Consumer Science (Home Economics) are within spaces that no longer support the curriculum.



The Need | Park View Middle School

The kitchen and cafeteria are congested with long serving lines. The school class schedule is dictated on the limitations of the cafeteria and not based on what is best for learning/education.



The Need | Park View Middle School

The library is congested with a lack of flexibility.



The Need | Park View Middle School

Specialty spaces such as Tech Ed have to “get creative” to find space for robotics and other hands-on learning opportunities.



The Need | Park View Middle School

The building's current location at the busy intersection of HWY 83 and Veterans Way adds to the traffic congestion during drop-off and pick-up times.



The District developed several options to renovate Park View Middle School and expand it to serve 6th-grade students. Community focus groups studied each option but ultimately recommended replacing the school.

MUKWONAGO AREA SCHOOL DISTRICT | REFERENDUM COMMUNITY INFORMATIONAL MEETING

VOTE APRIL 25

The Need | Park View Middle School

- The estimated cost to renovate is \$85 million (88% of the cost of building a new school).
- Remodeling options would be limited because of the existing layout and the number of load-bearing walls.
- The renovation would need to be completed over multiple years while school is in session, which could negatively impact teaching and learning.
- A renovation would take approximately one year longer than building new and could have unforeseen expenses.
- Traffic congestion would be difficult to improve given the current layout.

The Need | Park View Middle School

5-Year Capital Maintenance / Infrastructure Needs:

- Parking Lot Replacement
\$720,000
- Exterior Site Improvements
\$320,000
- Gymnasium Bleacher Replacement
\$150,000
- Replace Fire Alarm System
\$140,000
- Update Flooring
\$1,000,000
- Install Emergency Generator
\$110,000
- Update Heating, Ventilation, & Cooling Equipment
\$1,750,000
- Replace lighting with LED
\$1,590,000
- Update interior finishes / Paint
\$170,000

The Need | Park View Middle School



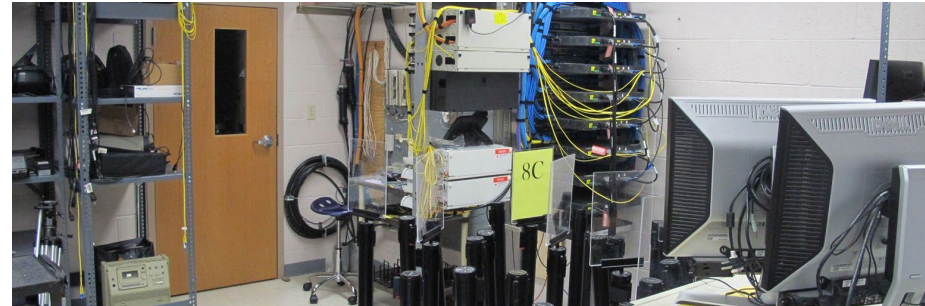
The Need | Park View Middle School



The Need | Park View Middle School



The Need | Park View Middle School



The Need | Park View Middle School



The Need | 4-year-old Kindergarten Classrooms

- Create age-appropriate spaces to accommodate 4-year-old kindergarten programming on-site
- Address safety concern at Big Bend Elementary by reconfiguring parking lot and traffic flow to separate students and vehicles as well as reduce backups on Hwy. 164



THE SOLUTION

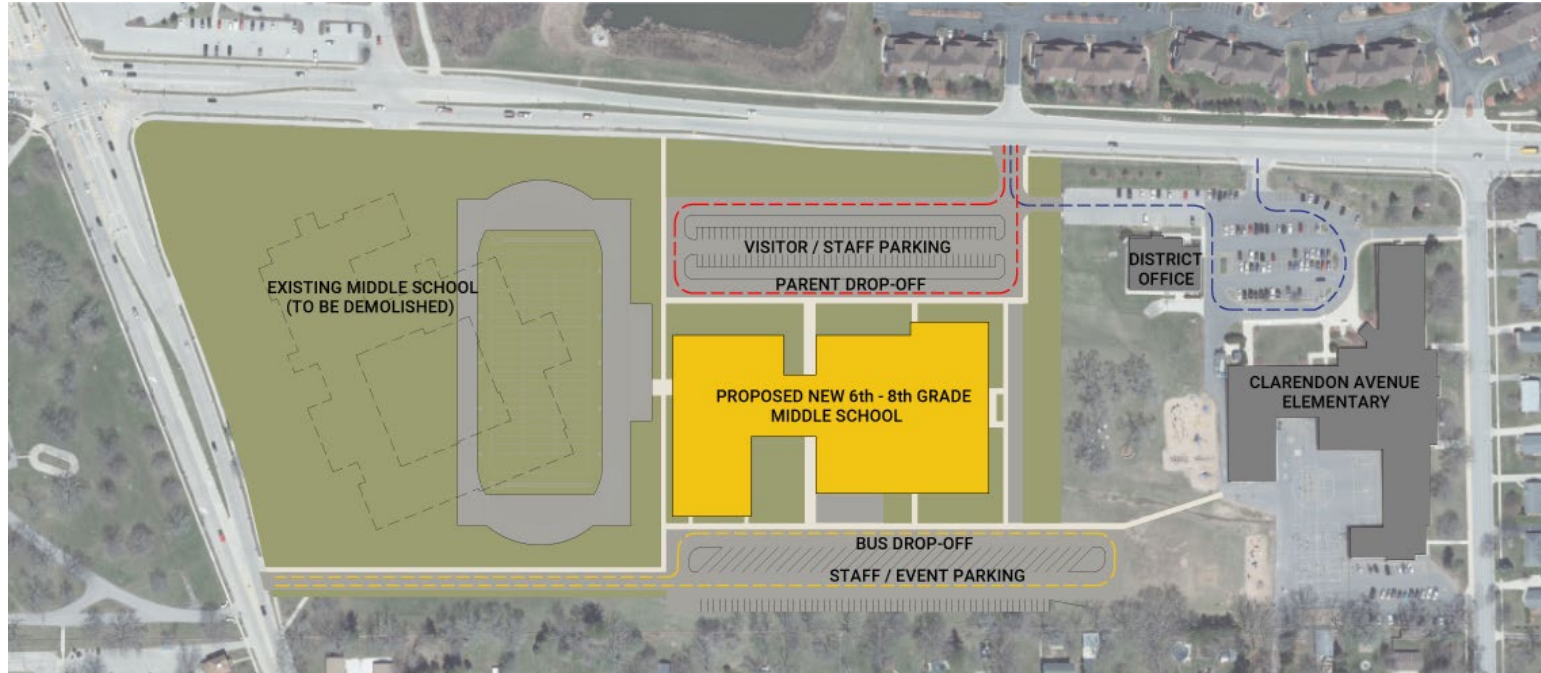


The Solution | New 6th-8th Middle School

The proposed plan would build a new middle school and demolish the existing building. The new middle school would have:

- Capacity to serve up to 1,200 students in 6th-8th grade, (current configuration is 7th-8th grade), creating more space at the elementary level.
- Classrooms/labs for STEM courses.
- Flexible spaces for student performances and collaboration/project-based learning.
- A 3-court gym and fitness area for students and community use.
- Proper separation of pedestrians and vehicle/bus traffic and additional parking.
- A shared bus drop-off area between the middle school and Clarendon Elementary.
- Energy-efficient systems and natural lighting.
- Practice fields and track.

The Solution | New 6th-8th Middle School



The Solution | New 6th-8th Middle School

Benefits for 6th graders:

- Academic exposure
 - World language
 - Mathematics
 - Career & Technical Education
 - Music
- Additional co-curricular, extra-curricular and athletic opportunities



The Solution | 4-year-old Kindergarten Classrooms

The proposed solution would also create age-appropriate spaces for 4-year-old kindergarten at the five traditional elementary schools and reconfigure Big Bend Elementary traffic flow to better separate students and vehicles.



The Solution | 4-year-old Kindergarten Classrooms

Big Bend Elementary

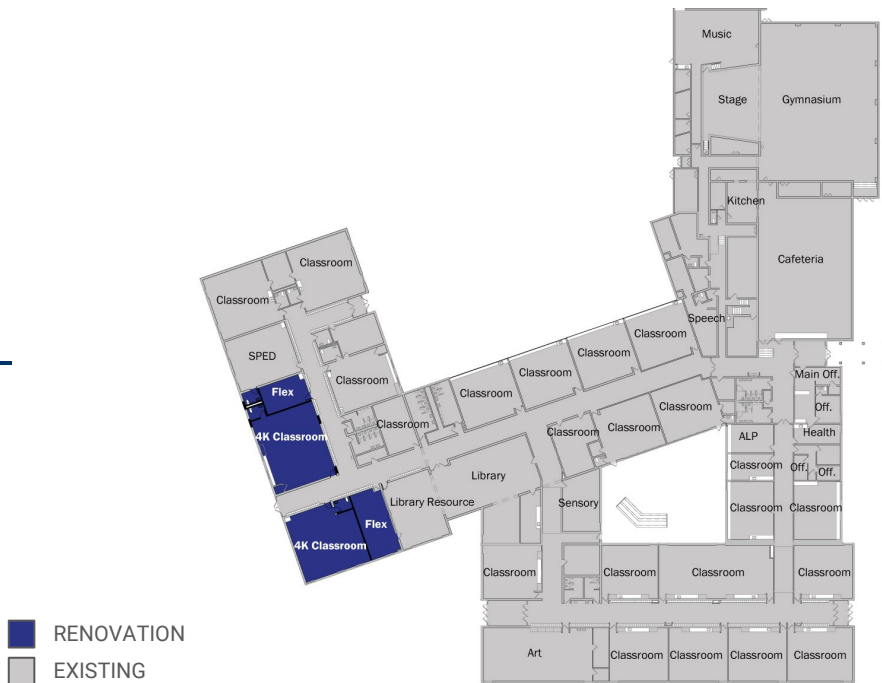
- Reconfigure existing classrooms to create 4K classrooms
- Reconfigure parking lot and drop-off area to improve traffic congestion



The Solution | 4-year-old Kindergarten Classrooms

Big Bend Elementary

- Reconfigure existing classrooms to create 4K classrooms
- Reconfigure parking lot and drop-off area to improve traffic congestion



The Solution | 4-year-old Kindergarten Classrooms

Clarendon Avenue Elementary

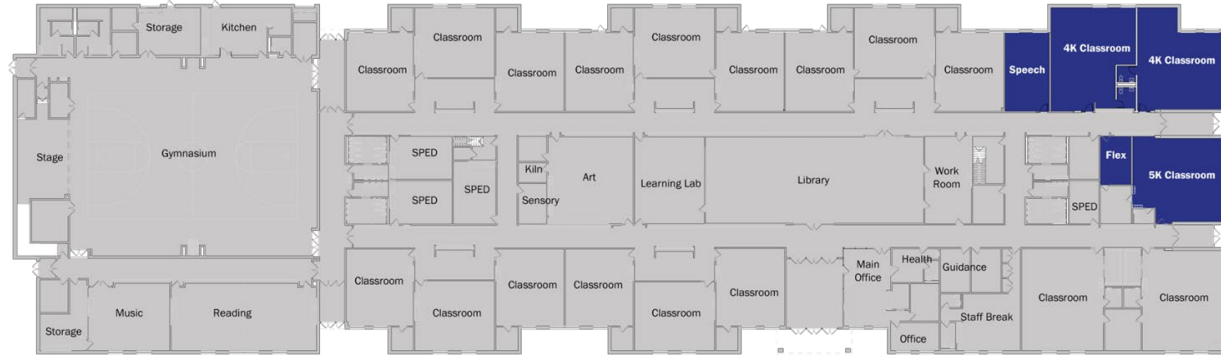
- Reconfigure existing classrooms to create 4K classrooms
- Renovate locker room area for Special Education and storage



The Solution | 4-year-old Kindergarten Classrooms

Rolling Hills Elementary

- Reconfigure existing classrooms to create 4K classrooms
- Renovate to create a larger 5K classroom

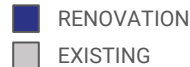
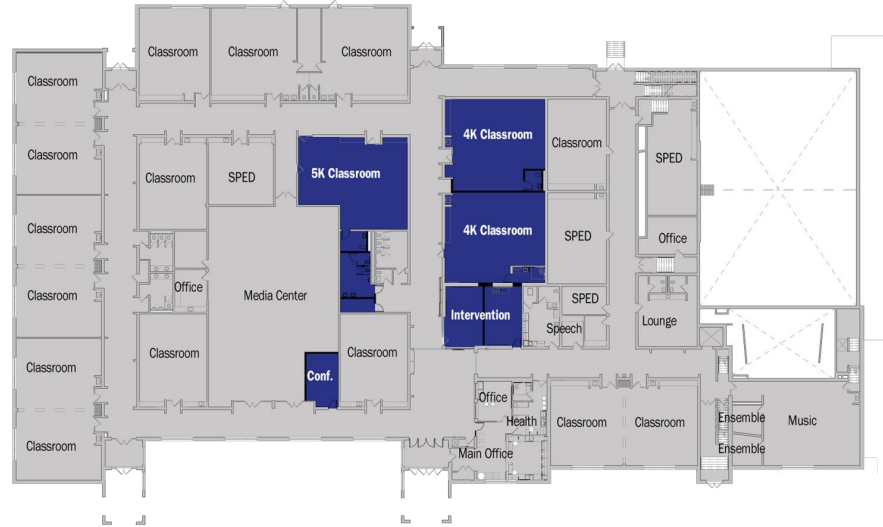


■ RENOVATION
■ EXISTING

The Solution | 4-year-old Kindergarten Classrooms

Prairie View Elementary

- Reconfigure existing classrooms to create 4K classrooms
- Renovate to create a larger 5K classroom

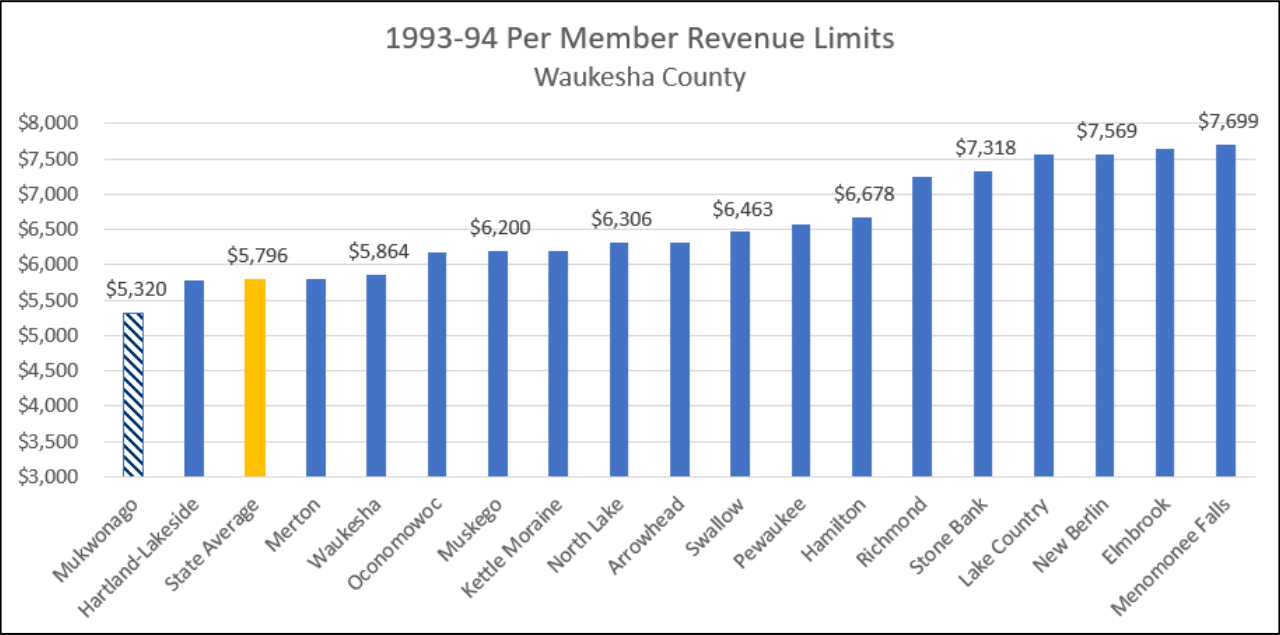


PROPOSED
FIRST FLOOR PLAN

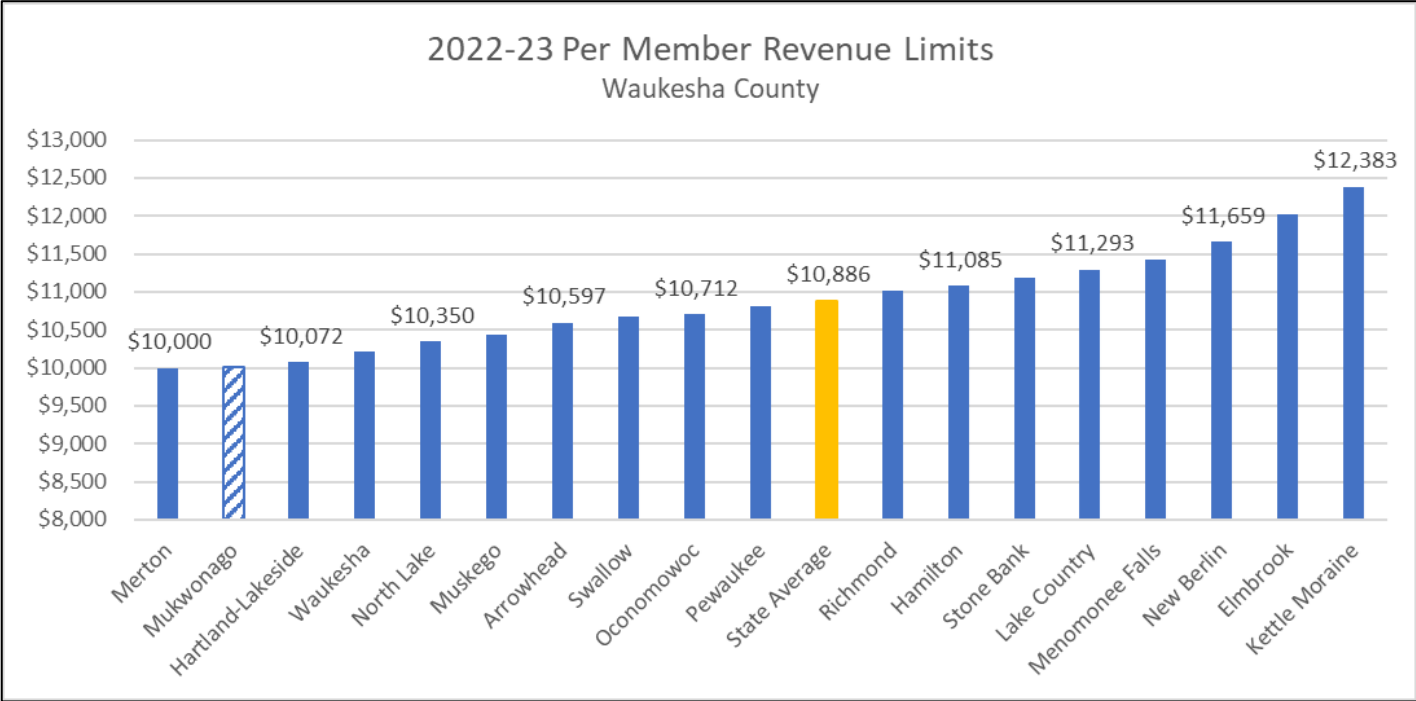
THE INVESTMENT



MASD Fiscal Responsibility



MASD Fiscal Responsibility



MASD Fiscal Responsibility

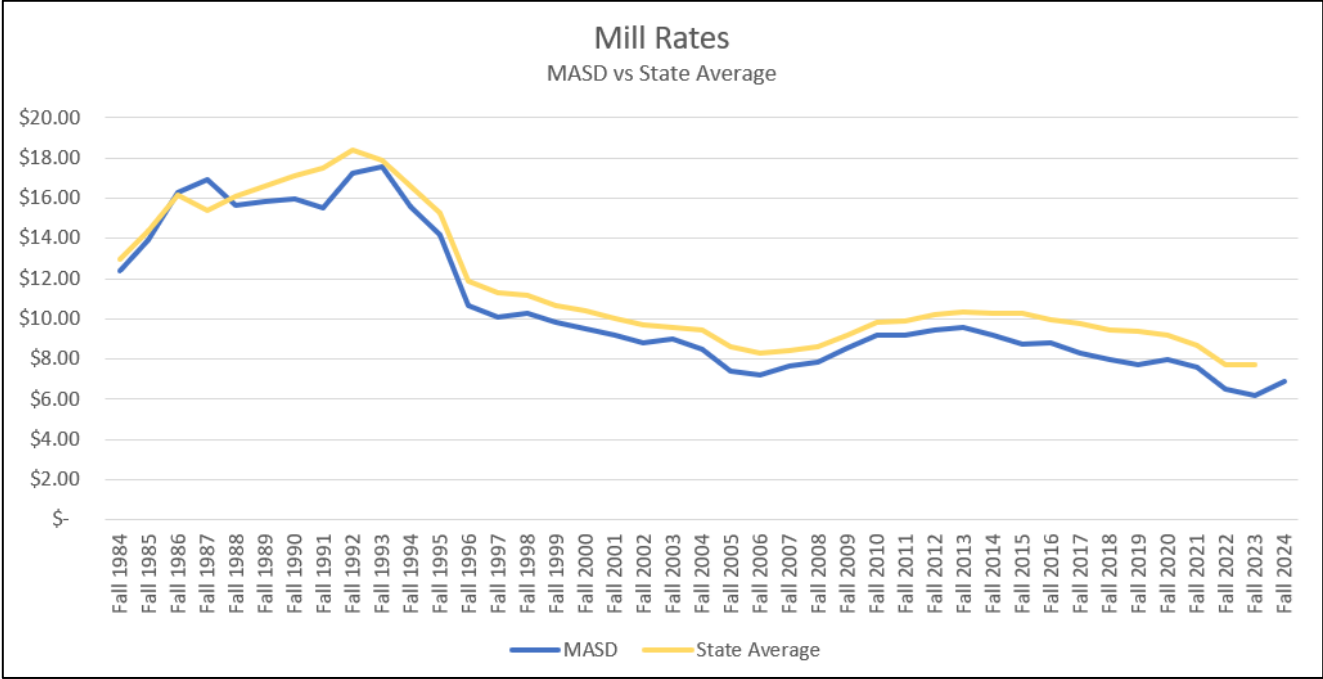
22/23 School Year	Mukwonago	New Berlin
Revenue per Student	\$10,016	\$11,659
# of Resident Students	4,659	4,318
Total Revenue	\$46,666,175	\$50,344,944
<i>Difference</i>		<i>-\$3,678,769</i>

In 2022/23, MASD had over 300 more students and \$3.6 million less in funding.

MASD Fiscal Responsibility - 2023-24 Mill Rates

- | | | |
|-----------------------------|-----------------------------|-----------------------------|
| 1. Shorewood - \$12.35 | 15. Kettle Moraine - \$7.22 | 28. Delavan-Darien - \$6.35 |
| 2. St. Francis - \$10.47 | 16. Burlington - \$6.92 | 29. Mukwonago - \$6.20 |
| 3. Brown Deer - \$8.59 | 17. Men. Falls - \$6.91 | 30. Oconomowoc - \$6.09 |
| 4. Greendale - \$8.29 | 18. Hamilton - \$6.91 | 31. Muskego - \$5.99 |
| 5. Racine - \$8.22 | 19. Pewaukee - \$6.85 | 32. Whitefish Bay - \$5.96 |
| 6. Germantown - \$8.21 | 20. Elkhorn - \$6.81 | 33. Palmyra Eagle - \$5.95 |
| 7. Oak Creek - \$8.06 | 21. Mequon - \$6.81 | 34. New Berlin - \$5.87 |
| 8. South Milwaukee - \$7.95 | 22. East Troy - \$6.79 | 35. Slinger - \$5.64 |
| 9. Milwaukee - \$7.94 | 23. Cudahy - \$6.74 | 36. Waukesha - \$5.64 |
| 10. Franklin - \$7.94 | 24. West Allis - \$6.69 | 37. Kenosha - \$5.62 |
| 11. Whitewater - \$7.73 | 25. Wauwatosa - \$6.68 | 38. West Bend - \$5.20 |
| 12. Greenfield - \$7.64 | 26. Elmbrook - \$6.50 | 39. Williams Bay - \$5.14 |
| 13. Whitnall - \$7.55 | 27. Cedarburg - \$6.50 | |
| 14. Grafton - \$7.42 | | |

MASD Fiscal Responsibility - Historic Mill Rate



MASD Fiscal Responsibility

Despite the district's low funding:

- Repeatedly produced balanced budgets
 - Proactively set aside funding at beginning of year for known building needs
 - Year-end surpluses set aside for future capital needs
- Post-employment benefit liabilities are pre-funded
 - Future budgets will be balanced

MASD Fiscal Responsibility

Despite the district's low funding...

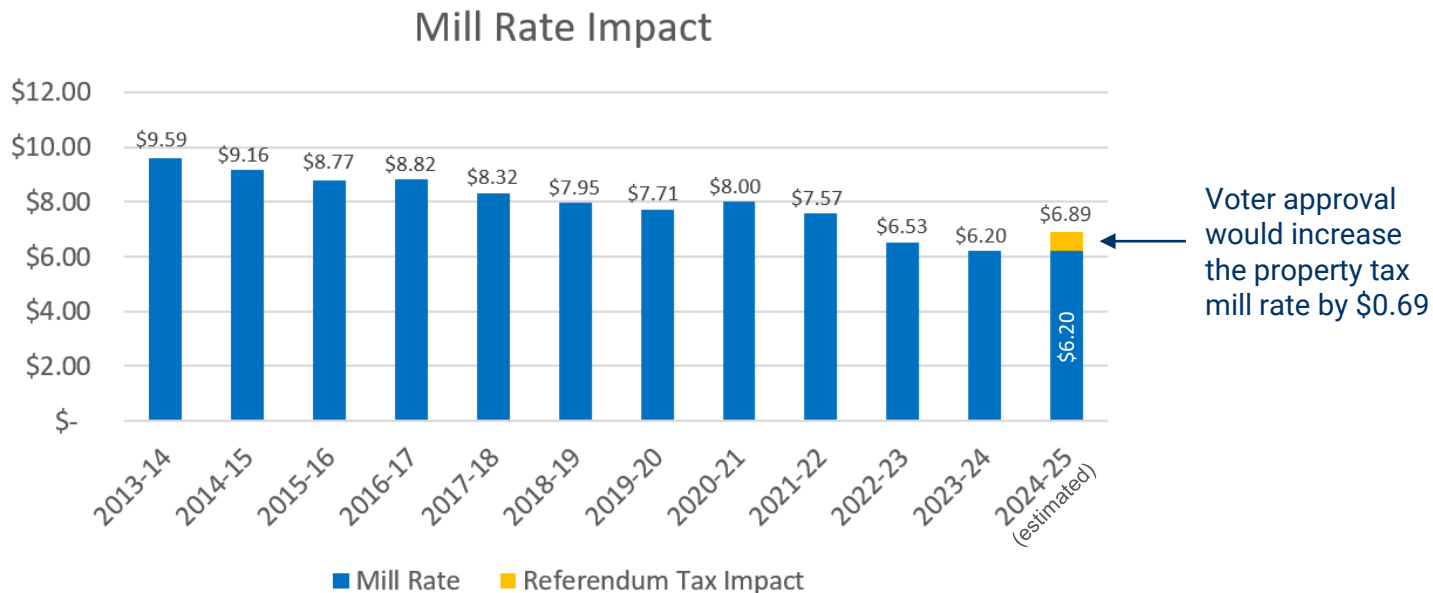
- 2016 referendum debt
 - Sept. 2020 - refinancing saved taxpayers \$750,000
 - May 2022 - prepaid \$5.0 million
 - May 2023 - prepaid \$1.5 million
 - \$2.8 million in future interest costs eliminated
- **Currently on track to pay off referendum debt almost ten years early, which provides an opportunity to address other needs within the district**

The Investment | Tax Impact Chart

Referendum Amount	\$102,300,000	
(mill rate per \$1,000)	\$0.69	
Fair Market Property Value	Estimated Annual	Estimated Monthly
\$100,000	\$69.00	\$5.75
\$200,000	\$138.00	\$11.50
\$300,000	\$207.00	\$17.25
\$400,000	\$276.00	\$23.00

Assumptions: Multi-phase borrowing approach amortized over a total of 21 years at planning interest rates of 5.25% - 5.50%; mill rate based on 2023 Equalized Valuation (TID-OUT) of \$5,236,165,760 with annual growth of 2.00% thereafter; and impact represents the estimated increase in mill rate for referendum debt service over the 2023-24 mill rate for debt service of \$1.21.

The Investment | Mill Rate with Tax Impact



Cost Breakdown

Middle School Site Development (includes sitework & athletic fields)	\$9,329,000
Demolition of Existing Middle School	\$1,729,000
New Middle School	\$86,242,000
Total Cost of New 6th-8th Middle School	\$97,300,000
Big Bend Elementary Site Development	\$397,200
4K Renovations at Elementary Schools	\$4,602,800
Total Cost of 4K/Elementary Renovations	\$5,000,000
TOTAL COST OF REFERENDUM PROJECT	\$102,300,000

For More Information

Join us for one of our upcoming community informational sessions:

February 21 | 6:30 PM
Park View Middle School

March 4 | 6:30 PM
Park View Middle School

March 13 | 6:30 PM
Park View Middle School

QUESTIONS? CONTACT US:

 referendum@masd.k12.wi.us



masd.k12.wi.us/referendum



262.363.6300

THANK YOU!



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, January 3, 2024

Time: **5:30 pm**

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

Call to Order

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

Roll Call

Board Members Present

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

Also Present

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

Comments from the Public

David Boebel, 815 Parkview Lane, commented regarding the Debt Management Policy. He noted his concerns referring to the 2022 Audit, pages from 22 village audit concerns. He reviewed the Management Discussion and Analysis and felt there is a weak debt and liability profile, carrying charges etc. He noted Page 4 shows the village will pay down GO debt however isn't taking in consideration new debt that is coming out. He reviewed his concerns with the General Debt policy, borrowing, control overall spending, TID spending and Non TID spending.

Approval of Minutes

Minutes of December 6, 2023 Committee of the Whole.

Meiners/K Johnson Motion to approve. Unanimously carried.

Announcements

Announcement the State of the Village is scheduled for January 25, 2024 at 7:30AM at the Mukwonago Community Library.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report For November

(For information purposes only, no action required)

Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$534,816.04.

D Johnson/Meiners motion to recommend approval. Unanimously carried.

Discussion and possible recommendation to the Village Board to approve the purchase request of picnic tables from RJ Manufacturing in the amount of \$15,183.

D Johnson/Meiners motion to recommend approval.

DPW Director Bittner noted the current tables are made of wood and are becoming a liability and organizations are moving to more sturdy materials. They are looking to cycle through and changing out about 14-16 each year to more sturdy materials. The current frames become unusable as renters drag the tables and wear them down. The new material will last 50 years and frames have lifetime warranty. Unanimously carried.

Discussion and possible recommendation on Resolution 2024-03 A Resolution to adopt an update to the Village of Mukwonago Debt Management Policy.

Finance Director Doherty noted this has been a 10-year-old policy looking to update. When we update policies, we review other communities and offer clarity to the current one. She noted they took out items that are not necessary and cleaned up the language.

There is nothing against Wisconsin law or how we issue or repay debt. There is a great deal of work at the rating section of any debt structure and the goal is to maintain a level payment in total of all the debt and that is how payments are structured to prevent swings.

The actual state statute number was removed but the reference to state stats was made and she can put it back listing the chapters of the state statutes.

Trustee K. Johnson questioned due to the comments from the public, to assure the village as a whole there are audits that take place to make sure debt is repaid on a timely fashion correct?

Finance Director Doherty noted that is correct.

President Winchowky asked if this was reviewed by the auditors? And it was confirmed. He further asked if they would bring any issues to the attention of Finance Director and the Board. Finance Director Doherty confirmed.

Trustee D. Johnson asked if the attorney reviewed the two policies, or the Administrator.

Administrator Schnook noted he had nothing to add.

Attorney Bayer noted he agrees with the statement and did review at packet and feels it is easier to understand and agrees with removing specific status numbers and general reference makes more sense.

D. Johnson/Meiners motion to recommend approval adding the reference to the State Statute Chapters. Motion carried 6-1. Trustee Porter voted no.

Health and Recreation Committee, Trustee John Meiners

Presentation, Discussion, and possible recommendation to accept the donation of a Sport Court and upgrades for the Washington Ave Park basketball court.

Coach Rick Witte presented the idea of the first outdoor court and funded through the Jendusa family. The Application is completed and they are looking at this investment in the community. DPW Director Bittner noted that Rick started this conversation two years ago, and now it could be a reality.

Trustee Meiners questioned the material used.

Trustee D Johnson appreciates everything you are doing for the kids and the village.

Coach Rick thanked Pat and the Jendusa family. He noted the NBA champion behind this will help this court secure a camp for kids.

Trustee K Johnson asked what the timeline would be. Coach Rick noted it could be ready in the spring.

DPW Bittner commented there is a little bit of preparation on the village to prepare the area for the court.

Meiners/D Johnson motion to recommend approval.

Trustee Reeves asked about winter weather. It was noted there is virtually no maintenance, mainly vandalism if that happens, but not much for maintenance. Unanimously carried.

Discussion and possible recommendation to permit the construction of a 576 SQF cold storage building at Minwaukwan Park.

Meiners/Brill motion to recommend approval.

DPW Bittner noted this is funded and supported by the Soccer club has been active for years.

They have been a good partner, There were looking for a project in the village, they met with the high school. Lions will be funding it and the High School will be building it. The Village will provide support logistics and Lions will make a donation toward that purchase. It will be strictly cold storage. Unanimously carried.

Judicial Committee, Trustee Dale Porter

Discussion and possible recommendation on Ordinance 1025 an Ordinance providing for detachment of a portion of the Village of Mukwonago, Waukesha County Wisconsin for the purpose of Attaching to the Village of Vernon, Waukesha County Wisconsin.

Administrator Schnook noted the purpose of this is because Vernon and Mukwonago both villages they have to detach and attach. The Ordinance was written by Attorney Bayer.

Attorney Bayer noted the first step is detach process, notice process, and next step is consider ordinance, then hand over to Vernon and eventually we will have an ordinance to attach what Vernon detached.

Porter/K Johnson motion to recommend approval.

Trustee Brill noted a few things he noticed such as, they are gaining property, and he wondered about the outlots 1 & 2 They are gaining square footage. Also the current lots don't confirm to village ordinance and what is the process, he doesn't feel an actual negotiation took place.

Administrator Schnook noted the lots will have to be made larger to fit, and he didn't feel it was a sticking point.

Rustee K. Johnson questioned the square footage and it was confirmed to be about two lots, and asked what are the property tax ramifications.

Trustee Brill commented this was a concern we brought up and no response was ever received about it. Motion Carried 6-1, Trustee Brill opposed.

Discussion and possible recommendation on an Original Combination Class B Fermented Malt Beverage and Class C Wine License Application from Five Rice Restaurant, 920 Greenwald Ct., Suite 100, Mukwonago, WI 53149.

Porter/Meiners motion to recommend approval. Unanimously carried.

Library Board of Trustees, Trustee Eric Brill

Library Directors Report for the month of December 2023.

(For Information Only, no action required.)

Personnel Committee, Trustee Ken Johnson

Discussion and possible recommendation to approve Resolution 24-01 a Resolution establishing a Crossing Guard Job Description.

K. Johnson/Porter motion to recommend approval.

Chief Streit noted the current crossing guard has retired. They needed to have an approved job description to hire the replacement. Unanimously carried.

Discussion and possible action to grant a residency waiver for a dispatcher.

K Johnson/D Johnson motion to recommend approval.

Chief Streit noted there is a residency restriction of 25 miles. This hasn't been an issue until now, but there is a dispatcher who wishes to purchase a home 31 miles away and these are difficult positions to hire and find these good employees. He supports this. He still has three dispatchers who live in the Village. These situations should be reviewed on a case by case basis. Unanimously carried.

Public Works Committee, Trustee Eric Brill

Discussion and possible recommendation to enter into a service agreement with BARRIENTOS design & consulting for a DPW facility assessment.

Brill/Porter motion to recommend approval.

DPW Bittner noted they are thorough and understands this will also produce a projection from current costs to 10 years out, along with an assessment of where our weaknesses lie. He is looking forward to efficiency and education on what it takes to provide these services. Unanimously carried.

Discussion and possible recommendation to create an all-way stop as requested by the Orchards II homeowner's association.

DPW Bittner noted this item was brought by the Orchards HOA. They did consult with the Village and the Police Department did some investigations. It didn't warrant a stop sign but he asked them to consider purchasing it themselves with approval of the Village Board.

Trustee D Johnson asked for the reason for the request.

Mr. James Pauer from the Orchards Subdivision was present to respond to questions. He noted the safety of children playing and pedestrians. They had a speed board on the road. They did see a few cars at elevated speeds, but majority concluded cars weren't speeding.

Trustee Porter noted he would be in favor of keeping subdivision safe.

Trustee K Johnson asked about postings or monitoring at the request of the HOA.

Chief Streit noted they did utilize a speed board and explained the results. It wasn't speed, and they did follow the manual for uniform traffic devices. He noted that intersection doesn't qualify.

This isn't the first time the village has installed a sign when we haven't recommended installation. He does express concerns for the creation of new issues by installing a stop sign.

Chris Starky noted he is a Traffic engineer and lives in the subdivision. He agrees it doesn't meet the volume or crash warrant. It is unique, drivers noticed they are cutting through Honeywell to Main. He is hoping it could be a deterrent. It might reduce the volume of those cutting through that area. Kids from toddlers to high school playing in streets and yards.

Trustee Brill noted he understands, and since it doesn't meet standards he would be in favor of it being installed at the expense of the HOA. If data was there, he would have the village pay.

The residents noted the HOA did discuss and does understand that and voted for it.

President Winchowky noted police department recommends no.

Brill/Porter motion to recommend approval for an all way stop. Motion carried 5-2. Meiners and Winchowky voted no.

Discussion and possible recommendation to approve Task Order 2024-01 with Ruekert-Mielke for the replacement of the south gate on the Mukwonago Dam.

Brill/Porter motion to recommend approval.

DPW Director Bittner noted this doesn't require public bidding, he confirmed with Attorney. He did receive estimates last year when they noticed the problem, DNR has already approved the design. The Village is responsible for the maintenance, but the cost is split with the Town. Unanimously carried.

Discussion and possible recommendation on Resolution 2024-02 a Resolution to approve the elimination of Letter of Credit Fairwinds Phase V.

Brill/K Johnson motion to recommend approval. Unanimously carried.

Discussion and possible recommendation on Change Order #4 and Final Close Out of Miniwaukan Park Restroom Building.

Brill/Porter motion to recommend approval. Unanimously carried.

Village President

Discussion and possible recommendation on the possible rescheduling of the July 3rd Committee of the Whole Meeting.

President Winchowky, asking if they wish to move the meeting to July 2nd at 5:30pm

Meiners/Porter motion to approve moving the COW in July to July 2, 2024. Unanimously carried.

Closed Session

D. Johnson/K. Johnson motion to go into Closed session pursuant to **Wis. Stats. § 19.85(1)(c)** (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) concerning annual evaluation of the Village Administrator at 6:45pm.

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

Reconvene into Open Session

D Johnson/K Johnson motion to return to open session pursuant to Wis. Stats. §19.85(2).

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

Adjournment

Meeting was adjourned 6:50pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer

Library Director Report: January 2024

Director Meetings and Activities

I focused much of my time preparing for the new staff organization. This included preparing paperwork for personnel files, creating a spreadsheet that shows new duties, and working with Cathryn and Emily on coordinating the Admin Team for things like scheduling.

We had several major absences due to unforeseen family emergencies in December. Combined with vacations and holidays, it took a good amount of time ensuring coverage of desks and management of staff.

Another significant amount of time was devoted to communicating with the Mukwonago Historical and Museum Society regarding the asbestos containment flooring project in the Native American Room at the Red Brick Museum. The Grutzmacher Collection Committee directed me to obtain a written project proposal from MHMS which has not been provided. MHMS and Driftless Pathways will be giving the Library more information on January 11 and I plan to attend along with an Committee members who can come and report to the Board.

I will be developing a new Director Report for 2024 (you will see it in February reporting on January) that will be more graphic and reader-friendly!

Circulation (Maria Petrella)

Lots of cross-training happening in Circulation. Emily finished training Maria who took over as Circulation Supervisor in mid-Decmeber. Training of Circulation Clerks continues on Thingery maintenance and book processing.

Children's Department (Jane DeAngelis)



The “Are You Yeti to Read” Youth Winter Reading Challenge continues through the end of January. Readers who complete the challenge earn an Admirals game voucher and a chance to win one of several yeti-themed prizes. There will be a yeti-themed Family Book Bingo on January 10th. Family Storytime returns January 17; Discovery Time returns January 18th. There is a Name That Aussie Animal contest for a chance to win a koala mini Squishmallow. There is a yeti-themed in-

library scavenger hunt where participants earn a free book from the prize book collection. The monthly craft bag is, yes, you guessed it, yeti-themed.

Reference and Adult Services (Chris Stape)

Programs went on a break for part of December, but we still kept showing movies on Fridays. Office is being relocated to Mary Jo’s old office so that new Associate Director of Collections

and Programs can have an office with a door. December is slower for programmers so this allowed organizing and cleaning as office change happened. Adult Winter Reading Challenge, in conjunction with the Youth Winter Reading Challenge, continues through the end of January. Adult programming begins again the week of January 15.

MetaSpace 511 & Technology (Nancy Aycock)

MetaSpace 511 acquired three new 3D Prusa Mini+ Printers in December. The 3D printers came partially assembled as ordered and were assembled and tested by Lead Innovator Nancy and Innovator in Residence Intern Jack. The three new 3D printers replaced the last two older 3D printers, which were at the end of their life. The new 3D printers are faster and have excellent print quality, especially compared to the old 3D printers. The Prusa printers are also open-source and have great community support.



Innovator in Residence Intern Cameron has finished their internship. Their internship was only for the Fall semester, and they will pick up some other school activities in Spring. We're glad we had the opportunity to work with Cameron as an Innovator in Residence Intern. They did so great helping kids and adults in programs and shared their creative knowledge and excitement. Cameron will still be around in the New Year, helping with TAB and in MetaSpace 511, making things!



MetaSpace 511 served 93 people for over 100+ hours throughout December 2023 with Makerspace Appointments for the laser machine, 3D printers, Cricut Maker, Sublimation Printing, Programs, Tours, Open Maker Hours and more. There were 69 repeat patrons and 24 new ones. Patrons made many creative things during December, and the laser machine was running non-stop!

The new Sublimation Printer we purchased with a Bridges Library Improvement and Innovative Grant is quickly becoming popular with people making full-color magnets, coasters, mugs, pillowcases, and more.

MetaSpace 511 was unfortunately closed for ten days in December due to not having trained backup staff to cover for staff being out for a family emergency and vacations.

Marketing & Outreach Specialist (Eric Huemmer)

Spent time preparing for AARP tax aide including meeting with the AARP representatives, building the Sign Up Genius for people to sign up for a time slot, and preparing training documents for the staff. Began working on transitioning to new role in the Circulation and Customer Experience Team including taking over the website.

STATISTICS DECEMBER 2023

Physical Item Circulation



17,300

DECEMBER CIRCULATION 2%
INCREASE OVER 2022

247,335

2023 YEAR-TO DATE
CIRCULATION

Circulation by Area



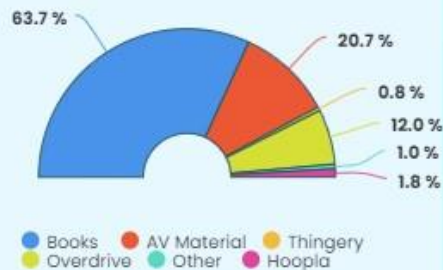
Circulation Trends



57

new library
cards this
month

All Circulation



**531 PEOPLE
ATTENDED
34
PROGRAMS**



128

People used the
Community and
Study Rooms

Locker Pick up

New Items
Added



1,062

304

Renewals

6209

Items loaned to
other Libraries

3,220



9,323

**patron
visits**

Peak times

1:00 - 2:00 PM Fridays: Avg 89 Checkouts

Slowest times

7:00-8:00 PM Thursdays: Average 20 Checkouts

PERIOD ENDING 12/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	262,500.00	60,508.22	201,991.78	23.05
PTAX	GENERAL PROPERTY TAX	3,208,321.00	3,212,342.50	(4,021.50)	100.13
TAXES	OTHER TAXES	440,234.00	430,836.42	9,397.58	97.87
IGOVTRV	INTERGOVERNMENTAL REVENUES	854,295.00	881,445.94	(27,150.94)	103.18
LICPER	LICENSES & PERMITS	451,537.00	289,835.55	161,701.45	64.19
LAWORD	FINES & FORFEITURES	173,000.00	119,205.09	53,794.91	68.90
PUBCHGS	PUBLIC CHARGES FOR SERVICES	30,488.00	17,139.00	13,349.00	56.22
LEISURE	LEISURE ACTIVITIES	72,000.00	58,893.10	13,106.90	81.80
IGOVTC	INTERGOVERNMENTAL CHARGES	202,833.00	197,988.40	4,844.60	97.61
INVTINC	INVESTMENT INCOME	68,000.00	350,015.99	(282,015.99)	514.73
TOTAL REVENUES		5,763,208.00	5,618,210.21	144,997.79	97.48
Expenditures					
5111	VILLAGE BOARD	70,563.00	55,835.44	14,727.56	79.13
5112	HISTORIC PRESERVATION	290.00	0.00	290.00	0.00
5120	MUNICIPAL COURT	38,954.00	39,669.88	(715.88)	101.84
5130	VILLAGE ATTORNEY	118,750.00	91,396.16	27,353.84	76.97
5141	VILLAGE ADMINISTRATOR	196,051.00	175,045.67	21,005.33	89.29
5142	CLERK-TREASURER	266,321.00	243,357.45	22,963.55	91.38
5144	ELECTIONS	28,150.00	18,334.79	9,815.21	65.13
5145	FINANCE DEPARTMENT	71,273.00	63,711.52	7,561.48	89.39
5150	IT SERVICES	15,000.00	10,300.48	4,699.52	68.67
5151	INDEPENDENT AUDITING	14,000.00	9,330.65	4,669.35	66.65
5153	ASSESSMENT OF PROPERTY	22,050.00	22,593.89	(543.89)	102.47
5154	RISK & PROPERTY INSURANCE	128,103.00	116,375.55	11,727.45	90.85
5160	VILLAGE HALL	50,816.00	42,029.11	8,786.89	82.71
5191	UNCOLLECTED TAX	0.00	13,752.87	(13,752.87)	100.00
5211	POLICE ADMINISTRATION	1,288,048.00	1,253,895.84	34,152.16	97.35
5212	POLICE PATROL	1,115,941.00	1,072,482.98	43,458.02	96.11
5213	CRIME INVESTIGATION	252,396.00	249,006.58	3,389.42	98.66
5215	POLICE TRAINING	12,000.00	4,344.46	7,655.54	36.20
5220	FIRE STATION (VILLAGE)	8,706.00	9,324.62	(618.62)	107.11
5235	EMERGENCY GOVERNMENT	2,000.00	834.00	1,166.00	41.70
5241	BUILDING INSPECTOR	301,443.00	288,833.46	12,609.54	95.82
5247	BOARD OF APPEALS	1,150.00	50.00	1,100.00	4.35
5254	DAMS	10,226.00	11,508.19	(1,282.19)	112.54
5300	DPW GENERAL ADMINISTRATION	351,899.00	364,894.11	(12,995.11)	103.69
5323	GARAGE	68,148.00	66,042.78	2,105.22	96.91
5324	MACHINERY & EQUIPMENT	117,218.00	128,468.17	(11,250.17)	109.60
5335	ENGINEERING	75,000.00	28,371.31	46,628.69	37.83
5341	STREETS & ALLEYS	20,205.00	12,596.33	7,608.67	62.34
5342	STREET LIGHTING	190,250.00	174,122.71	16,127.29	91.52
5343	CURBS GUTTERS & SIDEWALKS	5,572.00	1,091.26	4,480.74	19.58
5344	STORM SEWER	13,950.00	15,382.08	(1,432.08)	110.27
5345	STREET CLEANING	18,472.00	17,911.31	560.69	96.96
5346	BRIDGES & CULVERTS	1,530.00	411.25	1,118.75	26.88
5347	SNOW & ICE CONTROL	117,094.00	91,189.63	25,904.37	77.88
5348	STREET SIGNS & MARKINGS	20,800.00	17,374.38	3,425.62	83.53
5362	GARBAGE COLLECTION	4,073.00	8,794.54	(4,721.54)	215.92
5431	ANIMAL POUND	2,600.00	2,420.00	180.00	93.08
5512	MUSEUM	11,940.00	11,326.92	613.08	94.87
5521	PARKS	196,770.00	185,051.63	11,718.37	94.04
5522	CELEBRATIONS	7,867.00	10,147.55	(2,280.55)	128.99
5611	FORESTRY	28,009.00	45,525.11	(17,516.11)	162.54
5613	WEED CONTROL	243.00	632.76	(389.76)	260.40
5632	PLANNING DEPARTMENT	165,974.00	123,390.13	42,583.87	74.34
5660	STORMWATER MASTER PLAN	11,250.00	12,010.48	(760.48)	106.76
5670	ECONOMIC DEVELOPMENT	56,113.00	40,447.40	15,665.60	72.08
5900	OTHER FINANCING USES	266,000.00	234,000.00	32,000.00	87.97
TOTAL EXPENDITURES		5,763,208.00	5,383,615.43	379,592.57	93.41
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		5,763,208.00	5,618,210.21	144,997.79	97.48
TOTAL EXPENDITURES		5,763,208.00	5,383,615.43	379,592.57	93.41
NET OF REVENUES & EXPENDITURES		0.00	234,594.78	(234,594.78)	100.00

PERIOD ENDING 12/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	48,173.00	61,740.75	(13,567.75)	128.16
PTAX	GENERAL PROPERTY TAX	605,081.00	605,081.00	0.00	100.00
EBIX	EBIX REVENUES	1,073,143.00	1,442,226.59	(369,083.59)	134.39
IGOVTRV	INTERGOVERNMENTAL REVENUES	99,832.00	119,026.72	(19,194.72)	119.23
PUBCHGS	PUBLIC CHARGES FOR SERVICES	100.00	1,365.00	(1,265.00)	1,365.00
IGOVTC	INTERGOVERNMENTAL CHARGES	605,081.00	605,081.04	(0.04)	100.00
INVTINC	INVESTMENT INCOME	660.00	38,689.58	(38,029.58)	5,862.06
TOTAL REVENUES		2,432,070.00	2,873,210.68	(441,140.68)	118.14
Expenditures					
5140	ADMINISTRATIVE & GENERAL	27,869.00	27,868.92	0.08	100.00
5221	FIRE ADMINISTRATION	1,065,202.00	1,056,233.07	8,968.93	99.16
5222	FIRE SUPPRESSION	60,380.00	62,198.10	(1,818.10)	103.01
5223	FIRE TRAINING	27,429.00	17,246.43	10,182.57	62.88
5231	AMBULANCE	355,754.00	359,236.23	(3,482.23)	100.98
5232	AMBULANCE TRAINING	14,738.00	8,735.77	6,002.23	59.27
5233	REFERENDUM FUNDED STAFFING	679,116.00	325,456.98	353,659.02	47.92
5700	CAPITAL OUTLAY EXPENDITURES	38,000.00	42,693.23	(4,693.23)	112.35
5880	USE OF GRANTS/DONATIONS	0.00	14,923.97	(14,923.97)	100.00
5900	OTHER FINANCING USES	163,582.00	0.00	163,582.00	0.00
TOTAL EXPENDITURES		2,432,070.00	1,914,592.70	517,477.30	78.72
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		2,432,070.00	2,873,210.68	(441,140.68)	118.14
TOTAL EXPENDITURES		2,432,070.00	1,914,592.70	517,477.30	78.72
NET OF REVENUES & EXPENDITURES		0.00	958,617.98	(958,617.98)	100.00

PERIOD ENDING 12/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	200.00	1,058.32	(858.32)	529.16
UTILREV	UTILITY REVENUES	2,184,000.00	2,222,074.27	(38,074.27)	101.74
CONTRIB	CONTRIBUTED CAPITAL	120,000.00	59,871.95	60,128.05	49.89
MISCINC	MISC INCOME UTILITIES	147,200.00	238,874.14	(91,674.14)	162.28
IGOVTC	INTERGOVERNMENTAL CHARGES	1,000.00	5,282.25	(4,282.25)	528.23
INVTINC	INVESTMENT INCOME	18,675.00	112,582.10	(93,907.10)	602.85
TOTAL REVENUES		2,471,075.00	2,639,743.03	(168,668.03)	106.83
Expenditures					
5140	ADMINISTRATIVE & GENERAL	0.00	3.30	(3.30)	100.00
5900	OTHER FINANCING USES	279,257.00	15,000.00	264,257.00	5.37
6200	PUMPING OPERATIONS	142,281.00	139,909.40	2,371.60	98.33
6210	PUMPING MAINTENANCE	94,742.00	52,626.23	42,115.77	55.55
6300	WATER TREATMENT OPERATIONS	75,121.00	93,262.62	(18,141.62)	124.15
6310	WATER TREATMENT MAINTENANCE	27,582.00	14,637.85	12,944.15	53.07
6450	T&D-DISTR RSRVR/STNDP MAINT	3,683.00	5,385.77	(1,702.77)	146.23
6451	T&D-MAINS MAINTENANCE	47,130.00	48,133.54	(1,003.54)	102.13
6452	T&D-SERVICES MAINTENANCE	42,320.00	55,962.12	(13,642.12)	132.24
6453	T&D-METERS MAINTENANCE	27,244.00	46,049.53	(18,805.53)	169.03
6454	T&D-HYDRANTS MAINTENANCE	47,861.00	22,699.75	25,161.25	47.43
6901	METER READING LABOR	8,236.00	2,207.59	6,028.41	26.80
6902	ACCOUNTING & COLLECTING LABOR	84,865.00	82,564.28	2,300.72	97.29
6920	ADMINISTRATIVE & GENERAL EXP	1,042,300.00	960,344.41	81,955.59	92.14
TOTAL EXPENDITURES		1,922,622.00	1,538,786.39	383,835.61	80.04
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,471,075.00	2,639,743.03	(168,668.03)	106.83
TOTAL EXPENDITURES		1,922,622.00	1,538,786.39	383,835.61	80.04
NET OF REVENUES & EXPENDITURES		548,453.00	1,100,956.64	(552,503.64)	200.74

PERIOD ENDING 12/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 620 - SEWER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	400.00	1,062.23	(662.23)	265.56
OFS	OTHER FINANCING SOURCES	15,000.00	15,000.00	0.00	100.00
UTILREV	UTILITY REVENUES	1,825,440.00	1,927,363.63	(101,923.63)	105.58
LICPER	LICENSES & PERMITS	119,800.00	41,196.50	78,603.50	34.39
CONTRIB	CONTRIBUTED CAPITAL	56,000.00	20,119.20	35,880.80	35.93
MISCINC	MISC INCOME UTILITIES	175,000.00	363,994.50	(188,994.50)	208.00
INVSTINC	INVESTMENT INCOME	35,580.00	165,350.57	(129,770.57)	464.73
TOTAL REVENUES		2,227,220.00	2,534,086.63	(306,866.63)	113.78
Expenditures					
5140	ADMINISTRATIVE & GENERAL	0.00	3.30	(3.30)	100.00
5900	OTHER FINANCING USES	64,949.00	0.00	64,949.00	0.00
8010	WWTP-TREATMENT/DISPOSAL/GP	575,971.00	658,232.92	(82,261.92)	114.28
8020	LIFT STATIONS/PUMPING EQUIP	27,627.00	32,114.98	(4,487.98)	116.24
8030	WASTEWATER COLLECTION SYSTEM	73,308.00	103,802.30	(30,494.30)	141.60
8300	ACCOUNTING/COLLECTING	82,365.00	81,844.64	520.36	99.37
8400	ADMINISTRATIVE & GENERAL	673,016.00	632,029.02	40,986.98	93.91
TOTAL EXPENDITURES		1,497,236.00	1,508,027.16	(10,791.16)	100.72
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		2,227,220.00	2,534,086.63	(306,866.63)	113.78
TOTAL EXPENDITURES		1,497,236.00	1,508,027.16	(10,791.16)	100.72
NET OF REVENUES & EXPENDITURES		729,984.00	1,026,059.47	(296,075.47)	140.56

01/29/2024 05:11 PM
User: ddoherty
DB: Mukwonago

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MUKWONAGO

Page: 5/5

PERIOD ENDING 12/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL

SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		12,893,573.00	13,665,250.55	(771,677.55)	105.98
TOTAL EXPENDITURES - ALL FUNDS		11,615,136.00	10,345,021.68	1,270,114.32	89.07
NET OF REVENUES & EXPENDITURES		1,278,437.00	3,320,228.87	(2,041,791.87)	259.71

TREASURERS REPORT	Dec-2023	TOTAL	Citizens	LGIP	Long Term Investments - Johnson Bank & ADM
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GENERAL VILLAGE

100-111xxx	General Fund	2,684,902.19	37,289.24	724,083.99	1,923,528.96
100-111005/020/033	Checking/MRA/Accrued Sick	1,240,509.38	797,142.87	316,116.48	127,250.03
150-111300	Fire Department	1,304,754.77	643,155.90	661,598.87	
200-110xxx	Community Development (Deback)	1,174,537.83	67.86	1,174,469.97	
210-111xxx	Wisc Development - RLF	131,016.73	131,016.73	-	-
220-111xxx	TID#3-General	643,288.41	643,288.41	-	-
240-111xxx	TID#4-General	436,421.26	208,530.26	227,891.00	
250-111xxx	TID#5-General	3,660,000.61	832.23	3,659,168.38	
300-111xxx	Debt Service	1,045,049.83	872.87	1,044,176.96	
320-111300	Fire Department Designated	176,777.13	89.04	176,688.09	
340-111xxx	Village Designated Funds	792,201.29	235,409.65	556,791.64	
350-111xxx	American Rescue Plan Act	900,358.10		900,358.10	
410-111300	Recycling	113,957.59	113,957.59	-	
430-111300	Capital Equipment	690,305.29	203,364.96	486,940.33	
440-111xxx	Library	351,904.28	116,113.22	235,791.06	
480-111xxx	Capital Improvement Funds	3,386,099.96	361.43	3,385,738.53	-
500-111300	Stormwater District #1	59,215.85	59,215.85	-	
600-111xxx	Impact Fees	166,053.27	166,053.27	-	
720-111xxx	Taxroll	9,883,937.69	4,195,720.22	5,688,217.47	
810-111xxx	Parkland Site	257,837.83	25,964.99	231,872.84	
TOTAL		29,099,129.29	7,578,446.59	19,469,903.71	2,050,778.99

WATER UTILITY

610-111300	Cash	295,194.59	295,194.59		
610-111200	Bonds & Unrestricted Cash	1,506,346.21		1,506,346.21	
610-111400	Long Term Debt	-			-
610-111050	Current Year Debt Reserve	47,798.41	47,798.41	-	
610-111060	Required Debt Reserve	547,257.88	-	120,019.55	427,238.33
610-111080	Impact Fee	13,985.14	13,985.14	-	
610-111033	Accrued Sick Pay	10,071.91		10,071.91	-
TOTAL		2,420,654.14	356,978.14	1,636,437.67	427,238.33

SEWER UTILITY

620-111300	Cash	48,685.06	48,685.06		
620-111200	Bonds & Unrestricted Cash	884,766.95		884,766.95	
610-111400	Long Term Debt	-			-
620-111030	Sewer Connection Fee	248,452.66	41,215.55	207,237.11	-
620-111060	Required Debt Reserve	866,409.94	-	120,274.86	746,135.08
620-111050	Current Year Debt Reserve	77,481.92	77,481.92	-	
620-111070	Equipment Replacement Fund	765,952.12	-	765,952.12	-
620-111080	Impact Fee	27,327.94	27,327.94	-	
620-111033	Accrued Sick Pay	10,071.92		10,071.92	-
TOTAL		2,929,148.51	194,710.47	1,988,302.96	746,135.08

GRAND TOTAL	34,448,931.94	8,130,135.20	23,094,644.34	3,224,152.40
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Prepared by Diana Doherty

balance check

34,448,931.94

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	2/1/2024	\$	275,673.36
Library Accounts Payable	1/15/2024	\$	14,087.23
Charter Communications/Spectrum (ach withdrawal)	1/18/2024	\$	1,789.78
US Bank (ach withdrawal)	1/25/2024	\$	12,099.90
We Energies (ach withdrawal)	1/4/2024	\$	47,908.31
Check Disbursement - Court	1/18/2024	\$	3,646.11
Check Disbursement - Invoice Cloud/UKG Payroll Processing Fees	1/11/2024	\$	2,049.92
Check Disbursement - UB Refund	1/2/2024	\$	3,369.12
Check Disbursement - Property Appraisal	1/24/2024	\$	244,200.00
Check Disbursement - Refund MR	1/31/2024	\$	5,160.00
Check Disbursement - Payroll Related	1/4/2024	\$	35,683.36
Check Disbursement - Payroll Related	1/18/2024	\$	111,061.23
Check Disbursement - Payroll Related	1/22/2024	\$	77,447.22
Check Disbursement - Tax Settlements	1/11/2024	\$	5,198,765.93
Check Disbursement - Tax Overpayment Refunds	1/11/2024	\$	19,194.53
Check Disbursement - WI DOR Business Tax Renewal	1/25/2024	\$	10.00
Check Disbursement - Tax Overpayment Refunds	1/29/2024	\$	7,243.72
Total for Approval:		\$	<u><u>6,059,389.72</u></u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: 10-33 VEHICLE SERVICES, LLC						
3097	SQUAD 24 MIC CLIP REPAIR	100-5212-539500	47.06	47.06	POLICE	02/08/2024
TOTAL VENDOR 10-33 VEHICLE SERVICES, LLC				47.06		
VENDOR NAME: ALSCO						
IMIL1981012	PD MAT JAN 11 MAT CLEANING	100-5211-539400	47.16	47.16	POLICE	02/08/2024
IMIL1985003	PD JAN 25 MAT CLEANING	100-5211-539400	47.16	47.16	POLICE	02/08/2024
TOTAL VENDOR ALSCO				94.32		
VENDOR NAME: AMAZON CAPITOL SERVICES						
1J19KRCT4MXN	OFFICE SUPPLIES	100-5142-531100	42.77	42.77	CLERK	02/08/2024
1JMTGHW67PCY	PARK URINAL SCREENS	100-5521-531100	100.48	100.48	DPW	02/08/2024
TOTAL VENDOR AMAZON CAPITOL SERVICES				143.25		
VENDOR NAME: ASSOCIATED APPRAISAL CONSULTANT INC						
172641	ASSMT SVC FEB + REVAL	100-5153-521900	49,446.38	49,446.38	CLERK	02/08/2024
TOTAL VENDOR ASSOCIATED APPRAISAL CONSULTANT INC				49,446.38		
VENDOR NAME: AT & T MOBILITY						
287291370101152024	AT&T JANUARY CELL PHONES AND CRADLEPOINT	100-5211-522500	543.15	543.15	POLICE	02/08/2024
TOTAL VENDOR AT & T MOBILITY				543.15		
VENDOR NAME: BASSETT MECHANICAL						
6512676	MAKE UP AIR UNIT REPAIR	620-8010-834000	3,017.00	3,017.00	UTILITIES	02/08/2024
TOTAL VENDOR BASSETT MECHANICAL				3,017.00		
VENDOR NAME: BIASEW						
2024 DUES ERIN	BIASEW DUES	100-5632-532400	40.00	40.00	BUILDING	02/08/2024
2024 DUES TIM	BIASEW DUES INSPECTOR	100-5241-532400	50.00	50.00	BUILDING	02/08/2024
2024 DUES CORRY	BIASEW DUES INSPECTOR	100-5241-532400	40.00	40.00	BUILDING	02/08/2024
2024 DUES LINDA	BIASEW DUES	100-5241-532400	40.00	40.00	BUILDING	02/08/2024
TOTAL VENDOR BIASEW				170.00		
VENDOR NAME: BIRCHROCK PROPERTIES LLC						
011824	Termination BOND TERMINATION - PROJECT COMPLETED	100-0000-211425	1,724.39	1,724.39	FINANCE	02/08/2024
TOTAL VENDOR BIRCHROCK PROPERTIES LLC				1,724.39		
VENDOR NAME: BOUND TREE MEDICAL LLC						
85228457	EMS SUPPLIES	150-5231-531100	608.54	608.54	FIRE	02/08/2024
TOTAL VENDOR BOUND TREE MEDICAL LLC				608.54		
VENDOR NAME: BRIGHTSPEED						
JANUARY 2024	JANUARY 2024 PHONE SERVICE	100-5142-522500	78.02	567.02	ALLOCATE	02/08/2024
		100-5211-522500	55.20			
		100-5323-522500	108.70			
		440-5511-522500	191.13			
		610-6920-692100	34.04			
		620-8400-851000	99.93			
TOTAL VENDOR BRIGHTSPEED				567.02		

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EXP CHECK RUN DATES 02/08/2024 - 02/08/2024
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 2/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: BROOKS TRACTOR						
M72973	LOADER PLOW PARTS	620-8010-827000	619.18	619.18	UTILITIES	02/08/2024
285224	LOADER 500 HOUR MAINTENANCE	620-8010-825500	2,125.29	2,125.29	UTILITIES	02/08/2024
TOTAL VENDOR BROOKS TRACTOR				2,744.47		
VENDOR NAME: BS&A						
152129	BSA ONLINE PERMITS ACCEPTANCE	100-5241-522900	480.00	480.00	BUILDING	12/31/2023
TOTAL VENDOR BS&A				480.00		
VENDOR NAME: BUREAU OF CORRECTIONAL ENTERPR						
306-194313	TRIFOLD TOWELS	150-5221-531100	218.24	218.24	FIRE	02/08/2024
306-194334	VILAGE HALL AND PARK JANITORIAL SUPPLIES	100-5160-531100	94.94	618.38	DPW	02/08/2024
		100-5521-531100	523.44			
TOTAL VENDOR BUREAU OF CORRECTIONAL ENTERPR				836.62		
VENDOR NAME: BURKE TRUCK & EQUIMENT INC						
32546	PATROL TRUCK SWITCH AND CABLES	100-5324-539500	179.79	179.79	DPW	02/08/2024
TOTAL VENDOR BURKE TRUCK & EQUIMENT INC				179.79		
VENDOR NAME: C & M AUTO PARTS INC						
6079-378317	BUILDING INSPT VEHICLE	100-5241-531100	384.50	384.50	BUILDING	02/08/2024
6079-378628	TRUCK 1 U BOLTS	100-5324-539500	28.59	28.59	DPW	02/08/2024
6079-378509	TRUCK 1 BRAKE FITTINGS	100-5324-539500	26.98	26.98	DPW	02/08/2024
6079-378611	TRUCK 1 BRAKE PARTS	100-5324-539500	55.12	55.12	DPW	02/08/2024
6079-378319	GASLET MAKER AND PLOW MARKERS	100-5324-539500	215.93	215.93	DPW	02/08/2024
TOTAL VENDOR C & M AUTO PARTS INC				711.12		
VENDOR NAME: CENTRAL OFFICE SYSTEMS						
81812662	COPIER INVOICE	150-5221-531100	92.00	92.00	FIRE	02/08/2024
TOTAL VENDOR CENTRAL OFFICE SYSTEMS				92.00		
VENDOR NAME: CINTAS						
4180785209	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	124.01	124.01	DPW	02/08/2024
4180785349	UNIFORM SERVICE	610-6920-693000	59.50	118.99	UTILITIES	02/08/2024
		620-8400-856000	59.49			
4180091524	STAF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	124.01	124.01	DPW	02/08/2024
4180091678	UNIFORM SERVICE	610-6920-693000	96.34	192.69	UTILITIES	02/08/2024
		620-8400-856000	96.35			
4181529317	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	124.01	124.01	DPW	02/08/2024
4181529439	UNIRFORM SERVICE	610-6920-693000	59.49	118.99	UTILITIES	02/08/2024
		620-8400-856000	59.50			
TOTAL VENDOR CINTAS				802.70		
VENDOR NAME: CIVICPLUS						

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO

EXP CHECK RUN DATES 02/08/2024 - 02/08/2024

UNJOURNALIZED OPEN

BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 3/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE
VENDOR NAME: CIVICPLUS					
281327	EMERGENCY NOTIFICATION SYSTEM	100-5142-521900	551.25	3,307.50 ALLOCATE	02/08/2024
		440-5511-531000	551.25		
		620-8400-852000	275.62		
		150-5221-521900	551.25		
		100-5521-531100	551.25		
		610-6920-692300	275.63		
		100-5211-521900	551.25		
TOTAL VENDOR CIVICPLUS				3,307.50	
VENDOR NAME: CJ & ASSOCIATES, INC					
C23641	MUSEUM FLOORING REPLACEMENT DEPOSIT	480-5700-573000	2,674.80	2,674.80 DPW	02/08/2024
C23747	FLOORING DEPOSIT FOR DISPATCH REMODEL	430-5700-571100	1,916.10	1,916.10 POLICE	02/08/2024
0232524-IN	DISPATCH 24 HOUR CHAIRS	430-5700-571100	1,603.19	1,603.19 POLICE	12/31/2023
0001203-CM	CONFERENCE ROOM CHAIR CREDIT	430-5700-571100	(1,911.60)	(1,911.60) POLICE	12/31/2023
TOTAL VENDOR CJ & ASSOCIATES, INC				4,282.49	
VENDOR NAME: CORE & MAIN LP					
U162579	LARGE METER REPAIR PARTS	610-6453-665300	864.86	864.86 UTILITIES	02/08/2024
TOTAL VENDOR CORE & MAIN LP				864.86	
VENDOR NAME: CORRE					
11722	GREY FOX TRAIL BRIDGE INSPECTION	100-5346-521900	400.00	400.00 DPW	12/31/2023
TOTAL VENDOR CORRE				400.00	
VENDOR NAME: CRIVELLO CARLSON S.C.					
5331-199268	DECEMBER LEGAL SERVICES	100-5130-521900	640.00	640.00 FINANCE	12/31/2023
5331-199267	DECEMBER LEGAL SERVICES	620-0000-000105	60.00	4,335.00 FINANCE	12/31/2023
		100-5632-521900	100.00		
		100-5254-521900	40.00		
		100-5130-521900	4,135.00		
TOTAL VENDOR CRIVELLO CARLSON S.C.				4,975.00	
VENDOR NAME: DE LAGE LANDEN FINANCIAL					
EQ2E25474120	BIZHUIB PRINTER BUYOUT	100-5323-531100	750.00	750.00 DPW	02/08/2024
TOTAL VENDOR DE LAGE LANDEN FINANCIAL				750.00	
VENDOR NAME: DEPARTMENT OF ADMINISTRATION					

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 02/08/2024 - 02/08/2024
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 4/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE
VENDOR NAME: DEPARTMENT OF ADMINISTRATION					
505-0000087645	EMAIL FILTER JANUARY 2024	100-5111-522900	3.17	50.76 ALLOCATE	02/08/2024
		100-5120-522900	0.91		
		100-5141-522900	0.45		
		100-5142-522900	1.36		
		100-5211-522900	16.32		
		100-5241-522900	1.36		
		100-5300-522900	3.63		
		100-5512-522900	0.45		
		100-5632-522900	0.45		
		150-5221-522900	18.58		
		610-6920-692100	1.36		
		620-8400-851000	1.36		
		100-5145-522900	1.36		
TOTAL VENDOR DEPARTMENT OF ADMINISTRATION				50.76	
VENDOR NAME: DORNER COMPANY					
509337	BOOSTER STATION REPLACEMENT CHECK VALVES	610-6210-662500	4,219.47	4,219.47 UTILITIES	02/08/2024
TOTAL VENDOR DORNER COMPANY				4,219.47	
VENDOR NAME: DRAGONFLY EMBROIDERY					
21890	2024 UNIFORM ALLOWANCE - SIMMONS	100-5211-534600	15.00	15.00 POLICE	02/08/2024
TOTAL VENDOR DRAGONFLY EMBROIDERY				15.00	
VENDOR NAME: EBIX					
13013	2023 EBIX DECEMBER INVOICE	150-5231-521900	10,962.58	10,962.58 FIRE	12/31/2023
TOTAL VENDOR EBIX				10,962.58	
VENDOR NAME: EIASEW					
2024 DUES TIM	EIASEW DUES	100-5241-532400	40.00	40.00 BUILDING	02/08/2024
2024 DUES CORRY	EIASEW DUES	100-5241-532400	40.00	40.00 BUILDING	02/08/2024
TOTAL VENDOR EIASEW				80.00	
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS					
2609810	EMS SUPPLIES	150-5231-531100	246.30	246.30 FIRE	02/08/2024
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS				246.30	
VENDOR NAME: ENVIRONMENT CONTROL					
30471-613	VILLAGE HALL CLEANING	100-5160-521900	698.00	698.00 DPW	02/08/2024
TOTAL VENDOR ENVIRONMENT CONTROL				698.00	
VENDOR NAME: ENVIRONMENTAL EXPRESS INC					
1000769559	LAB SUPPLIES	620-8010-826000	1,825.79	1,825.79 UTILITIES	02/08/2024
TOTAL VENDOR ENVIRONMENTAL EXPRESS INC				1,825.79	
VENDOR NAME: FASTENAL COMPANY					
WIMUK100250	HEARING PROTECTION	100-5323-534800	33.58	33.58 DPW	02/08/2024
WIMUK100251	PLOW BOLTS	100-5324-539500	65.95	65.95 DPW	02/08/2024
TOTAL VENDOR FASTENAL COMPANY				99.53	

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 02/08/2024 - 02/08/2024
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 5/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE
VENDOR NAME: FLEURY'S AUTO BODY					
011824	Termination BOND TERMINATION - PROJECT COMPLETED	100-0000-211425	1,462.81	1,462.81 FINANCE	02/08/2024
TOTAL VENDOR FLEURY'S AUTO BODY				1,462.81	
VENDOR NAME: GATEWAY TECHNICAL COLLEGE					
28557	GATEWAY TECH PCS INSTRUCTOR SCHOOL	100-5215-533500	100.00	100.00 POLICE	02/08/2024
TOTAL VENDOR GATEWAY TECHNICAL COLLEGE				100.00	
VENDOR NAME: GORDON FLESCH CO					
IN14530331	CANON COPIES 12/16/23 - 01/16/224	100-5142-531200	13.58	114.09 ALLOCATE	02/08/2024
		100-5300-539900	12.01		
		100-5120-531100	5.05		
		100-5141-531100	6.47		
		100-5145-531100	10.75		
		100-5241-531200	1.81		
		100-5632-531200	2.12		
		100-5211-531200	14.23		
		150-5221-531100	14.75		
		410-5363-531200	1.14		
		440-5511-531200	12.89		
		500-5344-531200	2.80		
		610-6902-690300	8.32		
		620-8400-851000	8.17		
TOTAL VENDOR GORDON FLESCH CO				114.09	
VENDOR NAME: GRAINGER					
9970565702	SOUTH TOWER RTU PANEL HEATER	610-6450-665000	602.21	602.21 UTILITIES	02/08/2024
TOTAL VENDOR GRAINGER				602.21	
VENDOR NAME: HAHN ACE HARDWARE					
DEC 2023	CLERK ELECTION SUPPLIES	100-5144-531100	(11.68)	(11.68) CLERK	12/31/2023
DEC 2023	UTILITIES STOCK SUPPLIES, TOOLS, AND HARDWARE	620-8010-827000	56.76	211.76 UTILITIES	12/31/2023
		620-8020-827000	18.00		
		610-6453-664100	27.00		
		610-6210-662500	10.00		
		620-8010-833000	28.00		
		620-8010-826000	23.00		
		610-6210-662300	49.00		
DEC 2023	DPW MISC VILLAGE HALL, CELEBRATION, SHOP, S	100-5160-531100	31.46	151.80 DPW	12/31/2023
		100-5522-531100	22.38		
		100-5323-531100	15.27		
		100-5323-534800	20.68		
		100-5521-531100	31.44		
		100-5324-539500	21.58		
		100-5611-531100	8.99		
DEC 2023	LIBRARY HARDWARE	440-5511-531100	35.44	35.44 LIBRARY	12/31/2023
DEC 2023	POLICE MISCELLANEOUS HARDWARE REPAIR SUPPLIES	100-5211-539500	76.39	76.39 POLICE	12/31/2023

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO

EXP CHECK RUN DATES 02/08/2024 - 02/08/2024

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Page: 6/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: HAHN ACE HARDWARE						
DEC 2023 FIRE	HAHN ACE HARDWARE INVOICE	150-5231-531100	7.99	134.95	FIRE	12/31/2023
		150-5222-539500	126.96			
TOTAL VENDOR HAHN ACE HARDWARE				598.66		
VENDOR NAME: HAWKINS WATER TREATMENT						
6677035	CHEMICALS FOR WATER TREATMENT	610-6300-663100	3,344.54	3,344.54	UTILITIES	02/08/2024
6668261	POLYMER	620-8010-825000	2,690.10	2,690.10	UTILITIES	02/08/2024
6664862	CHEMICALS FOR WATER TREATMENT	610-6300-663100	40.00	40.00	UTILITIES	02/08/2024
TOTAL VENDOR HAWKINS WATER TREATMENT				6,074.64		
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,						
55823	PROSECUTIONS	100-5130-521900	705.00	705.00	FINANCE	02/08/2024
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				705.00		
VENDOR NAME: HOME DEPOT						
DEC 2023 LIBRARY	HARDWARE	440-5511-531100	14.56	14.56	LIBRARY	12/31/2023
DEC 2023 DPW	MISC SUPPLIES PARKS, VH, SHOP, SNOW AND	100-5160-531100	153.81	496.60	DPW	12/31/2023
		100-5347-531100	247.46			
		100-5323-531100	24.47			
		100-5521-531100	70.86			
DEC 2023 PD	DISPATCH DOOR REPAIR	100-5211-539400	97.73	97.73	POLICE	12/31/2023
TOTAL VENDOR HOME DEPOT				608.89		
VENDOR NAME: HORN FEEDS						
36881	SIDEWALK SALT	620-8010-827000	382.20	573.30	UTILITIES	02/08/2024
		620-8020-827000	95.55			
		610-6210-662300	95.55			
TOTAL VENDOR HORN FEEDS				573.30		
VENDOR NAME: IMAGE TREND						
PS-INV105656	IMAGE TREND CAD	150-5221-521900	1,912.27	3,824.54	FIRE	02/08/2024
		150-5231-521900	1,912.27			
PS-INV105762	IMAGE TREND ELITE 1 YEAR	150-5221-521900	4,597.10	9,194.20	FIRE	02/08/2024
		150-5231-521900	4,597.10			
TOTAL VENDOR IMAGE TREND				13,018.74		
VENDOR NAME: JEFFERSON FIRE & SAFETY						
IN310663	2023 FIRE FOAM	150-5222-531100	900.00	900.00	FIRE	12/31/2023
PB001714	ROUSH TURNOUT GEAR	150-5221-534600	3,716.00	3,716.00	FIRE	12/31/2023
TOTAL VENDOR JEFFERSON FIRE & SAFETY				4,616.00		
VENDOR NAME: JOHNS DISPOSAL SVC. INC.						

78

02/01/2024 12:30 PM
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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 02/08/2024 - 02/08/2024
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 7/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: JOHNS DISPOSAL SVC. INC.						
1273903	JANUARY GARBAGE & RECYCLING	410-5362-531000	27,764.83	48,474.00	DPW	02/08/2024
		410-5363-522000	20,709.17			
TOTAL VENDOR JOHNS DISPOSAL SVC. INC.				48,474.00		
VENDOR NAME: KIESLERS POLICE SUPPLY						
IN230929	2024 UNIFORM ALLOWANCE - CIESZYNSKI	100-5212-534600	497.40	497.40	POLICE	02/08/2024
TOTAL VENDOR KIESLERS POLICE SUPPLY				497.40		
VENDOR NAME: KINDER MATTHEW						
2024 BOOT ALLOW	2024 BOOT ALLOWANCE - KINDER	620-8400-856000	100.00	100.00	UTILITIES	02/08/2024
TOTAL VENDOR KINDER MATTHEW				100.00		
VENDOR NAME: LA FORCE INC						
1240637	LOCK REPAIR	610-6450-665000	870.21	870.21	UTILITIES	02/08/2024
TOTAL VENDOR LA FORCE INC				870.21		
VENDOR NAME: LAKESIDE INTERNATIONAL						
1411762P	PATROL TRUCK REPLACEMENT MIRRORS	100-5324-539500	1,202.87	1,202.87	DPW	02/08/2024
TOTAL VENDOR LAKESIDE INTERNATIONAL				1,202.87		
VENDOR NAME: LIFE-ASSIST, INC.						
1395591	EMS SUPPLIES	150-5231-531100	19.80	19.80	FIRE	02/08/2024
1395608	EMS SUPPLIES	150-5231-531100	399.00	399.00	FIRE	02/08/2024
1396075	EMS SUPPLIES	150-5221-531100	7.92	7.92	FIRE	02/08/2024
TOTAL VENDOR LIFE-ASSIST, INC.				426.72		
VENDOR NAME: LYNCH CHEVROLET						
4113486	VEHICLE MAINTENANCE	610-6920-693300	74.99	74.99	UTILITIES	02/08/2024
4113496	VEHICLE MAINTENANCE/REPAIR	620-8010-828000	766.12	766.12	UTILITIES	02/08/2024
4109583	PATROL SQUAD WINDSHIELD WASHER PUMP REPA	100-5212-539500	227.92	227.92	POLICE	12/31/2023
TOTAL VENDOR LYNCH CHEVROLET				1,069.03		
VENDOR NAME: MACQUEEN EQUIPMENT						
P24909	MSA SCBA TANK REPAIR	150-5222-539500	71.39	71.39	FIRE	02/08/2024
TOTAL VENDOR MACQUEEN EQUIPMENT				71.39		
VENDOR NAME: MESSAGEUS						
233650134	PHONE LONG DISTANCE SERVICE	610-6920-692100	2.68	5.37	UTILITIES	02/08/2024
		620-8400-851000	2.69			
TOTAL VENDOR MESSAGEUS				5.37		
VENDOR NAME: MFI MEDICAL EQUIPMENT INC.						
IN-00066982	BAIR HUGGER	150-5880-580501	2,903.37	2,903.37	FIRE	02/08/2024
TOTAL VENDOR MFI MEDICAL EQUIPMENT INC.				2,903.37		
VENDOR NAME: MINUTEMAN PRESS OF BURLINGTON						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: MINUTEMAN PRESS OF BURLINGTON						
55056	BUSINESS CARDS	150-5222-531100	342.00	342.00	FIRE	02/08/2024
TOTAL VENDOR MINUTEMAN PRESS OF BURLINGTON				342.00		
VENDOR NAME: MUKWONAGO AREA CHAMBER OF COMM						
011724	ROOM TAX DUE TO CHAMBER	100-0000-244000	731.72	731.72	CLERK	02/08/2024
012524	ROOM TAX DUE TO CHAMBER	100-0000-244000	19.12	19.12	CLERK	02/08/2024
TOTAL VENDOR MUKWONAGO AREA CHAMBER OF COMM				750.84		
VENDOR NAME: MUNICIPAL LAW & LITIGATION						
11470	GFLP LAWSUITS	100-5130-521900	60.00	60.00	FINANCE	02/08/2024
TOTAL VENDOR MUNICIPAL LAW & LITIGATION				60.00		
VENDOR NAME: NAPA AUTO PARTS - SP018						
214009	TRUCK BATTERIES	610-6920-693300	346.68	346.68	UTILITIES	02/08/2024
214092	CORE DEPOSIT RETURN ON BATTERIES	610-6920-693300	(36.00)	(36.00)	UTILITIES	02/08/2024
214337	SHOP SUPPLIES	100-5323-531100	28.23	28.23	DPW	02/08/2024
214385	COMPACT TRACTOR BEARING	100-5324-539500	5.47	5.47	DPW	02/08/2024
212417	RETURN PART	620-8010-827000	(12.24)	(12.24)	UTILITIES	12/31/2023
TOTAL VENDOR NAPA AUTO PARTS - SP018				332.14		
VENDOR NAME: NORTHERN LAKE SERVICE INC						
2401073	COMPLIANCE SAMPLING-BACTI	610-6300-663200	222.50	222.50	UTILITIES	02/08/2024
TOTAL VENDOR NORTHERN LAKE SERVICE INC				222.50		
VENDOR NAME: OH DEVELOPMENT						
011824	Termination BOND TERMINATION - PROJECT COMPLETED	100-0000-211425	3,913.07	3,913.07	FINANCE	02/08/2024
TOTAL VENDOR OH DEVELOPMENT				3,913.07		
VENDOR NAME: ORGANIZATION DEVELOPMENT						
13989	RESERVE OFFICER PSYCHOLOGICAL ASSESSMENT	100-5212-521900	300.00	300.00	POLICE	02/08/2024
TOTAL VENDOR ORGANIZATION DEVELOPMENT				300.00		
VENDOR NAME: PB2 ARCHITECTURE & ENGINEERING						
011824	Termination BOND TERMINATION - PROJECT COMPLETED	100-0000-211425	2,695.49	2,695.49	FINANCE	02/08/2024
TOTAL VENDOR PB2 ARCHITECTURE & ENGINEERING				2,695.49		
VENDOR NAME: PLUMBING INSPECTORS ASSOC						
2024	DUES TIM PIASEW DUES	100-5241-532400	40.00	40.00	BUILDING	02/08/2024
2024	DUES CORRY PIASEW DUES	100-5241-532400	40.00	40.00	BUILDING	02/08/2024
TOTAL VENDOR PLUMBING INSPECTORS ASSOC				80.00		
VENDOR NAME: POINT REAL ESTATE						
011824	Termination BOND TERMINATION - PROJECT COMPLETED	100-0000-211425	2,744.49	2,744.49	FINANCE	02/08/2024
TOTAL VENDOR POINT REAL ESTATE				2,744.49		
VENDOR NAME: PRINT PACK & SHIP CENTER						
41801	DOOR HANGERS-WATER SHUTOFF	610-6920-693000	125.00	125.00	UTILITIES	02/08/2024
TOTAL VENDOR PRINT PACK & SHIP CENTER				125.00		
VENDOR NAME: PROVEN POWER INC						

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 02/08/2024 - 02/08/2024
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 9/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: PROVEN POWER INC						
02-447846	COMPACT TRACTOR SWEEPER PARTS	100-5324-539500	640.88	640.88	DPW	02/08/2024
02-448433	COMPACT TRACTOR OIL SEAL	100-5324-539500	6.92	6.92	DPW	02/08/2024
02-448041	SWEEPER DRIVE SHAFT	100-5324-539500	349.89	349.89	DPW	02/08/2024
TOTAL VENDOR PROVEN POWER INC				997.69		
VENDOR NAME: QUILL LLC						
36502558	OFFICE SUPPLIES	100-5211-531100	306.74	306.74	POLICE	02/08/2024
TOTAL VENDOR QUILL LLC				306.74		
VENDOR NAME: REINDERS, INC.						
1953335-00	VILLAGE HALL SIDEWALK SALT	100-5347-531100	685.20	685.20	DPW	02/08/2024
TOTAL VENDOR REINDERS, INC.				685.20		
VENDOR NAME: ROBERTSON, NICOLE						
2024 UNIFORM	2024 UNIFORM ALLOWANCE - ROBERTSON	100-5211-534600	73.82	73.82	POLICE	02/08/2024
TOTAL VENDOR ROBERTSON, NICOLE				73.82		
VENDOR NAME: RUEKERT & MIELKE, INC.						
150124	12-00000.100 General Services	100-5335-521900	1,844.54	4,992.81	FINANCE	12/31/2023
		610-6920-692300	417.39			
		620-8400-852000	417.38			
		500-5344-521900	262.50			
		480-5700-521500	1,213.00			
		100-5341-539500	269.25			
		100-5660-521900	568.75			
150125	12-00000.400 Sewer Utility Services	620-8400-852000	151.25	151.25	FINANCE	12/31/2023
150126	12-10096.300 Deback Drive Infrastructure	200-5335-521900	1,051.40	1,051.40	FINANCE	12/31/2023
150127	12-10098.123 WWTF Phosphorus Assistance	620-8400-852100	437.00	437.00	FINANCE	12/31/2023
150129	12-10131.300 Atkinson Pump Station Capac	620-0000-000104	11,380.54	11,380.54	FINANCE	12/31/2023
150128	12-10131.310 Atkinson Pump Station Capac	620-0000-000104	20,816.86	20,816.86	FINANCE	12/31/2023
150131	12-10135.210B 2023 VUEWorks Annual Servi	620-8400-852000	188.50	188.50	FINANCE	12/31/2023
150134	12-10167.100 WWTF Biosolids Handling & S	620-8400-852000	1,805.00	1,805.00	FINANCE	12/31/2023
150135	12-10169.200 Wells 3 and 4 Radium Remova	610-0000-000109	6,491.62	6,491.62	FINANCE	12/31/2023
150136	12-10175.300 Miniwaukan Park Restroom Bu	480-5700-584900	585.80	585.80	FINANCE	12/31/2023
150137	12-10187.220 North Side EST Renovation /	610-6920-692300	330.75	330.75	FINANCE	12/31/2023
150130	12-10134.100 200 GRAND AVENUE CONDOS / R	100-0000-211425	87.50	87.50	FINANCE	12/31/2023
150132	12-10149.310 EDGEWOOD CONDOS / EROSION C	100-0000-211425	221.73	221.73	FINANCE	12/31/2023
150138	12-10190.100 ST. JOHN'S CHURCH EXPANSION	100-0000-211425	145.01	145.01	FINANCE	12/31/2023
150140	12-92097.306 FAIRWINDS SUBDIVISION / FAI	100-0000-211425	350.00	350.00	FINANCE	12/31/2023
TOTAL VENDOR RUEKERT & MIELKE, INC.				49,035.77		
VENDOR NAME: SIREN SERVICES						
2608	T34 TFT VALVE REPAIR	150-5222-539500	749.29	749.29	FIRE	02/08/2024
TOTAL VENDOR SIREN SERVICES				749.29		
VENDOR NAME: STERICYCLE						
8006014251	PD SHRED SERVICE	100-5211-521900	183.07	183.07	POLICE	02/08/2024
TOTAL VENDOR STERICYCLE				183.07		
VENDOR NAME: SUBWAY						

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
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UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 10/11

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: SUBWAY						
011824	Termination BOND TERMINATION - PROJECT COMPLETED	100-0000-211425	2,500.00	2,500.00	FINANCE	02/08/2024
TOTAL VENDOR SUBWAY				2,500.00		
VENDOR NAME: THE UNIFORM SHOPPE OF GREEN BAY INC						
341043	NEW DISPATCHER UNIFORM	100-5211-534700	196.85	196.85	POLICE	12/31/2023
341042	NEW DISPATCHER UNIFORM	100-5211-534700	149.90	149.90	POLICE	12/31/2023
341065	NEW OFFICER UNIFORM	100-5212-534700	536.40	536.40	POLICE	12/31/2023
341045	NEW OFFICER UNIFORM	100-5212-534700	53.95	53.95	POLICE	12/31/2023
TOTAL VENDOR THE UNIFORM SHOPPE OF GREEN BAY INC				937.10		
VENDOR NAME: TITAN PUBLIC SAFETY SOLUTIONS						
5740	TIPPS ANNUAL SUPPORT	100-5120-522900	6,560.00	6,560.00	FINANCE	02/08/2024
TOTAL VENDOR TITAN PUBLIC SAFETY SOLUTIONS				6,560.00		
VENDOR NAME: T-MOBILE						
JANUARY 2024	T-MOBILE INVOICE	150-5221-522500	429.76	429.76	FIRE	02/08/2024
TOTAL VENDOR T-MOBILE				429.76		
VENDOR NAME: TOWN OF OTTAWA						
1294	MILITARY BALLOT ENVELOPES	100-5144-531200	43.80	43.80	CLERK	02/08/2024
TOTAL VENDOR TOWN OF OTTAWA				43.80		
VENDOR NAME: TRANSCENDENT TECHNOLOGIES						
M7254	TAX PROGRAMING WALWORTH MSD LEVY ISSUE	100-5142-539900	2,357.50	2,357.50	CLERK	02/08/2024
TOTAL VENDOR TRANSCENDENT TECHNOLOGIES				2,357.50		
VENDOR NAME: UNITED STATES ALLIANCE FIRE PROTECT						
1046-F119388	VILLAGE HALL ELEVATOR FIRE ALARM REPLACE	100-5160-539500	11,365.00	11,365.00	DPW	12/31/2023
TOTAL VENDOR UNITED STATES ALLIANCE FIRE PROTECT				11,365.00		
VENDOR NAME: USA BLUEBOOK						
INV00256030	METER GASKETS	610-6453-664100	40.95	40.95	UTILITIES	02/08/2024
INV00249448	LAB SUPPLIES	620-8010-826000	1,729.47	1,729.47	UTILITIES	02/08/2024
TOTAL VENDOR USA BLUEBOOK				1,770.42		
VENDOR NAME: VANGUARD COMPUTERS INC						
60918	COMPUTERS FOR DISPATCH REMODEL	430-5700-571100	2,498.12	2,498.12	POLICE	02/08/2024
TOTAL VENDOR VANGUARD COMPUTERS INC				2,498.12		
VENDOR NAME: VERIZON WIRELESS						
9954120929	2024 JANUARY CELL BILL ACCT# 885503900-0	100-5323-522500	21.67	265.94	ALLOCATE	02/08/2024
			610-6920-692100	122.13		
			620-8400-851000	122.14		

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: VERIZON WIRELESS						
9954120928	JANUARY 2024 PHONE BILL	100-5141-522500	76.84	874.47	ALLOCATE	02/08/2024
		100-5241-522500	90.98			
		100-5323-522500	334.70			
		610-6920-692100	165.40			
		620-8400-851000	165.40			
		100-5632-522500	41.15			
9953325686	VERIZON LP INVOICE	150-5221-522500	50.10	50.10	FIRE	12/31/2023
TOTAL VENDOR VERIZON WIRELESS				1,190.51		
VENDOR NAME: WALWORTH CTY SECURITY ALARMS LLC						
17535	MESEUM SECURITY UPGRADES	100-5512-582100	525.00	525.00	DPW	02/08/2024
TOTAL VENDOR WALWORTH CTY SECURITY ALARMS LLC				525.00		
VENDOR NAME: WAUKESHA COUNTY EMERGENCY						
605	STAFF ID CARDS	150-5222-531100	0.75	0.75	FIRE	02/08/2024
TOTAL VENDOR WAUKESHA COUNTY EMERGENCY				0.75		
VENDOR NAME: WCEDA						
1455	WCEDA DUES	100-5670-532400	500.00	500.00	ADMIN	02/08/2024
TOTAL VENDOR WCEDA				500.00		
VENDOR NAME: WI DEPT OF JUSTICE-TIME						
455TIME-0000015425	WI DOJ BADGERNET AND TIME SYSTEM ACCESS	100-5211-522900	2,218.50	2,218.50	POLICE	02/08/2024
TOTAL VENDOR WI DEPT OF JUSTICE-TIME				2,218.50		
VENDOR NAME: WI MUNICIPAL JUDGES ASSOCIATION						
2024 DUES	2024 DUES	100-5120-532400	100.00	100.00	FINANCE	02/08/2024
TOTAL VENDOR WI MUNICIPAL JUDGES ASSOCIATION				100.00		
GRAND TOTAL:				275,673.36		

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 37913 - 37933

Page 1/2

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
01/15/2024	GEN	37913	IMIL1977004	ALSCO	OUTSIDE SERVICES	531000	5511	79.42
01/15/2024	GEN	37914#	1ML4-C17D-VNKQ	AMAZON CAPITOL SERVICES	OPERATIONAL SUPPLIES	531100	5511	212.44
			1FKV-J39R-VPQV		THINGERY MAINTENANCE	531800	5511	26.98
			1JYJ-TT4G-XP7D		PROGRAMMING	533100	5511	58.84
			1LPT-6FC9-VWGQ		AV MATERIAL	532900	5700	49.88
			1DTV-M41L-TMJD		AV MATERIAL	532900	5700	82.82
			1VCL-FKMX-TFMP		EQUIPMENT LESS THAN \$5000	581100	5700	2,462.80
			CHECK GEN 37914 TOTAL FOR FUN					
01/15/2024	GEN	37915	51632	AMERICA AQUARIA	OUTSIDE SERVICES	531000	5511	85.00
01/15/2024	GEN	37916	TIG-24-5416	ASSETTIGER	ELECTRONIC TOOLS & SERVICES	534000	5511	110.00
01/15/2024	GEN	37917	2038001352	BAKER & TAYLOR INC.	BOOKS	532800	5700	6.42
			2038001353		BOOKS	532800	5700	19.47
			CHECK GEN 37917 TOTAL FOR FUN					
01/15/2024	GEN	37918	2440	BERNSTEIN & ASSOCIATES, LLC	DONATED FUND EXPENDITURES	580600	5890	760.00
01/15/2024	GEN	37919	2133626	BLACKSTONE PUBLISHING	AV MATERIAL	532900	5700	73.88
01/15/2024	GEN	37920	B6715605	BRODART	BOOKS	532800	5700	822.54
			B6720439		BOOKS	532800	5700	149.93
			CHECK GEN 37920 TOTAL FOR FUN					
01/15/2024	GEN	37921	505-0000086443	DEPARTMENT OF ADMINISTRATION	DATA LINES	534300	5511	600.00
01/15/2024	GEN	37922	DECEMBER	ERIC HUEMMER	MILEAGE	533200	5511	21.62
01/15/2024	GEN	37923	35596418	GREAT AMERICAN FINANCIAL SVCS	CONTRACTUAL SERVICES	522000	5511	353.14
01/15/2024	GEN	37924	11524	HINZ TANYA	PROGRAMMING	533100	5511	60.00
			2724		PROGRAMMING	533100	5511	60.00
			CHECK GEN 37924 TOTAL FOR FUN					
01/15/2024	GEN	37925	3118855	IMPACT ACQUISITIONS, LLC	CONTRACTUAL SERVICES	522000	5511	290.05
01/15/2024	GEN	37926	848	KLASSY KLEANERS	OUTSIDE SERVICES	531000	5511	1,200.00
01/15/2024	GEN	37927	504860007	MIDWEST TAPE	DIGITAL COLLECTIONS	534900	5511	815.49

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 37913 - 37933

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
01/15/2024	GEN	37928	36470192	QUILL LLC	OPERATIONAL SUPPLIES	531100	5511	139.30
			36472454		COLLECTION MAINTENANCE & REPAIR	531600	5511	803.80
				CHECK GEN 37928 TOTAL FOR FUN				943.10
01/15/2024	GEN	37929	16799	RIVISTAS LLC	PERIODICALS	532600	5511	885.37
			16800		TRAINING & TRAVEL	533500	5511	463.53
				CHECK GEN 37929 TOTAL FOR FUN				1,348.90
01/15/2024	GEN	37930	TR-1539	SMIOTA	ELECTRONIC TOOLS & SERVICES	534000	5511	1,632.00
01/15/2024	GEN	37931	25662	TAYLOR COMPUTER SERVICES, INC	ELECTRONIC TOOLS & SERVICES	534000	5511	130.00
01/15/2024	GEN	37932	1046-F119476	UNITED STATES ALLIANCE FIRE	PCONTRACTUAL SERVICES	522000	5511	1,235.00
01/15/2024	GEN	37933	UT4206789	USA TODAY	NEWSPAPERS	532700	5511	397.51
				Total for fund 440 LIBRARY FUND				14,087.23

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User: MROCKLEY			CHECK NUMBER 759					
DB: Mukwonago			Banks: GEN					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
01/18/2024	GEN	759 (E)	CHARTER COMMUNICATIONS	JANUARY 2024 MONTHLY BILL	100-5120-522500	37.98		
		759 (E)		JANUARY 2024 MONTHLY BILL	100-5141-522500	16.07		
		759 (E)		JANUARY 2024 MONTHLY BILL	100-5142-522500	144.88		
		759 (E)		JANUARY 2024 MONTHLY BILL	100-5145-522900	70.80		
		759 (E)		JANUARY 2024 MONTHLY BILL	100-5160-522500	29.50		
		759 (E)		JANUARY 2024 MONTHLY BILL	100-5211-522500	444.29		
		759 (E)		JANUARY 2024 MONTHLY BILL	100-5241-522500	41.24		
		759 (E)		JANUARY 2024 MONTHLY BILL	100-5323-522500	74.49		
		759 (E)		JANUARY 2024 MONTHLY BILL	100-5512-522500	177.96		
		759 (E)		JANUARY 2024 MONTHLY BILL	150-5221-522500	370.99		
		759 (E)		JANUARY 2024 MONTHLY BILL	410-5363-522500	4.60		
		759 (E)		JANUARY 2024 MONTHLY BILL	440-5511-522500	296.50		
		759 (E)		JANUARY 2024 MONTHLY BILL	500-5344-522500	2.30		
		759 (E)		JANUARY 2024 MONTHLY BILL	610-6920-692100	39.09		
		759 (E)		JANUARY 2024 MONTHLY BILL	620-8400-851000	39.09		
						1,789.78		
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		1,789.78		

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INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 01/22/2024 - 01/22/2024
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 1/12

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
BONK JASON							
62862	THE HOME DEPOT #4921	12/18/2023	01/22/2024	43.92	0.00	Paid	Y
	STORAGE BINS	MROCKLEY					12/31/2023
	610-6210-662300	OPERATION SUPPLY/EXP-PUMPING		43.92			
DYKSTRA DIANA							
62863	LOCAL GOVERNMENT EDUCATIO	12/15/2023	01/22/2024	289.00	0.00	Paid	Y
	CLERK MASTER ACADEMY	MROCKLEY					01/22/2024
	100-5142-533500	CLERK MASTER ACADEMY		289.00			
DYKSTRA DIANA							
62864	LOCAL GOVERNMENT EDUCATIO	12/18/2023	01/22/2024	149.00	0.00	Paid	Y
	ELECTION ACADEMY RGALLO	MROCKLEY					01/22/2024
	100-5142-533500	ELECTION ACADEMY RGALLO		149.00			
DYKSTRA DIANA							
62865	WM SUPERCENTER #1571	12/19/2023	01/22/2024	112.54	0.00	Paid	Y
	PAPER SUPPLIES AND COOKIES FOR EVENT	MROCKLEY					12/31/2023
	100-5144-531100	OPERATIONAL SUPPLIES		112.54			
DYKSTRA DIANA							
62866	GENOA PIZZA	12/20/2023	01/22/2024	38.51	0.00	Paid	Y
	VH CHRISTMAS PARTY	MROCKLEY					12/31/2023
	100-5142-539900	VH CHRISTMAS PARTY		38.51			
KIM CATHRYN							
62867	COLOR CRAFT VINYL	12/16/2023	01/22/2024	14.35	0.00	Paid	Y
	VINYL FOR LETTERS	MROCKLEY					12/31/2023
	440-5511-531100	OPERATIONAL SUPPLIES		14.35			
KIM CATHRYN							
62868	WM SUPERCENTER #1571	12/18/2023	01/22/2024	65.90	0.00	Paid	Y
	GENERAL SUPPLIES	MROCKLEY					12/31/2023
	440-5511-531100	OPERATIONAL SUPPLIES		65.90			
KIM CATHRYN							
62869	WM SUPERCENTER #1571	12/26/2023	01/22/2024	63.98	0.00	Paid	Y
	RETIREMENT PARTY	MROCKLEY					12/31/2023
	440-5890-580600	DONATED FUND EXPENDITURES		63.98			

02/01/2024 09:32 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 01/22/2024 - 01/22/2024
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 2/12

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KREISER ROBERT							
62870	SIRCHIE ACQUISITION COMPA	12/19/2023	01/22/2024	130.74	0.00	Paid	Y
	DRUG TEST KITS AND EVIDENCE TAPE	MROCKLEY					12/31/2023
	100-5213-531100	OPERATIONAL SUPPLIES		130.74			
KREISER ROBERT							
62871	GDIT FAA 34A9CFF	12/20/2023	01/22/2024	5.00	0.00	Paid	Y
	FAA DRONE REGISTRATION	MROCKLEY					12/31/2023
	100-5212-521900	PROFESSIONAL SERVICES		5.00			
KUBIAK MICHAEL							
62872	WAL-MART #1571	12/29/2023	01/22/2024	64.04	0.00	Paid	Y
	SQUAD SUPPLIES	MROCKLEY					12/31/2023
	100-5212-531100	OPERATIONAL SUPPLIES		64.04			
SCHARF ERIN							
62873	WI CODE UPDATES	12/22/2023	01/22/2024	1,375.00	0.00	Paid	Y
	UDC COMMERCIAL BUILDING - PLANNER	MROCKLEY					12/31/2023
	100-5632-533500	UDC COMMERCIAL BUILDING - PLANNER		1,375.00			
SMITH JAMES A							
62874	WAL-MART #1571	12/27/2023	01/22/2024	12.06	0.00	Paid	Y
	LAB SUPPLIES	MROCKLEY					12/31/2023
	620-8010-826000	LABORATORY		12.06			
STIEN JEFFREY R							
62875	AMZN MKTP US*197G62GI3	12/17/2023	01/22/2024	39.97	0.00	Paid	Y
	LABLE MAKER TAPE	MROCKLEY					12/31/2023
	150-5221-531100	OPERATIONAL SUPPLIES		39.97			
STIEN JEFFREY R							
62876	WM SUPERCENTER #1571	12/20/2023	01/22/2024	0.15	0.00	Paid	Y
	STAFF PICTURE	MROCKLEY					12/31/2023
	150-5221-531100	OPERATIONAL SUPPLIES		0.15			
STIEN JEFFREY R							
62877	AMERICAN HEART SHOPCPR	12/21/2023	01/22/2024	816.00	0.00	Paid	Y
	CPR ONLINE CLASSES	MROCKLEY					12/31/2023
	150-5232-533500	TRAINING & TRAVEL		816.00			

02/01/2024 09:32 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/22/2024 - 01/22/2024
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

Page: 3/12

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
STIEN JEFFREY R							
62878	GALLS	12/21/2023	01/22/2024	340.84	0.00	Paid	Y
	OFFICER UNIFORMS	MROCKLEY					12/31/2023
	150-5221-534600	CLOTHING ALLOWANCE		340.84			
STIEN JEFFREY R							
62879	AMZN MKTP US*YK3AF31X3	12/26/2023	01/22/2024	129.99	0.00	Paid	Y
	STATION INTERNET	MROCKLEY					12/31/2023
	150-5221-531100	OPERATIONAL SUPPLIES		129.99			
STIEN JEFFREY R							
62880	TRACTOR SUPPLY #339	12/29/2023	01/22/2024	65.88	0.00	Paid	Y
	WATER SOFTNER SALT	MROCKLEY					12/31/2023
	150-5221-531100	OPERATIONAL SUPPLIES		65.88			
STIEN JEFFREY R							
62881	GALLS	12/29/2023	01/22/2024	563.31	0.00	Paid	Y
	OFFICER UNIFORMS	MROCKLEY					12/31/2023
	150-5221-534600	CLOTHING ALLOWANCE		563.31			
STREIT DANIEL							
62882	EAGLE ENGRAVING INC	12/20/2023	01/22/2024	142.95	0.00	Paid	Y
	CROSSING GUARD AWARD	MROCKLEY					12/31/2023
	100-5211-539900	OTHER		142.95			
STREIT DANIEL							
62883	AMZN MKTP US*RG64204V3	12/23/2023	01/22/2024	20.98	0.00	Paid	Y
	DRONE REPAIR PARTS	MROCKLEY					12/31/2023
	100-5212-539500	REPAIRS & MAINTENANCE		20.98			
STREIT DANIEL							
62884	AMZN MKTP US*FH4524LX3	12/26/2023	01/22/2024	29.00	0.00	Paid	Y
	PD DECORATIONS	MROCKLEY					12/31/2023
	340-5890-580602	POLICE DESIGNATED FUND EXPENDITURES		29.00			
STREIT DANIEL							
62885	US BANK	12/28/2023	01/22/2024	(29.00)	0.00	Paid	Y
	PD DECORATIONS RETURN	MROCKLEY					12/31/2023
	340-5890-580602	POLICE DESIGNATED FUND EXPENDITURES		(29.00)			

02/01/2024 09:32 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/22/2024 - 01/22/2024
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

Page: 4/12

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
SUKOWATY JAYME							
62886	WAL-MART #1571	12/26/2023	01/22/2024	27.93	0.00	Paid	Y
	CLEANING SUPPLIES	MROCKLEY					12/31/2023
	620-8010-827000	OPERATION SUPPLY/EXPENSE		27.93			
SURA MATTHEW J							
62887	JP CUSTOM LEATHERWORKS	12/19/2023	01/22/2024	1,358.18	0.00	Paid	Y
	APPARATUS RADIO STRAPS	MROCKLEY					12/31/2023
	150-5700-571300	FIRE DEPT CAPITAL EQUIP		1,358.18			
SURA MATTHEW J							
62888	MYCASEBUILDER	12/19/2023	01/22/2024	233.70	0.00	Paid	Y
	AMBULANCE DRAWER CASES	MROCKLEY					12/31/2023
	150-5231-531100	OPERATIONAL SUPPLIES		233.70			
ARMOUR ABBY							
62889	GETSLING.COM	01/03/2024	01/22/2024	673.20	0.00	Paid	Y
	ANNUAL SUBSCRIPTION	MROCKLEY					01/22/2024
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		673.20			
ARMOUR ABBY							
62890	MY-STICKY-ELEMENTS - B	01/05/2024	01/22/2024	29.25	0.00	Paid	Y
	ANNUAL SUBSCRIPTION	MROCKLEY					01/22/2024
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		29.25			
ARMOUR ABBY							
62891	WISCONSIN LIBRARY ASSOCIA	01/08/2024	01/22/2024	25.00	0.00	Paid	Y
	LEGISLATIVE DAY REGISTRATION	MROCKLEY					01/22/2024
	440-5511-533500	TRAINING & TRAVEL		25.00			
ARMOUR ABBY							
62892	WISCONSIN LIBRARY ASSOCIA	01/12/2024	01/22/2024	135.00	0.00	Paid	Y
	LEGISLATIVE DAY REGISTRATION	MROCKLEY					01/22/2024
	440-5511-533500	TRAINING & TRAVEL		135.00			
ARMOUR ABBY							
62893	MAXI AIDS INC	01/12/2024	01/22/2024	69.85	0.00	Paid	Y
	KEYBOARDS	MROCKLEY					01/22/2024
	440-5511-581100	EQUIPMENT LESS THAN \$5000		69.85			

02/01/2024 09:32 AM		INVOICE REGISTER REPORT FOR MUKWONAGO				Page: 5/12	
User: MROCKLEY		EXP CHECK RUN DATES 01/22/2024 - 01/22/2024					
DB: Mukwonago		JOURNALIZED PAID					
		BANK CODE: GEN - CHECK TYPE: EFT					
		CREDIT CARD TRANSACTIONS FOR BOARD					
		SORTED BY CARDHOLDER					
Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
BITTNER RONALD							
62894	GENOA PIZZA	01/10/2024	01/22/2024	61.71	0.00	Paid	Y
	STAFF TRAINING LUNCH	MROCKLEY					01/22/2024
	100-5323-533500	TRAINING & TRAVEL		61.71			
BONK JASON							
62895	USPS PO 5657100149	01/03/2024	01/22/2024	4.85	0.00	Paid	Y
	POSTAGE FOR FLUORIDE SAMPLE	MROCKLEY					01/22/2024
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		4.85			
BROWN DAVID							
62896	WISCONSIN WASTEWATER OPER	01/11/2024	01/22/2024	89.00	0.00	Paid	Y
	TRAINING-MIDWEST OPERATOR EXPO	MROCKLEY					01/22/2024
	610-6920-693000	MISC GENERAL EXPENSES		44.50			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		44.50			
DEMOTTO CHRIS							
62897	AMAZON.COM*TK5ZI62L0	01/05/2024	01/22/2024	129.96	0.00	Paid	Y
	STREAMLIGHT FLASHLIGHT	MROCKLEY					01/22/2024
	100-5212-531100	OPERATIONAL SUPPLIES		129.96			
DOHERTY DIANA							
62898	LOCAL GOVERNMENT EDUCATIO	01/02/2024	01/22/2024	25.00	0.00	Paid	Y
	WGFOA ANNUAL MEMBERSHIP	MROCKLEY					01/22/2024
	100-5145-532400	MEMBERSHIP DUES		25.00			
DYKSTRA DIANA							
62899	NIU OUTREACH	01/08/2024	01/22/2024	245.00	0.00	Paid	Y
	WCMA WINTER CONF 2024	MROCKLEY					01/22/2024
	100-5141-533500	WCMA WINTER CONF 2024		245.00			
DYKSTRA DIANA							
62900	VBS*VONAGE BUSINESS	01/12/2024	01/22/2024	1,542.61	0.00	Paid	Y
	JANUARY 2024 VONAGE PHONE BILL	MROCKLEY					01/22/2024
	100-5141-522500	TELEPHONE		19.60			
	100-5142-522500	TELEPHONE		78.65			
	100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE		78.37			
	100-5241-522500	TELEPHONE		58.80			
	100-5632-522500	TELEPHONE		19.60			
	100-5323-522500	TELEPHONE		39.45			
	100-5512-522500	TELEPHONE		19.60			

02/01/2024 09:32 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/22/2024 - 01/22/2024
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

Page: 6/12

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
	100-5120-522500	TELEPHONE		19.60			
	100-5211-522500	TELEPHONE		366.99			
	150-5221-522500	TELEPHONE		358.02			
	440-5511-522500	TELEPHONE		400.29			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		41.82			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		41.82			
KIM CATHRYN							
62901	NETFLIX.COM	01/01/2024	01/22/2024	22.99	0.00	Paid	Y
	1/1/24-1/31/24 STREAMING SERVICE	MROCKLEY					01/22/2024
	440-5511-531800	THINGERY MAINTENANCE		22.99			
KIM CATHRYN							
62902	ADAGIO TEAS	01/03/2024	01/22/2024	37.75	0.00	Paid	Y
	TEA FOR GIVEAWAYS	MROCKLEY					01/22/2024
	440-5890-580600	DONATED FUND EXPENDITURES		37.75			
KIM CATHRYN							
62903	SIGNUPGENIUS	01/03/2024	01/22/2024	202.40	0.00	Paid	Y
	AARP SIGN UP	MROCKLEY					01/22/2024
	440-5511-533300	OUTREACH		202.40			
KIM CATHRYN							
62904	SIGNUPGENIUS	01/05/2024	01/22/2024	230.62	0.00	Paid	Y
	METASPACE SIGN UP	MROCKLEY					01/22/2024
	440-5511-531700	METASPACE MAINTENANCE		230.62			
KIM CATHRYN							
62905	WAL-MART #1571	01/11/2024	01/22/2024	17.92	0.00	Paid	Y
	PROGRAM SUPPLIES	MROCKLEY					01/22/2024
	440-5511-533100	PROGRAMMING		17.92			
KUBIAK MICHAEL							
62906	AMZN MKTP US*HS0JL87N3	01/04/2024	01/22/2024	74.95	0.00	Paid	Y
	NEW SQUAD FLOOR MATS	MROCKLEY					01/22/2024
	100-5212-539500	REPAIRS & MAINTENANCE		74.95			
KUBIAK MICHAEL							
62907	WWW.AMAZON.COM* 1241	01/08/2024	01/22/2024	18.32	0.00	Paid	Y
	SQUAD TRUNK EQUIPMENT	MROCKLEY					01/22/2024
	100-5212-531100	OPERATIONAL SUPPLIES		18.32			

02/01/2024 09:32 AM

User: MROCKLEY

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 01/22/2024 - 01/22/2024
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

Page: 7/12

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
SMITH JAMES A							
62908	THE HOME DEPOT #4921	01/08/2024	01/22/2024	19.98	0.00	Paid	Y
	PLASTIC WRAP	MROCKLEY					01/22/2024
	620-8010-827000	OPERATION SUPPLY/EXPENSE		19.98			
STIEN JEFFREY R							
62909	FULLY PROMOTED WAUKESHA	01/04/2024	01/22/2024	140.70	0.00	Paid	Y
	CLOTHING BARKOW	MROCKLEY					01/22/2024
	150-5221-534600	CLOTHING ALLOWANCE		140.70			
STIEN JEFFREY R							
62910	AMZN MKTP US*RT44S3L60	01/07/2024	01/22/2024	45.70	0.00	Paid	Y
	EMS SUPPLIES	MROCKLEY					01/22/2024
	150-5231-531100	OPERATIONAL SUPPLIES		45.70			
STIEN JEFFREY R							
62911	METRO MARKET #384	01/09/2024	01/22/2024	20.95	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					01/22/2024
	150-5221-531100	OPERATIONAL SUPPLIES		20.95			
STIEN JEFFREY R							
62912	AMAZON.COM*TK51K7DC1	01/09/2024	01/22/2024	118.38	0.00	Paid	Y
	CLOTHING PIERCE	MROCKLEY					01/22/2024
	150-5221-534600	CLOTHING ALLOWANCE		118.38			
STIEN JEFFREY R							
62913	WCTC MARKETPLACE	01/10/2024	01/22/2024	240.00	0.00	Paid	Y
	WCTC FIRE INSPECTOR EXAMS STIEN-	MROCKLEY					01/22/2024
	150-5221-533500	TRAINING & TRAVEL		160.00			
	150-5223-533500	TRAINING & TRAVEL		80.00			
STIEN JEFFREY R							
62914	KWIK TRIP 28200002824	01/13/2024	01/22/2024	10.68	0.00	Paid	Y
	INSPECTOR CLASS	MROCKLEY					01/22/2024
	150-5223-531100	OPERATIONAL SUPPLIES		10.68			
SURA MATTHEW J							
62915	ZOOM.US 888-799-9666	01/03/2024	01/22/2024	159.90	0.00	Paid	Y
	ZOOM 2024	MROCKLEY					01/22/2024
	150-5223-533500	TRAINING & TRAVEL		79.95			
	150-5232-533500	TRAINING & TRAVEL		79.95			

02/01/2024 09:32 AM
User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/22/2024 - 01/22/2024
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

Page: 8/12

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
SURA MATTHEW J							
62916	DRAGONFLY * MUKWONAGO	01/04/2024	01/22/2024	242.55	0.00	Paid	Y
	CLOTHING PIERCE	MROCKLEY					01/22/2024
	150-5221-534600	CLOTHING ALLOWANCE		242.55			
SURA MATTHEW J							
62917	FULLY PROMOTED WAUKESHA	01/04/2024	01/22/2024	202.65	0.00	Paid	Y
	CLOTHING ROUSH	MROCKLEY					01/22/2024
	150-5221-534600	CLOTHING ALLOWANCE		202.65			
SURA MATTHEW J							
62918	MYCASEBUILDER	01/04/2024	01/22/2024	22.48	0.00	Paid	Y
	MEDICATION CASES FOR SHIPPING	MROCKLEY					01/22/2024
	150-5231-531100	OPERATIONAL SUPPLIES		22.48			
SURA MATTHEW J							
62919	US BANK	01/05/2024	01/22/2024	(202.65)	0.00	Paid	Y
	CREDIT FOR DUPLICATE CHARGE	MROCKLEY					01/22/2024
	150-5221-534600	CLOTHING ALLOWANCE		(202.65)			
SURA MATTHEW J							
62920	FULLY PROMOTED WAUKESHA	01/05/2024	01/22/2024	202.65	0.00	Paid	Y
	CLOTHING- ROUSH DUPLICATE CHARGE	MROCKLEY					01/22/2024
	150-5221-534600	CLOTHING ALLOWANCE		202.65			
SURA MATTHEW J							
62921	SMARTSIGN	01/08/2024	01/22/2024	161.70	0.00	Paid	Y
	SMART SIGN COLD WEATHER LABELS	MROCKLEY					01/22/2024
	150-5231-531100	OPERATIONAL SUPPLIES		161.70			
SURA MATTHEW J							
62922	APPLE.COM/BILL	01/08/2024	01/22/2024	0.99	0.00	Paid	Y
	APPLE STORAGE	MROCKLEY					01/22/2024
	150-5231-531100	OPERATIONAL SUPPLIES		0.99			
SURA MATTHEW J							
62923	WAL-MART #1571	01/09/2024	01/22/2024	19.94	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					01/22/2024
	150-5221-531100	OPERATIONAL SUPPLIES		19.94			

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

Purchase Card Vendor: 0002 US BANK

WILHARMS MICHAEL							
62924	ISA	01/03/2024	01/22/2024	228.00	0.00	Paid	Y
	WEGNER ASA 2024	MROCKLEY					01/22/2024
	100-5300-532400	MEMBERSHIP DUES		228.00			

ZAESKE DEBBIE							
62925	APCO INTERNATIONAL INC	01/04/2024	01/22/2024	726.00	0.00	Paid	Y
	ANNUAL APCO TRAINING ILLUMINATIONS	MROCKLEY					01/22/2024
	100-5211-533500	TRAINING & TRAVEL		726.00			

Total Purchase Card Vendor: 0002 US BANK	12,099.90	0.00
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# of Invoices:	62	# Due:	0	Totals:	12,331.55	0.00
# of Credit Memos:	2	# Due:	0	Totals:	(231.65)	0.00
Net of Invoices and Credit Memos:					12,099.90	0.00

--- TOTALS BY GL DISTRIBUTION ---

100-5120-522500	TELEPHONE	19.60
100-5141-522500	TELEPHONE	19.60
100-5141-533500	TRAINING & TRAVEL	245.00
100-5142-522500	TELEPHONE	78.65
100-5142-533500	TRAINING & TRAVEL	438.00
100-5142-539900	OTHER	38.51
100-5144-531100	OPERATIONAL SUPPLIES	112.54
100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE	78.37
100-5145-532400	MEMBERSHIP DUES	25.00
100-5211-522500	TELEPHONE	366.99
100-5211-533500	TRAINING & TRAVEL	726.00
100-5211-539900	OTHER	142.95
100-5212-521900	PROFESSIONAL SERVICES	5.00
100-5212-531100	OPERATIONAL SUPPLIES	212.32
100-5212-539500	REPAIRS & MAINTENANCE	95.93
100-5213-531100	OPERATIONAL SUPPLIES	130.74
100-5241-522500	TELEPHONE	58.80
100-5300-532400	MEMBERSHIP DUES	228.00
100-5323-522500	TELEPHONE	39.45
100-5323-533500	TRAINING & TRAVEL	61.71

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/22/2024 - 01/22/2024
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

Page: 10/12

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	100-5512-522500	TELEPHONE		19.60			
	100-5632-522500	TELEPHONE		19.60			
	100-5632-533500	TRAINING & TRAVEL		1,375.00			
	150-5221-522500	TELEPHONE		358.02			
	150-5221-531100	OPERATIONAL SUPPLIES		276.88			
	150-5221-533500	TRAINING & TRAVEL		160.00			
	150-5221-534600	CLOTHING ALLOWANCE		1,608.43			
	150-5223-531100	OPERATIONAL SUPPLIES		10.68			
	150-5223-533500	TRAINING & TRAVEL		159.95			
	150-5231-531100	OPERATIONAL SUPPLIES		464.57			
	150-5232-533500	TRAINING & TRAVEL		895.95			
	150-5700-571300	FIRE DEPT CAPITAL EQUIP		1,358.18			
	440-5511-522500	TELEPHONE		400.29			
	440-5511-531100	OPERATIONAL SUPPLIES		80.25			
	440-5511-531700	METASPACE MAINTENANCE		230.62			
	440-5511-531800	THINGERY MAINTENANCE		22.99			
	440-5511-533100	PROGRAMMING		17.92			
	440-5511-533300	OUTREACH		202.40			
	440-5511-533500	TRAINING & TRAVEL		160.00			
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		702.45			
	440-5511-581100	EQUIPMENT LESS THAN \$5000		69.85			
	440-5890-580600	DONATED FUND EXPENDITURES		101.73			
	610-6210-662300	OPERATION SUPPLY/EXP-PUMPING		43.92			
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		4.85			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		41.82			
	610-6920-693000	MISC GENERAL EXPENSES		44.50			
	620-8010-826000	LABORATORY		12.06			
	620-8010-827000	OPERATION SUPPLY/EXPENSE		47.91			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		41.82			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		44.50			

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/22/2024 - 01/22/2024
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

Page: 11/12

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			4,537.36	0.00		
	150 - FIRE/AMBULANCE FUND			5,292.66	0.00		
	340 - VILLAGE DESIGNATED FUND			0.00	0.00		
	440 - LIBRARY FUND			1,988.50	0.00		
	610 - WATER UTILITY FUND			135.09	0.00		
	620 - SEWER UTILITY FUND			146.29	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5120 - MUNICIPAL COURT			19.60	0.00		
	5141 - VILLAGE ADMINISTRATOR			264.60	0.00		
	5142 - CLERK-TREASURER			555.16	0.00		
	5144 - ELECTIONS			112.54	0.00		
	5145 - FINANCE DEPARTMENT			103.37	0.00		
	5211 - POLICE ADMINISTRATION			1,235.94	0.00		
	5212 - POLICE PATROL			313.25	0.00		
	5213 - CRIME INVESTIGATION			130.74	0.00		
	5221 - FIRE ADMINISTRATION			2,403.33	0.00		
	5223 - FIRE TRAINING			170.63	0.00		
	5231 - AMBULANCE			464.57	0.00		
	5232 - AMBULANCE TRAINING			895.95	0.00		
	5241 - BUILDING INSPECTOR			58.80	0.00		
	5300 - DPW GENERAL ADMINISTRATION			228.00	0.00		
	5323 - GARAGE			101.16	0.00		
	5511 - LIBRARY SERVICES			1,886.77	0.00		
	5512 - MUSEUM			19.60	0.00		
	5632 - PLANNING DEPARTMENT			1,394.60	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			1,358.18	0.00		
	5890 - USE OF DESIGNATED FUNDS			101.73	0.00		
	6210 - PUMPING MAINTENANCE			43.92	0.00		
	6300 - WATER TREATMENT OPERATIONS			4.85	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			86.32	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			59.97	0.00		
	8400 - ADMINISTRATIVE & GENERAL			86.32	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0366			25.00			
	0408			228.00			
	0707			655.91			
	1128			726.00			
	1275			89.00			

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/22/2024 - 01/22/2024
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BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	3049			27.93			
	3064			129.96			
	4175			135.74			
	5177			2,376.66			
	5311			932.30			
	5538			163.93			
	5540			1,375.00			
	5724			2,402.09			
	6370			2,532.55			
	6721			157.31			
	7403			32.04			
	8764			48.77			
	9708			61.71			

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/05/2024 - 01/05/2024
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: PAPER CHECK
WE ENERGIES REPORT FOR BOARD

Page: 1/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
4859087210 62655	WE ENERGIES 0700126680-00001 Digester Gas 620-8010-821200	12/29/2023 MROCKLEY	12/29/2023	0.00 0.00	0.00	Paid	Y 12/31/2023
4859087210 62656	WE ENERGIES 0700126680-00002 Well #3 Elec 610-6200-662200	12/29/2023 MROCKLEY	12/29/2023	0.00 0.00	0.00	Paid	Y 12/31/2023
4859087210 62657	WE ENERGIES 0700126680-00003 Street Lights 100-5342-522200	12/29/2023 MROCKLEY	12/29/2023	4,083.51 4,083.51	0.00	Paid	Y 12/31/2023
4859087210 62658	WE ENERGIES 0700126680-00004 Greenwald 610-6200-662200	12/29/2023 MROCKLEY	12/29/2023	243.82 243.82	0.00	Paid	Y 12/31/2023
4859087210 62659	WE ENERGIES 0700126680-00005 Booster Station 610-6200-662200	12/29/2023 MROCKLEY	12/29/2023	640.80 640.80	0.00	Paid	Y 12/31/2023
4859087210 62660	WE ENERGIES 0700126680-00007 1240 N. Rochester 620-8020-821000	12/29/2023 MROCKLEY	12/29/2023	129.08 129.08	0.00	Paid	Y 12/31/2023
4859087210 62661	WE ENERGIES 0700126680-00008 Police Garage 100-5211-522200	12/29/2023 MROCKLEY	12/29/2023	202.85 202.85	0.00	Paid	Y 12/31/2023
4859087210 62662	WE ENERGIES 0700126680-00009 Fld Prk Baseball 100-5521-522200	12/29/2023 MROCKLEY	12/29/2023	22.10 22.10	0.00	Paid	Y 12/31/2023
4859087210 62663	WE ENERGIES 0700126680-00010 Fox River View 620-8020-821000	12/29/2023 MROCKLEY	12/29/2023	215.35 215.35	0.00	Paid	Y 12/31/2023

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/05/2024 - 01/05/2024
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: PAPER CHECK
WE ENERGIES REPORT FOR BOARD

Page: 2/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4859087210 62664	WE ENERGIES 0700126680-000011 DPW Elec 100-5323-522200	12/29/2023 MROCKLEY 0700126680-000011 DPW Elec	12/29/2023	475.54 475.54	0.00	Paid	Y 12/31/2023
4859087210 62665	WE ENERGIES 0700126680-000012 Fire 150-5221-522200	12/29/2023 MROCKLEY 0700126680-000012 Fire	12/29/2023	2,134.82 2,134.82	0.00	Paid	Y 12/31/2023
4859087210 62666	WE ENERGIES 0700126680-000013 police-CTH E N of 100-5211-522200	12/29/2023 MROCKLEY 0700126680-000013 police-CTH E N of Sugd	12/29/2023	21.16 21.16	0.00	Paid	Y 12/31/2023
4859087210 62667	WE ENERGIES 0700126680-000014 Hall 100-5160-522200	12/29/2023 MROCKLEY 0700126680-000014 Hall	12/29/2023	1,487.57 1,487.57	0.00	Paid	Y 12/31/2023
4859087210 62668	WE ENERGIES 0700126680-000014 Hall Gas 100-5160-522400	12/29/2023 MROCKLEY 0700126680-000014 Hall Gas	12/29/2023	314.99 314.99	0.00	Paid	Y 12/31/2023
4859087210 62669	WE ENERGIES 0700126680-000016 Miniwauken Park 100-5521-522200	12/29/2023 MROCKLEY 0700126680-000016 Miniwauken Park	12/29/2023	62.92 62.92	0.00	Paid	Y 12/31/2023
4859087210 62670	WE ENERGIES 0700126680-000017 Holz Elec 620-8010-821100	12/29/2023 MROCKLEY 0700126680-000017 Holz Elec	12/29/2023	10,541.45 10,541.45	0.00	Paid	Y 12/31/2023
4859087210 62671	WE ENERGIES 0700126680-000018 Parks 100-5521-522200	12/29/2023 MROCKLEY 0700126680-000018 Parks	12/29/2023	18.44 18.44	0.00	Paid	Y 12/31/2023
4859087210 62672	WE ENERGIES 0700126680-000019 Atkinson Pump 620-8020-821000	12/29/2023 MROCKLEY 0700126680-000019 Atkinson Pump	12/29/2023	601.01 601.01	0.00	Paid	Y 12/31/2023

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/05/2024 - 01/05/2024
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: PAPER CHECK
WE ENERGIES REPORT FOR BOARD

Page: 3/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4859087210 62673	WE ENERGIES 0700126680-000020 Well #6 610-6200-662200	12/29/2023 MROCKLEY	12/29/2023	1,028.49 1,028.49	0.00	Paid	Y 12/31/2023
4859087210 62674	WE ENERGIES 0700126680-000021 DPW Gas 100-5323-522400	12/29/2023 MROCKLEY	12/29/2023	551.40 551.40	0.00	Paid	Y 12/31/2023
4859087210 62675	WE ENERGIES 0700126680-000022 Concession 100-5521-522200	12/29/2023 MROCKLEY	12/29/2023	128.20 128.20	0.00	Paid	Y 12/31/2023
4859087210 62676	WE ENERGIES 0700126680-000023 Well #3 Gas 610-6200-662200	12/29/2023 MROCKLEY	12/29/2023	10.23 10.23	0.00	Paid	Y 12/31/2023
4859087210 62677	WE ENERGIES 0700126680-000024 Parks-200 S 100-5342-522200	12/29/2023 MROCKLEY	12/29/2023	33.38 33.38	0.00	Paid	Y 12/31/2023
4859087210 62678	WE ENERGIES 0700126680-000027 Police 100-5211-522200	12/29/2023 MROCKLEY	12/29/2023	1,761.11 1,761.11	0.00	Paid	Y 12/31/2023
4859087210 62679	WE ENERGIES 0700126680-000028 Miniwaukan 100-5521-522200	12/29/2023 MROCKLEY	12/29/2023	25.44 25.44	0.00	Paid	Y 12/31/2023
4859087210 62680	WE ENERGIES 0700126680-000029 F. Park Sump Pump 100-5521-522200	12/29/2023 MROCKLEY	12/29/2023	21.31 21.31	0.00	Paid	Y 12/31/2023
4859087210 62681	WE ENERGIES 0700126680-000031 Holz Gas 620-8010-821200	12/29/2023 MROCKLEY	12/29/2023	214.85 214.85	0.00	Paid	Y 12/31/2023

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/05/2024 - 01/05/2024
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VENDOR CODE: 0034 - CHECK TYPE: PAPER CHECK
WE ENERGIES REPORT FOR BOARD

Page: 4/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4859087210 62682	WE ENERGIES 0700126680-000032 Well #4 Elec 610-6200-662200	12/29/2023 MROCKLEY 0700126680-000032 Well #4 Elec	12/29/2023	2,953.67 2,953.67	0.00	Paid	Y 12/31/2023
4859087210 62683	WE ENERGIES 0700126680-000033 Parks 100-5521-522200	12/29/2023 MROCKLEY 0700126680-000033 Parks	12/29/2023	29.57 29.57	0.00	Paid	Y 12/31/2023
4859087210 62684	WE ENERGIES 0700126680-000034 Street Lights 100-5342-522200	12/29/2023 MROCKLEY 0700126680-000034 Street Lights	12/29/2023	80.24 80.24	0.00	Paid	Y 12/31/2023
4859087210 62685	WE ENERGIES 0700126680-000036 Flashers 100-5211-522200	12/29/2023 MROCKLEY 0700126680-000036 Flashers	12/29/2023	11.20 11.20	0.00	Paid	Y 12/31/2023
4859087210 62686	WE ENERGIES 0700126680-000037 Well #4 Gas 610-6200-662200	12/29/2023 MROCKLEY 0700126680-000037 Well #4 Gas	12/29/2023	90.24 90.24	0.00	Paid	Y 12/31/2023
4859087210 62687	WE ENERGIES 0700126680-000038 Museum 100-5512-522200	12/29/2023 MROCKLEY 0700126680-000038 Museum	12/29/2023	322.11 322.11	0.00	Paid	Y 12/31/2023
4859087210 62688	WE ENERGIES 0700126680-000039 Well #5 610-6200-662200	12/29/2023 MROCKLEY 0700126680-000039 Well #5	12/29/2023	2,499.56 2,499.56	0.00	Paid	Y 12/31/2023
4859087210 62689	WE ENERGIES 0700126680-00043 Outdoor Stage 100-5521-522200	12/29/2023 MROCKLEY 0700126680-00043 Outdoor Stage	12/29/2023	25.60 25.60	0.00	Paid	Y 12/31/2023
4859087210 62690	WE ENERGIES 0709449777-00001 Library Gas 440-5511-522400	12/29/2023 MROCKLEY 0709449777-00001 Library Gas	12/29/2023	693.36 693.36	0.00	Paid	Y 12/31/2023

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 01/05/2024 - 01/05/2024
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: PAPER CHECK
WE ENERGIES REPORT FOR BOARD

Page: 5/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
4859087210 62691	WE ENERGIES 0709449777-00002 Library Elec 440-5511-522200	12/29/2023 MROCKLEY	12/29/2023	4,619.59 4,619.59	0.00	Paid	Y 12/31/2023
4859087210 62692	WE ENERGIES 0712697628-00001 Tower Radio Bldg 100-5211-522200	12/29/2023 MROCKLEY	12/29/2023	29.73 29.73	0.00	Paid	Y 12/31/2023
4859087210 62693	WE ENERGIES 0712697628-00002 Mukw Dam 100-5254-522200	12/29/2023 MROCKLEY	12/29/2023	23.05 23.05	0.00	Paid	Y 12/31/2023
4859087210 62694	WE ENERGIES 0712697628-00003 PD Tower meter 100-5211-522200	12/29/2023 MROCKLEY	12/29/2023	21.31 21.31	0.00	Paid	Y 12/31/2023
4859087210 62695	WE ENERGIES 0712697628-00004 1224 Riverton 620-8020-821000	12/29/2023 MROCKLEY	12/29/2023	172.12 172.12	0.00	Paid	Y 12/31/2023
4859087210 62696	WE ENERGIES 0712697628-00006 Well #7 610-6200-662200	12/29/2023 MROCKLEY	12/29/2023	734.07 734.07	0.00	Paid	Y 12/31/2023
4859087210 62697	WE ENERGIES 0712697628-00007 School Crossing 100-5342-522200	12/29/2023 MROCKLEY	12/29/2023	15.75 15.75	0.00	Paid	Y 12/31/2023
4859087210 62698	WE ENERGIES 0712697628-00008 Field Park Signage 100-5521-522200	12/29/2023 MROCKLEY	12/29/2023	43.07 43.07	0.00	Paid	Y 12/31/2023
4858510920 62699	WE ENERGIES 0700126680-00015 STREET LIGHTS 100-5342-522200	12/29/2023 MROCKLEY	12/29/2023	10,341.67 10,341.67	0.00	Paid	Y 12/31/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
4847785214							
62700	WE ENERGIES	12/29/2023	12/29/2023	65.21	0.00	Paid	Y
	0700126680-00006 Field Park	MROCKLEY					12/31/2023
	100-5521-522200	0700126680-00006 Field Park		65.21			
4847785214							
62701	WE ENERGIES	12/29/2023	12/29/2023	27.29	0.00	Paid	Y
	0700126680-000025 Tower	MROCKLEY					12/31/2023
	610-6200-662200	0700126680-000025 Tower		27.29			
4847785214							
62702	WE ENERGIES	12/29/2023	12/29/2023	113.83	0.00	Paid	Y
	0700126680-00030 Andrews Street	MROCKLEY					12/31/2023
	100-5521-522200	0700126680-00030 Andrews Street		113.83			
4853088864							
62703	WE ENERGIES	12/29/2023	12/29/2023	26.25	0.00	Paid	Y
	0700126680-00048 Miniwauken Park	MROCKLEY					12/31/2023
	100-5521-522200	0700126680-00048 Miniwauken Park		26.25			
# of Invoices:	49	# Due:	0	Totals:	47,908.31	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				47,908.31	0.00		

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	1,487.57
100-5160-522400	GAS	314.99
100-5211-522200	ELECTRIC	2,047.36
100-5254-522200	ELECTRIC	23.05
100-5323-522200	ELECTRIC	475.54
100-5323-522400	GAS	551.40
100-5342-522200	ELECTRIC	14,554.55
100-5512-522200	ELECTRIC	322.11
100-5521-522200	ELECTRIC	581.94
150-5221-522200	ELECTRIC	2,134.82
440-5511-522200	ELECTRIC	4,619.59
440-5511-522400	GAS	693.36
610-6200-662200	FUEL OR POWER PURCHASED	8,228.17
620-8010-821100	WWTP ELECTRIC POWER	10,541.45
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	214.85
620-8020-821000	PUMPING POWER & FUEL	1,117.56

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			20,358.51	0.00		
	150 - FIRE/AMBULANCE FUND			2,134.82	0.00		
	440 - LIBRARY FUND			5,312.95	0.00		
	610 - WATER UTILITY FUND			8,228.17	0.00		
	620 - SEWER UTILITY FUND			11,873.86	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5160 - VILLAGE HALL			1,802.56	0.00		
	5211 - POLICE ADMINISTRATION			2,047.36	0.00		
	5221 - FIRE ADMINISTRATION			2,134.82	0.00		
	5254 - DAMS			23.05	0.00		
	5323 - GARAGE			1,026.94	0.00		
	5342 - STREET LIGHTING			14,554.55	0.00		
	5511 - LIBRARY SERVICES			5,312.95	0.00		
	5512 - MUSEUM			322.11	0.00		
	5521 - PARKS			581.94	0.00		
	6200 - PUMPING OPERATIONS			8,228.17	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			10,756.30	0.00		
	8020 - LIFT STATIONS/PUMPING EQUIP			1,117.56	0.00		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/18/2024	GEN	38012	TREASURER STATE OF WI	DEC 2023 COURT FINES AND FEES	100-0000-242400	2,697.11
01/18/2024	GEN	38013	TREASURER WAUKESHA COUNTY	DEC 2023 COURT FINES & FEES	100-0000-243240	949.00
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		3,646.11

02/01/2024 09:38 AM
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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 752 - 753
Banks: GEN

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/11/2024	GEN	752 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - DEC	100-5142-539900	72.05
		752 (E)		INVOICE CLOUD MONTHLY FEES - DEC	100-5241-539900	69.69
		752 (E)		INVOICE CLOUD MONTHLY FEES - DEC	410-5363-539900	84.46
		752 (E)		INVOICE CLOUD MONTHLY FEES - DEC	610-6920-692100	99.44
		752 (E)		INVOICE CLOUD MONTHLY FEES - DEC	620-8300-840000	84.46
						<hr/> 410.10
01/11/2024	GEN	753 (E)	UKG INC.	PAYROLL PROCESSING FEES DEC 2023	100-5111-539900	96.46
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	100-5120-539900	27.56
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	100-5141-539900	13.78
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	100-5142-539900	27.56
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	100-5145-539900	55.12
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	100-5211-539900	151.58
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	100-5212-539900	124.02
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	100-5213-521900	27.56
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	100-5241-539900	27.56
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	100-5300-539900	137.80
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	100-5632-539900	13.78
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	150-5221-539900	427.18
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	150-5233-531100	82.68
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	440-5511-534000	330.72
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	610-6902-690300	55.12
		753 (E)		PAYROLL PROCESSING FEES DEC 2023	620-8300-840000	41.34
						<hr/> 1,639.82
TOTAL - ALL FUNDS				TOTAL OF 2 CHECKS		2,049.92

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/02/2024	GEN	37821	BUCHHOLZ, LYNN	REFUND UB #4521 - 945 MEADOW VIEW LN	610-0000-142000	1,607.51
		37821		REFUND UB #4521 - 945 MEADOW VIEW LN	620-0000-142000	1,761.61
						<div></div> 3,369.12
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		3,369.12

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/24/2024	GEN	38014	TRUST ACCOUNT OF THE LAW OFFICES OF	SETTLEMENT OF PROPERTY APPRAISAL	250-5700-589800	244,200.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		244,200.00

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 38019
Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/31/2024	GEN	38019	SUNSET SEPTIC	REFUND MR INV #1241 / CENTURY FENCE	620-4600-476400	5,160.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		5,160.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/04/2024	GEN	37885	NORTH SHORE BANK FSB	MARY JO ISELY RETIREMENT SICK LEAVE PAYOUT	440-5511-515800	27,273.60
01/04/2024	GEN	37886	SECURIAN FINANCIAL GROUP INC	JANUARY 2024 ACCIDENTAL INS	100-0000-215305	40.78
		37886		JANUARY 2024 ACCIDENTAL INS	150-0000-215305	10.88
						51.66
01/04/2024	GEN	750 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 01/05/24	100-0000-215250	853.23
		750 (E)		RETIREMENT GW PR 01/05/24	150-0000-215250	1,692.25
						2,545.48
01/04/2024	GEN	751 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 01/05/24 ID	100-0000-215250	4,140.21
		751 (E)		RETIREMENT MS/ICMA PR 01/05/24 ID	150-0000-215250	50.00
		751 (E)		RETIREMENT MS/ICMA PR 01/05/24 ID	440-0000-215250	918.33
		751 (E)		RETIREMENT MS/ICMA PR 01/05/24 ID	500-0000-215250	7.22
		751 (E)		RETIREMENT MS/ICMA PR 01/05/24 ID	610-0000-215250	257.16
		751 (E)		RETIREMENT MS/ICMA PR 01/05/24 ID	620-0000-215250	439.70
						5,812.62
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		35,683.36

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Banks: GEN

Page 1/2

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/18/2024	GEN	37934	AFLAC	ACCOUNT# V1553 JANUARY 2024	100-0000-215302	233.62
		37934		ACCOUNT# V1553 JANUARY 2024	150-0000-215302	338.66
		37934		ACCOUNT# V1553 JANUARY 2024	610-0000-215302	4.32
		37934		ACCOUNT# V1553 JANUARY 2024	620-0000-215302	226.52
						<hr/> 803.12
01/18/2024	GEN	37935	MINNESOTA LIFE INSURANCE	FEBRUARY 2024 LIFE INSURANCE	100-0000-215301	1,159.78
		37935		FEBRUARY 2024 LIFE INSURANCE	150-0000-215301	216.37
		37935		FEBRUARY 2024 LIFE INSURANCE	440-0000-215301	93.82
		37935		FEBRUARY 2024 LIFE INSURANCE	500-0000-215301	0.81
		37935		FEBRUARY 2024 LIFE INSURANCE	610-0000-215301	70.77
		37935		FEBRUARY 2024 LIFE INSURANCE	620-0000-215301	174.28
						<hr/> 1,715.83
01/18/2024	GEN	37936	MUKWONAGO PROFESSIONAL	JANUARY 2024 FIRE UNION DUES	150-0000-215500	900.00
01/18/2024	GEN	37937	MUKWONAGO PROFESSIONAL POLICE	JANUARY 2024 POLICE UNION DUES	100-0000-215500	500.00
01/18/2024	GEN	37938	VILLAGE OF MUKWONAGO MRA	JANUARY 2024 FSA	100-0000-215350	2,316.91
		37938		JANUARY 2024 FSA	150-0000-215350	972.38
		37938		JANUARY 2024 FSA	440-0000-215350	60.00
		37938		JANUARY 2024 FSA	620-0000-215350	202.51
						<hr/> 3,551.80
01/18/2024	GEN	754 (E)	DELTA DENTAL OF WISCONSIN	FEBRUARY 2024 DENTAL PREMIUMS	100-0000-215304	2,444.84
		754 (E)		FEBRUARY 2024 DENTAL PREMIUMS	150-0000-215304	454.92
		754 (E)		FEBRUARY 2024 DENTAL PREMIUMS	440-0000-215304	214.45
		754 (E)		FEBRUARY 2024 DENTAL PREMIUMS	500-0000-215304	1.50
		754 (E)		FEBRUARY 2024 DENTAL PREMIUMS	610-0000-215304	72.71
		754 (E)		FEBRUARY 2024 DENTAL PREMIUMS	620-0000-215304	96.30
						<hr/> 3,284.72
01/18/2024	GEN	755 (E)	DELTA DENTAL OF WISCONSIN	FEBRUARY 2024 VISION PREMIUMS	100-0000-215303	102.68
		755 (E)		FEBRUARY 2024 VISION PREMIUMS	150-0000-215303	30.02
		755 (E)		FEBRUARY 2024 VISION PREMIUMS	440-0000-215303	30.48
		755 (E)		FEBRUARY 2024 VISION PREMIUMS	500-0000-215303	2.34
						<hr/> 165.52
01/18/2024	GEN	756 (E)	EMPLOYEE TRUST FUNDS	FEBRUARY 2024 HEALTH INSURANCE	100-0000-215300	57,125.76

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User: MROCKLEY			CHECK DATE FROM 01/18/2024 - 01/18/2024				
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Check Date	Bank	Check #	Payee	Description	GL #	Amount	
		756 (E)		FEBRUARY 2024 HEALTH INSURANCE	150-0000-215300	18,209.90	
		756 (E)		FEBRUARY 2024 HEALTH INSURANCE	440-0000-215300	5,340.92	
		756 (E)		FEBRUARY 2024 HEALTH INSURANCE	500-0000-215300	296.96	
		756 (E)		FEBRUARY 2024 HEALTH INSURANCE	610-0000-215300	5,257.84	
		756 (E)		FEBRUARY 2024 HEALTH INSURANCE	620-0000-215300	5,860.42	
						92,091.80	
01/18/2024	GEN	757 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 01/19/24	100-0000-215250	637.32	
		757 (E)		RETIREMENT GW PR 01/19/24	150-0000-215250	1,745.30	
						2,382.62	
01/18/2024	GEN	758 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 01/19/24 ID	100-0000-215250	4,023.80	
		758 (E)		RETIREMENT MS/ICMA PR 01/19/24 ID	150-0000-215250	50.00	
		758 (E)		RETIREMENT MS/ICMA PR 01/19/24 ID	440-0000-215250	874.48	
		758 (E)		RETIREMENT MS/ICMA PR 01/19/24 ID	500-0000-215250	47.74	
		758 (E)		RETIREMENT MS/ICMA PR 01/19/24 ID	610-0000-215250	223.07	
		758 (E)		RETIREMENT MS/ICMA PR 01/19/24 ID	620-0000-215250	446.73	
						5,665.82	
			TOTAL - ALL FUNDS	TOTAL OF 10 CHECKS		111,061.23	

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User: MROCKLEY				CHECK NUMBER 761				
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Check Date	Bank	Check #	Payee	Description	GL #	Amount		
01/22/2024	GEN	761 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - DECEMBER 2023	100-0000-215200	39,670.23		
		761 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS	150-0000-215200	26,071.35		
		761 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS	440-0000-215200	5,868.32		
		761 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS	500-0000-215200	4.22		
		761 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS	610-0000-215200	2,549.66		
		761 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS	620-0000-215200	3,283.44		
						77,447.22		
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		77,447.22		

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Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/11/2024	GEN	37906	EAST TROY SCHOOL DISTRICT	JANUARY 2024 TAX SETTLEMENT	720-0000-246200	49,182.18
01/11/2024	GEN	37907	GATEWAY TECHNICAL COLLEGE	JANUARY 2024 TAX SETTLEMENT	720-0000-246300	4,285.68
01/11/2024	GEN	37908	MUKWONAGO AREA SCHOOLS	JANUARY 2024 TAX SETTLEMENT	720-0000-246000	4,030,993.14
01/11/2024	GEN	37909	PHANTOM LAKES MGMT DISTRICT	JANUARY 2024 TAX SETTLEMENT	720-0000-245000	29,801.79
01/11/2024	GEN	37910	WALWORTH CTY TREASURER	JANUARY 2024 TAX SETTLEMENT	720-0000-243110	18,060.89
01/11/2024	GEN	37911	WAUKESHA CTY TREASURER	JANUARY 2024 TAX SETTLEMENT	720-0000-243100	903,657.16
01/11/2024	GEN	37912	WCTC	JANUARY 2024 TAX SETTLEMENT	720-0000-246100	162,785.09
			TOTAL - ALL FUNDS	TOTAL OF 7 CHECKS		5,198,765.93

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/11/2024	GEN	37888	ALDRICH, ANN	PROPERTY TAX OVERPAYMENT MUKV 2010	720-0000-121100	207.76
01/11/2024	GEN	37889	BLATTNER, NICHOLAS JAMES	PROPERTY TAX OVERPAYMENT MUKV 1960 067	720-0000-121100	207.76
01/11/2024	GEN	37890	BOSTER, ANDREW AND KELLEY	PROPERTY TAX OVERPAYMENT MUKV 1978 107	720-0000-121100	993.76
01/11/2024	GEN	37891	CHRISTENSON, GLORIA	PROPERTY TAX OVERPAYMENT MUKV 1974	720-0000-121100	167.38
01/11/2024	GEN	37892	COLLINS, ERIC AND MELISSA	PROPERTY TAX OVERPAYMENT MUKT #AP 00065	720-0000-121100	628.23
01/11/2024	GEN	37893	DICRISTO, SHARON	PROPERTY TAX OVERPAYMENT MUKV	720-0000-121100	3,343.68
01/11/2024	GEN	37894	ELLISON, PATRICIA AND MARK	PROPERTY TAX OVERPAYMENT MUKV 1965 087	720-0000-121100	4,351.31
01/11/2024	GEN	37895	HORN, MATTHEW AND MAGDALENA	PROPERTY TAX OVERPAYMENT MUKT #OR 00007	720-0000-121100	95.90
01/11/2024	GEN	37896	MARIEN, GREGORY	PROPERTY TAX OVERPAYMENT MUKV 1976	720-0000-121100	76.57
01/11/2024	GEN	37897	NAPIERALA, NICOLE	PROPERTY TAX OVERPAYMENT MUKT #OR	720-0000-121100	590.82
01/11/2024	GEN	37898	NELSEN, MICHAEL	PROPERTY TAX OVERPAYMENT MUKV 1979	720-0000-121100	1,600.50
01/11/2024	GEN	37899	PARKS, MATTHEW	PROPERTY TAX OVERPAYMENT MUKV 1968	720-0000-121100	1,128.81
01/11/2024	GEN	37900	SCHWENKER, ROBB	PROPERTY TAX OVERPAYMENT MUKV 1960	720-0000-121100	14.00
01/11/2024	GEN	37901	SMITH, DENNIS	PROPERTY TAX OVERPAYMENT MUKV 1967	720-0000-121100	3,754.13
01/11/2024	GEN	37902	TAKAMINE, PATRICIA	PROPERTY TAX OVERPAYMENT MUKV 1965	720-0000-121100	70.00
01/11/2024	GEN	37903	THE JAMES LIVING TRUST	PROPERTY TAX OVERPAYMENT MUKV 1979991004	720-0000-121100	8.00
01/11/2024	GEN	37904	WATTS, HOLLY AND THOMAS	PROPERTY TAX OVERPAYMENT MUKV 1976 048	720-0000-121100	1,748.16
01/11/2024	GEN	37905	ZIMINSKI, JASSON	PROPERTY TAX OVERPAYMENT MUKV 1977	720-0000-121100	207.76
			TOTAL - ALL FUNDS	TOTAL OF 18 CHECKS		19,194.53

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/25/2024	GEN	762 (E)	WI DEPT OF REVENUE QTRLY TAX	2024-25 BUSINESS TAX REGISTRATION RENEWAL	100-5142-539900	10.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		10.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/29/2024	GEN	38015	BERNS, EVAN & CASSIDY	PROPERTY TAX OVERPAYMENT MUKV 1978090	720-0000-121100	1,932.89
01/29/2024	GEN	38016	QUINDT, DENNIS & LINDA	PROPERTY TAX OVERPAYMENT MUKV 2012030	720-0000-121100	3,108.13
01/29/2024	GEN	38017	SHANNON, ADRIANA &	PROPERTY TAX OVERPAYMENT MUKV 2091	720-0000-121100	2,098.07
01/29/2024	GEN	38018	STERNKE, CHRISTIAN & CHRISTINA	PROPERTY TAX OVERPAYMENT MUKV 2011089	720-0000-121100	104.63
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		7,243.72

VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES

RESOLUTION NO. 2024-07

**A RESOLUTION ADOPTING AN UPDATE TO THE BUDGET POLICY
FOR THE VILLAGE OF MUKWONAGO**

WHEREAS, the Village of Mukwonago has an established policy for the creation of the annual budget, and

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

WHEREAS, the Finance Director recommends the proposed changes and are shown in EXHIBIT A.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Mukwonago Board of Trustees, hereby approves the updated Budget Policy herewith attached as EXHIBIT A.

Adopted and Approved this 21st day of February 2024.

APPROVED:

Fred H. Winchowky, Village President

ATTESTATION:

Diana Dykstra, MMC
Village Clerk-Treasurer



VILLAGE OF MUKWONAGO BUDGET POLICY

The Village of Mukwonago's annually adopted budget becomes the official financial plan for the Village's operating and capital needs. The information below provides a general outline of budget criteria and the formulation process to help elected officials and residents understand at a high-level what is involved in the creation of the annual budget and the timeframe in which information is available.

General Information

The Village of Mukwonago's budget process will follow all requirements as set forth in Wisconsin Statutes 65.90 for Municipal Budgets and the Village's Ordinance Section 2-172 concerning the preparation and adoption of the annual budget.

As a matter of policy, the Village will pay for all current operating expenses with current revenues and will avoid budgetary procedures that balance current costs at the expense of future years, such as postponing necessary expenses or accruing future revenues. Expenditures will be limited to annual appropriations unless authorized by the Village Board via a Budget Amendment resolution.

The Village will prepare and maintain a 5-year capital improvement and equipment replacement plan. Maintenance and replacement schedules will be updated annually. Ongoing operational costs related to capital equipment or capital improvements will be determined for reference in the capital plan and inclusion in the operating budget.

Intergovernmental funding sources for capital improvements from the federal, state and private sector will be actively sought and used as available to assist financing capital improvement plans.

Once the budget is adopted, any reallocations of a budget within a departmental grouping of accounts within a fund can be approved by the Village Administrator. Any use of fund reserves within a fund or a transfer of reserves between funds must be approved by the Village Board via a Budget Amendment Resolution and properly noticed as prescribed by Wis. Stats. Sec 65.90.

Budget Timeline & General Activities

The following is an outline of activities in the order in which they typically occur. Specific dates for the completion of activities will be provided to staff at the beginning of the annual budget cycle to ensure an orderly process.

May / June

Department Heads will review the current 5-year capital plan, making any needed cost revisions to the items slated for the upcoming budget year.

- Review current year capital to determine if projects or purchases will be completed by year end or if it's necessary to carry forward part of the current year budget to the subsequent year.
- Re-prioritizing of items within the 5-year plan or addition of new priority items can be proposed with sufficient justification.
- New capital requests are submitted for the fifth year of the plan.
- Ensure costs provided for each item are as accurate as possible and include information about ongoing maintenance costs

Department Heads will also consider operational needs and formulate the rationale for any proposed increases to their operating budgets.

- Any contracts that need to be renewed for the following year should be reviewed and renegotiated if appropriate to establish the correct budget figure.

June

~~At a special budget planning workshop, the Village Board will set goals and directives for the subsequent year's operation and capital budgets.~~

- ~~• Budget goals and directives will be determined by the Village's strategic plan initiatives in conjunction with evolving Village needs.~~
- ~~• The 5-year Capital Plan will be reviewed for the proposed budget year and any new additions or significant changes to previously submitted items.~~
- ~~• The Village's current debt schedules and General Obligation debt capacity will be presented to the Board at this workshop along with the impact of the proposed Capital budgets on the debt balances for the 5-year capital forecast.~~
- ~~• The percentage for salary and wage increases should be determined at this meeting as well as a discussion of any proposed staffing changes.~~

~~Department Heads should be prepared to discuss and quantify specific goals within their departments that may require additional operating budget funds or changes to their planned capital needs that require additional funding.~~

July

By July 15, the Finance Director will make the budget template and reports available in BS&A for Department Heads to begin entering amounts for non-compensation operating budget expenditures and year-end estimates for the current year's expenses.

Finance Director will update employee compensation budgets related to pay, taxes and retirement contributions.

- Any approved ~~bonus or merit~~ increases for specific individuals (outside of the general across the board COLA increases) must be provided at this time for inclusion in the proposed budget.
- A placeholder for any proposed staffing changes will be included subject to further discussion and approval.
- Health insurance benefit information is not available until mid-September and will be updated at that time.

Finance Director will enter all estimated revenue budget information based on analysis of available information. These figures are subject to change as additional information from the Department of Revenue becomes available.

August

Finance Director will meet with Department Heads to review proposed budgets to ensure year end estimates and proposed budget figures are accurate; also to get a status of current year capital purchases and projects to assess potential availability of reserves for use in the subsequent budget. Final changes to expenditure budgets should be made by August 31.

Finance Director will start compiling and updating information into a Digital Budget Book format.

September

At a special budget planning workshop, the Village Board will set goals and directives for the subsequent year's operation and capital budgets.

- Budget goals and directives will be determined by the Village's strategic plan initiatives in conjunction with evolving Village needs.
- The 5-year Capital Plan will be reviewed for the proposed budget year and any new additions or significant changes to previously submitted items.
- The Village's current debt schedules and General Obligation debt capacity will be presented to the Board at this workshop along with the impact of the proposed Capital budgets on the debt balances for the 5-year capital forecast.
- The percentage for salary and wage increases should be ~~determined~~ confirmed at this meeting as well as a discussion of any proposed staffing changes.

Department Heads should be prepared to discuss and quantify specific goals within their departments that may require additional operating budget funds or changes to their planned capital needs that require additional funding.

Finance Director will update proposed budget with Health Insurance information when it becomes available and continue work on the Digital Budget Book. By September 30, a preliminary version of the Digital Budget Book will be made available to the Village Board and to the public via the Village's website.

October

A Special Village Board Budget Workshop will be scheduled prior to October 20th to review the proposed budget and answer any questions.

- Potential use of reserve funds will be discussed at this workshop.
- Expenditure Restraint information, if available, will be discussed.
- Any changes to the proposed budget based on discussions in this workshop will be made prior to the publication of the public notice announcing the date of the public hearing. Information previously posted to the website concerning the budget may also be updated at this time.
- If any changes are made to the proposed budget following the publication of the budget notice, the changes will be explained at the public hearing.

Clerk will publish a class 1 notice under Wis. Stat. ch. 985 at least 15 days before the date of the public hearing on the budget. The notice will include:

- A budget summary including information specified by state law.
- A notice of the place where the proposed budget in detail maybe be inspected.
- A notice of the time and place of the budget hearing.

November

A public hearing for the presentation and adoption of the Operating and Capital Budgets for all Village Funds with the possible exception of Tax Increment Financing District Budgets will be scheduled no later than November 15th in order to facilitate timely completion of tasks related to the preparation of the tax roll.

- Upon adoption of the budgets and associated tax levies by Village Board Resolution, the Clerk/Treasurer certifies the apportioned property tax levies with Waukesha and Walworth County Treasurers.
- Tax Increment Calculation forms (PC-202) are completed when made available by the Department of Revenue. Revisions to TID budgets will be finalized based on the completion of these forms and the digital budget book available on the Village's website will be updated with the final TID budgets.
- Tax Roll preparation commences.

December

Tax Roll preparation concludes and tax bills are mailed to property owners no later than December 14th.

Tax Increment Financing District budgets are adopted at the December Village Board meeting if not already completed in November.

Budget Amendments & Adjustments

Circumstances arise during the budget year that may require amending or adjusting the adopted budget. Budget amendments are required when unforeseen revenue or expenditure activity causes a variance to the adopted budget. Budget adjustments are reallocations of the budgeted amount between revenue line items or expenditure line items within a departmental account grouping but does not result in a change to the overall budgeted total.

A budget amendment is processed via a resolution adopted by the Village Board. Any use of fund balance to offset an unexpected expenditure increase must be done as a budget amendment. Transfers of reserves between funds also requires a budget amendment. A two-thirds vote of the entire governing body is required to change an adopted budget and a class 1 notice of the change must be published within 10 days after the change is made.

A budget adjustment or reallocation within a departmental grouping of accounts or within a fund can be processed after review and approval by the Village Administrator.

Non-Lapsing Reserve Funds

The Village may maintain reasonable amounts of unappropriated funds on hand to meet immediate cash flow needs and accumulate needed capital in non-lapsing funds to finance specifically identified future capital expenditures.

- The Village's Fund Balance Policy establishes a 25% operating reserve requirement in the General Fund to insure against any unforeseen revenue shortfalls or unanticipated expenditures. Any year end operating surpluses will revert to an unreserved fund balance for use in maintaining reserve levels set by policy.
- The availability of funds in excess of 25% operating reserves will be discussed with the Village Board during the October Budget Workshop for consideration and designation for specific capital needs in the proposed budget.

VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES

RESOLUTION NO. 2024-07

**A RESOLUTION ADOPTING A REVENUE POLICY
FOR THE VILLAGE OF MUKWONAGO**

WHEREAS, the financial integrity of our Village government is of vital importance, and

WHEREAS, the Village of Mukwonago has previously adopted several financial policies to ensure financial integrity; and

WHEREAS, the Finance Director is proposing the addition of a new policy to create the framework for how various sources of Village revenues are to be utilized; and

WHEREAS, the Finance Director recommends the adoption of the Revenue Policy as shown in EXHIBIT A.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Mukwonago Board of Trustees, hereby approves the Revenue Policy herewith attached as EXHIBIT A.

Adopted and Approved this 21st day of February 2024.

APPROVED:

Fred H. Winchowky, Village President

ATTESTATION:

Diana Dykstra, MMC
Village Clerk-Treasurer



Village of Mukwonago Revenue Policy

Introduction

The Village strives to maintain a diversified and stable revenue base to shelter public services from short-term fluctuations in any one revenue source.

- Operating budget revenues, which the Village relies on to provide services, include: property taxes; state shared revenues and aids; permit revenues; fines; and investment income.
- Capital budget revenues include: debt proceeds, special assessments, grants and surplus reserves.
- The Water and Sewer Utility Enterprise Funds rely on user fees to fund both operating expenses and the repayment of debt for capital investments.

General Revenue Policies

In preparing the annual budgets, revenue forecasts will be as realistic as possible based on the best available information and will err on the side of conservatism. Any economic downturns that could develop and which result in fewer available revenues than budgeted will require an adjustment to anticipated expenditures to compensate for any loss in expected revenue. The Village maintains a 25% fund balance policy in the general fund to help withstand any unexpected revenue shortfalls if planned expenditures are unavoidable. Any reserve funds over the 25% minimum can be used for one-time expenditures and capital investments. Interfund loans are permissible to cover temporary gaps in cash flow, but only for a short duration and must be repaid from the recipient fund.

Fees and Charges

Permit or user fees will be imposed to cover the cost of services provided for unique or narrow segments of the Village to provide maximum flexibility of the tax levy to meet the cost of services with broader benefits. Fees may be set at levels sufficient to cover the entire cost of service delivery, including all direct or indirect costs, or the service may be subsidized as the Village Board deems appropriate.

The Village will continuously maintain its water and sewer distribution and collection systems. To ensure the enterprise funds remain self-supporting, rate structures will fully fund the costs of operations, capital plant maintenance, debt service, depreciation, and required system extensions. Detailed rate studies will be conducted regularly to update assumptions and ensure the long-term solvency and viability of the Village's Water and Sewer Utilities.

State Shared Revenues and Aids

Intergovernmental revenues will be reviewed to determine their short and long-term stability to minimize the impact of any adverse changes. These revenues will be used as legally prescribed or otherwise set forth in policy.

One-Time Revenues

It is the general policy of the Village to use one-time revenues to fund capital improvements or reserves. The use of one-time revenues to fund ongoing expenditures is prohibited.

Unpredictable revenues are budgeted conservatively, and any amount collected in excess of the budget is generally carried forward in the fund balance.

Grants

Departments shall provide advance notice to Administration and Finance of grant applications so that the effects of budget, cash flow, procurement, reporting, and compliance requirements can be reviewed and understood beforehand. Potential grants will be reviewed to ensure that they are consistent with Village priorities. All potential grants will also be carefully examined for matching requirements and future maintenance or replacement costs. Some grants may not be accepted if the local matching funds cannot be justified. Grants may also be rejected if programs must be continued with local resources after the grant funds are exhausted. The Village will refrain from using grants to meet ongoing, basic service delivery needs.

Monitoring and Reporting

The Village Board is provided a monthly revenue & expenditure guideline which shows the budget to actual performance of the General Fund, Fire Dept, Water Utility & Sewer Utility. The Finance Director monitors the budgetary activity in all funds and will alert the Board if it appears there will be an unanticipated shortfall in revenues so that appropriate action can be taken to keep the budgets in balance.

Other Considerations

New sources of revenue should be actively explored to ensure the Village is maximizing the revenues needed to provide the continued services its constituents expect. Potential sources of revenue will be presented to the Village Board for discussion and possible action.

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	1-30-24	NUMBER:	
--------------	---------	----------------	--

VENDOR NAME & ADDRESS:	SHIP TO:
Wisconsin Concrete Coatings 3147 Monona Court Oconomowoc, WI 53066	Mukwonago WWTF 1200 Holz Pkwy Mukwonago, Wi. 53149

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
Wastewater	Wisconsin Concrete Coatings	Wayne Carter

BUDGETED ITEM?		BUDGETED SOURCE:	Operations Budget
-----------------------	--	-------------------------	-------------------

ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	1	Repair and coating of blower building floors		\$19,870.00	
			TOTAL	\$19,870.00	620-8010-834000

FINANCE COMMITTEE USE ONLY	
APPROVED (COMMITTEE INITIALS):	
DATE:	
SPECIAL INSTRUCTIONS	

Wisconsin Concrete Coatings 3147 Monona Court Oconomowoc, WI 53066 https://www.wiconcretecoatings.com/ (262) 804-8028		Sales Representative	Erin Ledlie (Shane)
		Appointment Date	1/4/23
		Appointment Time	10:00AM
		Sales Representative Cell Phone Number	(804) 513-7378
		Updated Estimate	Jan 24, 2024
BLOWER BUILDING - PROJECT ESTIMATE			
Client Information			
Name	Wayne Castle	Company Name	Mukwonago Waste Water Facility
Address	1200 Holz Parkway	Phone Number	(262) 441-1366
City	Mukwonago	Email Address	wcastle@villageofmukwonago.gov
State	Wisconsin	Preferred Method of Communication	Email Quote
Zip Code	53149		
Blower Building - Upstairs		X Cost	Total
Coating Square Footage	1046	\$5.50	\$5,753.00
Removal Generator, Janitor, & Hall/Closets	694	\$1.00	\$694.00
Mendering/Repairs	\$600.00	\$600.00	\$600.00
2nd Top Coat	1046	\$1.00	\$1,046.00
Linear Verticals Removal & Coating	64	\$7.00	\$448.00
Safety Yellow Lines / Fire Extinguisher	2	\$270.00	\$540.00
Generator, Janitor, Hall/Closets & Entrance Total			\$9,081.00
Blower Building - Basement & Stairs		X Cost	Total
Coating Square Footage	866	\$6.00	\$5,196.00
Hand Grind Removal (including steps)	974	\$1.50	\$1,461.00
Moisture Barrier (Basement Only)	866	\$1.00	\$866.00
Mendering/Repairs	\$1,000.00	\$1,000.00	\$1,000.00
2nd Top Coat	866	\$1.00	\$866.00
Steps	18	\$75.00	\$1,350.00
Linear Verticals Removal & Coating	150	\$7.00	\$1,050.00
Basement & Stairs Total			\$11,789.00
Subtotal			\$20,870.00
Color	River Rock	Texture	Smooth
Discount		5% OFF	(\$1,000.00)
BLOWER BUILDING GRAND TOTAL			\$19,870.00
If project is started in February, 5% discount - \$1,000. Blower Building Upstairs square footage includes rooms; Entrance, Janitor, Generator, Hallway, and Closets. (Does not include Blower, Grit, or Electric/Switch Gear Rooms.) Entrance does not need any removal, 362 sq ft.			
	Client Signature		
	Date		

Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

January 30, 2024

SHERRY BUELOW
407 RENEE STREET
BURLINGTON, WI 53105

via email

Regarding: Our Insured: Village of Mukwonago
Claim No: WM000671530106
Date of Loss: 04/12/2023

Dear Ms. Buelow:

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which provides the insurance coverage for the Village of Mukwonago. We are in receipt of the "Claim for Damages" documentation you filed with the Village regarding the above-referenced trip and fall incident that occurred at or near McDivitt Lane.

We have performed an investigation and determined that there is no negligence on the part of the Village of Mukwonago for this incident as the Village did not have prior knowledge or notice of the condition which allegedly caused this incident. A municipality has no liability unless it knew, or should have known, of the existence of the condition and had a reasonable amount of time to repair the condition. Therefore, in the absence of notice, and in the absence of negligence on the part of the Village of Mukwonago, Statewide Services, Inc., is advising the Village to disallow this claim.

Sincerely,

Ginger Kimpton
Senior Casualty Claims Adjuster
855-828-5515 / 866-828-6613 fax
gkimpton@statewidesvcs.com

CC: Village of Mukwonago
Rick Kalscheuer, Agent

18 January 2024

PLMD,

After joining the meeting of the PLMD on 18 January, I found it a little disturbing seeing and hearing the rudeness of some of the members. Both when the discussion was about my request and the gentleman with the complaint about the pole barn at the YMCA.

First my original email, which stated; "I am writing this to request the removal of my property from the Phantom Lakes Management District." And was followed up with the research I had done. It was not a Rant as it was stated during the meeting.

When I sent in my email, to the Village, Town and the PLMD, that was the recommendation of the Village clerk. I was unaware that a response to mail it in on social media was the policy of the PLMD to reply to requests. I should have had a response in an email recommending my request be sent by mail. Is social media the official venue for the PLMD? With that being said;

Petition for Detachment from Phantom Lakes Management District (PLMD)

Here is my formal petition, as requested per detachment statute, WIS. STAT. § 33.33(3), to have my property listed below to be detached from the PLMD along with any tax levies associated with it.

Lot 9, in Block 5, in Mukwonago Shores, being a subdivision of the Southeast one-quarter (1/4) and Southwest one-quarter (1/4) of Section 26, Township 5 North, Range 18 East, in the Village of Mukwonago, Waukesha County, Wisconsin.

As I stated in my email to the PLMD I have no real "Benefit" being in the PLMD. Jake Jagmin stated to me on social media, "Properties that have deeded access to Phantom Lakes are within the boundary and therefore part of the special tax district. As you said, your home is likely part of the district due to your property having deeded access via the private park on Shore drive."

In my original request I supplied a copy of my original Deed, and a more recent one, of which both show no deeded access.

The property, referred to the "Community Park", Indentured December 1929, as a Right of Way for owners in the Mukwonago Shores Subdivision. This would have no bearing on being a part of the PLMD.

Also, there are other properties, across the street from me, and closer to the lake that are not part of the PLMD. I have no more benefit than anyone else in the Village that lives on the west side of Main Street, or any further south of Atkinson.

Therefore in accordance with WI Stat. 33, along with;

Supreme Court of Wisconsin. October 29, 2004. DONALDSON v. BD. OF COMM'RS. OF ROCK-KOSHKONONG LAKE DIST. (PER CURIAM ISSUED)

I am requesting to be Detached from the PLMD

Respectfully

A handwritten signature in black ink, appearing to be 'Joe Rice', with a long horizontal stroke extending to the right.

Joe Rice

Linda Gourdoux

From: Joe Rice <playnnfire@gmail.com>
Sent: Friday, January 5, 2024 3:43 PM
To: DD4kstra@villageofmukwonago.gov; Linda Gourdoux;
KKaralewitz@townofmukwonago.us; Jake Jagmin; phantm5@aol.com; dmjohnson1@waukeshacounty.gov
Subject: PLMD
Attachments: Exhibit A.docx; Exhibit B.docx

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

To;

Village of Mukwonago

Town Of Mukwonago

Phantom Lakes Management District

I am writing this to request the removal of my property from the Phantom Lakes Management District.

Lot 9, in Block 5, in Mukwonago Shores, being a subdivision of the Southeast one-quarter (1/4) and Southwest one-quarter (1/4) of Section 26, Township 5 North, Range 18 East, in the Village of Mukwonago, Waukesha County, Wisconsin.

My request should be completed as I have no lake access, and therefore do not fall under the Lake Management District. I have questioned this and was told that just being a part of Mukwonago Shores Subdivision I am included. I contacted Jake Jagmin with the Phantom Lakes Management District and questioned this. He stated, "Properties that have deeded access to Phantom Lakes are within the boundary and therefore part of the special tax district. As you said, your home is likely part of the district due to your property having deeded access via the private park on Shore drive."

With this being the criteria, I do not have deeded access to the Property referred to in the above quote. See **Exhibit A**

I also went through my Titles and it says the same thing, the only property listed is the Lot and Block listed on my Deeds.

I have found several properties which do show the deeded access in the past. There are only a total of 4 different properties that come up on the Waukesha County Register of Deeds Public Access page. When a search is done for the Community Park;

Lot 7, in Block 9, in Mukwonago Shores, being a subdivision of the Southeast one-quarter (1/4) and Southwest one-quarter (1/4) of Section 26, Township 5 North, Range 18 East, in the Village of Mukwonago, Waukesha County, Wisconsin.

See **Exhibit B** for copies of those Deeds. Also, after checking further, only one of those properties still has Deeded access.

As I stated I DO NOT have deeded access and therefore should be removed from being wrongfully taxed.

From my research, it appears that out of the 81 properties in the Mukwonago Shores subdivision, (without checking every property in it), there were only 4 tied to the Community Park property and only 1 now. Therefore it appears that there are 69 more properties that also need to be removed with mine that do not have lake access.

I did my research at the Waukesha Register of Deeds, and with their help was able to locate all this information, along with getting copies of My Deeds, and the Mukwonago Shores Plat.

There is also the original Indenture of the Community Park, filed in December 1929 where it states it is the Community Park.

There is no association for managing the park, and there shouldn't be, in my opinion. Most people do not want to live in a neighborhood where someone with too much time on their hands is telling you what you can and can't do. There does appear to be some taking some care of it, such as cutting grass, putting in a gravel drive, mulch, picnic tables, signage saying only handicapped or emergency vehicles allowed, etc. Under whose authority was this done? Not the residents in the subdivision. At one point in the past few years, adults were told to leave by the police, and told that they could not be there with their car. Exactly who is making some of these rules, as it is a Community Park the entire Subdivision needs to be a part of making these rules. Who has insurance on it in the event that someone is injured on the property? We have seen volleyball nets, garbage cans, are people taking old furniture etc. there? Who is responsible for maintaining this?

Also, check the land owners in this subdivision and see if it is in their current deeds... who is responsible to make sure that the deeds that are filed are accurate? I would guess Title Companies would be a part of this, along with the municipality. If the Lake Management District wants to tax the homeowners in the subdivision, they need to (pay for) verify the accuracy of all deeds and titles in the subdivision.

The property in question, Community Park, is 1 lot. There are 71 properties that are supposed to be part of this community park lake access, (this is minus the lake front properties). If that is the case, it is an undeveloped and untaxed lot, and as a result, there is no excuse for the members of the subdivision to be paying approximately 10% of their total property tax just for that one lot. Furthermore, this tax does not go to the village, it goes to Phantom Lakes Management District. The total projected "levy" is \$165,000 for the 2024 budget. The apartments are paying approximately \$24,400, Mukwonago Shores pays approximately \$30,000. This means that approximately 1/3 of the total tax levy is paid by Point Apartments and Mukwonago Shores (remember that Mukwonago Shores is a single, undeveloped, untaxed lot).

With the above information, I would like to see an audit of the PLMD as to what revenues are actually coming in, including the tax, as it seems that is more than the \$165,000 listed in the budget.

Why does the town of Mukwonago have a "town park" on Phantom Lake in the Village at the end of Wahl Avenue. Just another property that is not on the tax roll as it is another "Park", who maintains it? Tax key number MUKV1975940.

Then finally, there is the property, basically in Indian Head Park. That the owner is listed as MUKWONAGO LAKES IMPROVEMENT ASSOCIATION INC. C/O PHANTOM LAKES MANAGEMENT DISTRICT. Tax Key; MUKV2009977. Although after speaking to the Village Hall, I have been informed that this lot is part of the Village property now and has been for a while, with Deed. This has been in process for about a year or so to get fixed; apparently the County hasn't taken care of that yet.

I would hope that removing the Tax on my property, and others as necessary will be done before the bills come out for 2024.

Respectfully,

Joe Rice

428 Blood Street

Mukwonago, WI

414-305-4369

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 15, 2024

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: 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: _____ City: Mukwonago State: WI Zip: 53149

Home Phone: 2 _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

EVENT INFORMATION

Name of the Event: Mukwonago Lions Easter Egg Hunt Date(s) of the Event: March 23 or 30 snow date

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: 400 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

Signature - Applicant

Albert Frankenstein, treasurer
Name & Title (PRINT)

Name & Title (PRINT)

January 15, 2024
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

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 15, 2024

Event Date: March 23
or 30 snow 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 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	\$ _____
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

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: March 23 with March 30 as snow date

Estimated # of Participants: 400

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.

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.



Signature - Applicant

January 15, 2024

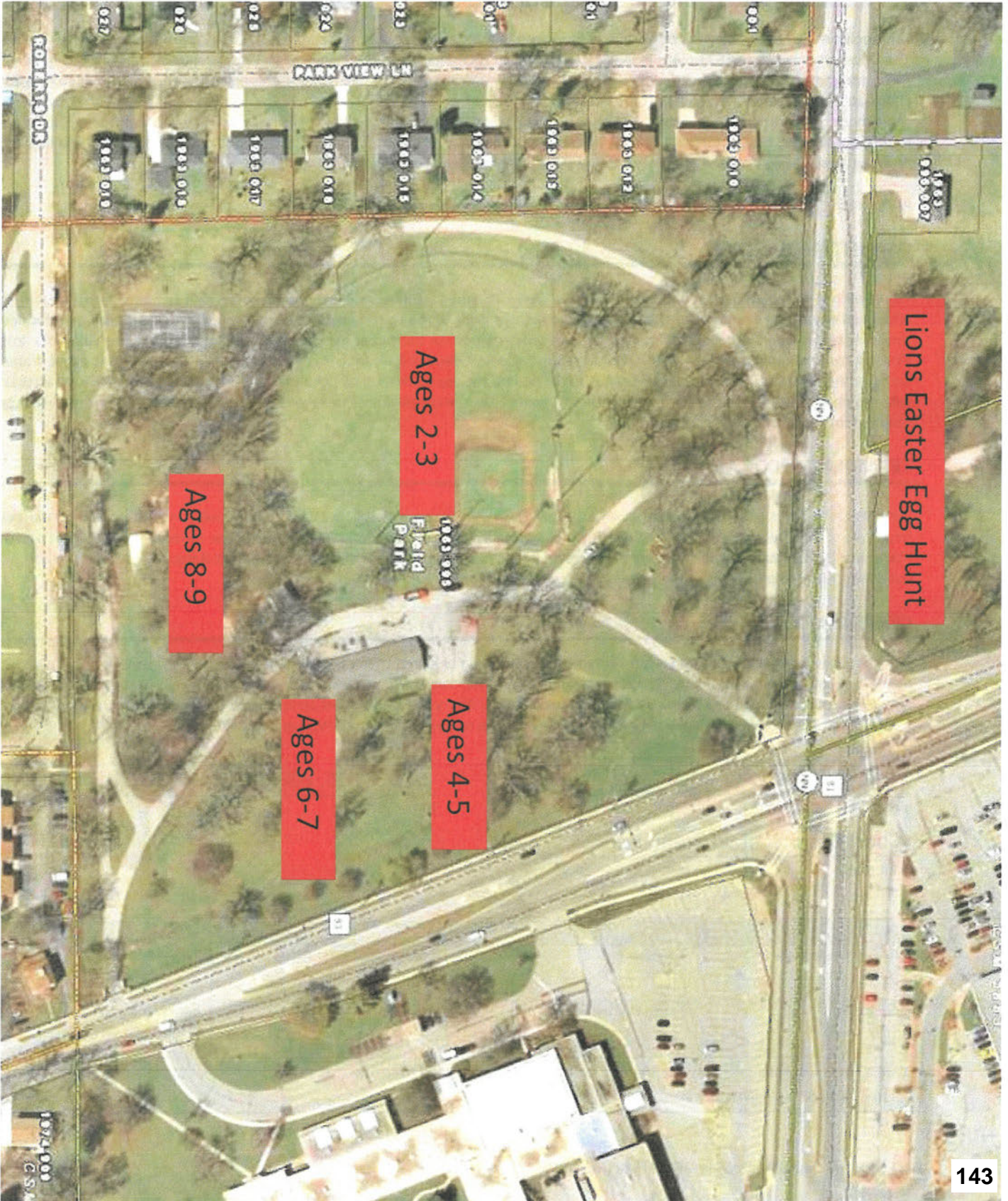
Date

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			





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/15/2024

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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 Club, Inc. & Mukwonago Lions Foundation, 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	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC #		
22667		

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						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000			HDO G48333205	09/01/2023	09/01/2024	PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE \$ 10,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS			ISA H10778906	09/01/2023	09/01/2024	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						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, March 23 or 30, 2024
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 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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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 15, 2024

Total Fees Paid: 20.00

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: Cindy Brost, chairperson

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

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

Email Address: [REDACTED]

EVENT INFORMATION

Name of the Event: Mukwonago Lions Summerfeste Date(s) of the Event: June 13-16, 2024

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: [REDACTED] Event End Time: [REDACTED]

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.

Field Park set-up from Monday, June 12 - June 14; Thursday evening softball, wine tasting, bingo, 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, softball, and carnival. Entire event will have food, beer, soda, etc.

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

G. Estimated # of participants: [REDACTED] Spectators: 500 to 2000 daily Vendors: [REDACTED]

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 PM; Friday and Saturday 7:00-11:30 PM; Sunday 2:00-6:30 PM
- 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 of the Village of Mukwonago garbage cans and 60 from the American Legion.
All Village of Mukwonago picnic tables will be utilized.
The Lions will provide 2 - 30 yard dumpsters.
The Lions will provide 21 porta-johns, 1 handicap porta-john, and 4 wash stations. These maybe moved as needed. The Village of Mukwonago rest rooms will be locked during the event.
The Village of Mukwonago staff will move the concrete blocks used as anchors for the 60X100 tent.
The Village police department, fire department, and parks department will assist throughout the 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:

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

Other Documents:

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

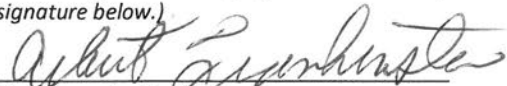
TERMINATION OF AN EVENT

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 15, 2024
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 15, 2024

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	\$ _____
<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		\$ _____

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

Daytime Phone: [REDACTED] Fax:

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: 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 13, 14, 15, 16 2024

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):

Event Start Time: Thursday June 13 6:30

Event End Time: Sunday 6:30 PM

A. Generally describe your event and its purpose.

Park set-up Monday - Wednesday June 12 - 14. Thursday evening softball, wine tasting, bingo, live music, carnival, etc. Friday evening softball, Father of the Year, live music, carnival, & fireworks. Saturday live music, horse shoe tournament, children's activities, petting zoo, carnival, & softball. Sunday Village wide parade, car show, live music, softball, carnival, etc.

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

Hours of amplified music:

*Thursday 6:00 - 10:30
Friday 6:00 - 11:30
Saturday 6:00 - 11:30
Sunday 2:00 - 6:30*

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.

Lions will provide 2 - 30 yard dumpsters for garbage. Garbage barrels will be emptied as needed. Clean-up will be done every night. Clean-up will be completed after the fireworks. Clean-up of Field Park, Kiwanis Park and Park View Middle School parking lot will be completed on Monday.

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

The Lions need assistance from the Police Department, Parks Department, and Fire Department.

Parks move the concrete anchors for the 60X100 tent, picnic tables, garbage barrels, etc.

Fire department assists with the fireworks protection and as needed. Police assist throughout.

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

January 15, 2024
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			

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).



SUMMERFESTE ACTIVITY LOCATIONS





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/15/2024

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

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

PRODUCER	CONTACT NAME: John Adams
DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	PHONE (A/C, No, Ext): 1-800-316-6705 FAX (A/C, No): 847-934-6186
	E-MAIL ADDRESS: lionsclubs@dspins.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: ACE American Insurance Company NAIC # 22667
INSURED	INSURER B:
Mukwonago Lions Club, Inc. & Mukwonago Lions Foundation, Inc. District 27 A-1, Club 10342 Mukwonago Wisconsin	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						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			HDO G48333205	09/01/2023	09/01/2024	MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE \$ 10,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO			ISA H10778906	09/01/2023	09/01/2024	BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						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, June 13 - 17, 2024

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

*** Kiwanis International, Mukwonago Kiwanis, Mukwonago Kiwanis Foundation, including softball, children's activities, horseshoe, petting zoo, live bands, fireworks, carnival, car show, and parade. ***

CERTIFICATE OF LIABILITY POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

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

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VILLAGE OF MUKWONAGO
Field Park Rental Application

Date Submitted: 26-JAN-2024

Event Date: See below

GUIDELINES

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

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

RENTAL INFORMATION

Date(s) of Event: 18-MAY-2024, 22-JUN-2024, 06-JUL-2023, 24-AUG-2024, 21-SEP-2024

Estimated Number of Participants: 100

NOTE: (If there are 150 people or more, a Special Event Permit will be required under separate application)

Event Start Time: 2:00 pm Event End Time: 8:00 pm

Type of Event: Beer Garden

APPLICANT INFORMATION

Name: Alan Willhite

Address: [REDACTED] State/Zip: WI 53149

Daytime Phone: [REDACTED]

E-mail: alan @ amorphic beer.com

ORGANIZATION INFORMATION (if applicable)

Name of Organization: Amorphic Beer

Mailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212

Revised 11/2023

Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: X
Website Address: amorphicbeer.com

FEES (check those that apply)

Field

Pavilion A (Main) 1-49 people	\$100.00 per day	\$ _____
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
Pavilion B (Ball Diamond)	\$75.00 per day	\$ <u>✓</u>
Pavilion C (Playground Pavilion)	\$75.00 per day	\$ _____
Baseball Field (non-athletic organizations)	\$25.00 per day	\$ _____
Baseball Field Lights	\$50.00 per day	\$ _____
Entire Park	\$300.00 per day	\$ _____
Electricity Coordination (Pavilions B and C)	\$25.00 per day	\$ _____
Non-Resident Fee	Additional \$50.00 per day	\$ _____

Total Park Rental Fees
(Separate Payment)

\$ 75 x 5 = \$375

DEPOSIT (all rentals, check those that apply)

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ _____
Pavilions B and C Deposit	\$100.00 per day	\$ <u>✓</u>
Key Deposit	\$50.00	\$ <u>✓</u>

Total Deposit Fees
(Separate Payment)

\$ 150⁰⁰

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.

Alan Willhite
Applicant Signature

26-JAN-2024
Date

Alan Willhite
Print Name

Office Use Only

<u> </u> Fees Paid	<u> </u> Receipt #	<u> </u> Deposit Returned	<u> </u> Key # Issued	<u> </u> Key Returned
Department Approval				
Administrator <u> </u>	Building Inspection <u> </u>	Fire <u> </u>	DPW <u> </u>	
Police <u> </u>	Utilities <u> </u>			

VILLAGE OF MUKWONAGO

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

Please read through each of the items below and initial each line to signify that you have read, understand, and agree.

AGW Reservations are dependent upon availability.

AGW No items shall be stored in the pavilion prior to the rental day unless payment has been received for the extra day(s).

AGW Keys are responsibility of the Applicant to check out at Village Hall, no greater than 48 hours in advance of your event. After completion of the event, keys can be returned to Village Hall on the next business day or dropped off at the Mukwonago Police Department. Lost keys will result in re-keying charges.

AGW The buildings are not to be left unlocked or unattended at any time. Any damages resulting from being left unattended will be the responsibility of the Applicant.

AGW The Applicant should review the facility at opening. Note any pre-existing damages or problems.

AGW Parking is only allowed in designated parking areas. **Performance Stage:** NO vehicles are allowed on the path without prior approval from the Public Works Director or designee.

AGW Following the event, a representative from the Public Works Department will conduct a "Post-Event" inspection and complete the Facility Checklist. The applicant will be notified if the facility was found in unsatisfactory condition.

AGW Layout: A sketch of the event area, toilet facilities, concession area, and parking areas shall be submitted with the application. Please include layout map. *Same as prior year*

Cleaning/Damages

AGW Applicants shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damage fee will be determined by the number of man hours required and/or cost for services or property replacement.

AGW There are no decorations allowed to be affixed to the Ceiling. Applicant must adhere to the required post event clean up items on the facility checklist. Any items left incomplete may result in a forfeit of any or all of the damage deposit. Additional clean up charges will be billed at \$50 per ½ hour.

AGW Applicant agrees to abide by all Park Rules, Regulations, and Ordinances of the Village of Mukwonago.

AGW The applicant of this rental agreement shall be solely responsible for any violation, damages to the building and cleaning of the building. Any repair costs for damages will be withheld from damage deposit, direct billed to applicant or charges as a special assessment against the applicant's property tax bill.

Revised 11/2023

VILLAGE OF MUKWONAGO

AGW Once approval has been granted, the Village Board, Village Administrator, Chief or Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency to weather, fire, riot, or administrative or clerical error. No fee would be charged for cancelation by a Village Officer.

AGW Applicant agrees to indemnify and hold harmless for all expenses, liability, and/or claim arising out of harm or activity of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at event, if necessary.

AGW Security and Protection: The sponsor of any event shall be responsible for adequate uniformed security personnel. A security plan shall be furnished at least seven (7) days prior to the date of the event for Police Department approval. *NOTE:* Check with Police Department to see if off-duty or reserve police officers would be available for event. Only security personnel approved by the Mukwonago Police Department may be used.

AGW Parking Space(s) on Village streets or Village Owned Parking Lot: Parking of cars shall be on paved areas only. Heavy vehicles on grassy areas for loading and unloading must be authorized the Public Works Director or designee. The Police Department shall be notified in advance if traffic control is needed on public thoroughfares.

AGW Fires: All fires must be in personal grills or designated fireplaces.

AGW Clean-up: Cleaning of the park is the responsibility of the organizer. The event area shall be maintained in an orderly manner during the event and final clean-up shall commence immediately post event. If clean-up is not completed by the end of the next business day, Village personnel shall be utilized and a bill, minus the deposit will be issued to the organizer. Future use of Village facilities may be revoked.

Please respond YES or NO to the following questions. Please supply additional information if required.

YES **Insurance Requirements (Required for Special Event):** If YES, the Applicant will provide evident 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.

YES **Sales:** If YES, attach a list of all vendors and products for sale.

Food trucks + Amorphic beer

Revised 11/2023

2

VILLAGE OF MUKWONAGO

- NO **Electricity:** If YES, list pavilions where electricity is needed. **Performance Stage:** Power Requirements: ____ 110V 20 Amp ____ 110V 30 Amp ____ 110V 50 Amp
- YES **Food/Non-Alcoholic Beverages:** If YES, the necessary permits and related information for the sale of food shall be obtained from the Waukesha County Health Department (262-896-8300).
- NO **Street Usage/Roadway Closure:** If YES, if the event is in the street, street barricades are required. What type and How many barricades will be required? ____
- NO **Parking Space(s) on Private Lots:** IF YES, if parking in private lots near the event is required, the applicant shall obtain written permission from the adjacent property owners directly.
- YES **Alcohol Served:** If YES, if beer or other fermented malt beverages are sold, a Temporary Class "B"/"Class B" Retailer's License must be completed and turned in with payment with the rental application. Please list the number of Village of Mukwonago licensed bartenders that will be on site: ____ State License for Microbrewery BT-136 secondary
- NO **Admission or Gate Fee Charged:** If YES, explain in detail the reason for the fee.
- NO **Loudspeakers and/or Amplification:** If YES, will it be a: Band ____ DJ ____ Other ____ What are the hours be? ____ All noise (loudspeakers and/or amplification ends at 11 p.m.
- NO **Tents, Canopies, or Other Temporary Structures:** If YES, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.
- NO **Inflatable Devices:** If YES, number and location of devices.
- NO **Additional Port-a-Pots:** If Yes, using the information below, will your event require Portable Restrooms?
Determining if you need additional port-a-pots. Attendance at the function exceeds 300 people. Any damage will be the responsibility of the sponsoring group. They shall be clean, usable, properly enclosed, emptied when full, and a minimum 100 feet from food preparation areas. They shall be removed the next regular business day. The following schedule should be followed:
- 301-400 persons – 3 port-a-pots (1 for the men & 2 for the women)
401-500 persons – 6 port-a-pots (2 for the men & 4 for the women)
501-600 persons – 9 port-a-pots (3 for the men & 6 for the women)
for additional 250 persons over 600, an additional port-a-pot for each sex will be required

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: _____

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: Mukwonago Ymca
Mailing Address: 245 E. Wolf Run City: Mukwonago State: WI Zip: 53149
Phone Number: 262-363-7950 Is the organization a 501(c)3 organization?: ☒ YES ☐ NO
Website Address: www.gwcymca.org
Event Contact Person: Kim Sippl
Mailing Address: 245 E. Wolf Run City: Mukwonago State: WI Zip: 53149
Home Phone: _____ Work Phone: 262-363-7924 Cell Phone: 262-720-3881
Email Address: KSippl@gwcymca.org

EVENT INFORMATION

Name of the Event: Mukwonago Ymca Family Mud Run Date(s) of the Event: June 29, 2024
Event Start Time: 11:00am Event End Time: 1:00pm
Location of the Event: Mukwonago High School
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.
2 mile run, Family mud run event to raise money and awareness for the Annual Support Campaign.
7am Setup route/registration area 11am-1pm Heats of 100 every 10 minutes
10am Open registration. 1pm take down
F. Based on the class definitions found in the manual, what class is your event? ☐ CLASS I ☒ CLASS II
G. Estimated # of participants: 600+ Spectators: 500+ Vendors: 2

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: NA
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☐ YES ☒ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☒ YES ☐ NO
 If yes, will the amplified music be a: ☐ Band ☒ DJ ☐ Other
 Hours of amplified music: 11am - 1pm
- I. Please list the number of security staff you will be providing for the event: 30-40
- 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
HS Parking lot erected by All Star Rentals
- 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
High School Parking
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☒ YES ☐ NO
High School Dumpsters
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
Fire Dept. Volunteers
- 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).

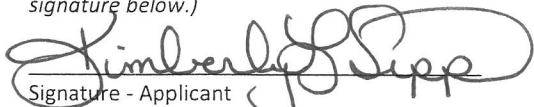
TERMINATION OF AN EVENT

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

Kim Sippl Branch Administration
Name & Title (PRINT)

Name & Title (PRINT)

1-31-24
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.gov

VILLAGE OF MUKWONAGO

SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: 1/30/24

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: Village of Mukwonago
Mailing Address: 440 River Crest Ct City: Mukwonago State: WI Zip: 53149
Phone Number: 262-363-6420 Is the organization a 501(c)3 organization?: ☐ YES ☒ NO
Website Address: www.VillageofMukwonago.gov

3. Ron Bittner
Event Contact Person: Ron Bittner
Mailing Address: Same above City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Email Address: RBittner@villageofmukwonago.gov

EVENT INFORMATION

Name of the Event: Phantom Junction Stage Date(s) of the Event: 5/23, 6/1, 6/13, 6/27, 7/3, 7/11, 7/25, 8/2, 8/8, 8/22, 9/6, 9/28
Event Start Time: varies per date Event End Time: _____
Location of the Event: Phantom Junction Stage @ Indian Head 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.

Live entertainment with food and beverages for sale.

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

G. Estimated # of participants: 1,000 average 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. Vendor will get license* ☒ 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. food trucks will need to comply* ☒ 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. Stage has hook-ups. Vendors need generators* ☒ 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. lights are hard wired* ☒ 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. July 3 will partner with PLMD for fireworks* ☐ 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: VARIES
- I. Please list the number of security staff you will be providing for the event: PD will set up
- 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. band + vendors* ☒ 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.)?
DPW will set-up and take-down

- 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

N/A

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

Name & Title (PRINT)

Name & Title (PRINT)

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 Events Permit Application (Rev 1/23)



Agenda Item Cover Report

Date:	Committee/Board:
Submitted by:	Department:
Date of Committee Action:	Date of Village Board Action:

Subject:
Executive Summary:
Fiscal Impact:
Executive Recommendation/Action:

☐ Attachments Included



Legend

0 171.43 Feet

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

Notes:

Printed: 1/19/2024



RESOLUTION NO.

**A RESOLUTION TO AMEND PARKING LIMITATIONS
FOR THE VILLAGE OF MUKWONAGO**

WHEREAS, the Village Board adopts an resolution to memorialize rules and regulations regarding stopping, standing, parking; and

WHEREAS, a request was made by the Village Police Chief and Public Works Director to limit parking on Gibson Street and West Side Avenue; and incorporate into the current listing of restrictions; and

WHEREAS, Exhibit A is a complete list of restrictions showing the amendment to 82-192 Section 33 as follows:

“33. On the east side of Gibson Street and the west side of West Side Avenue between CTH LO/
Eagle Lake Avenue and Lake Street.”

NOW THEREFORE, the Village Board of the Village of Mukwonago hereby amends such parking limitations as defined in the attached schedule and be effective upon passage and remain in effect until changed by resolution of the Village Board.

Adopted this 21st day of February, 2024.

Fred Winchowky, Village President

Attest: _

Diana Dykstra, MMC Village Clerk

RESOLUTION 2023-35 EXHIBIT A

STOPPING, STANDING, PARKING, AND NO PARKING

In reference to Sections 82-178, 82-180th), 82-192, 82-193, and 82-2070)) of the
Municipal Code

Sec. 82-178. Parking, stopping or certain standing on certain highways and portions of highways. No person shall park, stop or leave standing any vehicle for any purpose upon the following highways or parts of highways at any time:

- 1 . On both sides of Lake Street from North Rochester Street (ST H 83) westerly for a distance of 120 feet.
2. On the west side of North Rochester Street (ST H 83) for a distance of 40 feet in either direction of the intersection of Lake Street.
3. On the east side of Grand Avenue, a distance of 100 feet northerly, from the intersection of Fox Street (CTH ES), and the west side of Grand Avenue a distance of 305 feet northerly from the intersection of Fox Street (CTH ES).
4. On both sides of Front Street, its full length.
5. On the northerly side of Fox Street (CT H ES) from North Rochester Street (ST H 83) to Maple Street.
6. On the west side of South Rochester Street (ST H 83) from the south driveway entrance of the police department property southerly and southeasterly a distance of 432 feet, to the Wisconsin Central Ltd. Railroad Company bridge.
7. On the west side of South Rochester Street from the Wisconsin Central Ltd. Railroad Company bridge easterly and southeasterly a distance of 237 feet to the north abutment of the Mukwonago River bridge.
8. On the east side of South Rochester Street (ST H 83) southerly and southeasterly from a point opposite the south entrance of the police department property a distance of 358 feet to the Wisconsin Central Ltd. Railroad Company bridge.
9. On the east side of South Rochester Street easterly and southeasterly from the Wisconsin Central Ltd. Railroad Company bridge 92 feet to the north abutment of the Mukwonago River bridge.
10. On the east side of North Rochester Street (ST H 83) northerly from the intersection of Elmwood Alley a distance of 224 feet.
11. On both sides of Maple Avenue at its full length
12. On the north side of Andrews Street, from Main Street west for a distance of 66 feet
13. On both sides of East Wolf Run, east of State Highway 83, with the exception of the north side of East Wolf Run immediately adjacent to Tax Parcel No. MUKV2013994004
14. On the even address side of Black Bear Drive.
15. On both sides of Chapman Farm Boulevard, west from State Highway 83 to Fairwinds Boulevard.
16. On both sides of Boxhorn Drive westerly from STH 83 for a distance of 400 feet.

Sec. 82-180 (h). Parking on cul-de-sacs.

- (h) Parking on cul-de-sacs- Between November 1 through March 31, no person shall park any motor vehicle, which may interfere with snow and/or ice control operations, within a cul-de-sac upon the following streets:

- 1 Lovell Court
- 2 Gordon Court
- 3 Armstrong Court
- 4 Conrad Court
- 5 Carpenter Court
- 6 Shepard Court
- 7 Cernan Court
- 8 Mercury Court
- 9 Gemini Court
- 10 Apollo Court

Sec. 82-192. No parking at all times. Except temporarily for the purpose of, and while actually engaged in loading or unloading, or in receiving or discharging passengers or property and while the vehicle is attended by a licensed operator so that it may be moved promptly in case of an emergency or to avoid obstruction of traffic, no person shall at any time park or leave standing any vehicle, upon any of the following highways or parts of highways:

- 1 . On both sides of South Main Street from Front Street (Front Street extended westerly) to the south limits of the Mukwonago River bridge.
2. On the north side of Elmwood Avenue at its full length.
3. On both sides of Atkinson Street from the west curb line of South Main Street (CT H ES) westerly for a distance of 137 feet.
4. On the north side of CTH NN from North Rochester Street (STH 83) east to the intersection with Clarendon Avenue (extended).
5. On both sides of Blood Street from Shore Drive to the shore of Phantom Lake.
6. On the east side of Jefferson Street from Plank Road to Henry Street.
7. On both sides of Eastern Trail from the north right-of-way of CT H ES northerly for a distance of 100 feet.
8. On the easterly side of Eastern Trail from the intersection of River Park Circle East northerly a distance of 50 feet.
9. On the westerly side of Eastern Trail from the intersection with River Park Circle East northerly a distance of 50 feet.
10. On both sides of River Park Circle East from the intersection of Eastern Trail easterly a distance of 50 feet.
11. On both sides of River Park Circle East from the intersection with Eastern Trail westerly a distance of 50 feet.
12. On the south side of CTH NN from the intersection of STH 83 easterly for a distance of 700 feet.
13. On the east side of Eastern Trail from Highway ES to the intersection of River Park Circle East.
14. On the southeast side of River Park Circle East from the intersection of Eastern Trail to the intersection of River Park Circle West.
15. On the southeast side of River Park Circle West from the intersection of CTH NN to the intersection with River Park Circle East.

16. On the southeasterly side of River Park Circle East from its intersection with Eastern Trail northeasterly a distance of 190 feet.
17. On the southerly side of Fox Street (CT H ES) from its intersection with North Rochester Street (ST H 83) easterly a distance of 68 feet.
18. On both sides of Lake Street from its intersection with Spring Street to the shore of Phantom Lake.
19. On the north side of MacArthur Drive from its intersection with North Rochester Street (State Trunk Highway 83), westerly a distance of 50 feet.
20. On the even side of all streets located within the Two Rivers Subdivision.
21. On both sides of ST H 83/North Rochester Street north from CTH LO and Pearl Avenue for a distance of 190 feet.
22. On the south side of CT H LO westerly from STH 83/North Rochester Street for a distance of 146 feet.
23. On the north side of CTH LO westerly from STH 83/North Rochester Street for a distance of 89 feet.
24. On both sides of STH 83/North Rochester Street southerly from the intersection of CTH LO to Lake Street and from Pearl Avenue to Elmwood Avenue/Franklin Street.
25. On both sides of McKenzie Drive from the west curb line of Small Farm Road westerly for a distance of 45 feet.
26. On both sides of McKenzie Drive from the east curb line of Small Farm Road easterly for a distance of 45 feet.
27. On both sides of Small Farm Road from the north curb line of McKenzie Drive northerly for a distance of 30 feet.
28. On both sides of Small Farm Road from the south curb line of McKenzie Drive southerly for a distance of 33 feet.
29. On the north side of River Crest Court from the intersection of CT H ES easterly for a distance of 60 feet.
30. On the south side of River Crest Court from the intersection of CT H ES easterly for a distance of 135 feet.
31. On both sides of Holz Parkway at its full length.
32. On the west side of Main Street, from Andrews Street south for a distance of 95 feet.
33. On the east side of Gibson Street and the west side of West Side Avenue between CTH LO/ Eagle Lake Avenue and Lake Street.

Sec. 82-193. No parking except automobiles. No vehicles, except automobiles, shall park in the following areas:

1. The east side of North Rochester Street from the intersection with CT H ES northerly to the intersection with Franklin Street.
2. On the west side of North Rochester Street from intersection with CT H ES northerly to the north side of the southern entrance/exit to 201 North Rochester Street (Village Mini Mart).

Sec. 82-207. Two-hour limit. The full length of the following streets, on both sides of the streets shall, between the hours of 7:00 a.m. to 3:00 p.m. be limited to two-hour parking from September 1 until May 31 on any day except Saturday, Sunday, and holidays.

- 1 Meadowview Lane
- 2 Roberts Drive

3. Kims Lane
4. MacArthur Drive
5. Robins Lane
6. Park View Lane
7. Ahrens Drive
8. Elwin Drive
9. Minors Drive
10. Fritz Way
11. Stoker Farm Avenue .
12. Rosewood Drive
13. Prairie Hill Avenue.
14. Oldfield Avenue
15. Westlawn Avenue
16. Fairwinds Boulevard
17. Fairwinds Court

Sec. 82-231. Winter parking on through highways. Subsection (b).

- (b) A night privilege parking permit issued under this division shall not permit parking of any motor vehicle within a cul-de-sac on the following streets:

- 1 Lovell Court
- 2 Gordon Court
- 3 Armstrong Court
- 4 Conrad Court
- 5 Carpenter Court
- 6 Shepard Court
- 7 Cernan Court
- 8 Mercury Court
- 9 Gemini Court
- 10 Apollo Court

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: 01/15/2024

☐ 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 06/13/2024 and ending 06/16/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

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

(a) Name 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 Bill Sampson, 1 [REDACTED] Mukwonago, WI 53149

Vice President Cindy Brost, [REDACTED] Mukwonago, WI 53149

Secretary Jim Howard, [REDACTED] Mukwonago, WI 53149

Treasurer Albert Frankenstein, [REDACTED] Mukwonago, WI 53149

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

Cindy Brost, [REDACTED] 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 06/13/2024

DECLARATION

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

Officer 
(Signature / Date)

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

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

ORDINANCE NO. _____

**AN ORDINANCE APPROVING THE ATTACHMENT OF TERRITORY FROM THE
VILLAGE OF VERNON TO THE VILLAGE OF MUKWONAGO**

WHEREAS, the Village of Mukwonago has received Craig Hein's (Property Owner) petition for detachment from the Village of Vernon of the subject territory located in the Village of Vernon, Waukesha County, Wisconsin to be Attached to the Village of Mukwonago, Waukesha County, Wisconsin; and

WHEREAS, the Petition has been signed by a majority of the owners of three-fourths of the taxable land in area within the territory to be detached, and the petition was filed with the Village Clerk of the Village of Vernon within 120 days after the date of a publication of a class 1 notice of intention to circulate a petition of detachment pursuant to Wis. Stat. § 66.0227(1); and

WHEREAS, pursuant to Wis. Stats. §66.0227(2) the Village of Vernon Village Board adopted the Detachment Ordinance within 60 days after the filing of the petition; and

WHEREAS, this Ordinance attaching the territory from Vernon is being adopted by the Village Board of the Village of Mukwonago within 60 days of the enactment of the Village of Vernon Detachment Ordinance, pursuant to Wis. Stats. § 66.0227(2); and

WHEREAS, all requirements of Wis. Stats. § 66.0227 have been fully complied with; and

WHEREAS, pursuant to Wis. Stats. § 66.0227(2), the Village Board of the Village of Mukwonago by at least a three-fourths majority has approved this Attachment Ordinance;

NOW THEREFORE, the Village Board of the Village of Mukwonago, Wisconsin does hereby ordain as follows:

SECTION 1: Territory Detached from the Village of Vernon and Attached to the Village of Mukwonago.

In accordance with Wis. Stat. §66.0227 and the Petition to detach a portion of land from the Village of Vernon and Attach to the Village of Mukwonago filed with the Village Clerk for the Village of Vernon on December 6, 2023, signed by the majority of the owners of three-fourths of the taxable land in area within the territory, the following described territory in the Village of Vernon is detached from the Village of Vernon and attached to the Village of Mukwonago, Wisconsin:

All that part of Lot 1 of Certified Survey Map No. 8142, recorded in the Office of the Register of Deeds for Waukesha County on October 22, 1996, in Volume 71 of Certified Survey Maps, at Pages 23 through 25 inclusive, as Document No.2166785 and Unplatted Lands, being located in a part of the Northeast 1/4 and Southeast 1/4 of the Southwest 1/4 of Section 19, Town 5 North, Range 19 East, in the Village of Vernon, Waukesha County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the East 114 Corner of said Section 19; Thence South 87°32 '52" West and along the North line of the said Southeast 1/4 Section, 1902.96 feet to a point on the East line of said Lot 1 of Certified Survey Map No. 8142; Thence South 01°43 '08 "East and along the East line of said Lot 1 of said Certified Survey Map No. 8142, 1,154.34 feet to a point; Thence South 89°14'12" West, 1212.39 feet to the point of beginning of lands hereinafter described;

Thence South 26°40'38" East, 60.00 feet to a point; Thence South 63°19'22" West, 150.00 feet to a point; Thence North 26°40'38" West, 27.28 feet to a point; Thence Southwesterly 276.73 feet along the arc of a curve, whose center lies to the Southeast, whose radius is 60.0 feet, whose central angle is 264°15'39", and whose chord bears South 21° 11 '32" West, 88.99 feet to a point; Thence Southeasterly 276.89 feet along the arc of a curve, whose center lies to the Northwest, whose radius is 183.0 feet, whose central angle is 24°04 '20 ", and whose chord bears South 38°42 '49" East, 76.32 feet to a point; Thence South 39°15'00" West, 68.04 feet to a point; Thence South 57°38'00" West, 111.50 feet to a point; Thence along the existing Corporate Limits Line the following courses; Thence North 56°47'31" West, 191.03 feet to a point; Thence North 13°05'19" West, 155.18 feet to a point; Thence Northeasterly 305.65 feet along the arc of a curve, whose center lies to the Northwest, whose radius is 333.07 feet, whose central angle is 52°34'47", and whose chord bears North 65°59'28" East, 295.04 feet; Thence South 59°23'49" East, 151.33 feet to a point; Thence North 31°29'21" East, 54.12 feet to a point; Thence North 50° 35'42" East, 10.30 feet to the point of beginning of this description.

Said Parcel contains 72,840 Square Feet (or 1.6722 Acres) of land, more or less.

Waukesha County Tax Parcel Number: VNT-2091-999-009

SECTION 2: Effect of Attachment.

From and after the date of this ordinance, the territory described in Section I shall no longer be part of the Village of Vernon and shall be part of the Village of Mukwonago, for any and all purposes provided by law and all persons coming or residing on the property shall be subject to all ordinances, rules and regulations governing the Village of Mukwonago.

SECTION 3: Zoning Classification.

The territory being detached from the Village of Vernon by this Ordinance is zoned as follows, pursuant to Wis. Stat. §66.0227(4): A-1a, Agricultural District. The territory shall continue to be zoned as such until such time as it is re-zoned by the Village of Mukwonago.

SECTION 4: Attachment.

That the above-described territory situated in the Village of Vernon will be detached and the same is hereby Attached to the Village of Mukwonago, Waukesha County, Wisconsin. The Village Clerk of the Village of Mukwonago is further directed to make the mailings and recordings pursuant to Wis. Stats. §66.0217(9)(a) and Wis. Stats. §66.0227, i.e., to mail a copy of the Ordinance to the Secretary of Administration of the State of Wisconsin, and the Clerk of the Vernon School District, a copy to the Register of Deeds of Waukesha County, and one copy to any company that provides utility service to the area detached.

SECTION 5: Severability.

If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance, which can be given effect without the invalid or unconstitutional provision or application.

SECTION 6: Effective Date.

That this Ordinance shall take effect and be in force from and after its passage and posting as provided by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Mukwonago and shall indicate the number of this amending ordinance therein.

PASSED AND ADOPTED by the Village Board of the Village of Mukwonago, Waukesha County, Wisconsin, this 21st day of February, 2024.

Fred Winchowky, Village President, Board of Trustees

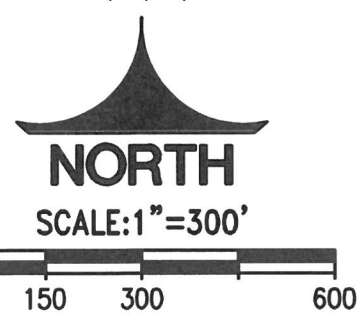
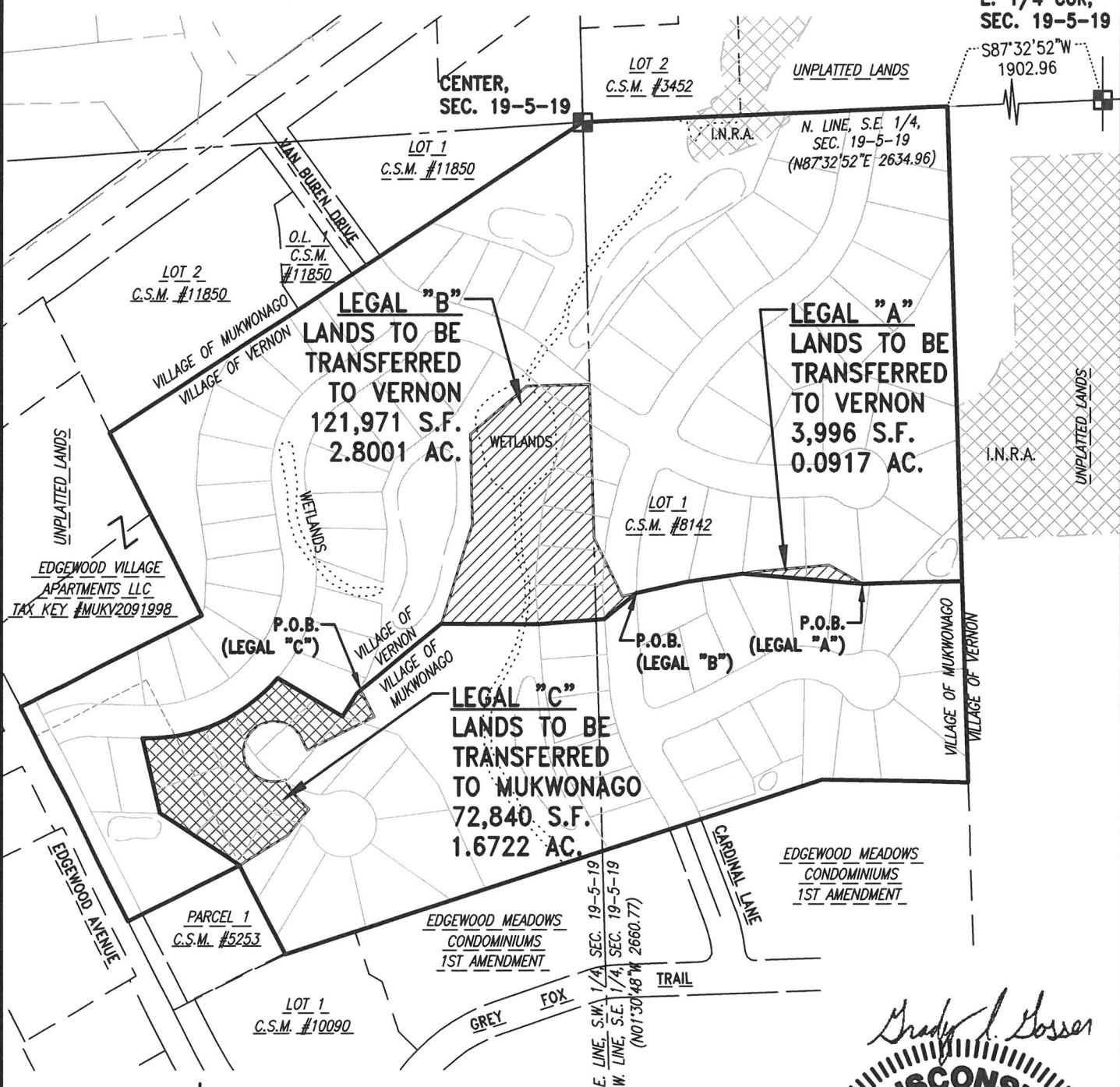
Countersigned:

Diana Dykstra, Village Clerk-Treasurer

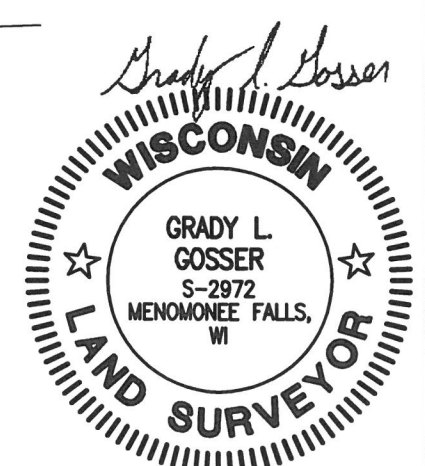
ATTACHMENT/DETACHMENT EXHIBIT "A"

ALL THAT PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8142 AND UNPLATTED LANDS. BEING LOCATED IN A PART OF THE NORTHEAST 1/4 AND SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 AND THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 19, TOWN 5 NORTH, RANGE 19 EAST, IN THE VILLAGES OF MUKWONAGO AND VERNON, WAUKESHA COUNTY, WISCONSIN.

E. 1/4 COR,
SEC. 19-5-19



4100 N. CALHOUN RD.
SUITE 300
BROOKFIELD, WI 53005
PHONE: (262) 790-1480
FAX: (262) 790-1481
EMAIL: Info@trioeng.com



THIS EXHIBIT WAS PREPARED BY GRADY L. GOSSER, P.L.S. (S-2972) DATE: 11/09/23

X:\2021\21-040-953-Hein Property Vernon Mukwonago\Drawings\Survey\EXHIBITS\885DEX-ATTACH-DETACH.dwg

ATTACH/DETACH EXHIBIT "B"

LEGAL DESCRIPTION "A" (Lands to be transferred to Vernon)

All that part of Lot 1 of Certified Survey Map No. 8142, recorded in the Office of the Register of Deeds for Waukesha County on October 22, 1996, in Volume 71 of Certified Survey Maps, at Pages 23 through 25 inclusive, as Document No. 2166785, being located in a part of the Northwest 1/4 of the Southeast 1/4 of Section 19, Town 5 North, Range 19 East, in the Village of Vernon, Waukesha County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the East 1/4 Corner of said Section 19; Thence South 87°32'52" West and along the North line of the said Southeast 1/4 Section, 1902.96 feet to a point on the East line of said Lot 1 of Certified Survey Map No. 8142; Thence South 01°43'08" East and along the East line of said Lot 1 of said Certified Survey Map No. 8142, 952.16 feet to a point; Thence South 88°16'52" West and along the existing Corporate Limits line, 200.00 feet to the place of beginning of lands hereinafter described;

Thence North 84°58'32" West and along said existing Corporate Limits Line, 242.15 feet to a point; Thence North 81°19'56" East, 24.76 feet to a point; Thence North 84°59'24" East, 150.15 feet to a point; Thence South 60°27'58" East, 77.20 feet to the point of beginning of this description.

Said Parcel contains 3,996 Square Feet (or 0.0917 Acres) of land, more or less.

LEGAL DESCRIPTION "B" (Lands to be transferred to Vernon)

All that part of Lot 1 of Certified Survey Map No. 8142, recorded in the Office of the Register of Deeds for Waukesha County on October 22, 1996, in Volume 71 of Certified Survey Maps, at Pages 23 through 25 inclusive, as Document No. 2166785, being located in a part of the Northeast 1/4 of the Southwest 1/4 and the Northwest 1/4 of the Southeast 1/4 of Section 19, Town 5 North, Range 19 East, in the Village of Vernon, Waukesha County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the East 1/4 Corner of said Section 19; Thence South 87°32'52" West and along the North line of the said Southeast 1/4 Section, 1902.96 feet to a point on the East line of said Lot 1 of Certified Survey Map No. 8142; Thence South 01°43'08" East and along the East line of said Lot 1 of said Certified Survey Map No. 8142, 952.16 feet to a point; Thence South 87°55'55" West, 653.75 feet to the place of beginning of lands hereinafter described:

Thence South 50°39'11" West and along the existing Corporate Limits Line, 82.26 feet to a point; Thence South 85°31'46" West and along said existing Corporate Limits Line, 132.35 feet to a point; Thence North 89°39'13" West and along said Corporate Limits Line, 195.07 feet to a point; Thence North 17°24'38" East, 210.00 feet to a point; Thence North 1°30'48" West, 180.00 feet to a point; Thence North 50°00'00" East, 150.00 feet to a point; Thence North 88°29'12" East, 125.00 feet to a point; Thence South 1°30'48" East, 307.59 feet to a point; Thence South 25°28'51" East, 130.07 feet to a point; Thence North 77°52'12" East, 29.26 feet to the point of beginning of this description.

Said Parcel contains 121,971 Square Feet (or 2.8001 Acres) of land, more or less.

LEGAL DESCRIPTION "C" (Lands to be transferred to Mukwonago)

All that part of Lot 1 of Certified Survey Map No. 8142, recorded in the Office of the Register of Deeds for Waukesha County on October 22, 1996, in Volume 71 of Certified Survey Maps, at Pages 23 through 25 inclusive, as Document No. 2166785 and Unplatted Lands, being located in a part of the Northeast 1/4 and Southeast 1/4 of the Southwest 1/4 of Section 19, Town 5 North, Range 19 East, in the Village of Vernon, Waukesha County, Wisconsin, now being more particularly bounded and described as follows:

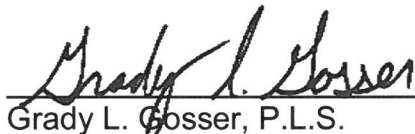
Commencing at the East 1/4 Corner of said Section 19; Thence South 87°32'52" West and along the North line of the said Southeast 1/4 Section, 1902.96 feet to a point on the East line of said Lot 1 of Certified Survey Map No. 8142; Thence South 01°43'08" East and along the East line of said Lot 1 of said Certified Survey Map No. 8142, 1,154.34 feet to a point; Thence South 89°14'21" West, 1212.39 feet to the point of beginning of lands hereinafter described;

Thence South 26°40'38" East, 60.00 feet to a point; Thence South 63°19'22" West, 150.00 feet to a point; Thence North 26°40'38" West, 27.28 feet to a point; Thence Southwesterly 276.73 feet along the arc of a curve, whose center lies to the Southeast, whose radius is 60.0 feet, whose central angle is 264°15'39", and whose chord bears South 21°11'32" West, 88.99 feet to a point; Thence Southeasterly 76.89 feet along the arc of a curve, whose center lies to the Northwest, whose radius is 183.0 feet, whose central angle is 24°04'20", and whose chord bears South 38°42'49" East, 76.32 feet to a point; Thence South 39°15'00" West, 68.04 feet to a point; Thence South 57°38'00" West, 111.50 feet to a point; Thence along the existing Corporate Limits Line the following courses; Thence North 56°47'31" West, 191.03 feet to a point; Thence North 13°05'19" West, 155.18 feet to a point; Thence Northeasterly 305.65 feet along the arc of a curve, whose center lies to the Northwest, whose radius is 333.07 feet, whose central angle is 52°34'47", and whose chord bears North 65°59'28" East, 295.04 feet; Thence South 59°23'49" East, 151.31 feet to a point; Thence North 31°29'21" East, 54.12 feet to a point; Thence North 50°35'42" East, 10.30 feet to the point of beginning of this description.

Said Parcel contains 72,840 Square Feet (or 1.6722 Acres) of land, more or less.

Date: 11/09/23




Grady L. Gosser, P.L.S.
Professional Land Surveyor S-2972
TRIO ENGINEERING, LLC
4100 N. Calhoun Road, Suite 300
Brookfield, WI 53045
Phone: (262)790-1480



Agenda Item Cover Report

Date: 1-25-24	Committee/Board: Public Works
Submitted by: Wayne Castle	Department: Utilities
Date of Committee Action: 2-7-24	Date of Village Board Action: 2-21-24

Subject:

Discussion and possible recommendation regarding utilities project and timeline for downtown.

Executive Summary:

The intent of this item is to have a discussion regarding the current timeline of the downtown utilities and highway road project. If there is a consensus amongst the Board there could be a recommendation made to explore alternative ways to move this project along.

Fiscal Impact:

To be determined

Executive Recommendation/Action:

To be determined

☐ **Attachments Included**

January 29, 2024

Ms. Diana Dykstra, CMC
Clerk-Treasurer
Village of Mukwonago
440 River Crest Court
Mukwonago, Wisconsin 53149

RE: Two Rivers Phase 1 Rehabilitation

Dear Ms. Dykstra:

Bids for the above project were opened on January 25, 2024 at 10:00 a.m. at the Village Hall and were as follows:

	BIDDER	BASE BID
1.	<u>Stark Pavement Corp.</u>	<u>\$761,761.00</u>
2.	<u>Payne & Dolan, Inc.</u>	<u>\$769,988.70</u>
3.	<u>Wolf Paving Co., Inc.</u>	<u>\$839,201.50</u>

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 and suppliers.
3. Low bidder has successfully completed similar projects.

On these bases, we recommend that Stark Pavement Corp. be awarded the Two Rivers Phase 1 Rehabilitation contract in the amount of \$761,761.00. 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, and especially complex ones like this, 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. After Board approval has been received, 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.

Ms. Diana Dykstra, CMC
Village of Mukwonago
January 29, 2024
Page 2

Bids remain subject to acceptance until March 25, 2024, unless Bidder agrees to an extension. Please advise us of your award decision or call if there are any questions.

Respectfully,

RUEKERT & MIELKE, INC.

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

MEM:sjs
Encl: Notice of Award
Bid Tabulation

cc: Ron Bittner, Village of Mukwonago
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

NOTICE OF AWARD

Date of Issuance: _____

Contract: Two Rivers Phase 1 Rehabilitation

Owner: Village of Mukwonago

Bidder: Stark Pavement Corp.

Engineer: Ruekert & Mielke, Inc.

Address: 12845 W. Burleigh Road
Brookfield, WI 53005

Engineer's Project No.: 12-10199.200

TO BIDDER:

You are notified that your Bid dated January 25, 2024 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

Two Rivers Phase 1 Rehabilitation Base Bid

The Contract Price of your Contract is: \$ 761,761.00

Two (2) copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award or 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 one (1) 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).
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

COST COMPARISON OF BIDDERS

OWNER: Village of Mukwonago
PROJECT: Two Rivers Phase 1 Rehabilitation
BID OPENING DATE: January 25, 2024

BASE BID				Stark Pavement Corp.		Payne & Dolan, Inc.		Wolf Paving Co., Inc.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
1	Mobilization	L.S.	1	\$35,384.80	\$35,384.80	\$5,850.00	\$5,850.00	\$50,000.00	\$50,000.00
2	Traffic control	L.S.	1	\$6,400.00	\$6,400.00	\$5,700.00	\$5,700.00	\$7,950.00	\$7,950.00
3	Inlet sediment guards	EA	15	\$45.00	\$675.00	\$50.00	\$750.00	\$45.00	\$675.00
4	Adjust valve box	EA	43	\$250.00	\$10,750.00	\$200.00	\$8,600.00	\$325.00	\$13,975.00
5	Replace catch basin 1 chimney	EA	1	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
6	Replace catch basin 2 chimney	EA	1	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
7	Replace catch basin 3 chimney	EA	1	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
8	Replace catch basin 5 chimney	EA	1	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
9	Replace catch basin 6 chimney	EA	1	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
10	Replace catch basin 7 chimney	EA	1	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
11	Replace catch basin 9 chimney	EA	1	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
12	Tuckpoint/remortar catch basin 4 chimney	EA	1	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
13	Tuckpoint/remortar catch basin 8 chimney	EA	1	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
14	Replace catch basin frame and grate, if required	EA	1	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
15	Replace storm manhole 1 chimney	EA	1	\$2,450.00	\$2,450.00	\$2,450.00	\$2,450.00	\$2,450.00	\$2,450.00
16	Replace storm manhole 2 chimney	EA	1	\$2,450.00	\$2,450.00	\$2,450.00	\$2,450.00	\$2,450.00	\$2,450.00
17	Pulverizing, removals, shaping, and compacting necessary to bring st	S.Y.	21,170	\$3.50	\$74,095.00	\$4.29	\$90,819.30	\$4.30	\$91,031.00
18	Excavation below subgrade (EBS), if required	C.Y.	1,060	\$15.00	\$15,900.00	\$21.00	\$22,260.00	\$27.00	\$28,620.00
19	Geotextile subgrade stabilization, if required	S.Y.	3,180	\$2.84	\$9,031.20	\$3.18	\$10,112.40	\$3.85	\$12,243.00
20	Excavation below subgrade (EBS) backfill, if required	TON	2,120	\$21.00	\$44,520.00	\$17.00	\$36,040.00	\$27.00	\$57,240.00
21	Concrete curb and gutter replacement	L.F.	1,070	\$55.00	\$58,850.00	\$47.50	\$50,825.00	\$52.35	\$56,014.50
22	2-1/2 inch Asphaltic concrete binder course	TON	3,250	\$69.75	\$226,687.50	\$71.24	\$231,530.00	\$70.00	\$227,500.00
23	1-1/2 inch Asphaltic concrete surface course	TON	1,950	\$71.00	\$138,450.00	\$87.91	\$171,424.50	\$80.00	\$156,000.00
24	Concrete sidewalk and curb ramp replacement	S.F.	9,290	\$10.75	\$99,867.50	\$9.75	\$90,577.50	\$10.70	\$99,403.00

COST COMPARISON OF BIDDERS

OWNER: Village of Mukwonago
PROJECT: Two Rivers Phase 1 Rehabilitation
BID OPENING DATE: January 25, 2024

BASE BID				Stark Pavement Corp.		Payne & Dolan, Inc.		Wolf Paving Co., Inc.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
25	Detectable warning field	S.F.	340	\$40.00	\$13,600.00	\$55.00	\$18,700.00	\$35.00	\$11,900.00
26	Topsoil, turf grass seed, fertilizer and hydromulch	S.Y.	1,000	\$7.75	\$7,750.00	\$7.00	\$7,000.00	\$6.85	\$6,850.00
TOTAL OF ALL ESTIMATED PRICES (ITEMS 1 - 26)					\$761,761.00		\$769,988.70		\$839,201.50