

Village of Mukwonago  
**Notice of Meeting and Agenda**

**COMMITTEE OF THE WHOLE MEETING**  
**Wednesday, March 6, 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. Approval of Minutes**

- 4.1 Approval of Committee of the Whole Meeting minutes of February 7, 2024  
[2024-02-07 DRAFT COW Minutes](#)

**5. Presentations**

- 5.1 2023 Annual Presentation of Water & Sewer Rates from Christy DeMaster, Trilogy Consulting, Inc.  
[Summary Presentation Sewer & Water Rate Increases](#)  
[Presentation to VB - 20240306.pptx](#)

**6. Finance Committee, Trustee Darlene Johnson**

*Discussion and action possible on the following items.*

- 6.1 Monthly Treasury Report and Revenue/Expenditure Guideline Report For January  
*(For information purposes only, no action required)*  
[2024-01 January Revenue & Expenditure.pdf](#)  
[2024-01 January Treasury Report.pdf](#)
- 6.2 Discussion and possible recommend to the Village Board to approve Accounts Payable Vouchers in the amount of \$3,208,939.67.  
[030624 AP Packet.pdf](#)

- 6.3 Discussion and possible recommendation to approve the purchase of the Anti-Ice/Pre-Wet System from Burke Truck & Equipment for \$23,000.  
[Anti-Icing Pre-Wet Tank Agenda Cover Report.docx](#)  
[Burke Truck & Equipment INC..docx](#)  
[Village of Mukwonago Wedge 24.doc](#)
- 6.4 Discussion and possible recommendation to approve the Purchase Requisition for Expeditors to conduct annual sanitary sewer televising.  
[Mukwonago 2024 Televising Quote.pdf](#)  
[Purchase Requisition\\_Annual Sewer Televising\\_2024 .pdf](#)
- 6.5 Discussion and possible recommendation to the Village Board to approve **Resolution 2024-14** Amending the 2023 Adopted Budgets for the Fire Dept., Community Development, TID #4, Fire/Ambulance Designated, Village Designated, American Rescue Plan Act, Capital Equipment, Library, Parkland, Water Utility and Sewer Utility Funds.  
[RESOLUTION 2024-14 \(Amend 2023 Budget - Various Funds\).pdf](#)
- 6.6 Discussion and possible recommendation to approve the 2023 Fire Department Settlement.  
[2023 Preliminary Fire Settlement.pdf](#)
- 6.7 Discussion and possible recommendation to the Village Board regarding Fire Chief's proposed uses of 2023 Settlement amount.  
[FD Settlement Distribution Request AIRF 02-19-2024.pdf](#)  
[Jefferson Fire Extractor and Dryer Quote and Information 02-2024.pdf](#)  
[Extractor Dryer 2024 revisd 02-29-2024.pdf](#)  
[Alliance Mukwonago Fire Department 2-14-24.pdf](#)

## **7. Health and Recreation Committee, Trustee John Meiners**

*Discussion and action possible on the following items*

- 7.1 Discussion and possible recommendation to approve a Special Event application for Mukwonago Area Chamber of Commerce Farmers Market. Farmers Market is held at Field Park every Wednesday from May 15 through October 9, 2024 (no market on June 12 during Summerfeste). Set-up begins at 12 pm, take down by 6:30 pm, with the market hours from 2 - 6 pm.  
[05-15 - 10-09-2024 - Field - Farmers Market.pdf](#)
- 7.2 Discussion and possible recommendation to approve a Special Event application for ProHealth Care Foundation for ProHealth Care Walks for Cancer - Park Walks at Field Park on May 4, 2024 from 7 am to 1 pm.  
[05-3 - 04-2024 - Field - ProHealth Care Park Walk.pdf](#)
- 7.3 Discussion and possible recommendation to approve a Lease Agreement with the Historical Society and Red Brick Museum.  
[Red Brick Museum Lease Agreement Agenda Cover Report.docx](#)



**8. Judicial Committee, Trustee Dale Porter**

*Discussion and action possible on the following items*

- 8.1 Discussion and possible recommendation on an Original Reserve Class B Fermented Malt Beverage and Class B Intoxicating Liquor License Application from The Elegant Farmer, LLC, d/b/a The Elegant Cork, 1541 Main Street, Tina Schmidt Agent.

[2024 Class B Reserve Combo Lic Elegant Farmer - Redacted.pdf](#)

- 8.2 Discussion and possible recommendation on **Resolution 2024-12** a Resolution to appoint additional Election Inspectors for the Village of Mukwonago.

[RESOLUTION 2024-12 \(Election Inspector Appointment\)](#)

**9. Library Board of Trustees, Trustee Eric Brill**

- 9.1 Library Directors Report for the month of January. *(For Information Only, No Action Required)*

[The\\_Directors\\_Report\\_01\\_January\\_2024.pdf](#)

[2024\\_January\\_Shelf\\_Life\\_Newsletter.pdf](#)

**10. Personnel Committee, Trustee Ken Johnson**

*Discussion and action possible on the following items*

- 10.1 Discussion and possible recommendation on **Resolution 2024-15** A resolution to approve tuition reimbursement forgiveness when an officer is promoted to non-union position

[Agenda Cover Report - Tuition Forgiveness](#)

[Kubiak Tuition Letter to Trustee Ken Johnson.docx](#)

[2020-23 Mukwonago Police CBA Educational Pay.pdf](#)

[RESOLUTION 2024-15 Tuition Reimb Police Promoted.docx](#)

**11. Public Works Committee, Trustee Eric Brill**

*Discussion and action possible on the following items*

- 11.1 Discussion and possible recommendation on the PFAS litigation for damages addendum, contingent upon attorney review.

[AIRF\\_PFAS Litigation.pdf](#)

[PFAS\\_Complex\\_Litigation\\_WDCLetterModificationofRetainer.pdf](#)

- 11.2 Discussion and possible recommendation to approve a contract with COM2 for the removal and E-Cycle of electronics collected from Village Residents.

[E-Cycle Agenda Cover Report.docx](#)

[1ZV8701-agreement for electronics collection and recycling \(004\) - Village of Mukwonago.docx](#)

- 11.3 Discussion and possible recommendation to enter into a service agreement with Barrientos Design and Consulting for a Utilities Facility Assessment.

[AIRF\\_Uilities Facilities Assessment.pdf](#)

[Mukwonago Utilities Garage Study Services Letter Barrientos.pdf](#)

[Letter Agreement Std Terms Conditions Barrientos 2023.pdf](#)

11.4 Presentation from Ruekert & Mielke on the 30% Plans for Hwy 83. (*Information Only, no action required*)

[Rochester Street Streetscaping Concept Plan.pdf](#)

11.5 Discussion and possible recommendation on STH83/Rochester Street Utility Relay Project options.

[Rochester Street Utility Relay Project Cost Estimate.pdf](#)

## **12. Adjournment**

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

## **MINUTES OF THE COMMITTEE OF THE WHOLE MEETING Wednesday, February 7, 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  
Dale Porter  
Darlene Johnson  
Ken Johnson  
John Meiners  
Scott Reeves  
Fred Winchowky

#### **Also Present**

Diana Dykstra, Village Clerk-Treasurer  
Diana Doherty, Finance Director  
Dan Streit, Police Chief  
Chris DeMotto, Assistant Police Chief  
Jerad Wegner, Village Engineer  
Ron Bittner, Public Works Director  
Wayne Castle, Utilities Director  
Tim Ruttenbeck, Building Inspector  
Nathan Bayer, Attorney  
Aaron Menden, Fire Lt.

### **Comments from the Public**

Joanne Tlachac-Hehn, 435 Lake Street was present to comment on several issues. 7.7 Joe Rice request and believes PLMD has jurisdiction of this matter and urges the Village to take no action. She asked the Board to consider the items listed in the Deed, the deed specifically said they have the common right of way for the Mukwonago shores. She further noted the PLMD was created to care for the lake on behalf of the property in the lake. Owners may choose not to use the access. She asks no action on petition. She noted regarding 9.1 Parking restrictions on Gibson, she often walks down those streets and restricting to one side is necessary is for making it safe for pedestrians since there is no sidewalks. Also regarding 10.3 PLMD she would like to hold her comments until that items comes up.

John Kronschnabel Jr., 318 Gibson St., wished to comment on item 9.1 and does find it frustrating that no literature that a funeral home was going in across the street. He hopes the Village knows what could go into the air for that type of business. It will be congested there and having parking regulations might ease the situation, but there is a funeral service there, he wonders what will the traffic be.

Joe Rice, speaking on behalf of his concerns for PLMD. He submitted a petition; he has no benefit being a part of this district and he noted residents on the other side of the street are not included in the district. He has no deeded access at community park. His original request was

not accepted to PLMD and continued his request for detachment. This was done before 1929 and hasn't been able to locate the minutes. He has further documents if anyone is interested.

Joe Graczyk, Current Chair of PLMD speaking on 7.7, 10.3 on the agenda when needed.

### **Presentation**

#### **Presentation from Mukwonago School District regarding the upcoming April Referendum.**

Superintendent Joe Koch and Business Administrator Tom Karthhauser were present to discuss the upcoming referendum.

### **Approval of Minutes**

#### **Approval of the January 3, 2024 Committee of the Whole minutes.**

Meiners/D Johnson motion to approve. Unanimously carried.

### **Library Board of Trustees, Trustee Eric Brill**

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

Abby Armour was present to discuss the monthly reports.

Wants to invite everyone into the Library for the updates created at the Library.

She further discussed the Library Legislative Day where she was able to go and discuss stories from Mukwonago

### **Update on the Grutzmacher Collection and NAGPRA**

Abby Armour was present to discuss NAGPRA and update the Board on the latest happenings. The Collection is roughly 12,400 Native American Items and ½ are on loan at the Mukwonago Historical Museum for display at the Red Brick Museum. Due to the flooring covering project they need to remove those artifacts and contracted with a professional to pack 6,500 items and store in preparation for the project.

Some of their items are known funerary items and potentially will be repatriated to the tribe. There are special regulations that were enacted on January 12<sup>th</sup> that would require some additional regulations for duty of care.

### **Finance Committee, Trustee Darlene Johnson**

#### **Monthly Treasury Report and PRELIMINARY Revenue/Expenditure Guideline Report For December 2023**

*(For information purposes only, no action required)*

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

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

#### **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.**

D Johnson/K Johnson motion to recommend approval.

Finance Director Doherty noted this was recently adopted but the major change is the timing on when items will be presented. She moved most from June to September.

Unanimously carried.

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

Finance Director Doherty noted this is a new policy, high level sources of revenue and explains how they are to be used.

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

**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.**

D Johnson/Brill motion to recommend approval.

Utilities Director Castle noted this is a purchase requisition for a new flooring coating. This is budgeted item. Unanimously carried.

**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**

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

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

Diana Doherty noted that this tax season there were many concerns besides the property subdivision access. The Point Apartments were added to the Tax Increment, and it caused a large increase and she was trying to work with the Wisconsin Dept of Revenue regarding calculations because it shouldn't have affected them. She noted that in 2022 the equalized values were adjusted Village/Town (proportionate value) this is what Phantom Lakes does for their levy certification. The apportionment should happen on a TID OUT Basis. That didn't happen. That meant the % between put to the Village and Town shifted and the Village residents paid about 9,000 more of the levy than they should have. This was the Department of Revenue error for not including the pointe apartments prior. Their error of not doing it for 2021 and 2022 they added that value to the tif worksheet so the increment that was calculated was about three times higher than what it should have been because they were trying to make up for the two years that they missed. The problem with that is. The way the tax bills calculate, it's only on one year's worth of value of assessed value for the point departments. So the difference got spread out among everybody, so it made-up for where they got the break the prior year. But it was still higher than what it should have been. Because of 2021.

When we asked the DOR about it, and I asked if they can provide me a breakdown of exactly what the impact of each year's correction was? And when they responded, they said, Oh well, thanks for asking that question. We realized we did it on an assessed value basis -Not an equalized value basis. They will need to do another adjustment next year for to add another \$4 million to this compilation, which means next year's levy to the residence is probably going to be a little bit higher than it was supposed to be if everything had just been handled properly from the beginning. That's essentially why tax levy for Phantom Lakes, went up 49% on most residences, over the prior year. It's complicated as it was. She noted if everything had been handled properly from day one, the residents would not have noticed any impact

Trustee D. Johnson thanked Finance Director Doherty for her review of the topic and Mr. Rice for bringing the topic up for us at least share with the board and with everyone about this situation, understanding that doesn't resolve your issue right now.

President Winchowky noted it is not the Village of Mukwonago's operation, and wants to be sure the board understands that.

**Health and Recreation Committee, Trustee John Meiners**

**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.**

Meiners/ Porter motion to recommend approval. Unanimously carried.

**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.**

Meiners/Reeves motion to recommend approval. Unanimously carried.

**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.)***

Meiners/Reeves motion to recommend approval. Unanimously carried.

**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.**

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

**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.**

Meiners/Reeves motion to recommend approval. It was noted soon the flyer will be distributed, they are finalizing dates and major events. July 3<sup>rd</sup> and end with Fireworks. Bittner noted that right now the committee has raised about ¾ of the funds necessary for the year. Unanimously carried.

**Judicial Committee, Trustee Dale Porter**

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

Porter/Brill motion to recommend approval.

Trustee Porter noted he has some concerns and spoke with the Chief and discussed the Fire Truck access for safety issue.

Trustee Reeves noted this is restricting one side of the street residential side.

Chief noted the Planner noted there was parking concerns at the PC meeting last month and this is a result of that. Unanimously carried.

**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.**

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

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

Porter/Meiners motion to recommend approval.

Trustee Brill noted he still stands by and feels this is premature. Motion carried 6-1 Brill voted no.

**Public Works Committee, Trustee Eric Brill**

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

Trustee Brill noted this is a topic that has been around for 20 years. There was a recent sewer collapse on STH 83 and we have been discussing this, and now wants to know how the board wishes to move forward.

Utilities Director Castle noted there was a sewer collapse conversation on the utilities portion of this project which was introduced 5 years ago waiting for the road to be done, and they want to do in conjunction with the project from Lincoln St. to Police Department. This isn't just downtown. So, since October there has been more discussion, and they believe there are some items they can do can they explore a few options to get a cost and pros and cons to move forward.

Trustee Brill noted with the most recent information with the State there is a DOT number on this project now, and the date is about in about 6 years out as an overlay project. They followed up and in the past they have required a full patch of the road which is why they waited. Recently the State would allow different options that would not require a repave of the entire road. There is significant savings to consider this project. There is no official timeline but they are looking at about 2030.

President Winchowky noted he would like to see what our options are to determine if this would be a short term fix or permanent.

Trustee Porter would like to see some numbers on this.

Utilities Director Castle noted he potentially could look at five different options, and is asking board if he can look at these options with pros and cons of each for future items for review.

Engineer Wegner noted the 60 % plans are already put together so alternatives will not be too difficult.

The Village Board requested Clerk Dykstra continue to draft a letter to the DOR to get this project moving and work with Trustee Brill to get their response to our utility options in preparation for this project.

**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**

Brill/Meiners motion to recommend approval. Unanimously carried.

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

Trustee Darlene Johnson stepped down at 7:30pm

Darlene Johnson, County Supervisor read a letter into the record.

She thanked the Board so much for your consideration and summarizing the two emails from Phantom Management District Commissioners Jake Jagman and Adam Miller. They were unable to attend tonight's meeting.

The Seaweed Lake harvester unloads tons of weeds during the harvest wheat harvesting season from May to early October. Harvesting is typically more performed Monday through Friday by two operators. They start from 7:00 AM and go through till 3:00 PM. The location of the harvester is critical to this operations efficiency because the harvester equipment has a



maximum water speed of roughly 3 mph. Traveling a mile or large distance to unload weeds can quickly increase labor and fuel costs.

The current location of the harvesting at the end of Wahl Ave., is an important desirable location to park the harvester and has been utilized for many years. The previous site was located at the end of Blood Street but couldn't continue there due to street curb improvement changes. In 2022, to better improve harvesting operation, the PLMD purchased a new 7 foot harvesting machine as a second harvester to assist mounting costs to run that aging 10 foot harvester.

At last year's September annual Lake District Meeting, constituents overwhelmingly supported Phantom Lakes purchase of a new 10 foot harvester, which is due to be delivered in a few months, as well as to pursuing actual lease on the Wahl Street property with the Town.

This lease of Wahl Ave. property is on February Town Board Meeting agenda and the town wanted assurance by the Village that there will be no village zoning concerns. Phantom Lakes Management District requests allowance of the conducting harvest, conducting harvesting and unloading operations at Wahl Ave. property, including the operation and storage of the equipment.

To more to have more control over the property and to budget monies and maintain the area, and for years the property has been used by people as dumping grounds. People have been tying their boats to the harvester as well as having been seen fishing off the harvester PLMD board wants to get a better handle on this the weed harvester. The weeds harvested at Wahl Ave. are more easily conveyed from the harvester to trucks which remove the loads to local farms to be used in their fields.

The harvester equipment are not significantly different in appearance than various boatlifts and peers that are also stored by residents near the vicinity. During late October until April, the harvester equipment is stored off site at the YMCA camp in a building center, they appreciate your consideration on this topic and thank you all for doing what you do for our community.

Joe Ratchet, the chair for PLMD, was present to comment. The summary was right and was pretty thorough. We like to maintain it currently and just make sure they are not infringing on any policies the Village has. We would just like to have better control of the property and make sure that our operations run smoothly. The addition of also a Porta Potty would be considered for our staff as well that would be putting on that property. That's all I have.

Joanne Telchac distributed pictures of what the area looks like now. She noted it is mostly difficult topography. You should utilize this property in this manner, it helps everyone along phantom lakes. They harvest the lake to assist people in using the lake. Blood Street would be more open to vandalism and it is a residential area. She encourages this approval for this lot at Wahl Ave.

Brill/Porter motion to authorize to draft a resolution for placement of the harvester at the end of Wahl Avenue.

President Winchowky asked if they wanted a time limit.

He noted review every 5 years. Clerk Dykstra was asked to draft a resolution for the board meeting. Unanimously carried.

### **Closed Session**

Meiners/K Johnson motion to go into 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 at 7:31pm.

Roll Call to go into closed session: "Yes" Trustee Brill, D Johnson, K Johnson, Meiners, Porter, Reeves, Winchowky. Unanimously carried.

Present in Closed Session: Trustee Brill, D Johnson, K Johnson, Meiners, Porter, Reeves, Winchowky, Diana Dykstra, Tim Rutenbeck, Ron Bittner, Nathan Bayer.

At 7:55pm Staff was excused from Closed Session.

### **Reconvene into Open Session**

Meiners/Reeves Motion to reconvene into open session pursuant to Wis. Stats. § 19.85(2) at 8:04pm. "Yes" Trustee Brill, D Johnson, K Johnson, Meiners, Porter, Reeves, Winchowky. Unanimously carried.

### **Adjournment**

Meeting adjourned at 8:04pm.

Respectfully submitted,

Diana Dykstra, MMC  
Village Clerk-Treasurer

REVIEW OF WATER AND SEWER RATES  
November 2023

Summary

Trilogy Consulting worked with Village staff to review and update the financial projections for the Sewer and Water Utilities, including forecast water and sewer sales and other revenues, budgeted 2024 and projected future operation and maintenance expenses, debt service for existing debt, planned major and minor capital improvements, and recommended reserve levels.

Water Utility

The review of water and sewer rates conducted in November 2022 recommended that the Water Utility apply for a Simplified Rate Case (SRC) with the Wisconsin Public Service Commission (PSC) in 2023 and in future years. Based on the information available at that time, it was projected that the Utility could fund its expenses with several inflationary rate increases using the SRC process. However, it was noted that if the Utility did not qualify for a simplified rate increase in 2023, or if other factors were different than assumed, a full rate case may be needed to fund the water treatment improvements in 2025.

The Utility did not qualify for an SRC in 2023 based on its 2022 operating income and the PSC increasing the SRC rate increase to 8.0 percent. The Utility's 2022 operating income with an SRC increase of 8.0 percent would have exceeded the amount the Utility is entitled to earn under current PSC criteria.

Other changes in conditions since November 2022 include an increase in the estimated cost of the Wells 3 & 4 radium treatment project from \$4.75 million to \$7.80 million, the reduction in ARPA funds allocated for that project, and the estimated cost of \$6.6 million for a new utility building.

It is recommended that the Utility check its eligibility for an SRC again in May 2024 once its 2023 Annual Report is filed with the PSC. The current SRC rate increase is 8.0 percent. If the Utility qualifies for this rate increase in May 2024, the rate increase would be in effect for roughly half of 2024, resulting in a 4.0 percent increase in revenues for the year, and another 4.0 percent increase in revenues in 2025. It is expected that the Utility will need to apply for a full water rate increase for 2025 to fund the Wells 3 & 4 radium treatment project. Based on the project cost estimate and the current PSC benchmark rate of return of 6.20 percent, the rate increases associated with this project are estimated at 25.0 percent for 2025 and 18.0 percent for 2026.

These estimates would be reduced if the Utility qualifies for any principal forgiveness through the Safe Drinking Water Fund loan program.

### Sewer Utility

For the sewer rates, a 7.0% increase is recommended for 2024. The Capital Improvement Program (CIP) for the Sewer Utility includes \$1.7 million of capital improvements in 2025 and \$8.8 million of improvements in 2026. To cover the anticipated debt service for these projects, additional rate increases are projected for 2025 and 2026, currently estimated at 18.0 percent in 2025 and another 18.0 percent in 2026. In addition, as described below in more detail, future major capital improvements at the Wastewater Treatment Plant (WWTP) are expected to require another substantial rate increase, currently estimated at 25%.

### Impacts on Customer Bills

Currently, the average residential customer in the Village pays more than average for water service and less than the average for sewer service. The impact of the recommended rates for 2024 is a total increase of \$8.19 per quarter or \$2.73 per month for the average residential customer.

	Average Annual Water Bill	Average Annual Sewer Bill	Total Annual Water & Sewer Bill
Mukwonago - Current Rates	\$502.26	\$468.62	\$970.88
Mukwonago - With 0% Increase for Water, 7% Increase for Sewer	\$502.26	\$501.38	\$1,003.64
Impact on Quarterly Bill	\$0.00	\$8.19	\$8.19
Impact on Monthly Cost	\$0.00	\$2.73	\$2.73

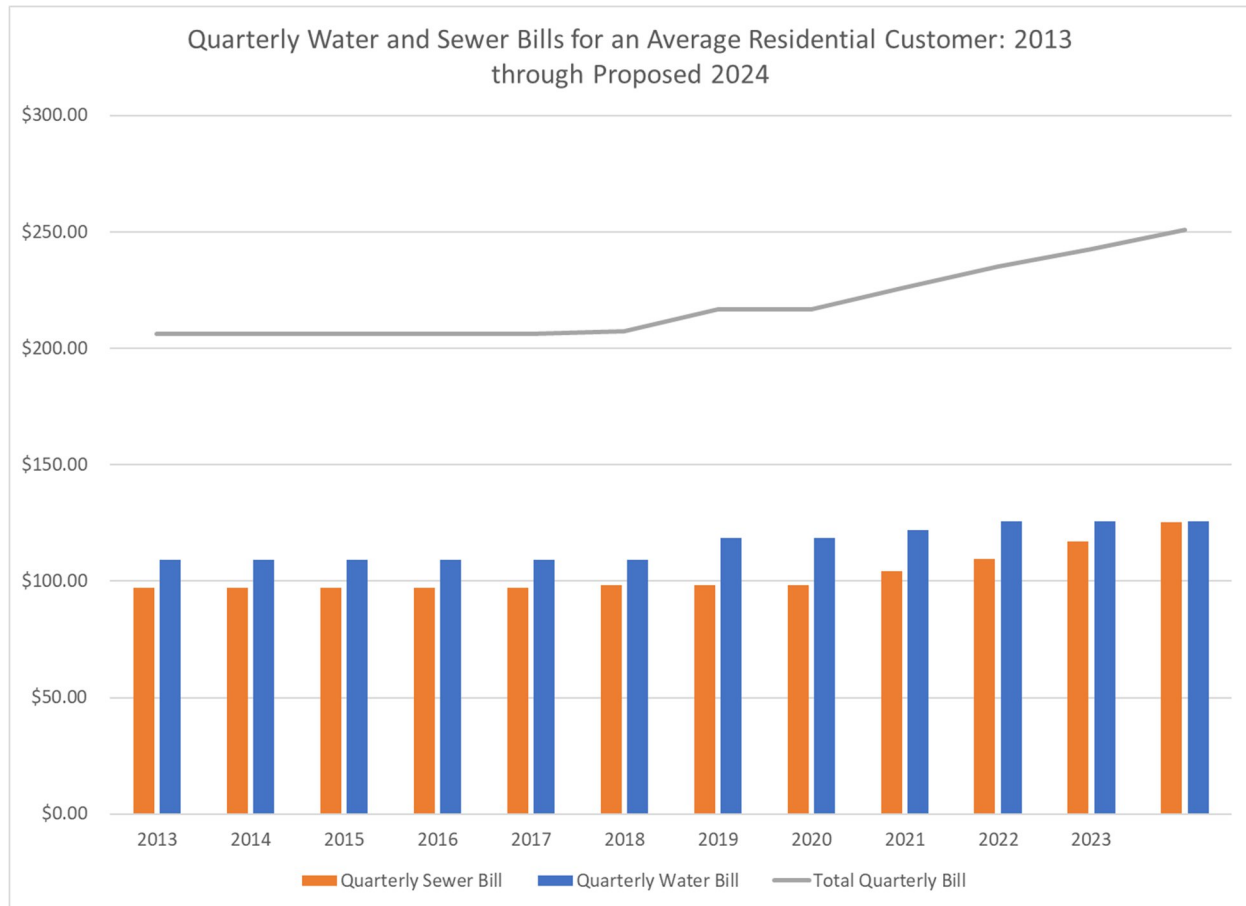
As shown in the community rate comparisons below, Mukwonago's average annual residential water bill is currently above average, its average annual sewer bill is lower than most similar communities, and the combined water and sewer bill is below average. With the proposed sewer rate increase, the sewer bill would still be well below average, and the combined water and sewer bill would be about average.

Community	Fixed Charge	Public Fire Protection Charge	Municipal PFP Charge per Customer per Year	Bills per Year	Volume Rate	Annual Usage	Units	Total Annual Water Bill
Elkhorn	\$10.00	\$13.60		12	\$7.30	6,150	ft <sup>3</sup>	\$732.13
Columbus	\$13.50	\$12.65		12	\$4.71	6,150	ft <sup>3</sup>	\$603.45
Waukesha	\$16.00	\$10.26		12	\$5.82	46,000	gallons	\$582.84
<b>Mukwonago (current/proposed)</b>	<b>\$33.95</b>	<b>\$34.69</b>		<b>4</b>	<b>\$4.95</b>	<b>46,000</b>	<b>gallons</b>	<b>\$502.26</b>
Jefferson	\$9.75	\$10.75		12	\$3.19	6,150	ft <sup>3</sup>	\$442.18
Burlington	\$31.10	\$31.78		4	\$2.75	6,150	ft <sup>3</sup>	\$420.64
East Troy	\$22.50	\$33.15		4	\$3.85	46,000	gallons	\$399.70
Whitewater	\$9.80	\$12.08		12	\$2.98	46,000	gallons	\$399.64
Palmyra	\$18.54		\$178.61	4	\$3.11	46,000	gallons	\$395.83
Milton	\$20.00	\$25.60		6	\$2.64	46,000	gallons	\$395.04
Hartland	\$26.57	\$29.97		4	\$3.46	46,000	gallons	\$385.32
Waterford	\$23.97	\$30.15		4	\$3.63	46,000	gallons	\$383.46
Dousman	\$24.00		\$155.34	4	\$2.75	46,000	gallons	\$377.84
Jackson	\$25.53	\$29.72		4	\$2.92	46,000	gallons	\$355.32
Grafton	\$20.86	\$10.10	\$40.26	4	\$2.68	46,000	gallons	\$287.38
Muskego	\$27.82	\$9.39	\$102.20	4	\$3.59	46,000	gallons	\$251.04

Community	Fixed Charge	Bills per Year	Volume Rate	Annual Usage	Units	Total Annual Sewer Bill
East Troy	\$97.06	4	\$8.99	46,000	gallons	\$801.78
Waukesha	\$6.88	12	\$14.77	46,000	gallons	\$761.98
Whitewater	\$12.75	12	\$11.99	46,000	gallons	\$704.54
Elkhorn	\$23.85	12	\$6.35	6,150	ccf	\$676.71
Muskego	\$167.66	4	\$0.00		n/a	\$670.64
Waterford	\$79.96	4	\$7.47	46,000	gallons	\$663.46
Grafton	\$63.00	4	\$8.17	46,000	gallons	\$627.82
Columbus	\$17.10	12	\$6.34	6,150	ccf	\$595.09
Palmyra	\$33.81	4	\$9.71	46,000	gallons	\$581.90
Jefferson	\$30.00	12	\$3.20	6,150	ccf	\$556.79
Dousman	\$0.00	4	\$11.90	46,000	gallons	\$547.40
<b>Mukwonago (proposed)</b>	<b>\$40.82</b>	<b>4</b>	<b>\$7.35</b>	<b>46,000</b>	<b>gallons</b>	<b>\$501.38</b>
<b>Mukwonago (current)</b>	<b>\$38.15</b>	<b>4</b>	<b>\$6.87</b>	<b>46,000</b>	<b>gallons</b>	<b>\$468.62</b>
Jackson	\$47.72	4	\$5.04	46,000	gallons	\$422.72
Milton	\$12.00	6	\$6.72	46,000	gallons	\$381.12
Hartland	\$0.00	4	\$7.96	46,000	gallons	\$366.16
Burlington	\$28.84	4	\$3.10	6,150	ccf	\$306.00

Community	Annual Water Bill	Annual Sewer Bill	Total Annual Water & Sewer Bill
Elkhorn	\$732.13	\$676.71	\$1,408.84
Waukesha	\$582.84	\$761.98	\$1,344.82
East Troy	\$399.70	\$801.78	\$1,201.48
Columbus	\$603.45	\$595.09	\$1,198.55
Whitewater	\$399.64	\$704.54	\$1,104.18
Waterford	\$383.46	\$663.46	\$1,046.92
<b>Mukwonago (proposed)</b>	<b>\$502.26</b>	<b>\$501.38</b>	<b>\$1,003.64</b>
Jefferson	\$442.18	\$556.79	\$998.97
Palmyra	\$395.83	\$581.90	\$977.73
<b>Mukwonago (current)</b>	<b>\$502.26</b>	<b>\$468.62</b>	<b>\$970.88</b>
Dousman	\$377.84	\$547.40	\$925.24
Muskego	\$251.04	\$670.64	\$921.68
Grafton	\$287.38	\$627.82	\$915.20
Jackson	\$355.32	\$422.72	\$778.04
Milton	\$395.04	\$381.12	\$776.16
Hartland	\$385.32	\$366.16	\$751.48
Burlington	\$420.64	\$306.00	\$726.64
Average of Other Communities			\$1,005.06

The following chart shows the quarterly water and sewer bills for the average residential customer since 2013. As shown, quarterly bills have been relatively flat during this time frame. Including the proposed 2024 increase, the average annual increase during this period will be 1.2% for water bills and 2.2% for sewer bills.



Since these recommendations are based on numerous assumptions about future conditions, the rates should be monitored on a regular basis and adjustments made as needed. A brief discussion of the financial status and projections for each utility is included below.

### Water Utility

The last full rate increase for the water utility took effect in 2019. The Utility obtained 3.0% simplified rate increases in late 2020 and late 2021. The Utility was not eligible for the SRC increase of 4.5% in 2022 due to higher operating income in 2021. The Utility was not eligible for the simplified rate increase of 8.0% in 2023. The Utility may be eligible for a simplified rate increase in mid-year 2024 based on its 2023 operating income. It is recommended that the Utility check eligibility for a rate increase as soon as its 2023 Annual Report is filed with the PSC in spring 2024.



Not including impact fees, our informal recommended reserve policy for the Utility includes 3 month's operating expenses, an emergency capital reserve of \$500,000, and required bond and debt service reserves. In 2022, the Utility added about \$600,000 to its reserves, so the year-end balance was about \$600,000 over the recommended minimum level.

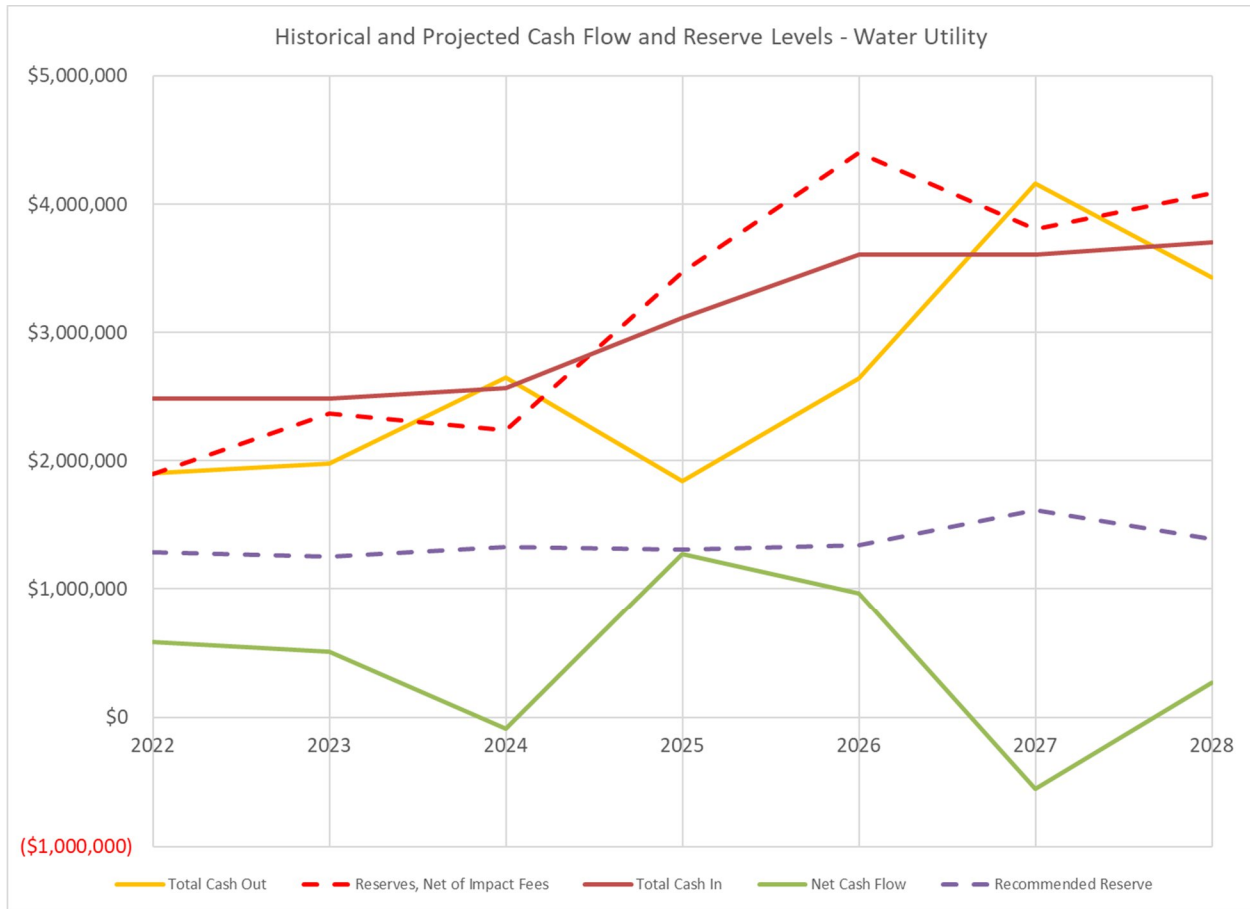
Major projects in the next 5 years that are expected to be debt financed include the Wells 3 and 4 radium treatment project at an estimated cost of \$7.8 million and a new utility building at an estimated cost of \$6.6 million. ARPA grant funds will cover about \$421,000 of the treatment project, with the remaining \$7.4 million being debt financed. Borrowing will also be used to finance the utility building construction. The elevated storage tank painting at an estimated cost of \$900,000, as well as routine capital projects such as vehicle replacement, meter replacement and SCADA improvements were assumed to be cash funded from current utility revenues. Beyond 5 years, these projections include the Hwy 83 watermain relay project and a potential new water tower to serve development on the south side of the Village. It was assumed that debt financing will be used for these projects; however, it should be noted that there would likely be impact fee or TID funds available for at least a portion of the cost of a new water tower.

The following table shows, in round numbers, uses of Water Utility revenues for 2019-2023, the projected use of Utility revenues for 2024 and for the next five years. Future amounts include 4% per year inflation in O&M expenses, increased PILOT due to investment in the water system, and new debt service for major capital projects. These projections assume an 8.0% rate increase in mid-year 2024, a 25% increase in 2025 and an 18% increase in 2026. These estimates assume that the debt for the radium treatment project at Wells 3 and 4 will be financed using the Safe Drinking Water Fund loan program. This program provides some amount of principal forgiveness for qualifying projects; if the Utility qualifies for any principal forgiveness, the rate estimates would be reduced. It should be noted that these figures include not only user charge rates, but all utility revenues except impact fees.

	Total: 2019-2023	Annual Average: 2019-2023	2024	Total: 2024-2028	Annual Average: 2024-2028	Increase: 2019-23 v. 2024-28
Operation and Maintenance Expense	\$4,778,000	\$955,600	\$1,211,000	\$6,193,000	\$1,238,600	30%
Taxes	\$2,135,000	\$427,000	\$459,000	\$2,686,000	\$537,200	26%
Debt Service	\$3,102,000	\$620,400	\$488,000	\$3,648,000	\$729,600	18%
Cash Funded Capital	\$835,000	\$167,000	\$495,000	\$1,301,000	\$260,200	56%
Deposit to Reserves (Excl. Impact Fees)	(\$335,000)	(\$67,000)	(\$125,000)	\$1,722,000	\$344,400	-614%
Total	\$10,515,000	\$2,103,000	\$2,528,000	\$15,550,000	\$3,110,000	48%

The following chart shows the historical and projected cash flows and reserves for the Utility, with the projected rate increases in 2024-2026. As shown, the recommended rate increases are expected to allow the Utility to maintain prudent reserves and complete planned capital improvements.

The Utility should plan to apply for a full rate case for 2025 and 2026. That process can be started in August 2024, and typically takes about nine months, including preparation and submittal of the application and PSC review. The actual rate increases will be determined by the PSC and will vary from current projections.



### Sewer Utility

The last substantial rate increase for the Sewer Utility took effect in 2013. The Utility increased rates by 3.0% for 2020 and 2021, by 5.0% for 2022, and 7.0% for 2023.

Not including impact fees, our informal recommended reserve policy for the Utility includes 3 month's operating expenses, the DNR required equipment replacement fund, and required bond and debt service reserves. The Utility is projected to have about \$500,000 more funds on hand than the recommended minimum at the end of 2023.

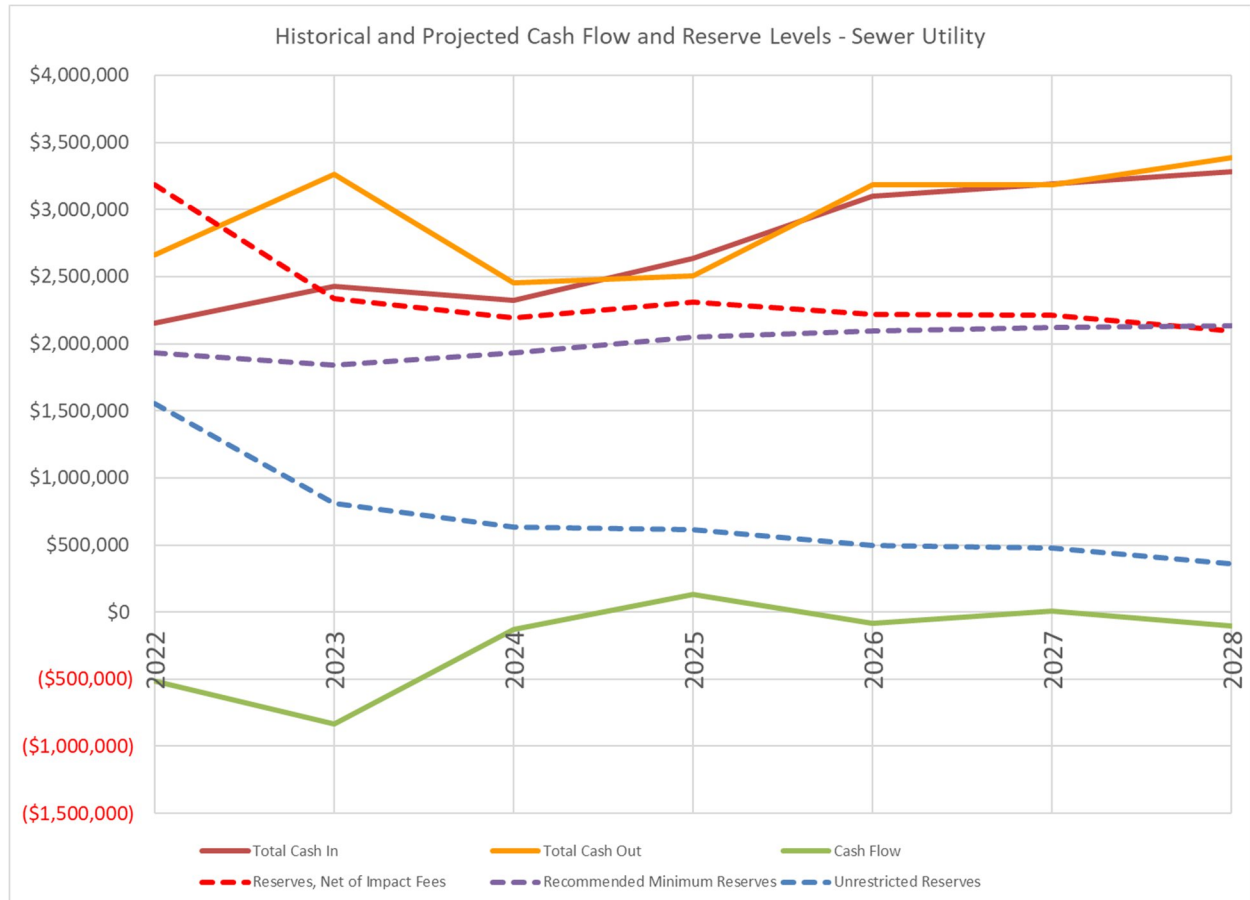
Ongoing Adaptive Management projects required by the DNR, estimated at \$200,000 per year, were assumed to be cash funded from current utility revenues. The Lake Area I&I project, dump truck and vector truck replacement in 2025 (totaling \$1.4 million) and \$8.8 million for the upgrades to solids management at the WWTP in 2026 were assumed to be debt financed.

The following table shows, in round numbers, uses of Sewer Utility revenues for 2019-2023, the projected use of Utility revenues for 2023 and for the next five years. Future amounts include 4% per year inflation in O&M expenses and new debt service for major capital projects. These projections assume rate increases of 7% per year for 2024, 18% in 2025 and 2026, and 3% in 2027. It should be noted that these figures include not only user charge rates, but all utility revenues except impact fees.

As shown, over the next five years the Sewer Utility is expected to have substantially higher O&M expenses and debt service, and less cash-funded capital expenses as compared to the past 5 years. In addition, the Utility has drawn down reserves significantly over the last five years and is projected to draw reserves down to the minimum recommended level over the next five years.

	Total: 2019-2023	Annual Average: 2019 - 2023	2024	Total: 2024-2028	Annual Average: 2024 - 2028	Increase: 2019-23 v. 2024-28
Operation and Maintenance	\$5,735,000	\$1,147,000	\$1,476,000	\$7,551,000	\$1,510,200	32%
Debt Service	\$3,532,000	\$706,400	\$726,000	\$5,269,000	\$1,053,800	49%
Cash Funded Capital	\$3,006,000	\$601,200	\$255,000	\$1,900,000	\$380,000	-37%
Deposit to Reserves (excl. impact fees)	(\$1,771,000)	(\$354,200)	(\$144,658)	(\$573,000)	(\$240,350)	-32%
Total	\$10,502,000	\$2,100,400	\$2,312,342	\$14,147,000	\$2,703,650	29%

The following chart shows the historical and projected cash flows and reserves for the Utility, with the projected rate increases. As shown, the recommended rate increases will allow the Utility to maintain prudent reserves while completing planned capital improvements.



# Village of Mukwonago Water and Sewer Rate Update

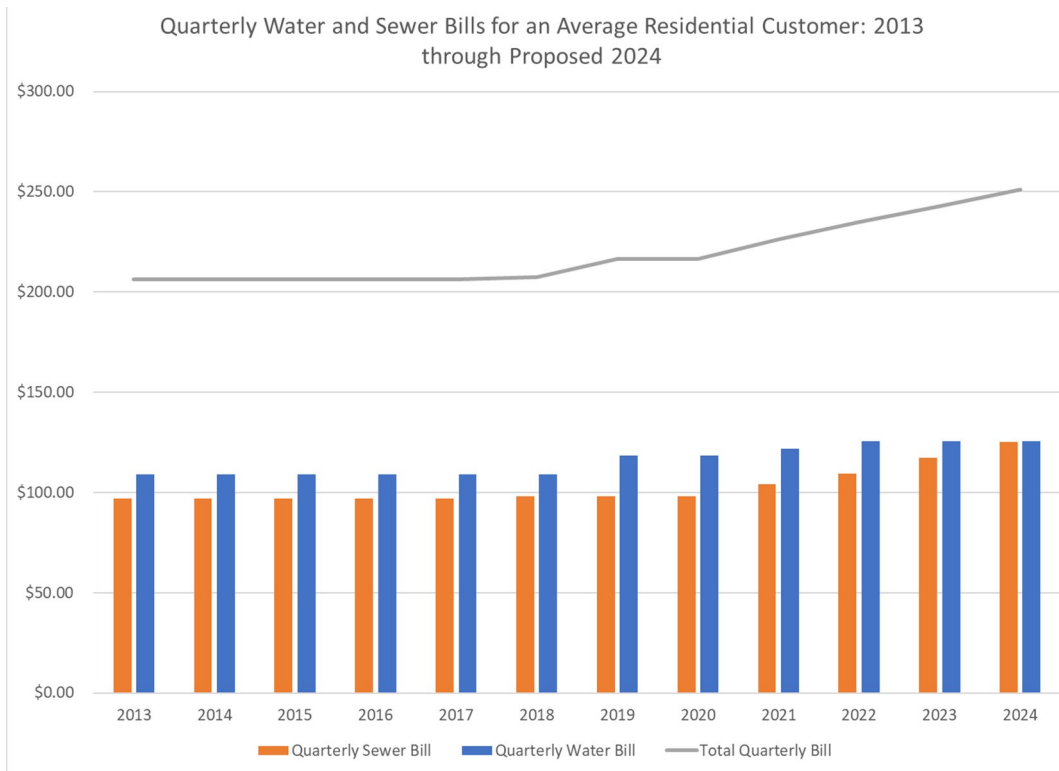
Committee of the Whole Meeting - March 6, 2024

Presented by Trilogy Consulting, LLC

Christy DeMaster



# Past and Proposed Rate Increases



- ▶ Water Utility
  - ▶ 8.9% in 2019
  - ▶ 3% in 2021
  - ▶ 3% in 2022
  - ▶ Did not qualify for a Simplified Rate Increase in 2023 based on 2022 income
  - ▶ Might qualify in 2024 based on 2023 income
- ▶ Sewer Utility
  - ▶ 5% in 2021
  - ▶ 5% in 2022
  - ▶ 7% in 2023
  - ▶ 7% adopted for 2024

## Customer Impacts

	Average Annual Water Bill	Average Annual Sewer Bill	Total Annual Water & Sewer Bill
Mukwonago - Current Rates	\$502.26	\$468.62	\$970.88
Mukwonago - With 0% Increase for Water, 7% Increase for Sewer	\$502.26	\$501.38	\$1,003.64
Impact on Quarterly Bill	\$0.00	\$8.19	\$8.19
Impact on Monthly Cost	\$0.00	\$2.73	\$2.73



## Community Rate Comparison - Water

Community	Fixed Charge	Public Fire Protection Charge	Municipal PFP Charge per Customer per Year	Bills per Year	Volume Rate	Annual Usage	Units	Total Annual Water Bill
Elkhorn	\$10.00	\$13.60	\$178.61	12	\$7.30	6,150	ft <sup>3</sup>	\$732.13
Columbus	\$13.50	\$12.65		12	\$4.71	6,150	ft <sup>3</sup>	\$603.45
Waukesha	\$16.00	\$10.26		12	\$5.82	46,000	gallons	\$582.84
Mukwonago (current/proposed)	\$33.95	\$34.69		4	\$4.95	46,000	gallons	\$502.26
Jefferson	\$9.75	\$10.75		12	\$3.19	6,150	ft <sup>3</sup>	\$442.18
Burlington	\$31.10	\$31.78		4	\$2.75	6,150	ft <sup>3</sup>	\$420.64
East Troy	\$22.50	\$33.15		4	\$3.85	46,000	gallons	\$399.70
Whitewater	\$9.80	\$12.08		12	\$2.98	46,000	gallons	\$399.64
Palmyra	\$18.54			4	\$3.11	46,000	gallons	\$395.83
Milton	\$20.00	\$25.60		6	\$2.64	46,000	gallons	\$395.04
Hartland	\$26.57	\$29.97	\$155.34	4	\$3.46	46,000	gallons	\$385.32
Waterford	\$23.97	\$30.15		4	\$3.63	46,000	gallons	\$383.46
Dousman	\$24.00			4	\$2.75	46,000	gallons	\$377.84
Jackson	\$25.53	\$29.72	\$40.26	4	\$2.92	46,000	gallons	\$355.32
Grafton	\$20.86	\$10.10		4	\$2.68	46,000	gallons	\$287.38
Muskego	\$27.82	\$9.39	\$102.20	4	\$3.59	46,000	gallons	\$251.04

## Community Rate Comparison - Sewer

Community	Fixed Charge	Bills per Year	Volume Rate	Annual Usage	Units	Total Annual Sewer Bill
East Troy	\$97.06	4	\$8.99	46,000	gallons	\$801.78
Waukesha	\$6.88	12	\$14.77	46,000	gallons	\$761.98
Whitewater	\$12.75	12	\$11.99	46,000	gallons	\$704.54
Elkhorn	\$23.85	12	\$6.35	6,150	ccf	\$676.71
Muskego	\$167.66	4	\$0.00		n/a	\$670.64
Waterford	\$79.96	4	\$7.47	46,000	gallons	\$663.46
Grafton	\$63.00	4	\$8.17	46,000	gallons	\$627.82
Columbus	\$17.10	12	\$6.34	6,150	ccf	\$595.09
Palmyra	\$33.81	4	\$9.71	46,000	gallons	\$581.90
Jefferson	\$30.00	12	\$3.20	6,150	ccf	\$556.79
Dousman	\$0.00	4	\$11.90	46,000	gallons	\$547.40
Mukwonago (proposed)	\$40.82	4	\$7.35	46,000	gallons	\$501.38
Mukwonago (current)	\$38.15	4	\$6.87	46,000	gallons	\$468.62
Jackson	\$47.72	4	\$5.04	46,000	gallons	\$422.72
Milton	\$12.00	6	\$6.72	46,000	gallons	\$381.12
Hartland	\$0.00	4	\$7.96	46,000	gallons	\$366.16
Burlington	\$28.84	4	\$3.10	6,150	ccf	\$306.00

# Community Rate Comparison - Combined

Community	Annual Water Bill	Annual Sewer Bill	Total Annual Water & Sewer Bill
Elkhorn	\$732.13	\$676.71	\$1,408.84
Waukesha	\$582.84	\$761.98	\$1,344.82
East Troy	\$399.70	\$801.78	\$1,201.48
Columbus	\$603.45	\$595.09	\$1,198.55
Whitewater	\$399.64	\$704.54	\$1,104.18
Waterford	\$383.46	\$663.46	\$1,046.92
Mukwonago (proposed)	\$502.26	\$501.38	\$1,003.64
Jefferson	\$442.18	\$556.79	\$998.97
Palmyra	\$395.83	\$581.90	\$977.73
Mukwonago (current)	\$502.26	\$468.62	\$970.88
Dousman	\$377.84	\$547.40	\$925.24
Muskego	\$251.04	\$670.64	\$921.68
Grafton	\$287.38	\$627.82	\$915.20
Jackson	\$355.32	\$422.72	\$778.04
Milton	\$395.04	\$381.12	\$776.16
Hartland	\$385.32	\$366.16	\$751.48
Burlington	\$420.64	\$306.00	\$726.64
Average of Other Communities			\$1,005.06

# Water Utility

## Current Financial Status of the Utility

- ▶ Reserve levels were \$1.9 million at year end 2022
- ▶ Reserves projected to increase to \$2.4 million in 2023
- ▶ Recommended reserve level (net of impact fees) is \$1.25 million
- ▶ Earned a 5.18% rate of return in 2022; projected to earn 5.12% for 2023
  - ▶ Current PSC benchmark is 6.50%
- ▶ Utility might qualify for a simplified rate increase in 2024 based on 2023 income
  - ▶ 4.1% increase

## \$15.1 Million Planned and Potential Projects, 2024 - 2028

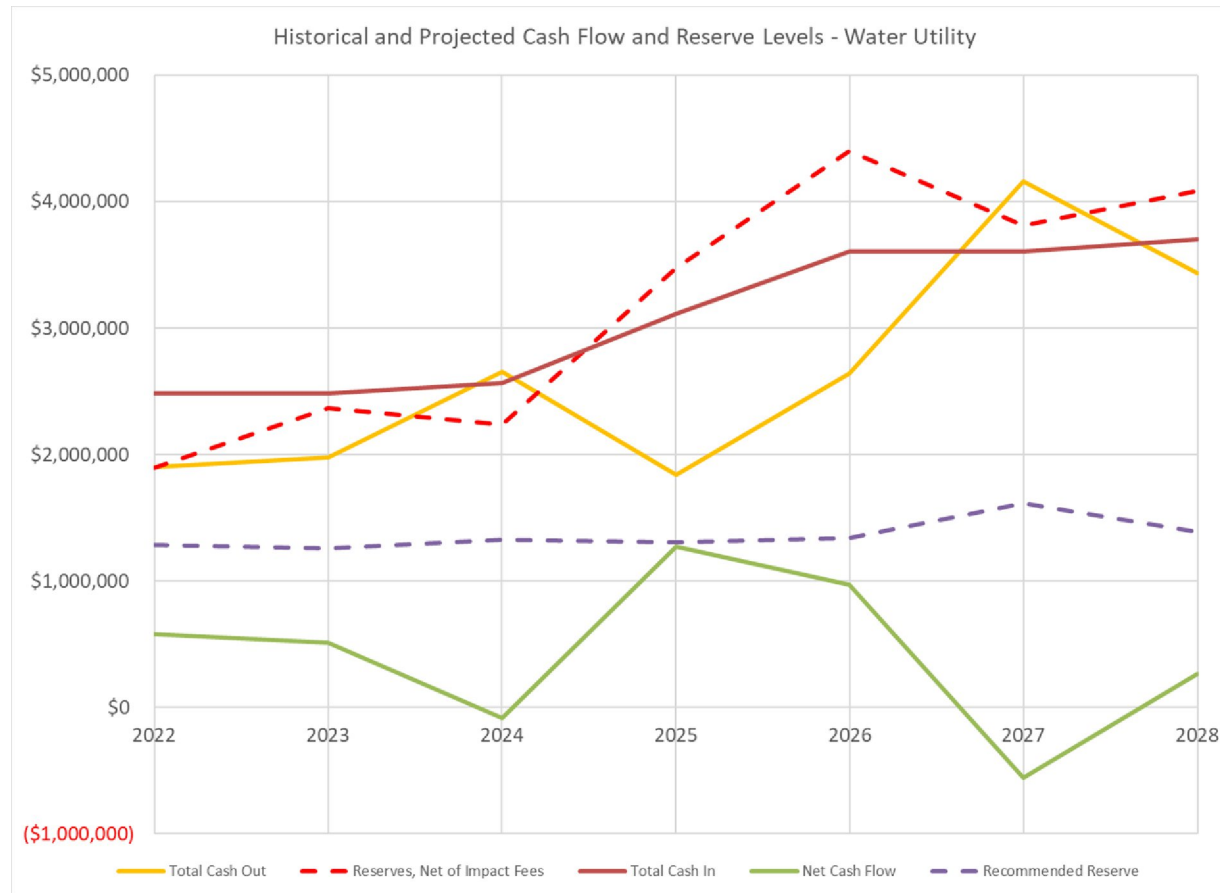
- ▶ Wells 3 & 4 HMO Treatment - \$7.78 million (\$421,000 ARPA)
- ▶ Water utility garage - \$6.65 million
- ▶ Elevated storage tank painting \$900,000
- ▶ Other projects / purchases
  - ▶ Pickup truck
  - ▶ Service truck
  - ▶ SCADA towers
  - ▶ Meters and meter reading equipment
- ▶ Beyond 5 years
  - ▶ Hwy 83 main relay
  - ▶ New water tower to serve south side development

## Past and Projected Use of Utility Revenues

	Annual Average: 2019-2023	Annual Average: 2024-2028	Increase: 2019-23 v. 2024-28
Operation and Maintenance Expense	\$955,600	\$1,238,600	30%
Taxes	\$427,000	\$537,200	26%
Debt Service	\$620,400	\$729,600	18%
Cash Funded Capital	\$167,000	\$260,200	56%
Deposit to Reserves (Excl. Impact Fees)	(\$67,000)	\$344,400	-614%
Total	\$2,103,000	\$3,110,000	48%



# Projected Future Rate Increases, Cash Flow, and Reserves



# Sewer Utility

## Current Financial Status of the Utility

- ▶ Reserve levels were \$3.2 million at end of 2022
- ▶ Reserves projected to decrease to \$2.3 million in 2023
- ▶ Recommended reserve level (net of impact fees) is \$1.8 million
- ▶ Upcoming capital projects are projected to significantly increase debt service

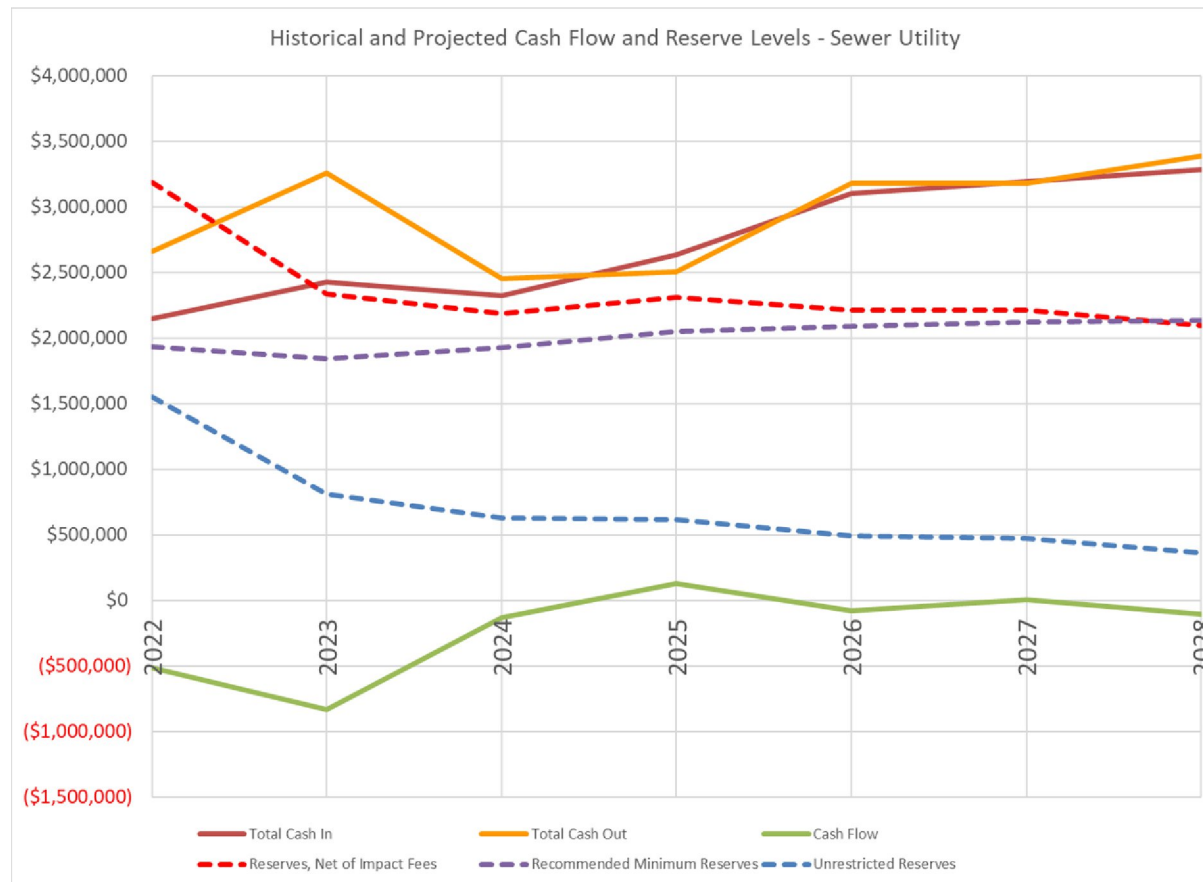
## \$11.3 Million Planned and Potential Projects, 2024-2028

- ▶ WWTF Solids Handling & Storage - \$8.98 million
- ▶ DNR Mandated Adaptive Management - \$1.0 million
- ▶ Lake Area I&I Project - \$500,000
- ▶ Vactor/Jetter/Hydroexcavator, Plow/Dumptruck, Pickup Truck - \$770,000
- ▶ Beyond 5 years
  - ▶ Hwy 83 main relay
  - ▶ River Parks Sewer reroute
  - ▶ WWTF Expansion

## Past and Projected Use of Utility Revenues

	Annual Average: 2019 - 2023	Annual Average: 2024 - 2028	Increase: 2019-23 v. 2024-28
Operation and Maintenance	\$1,147,000	\$1,510,200	32%
Debt Service	\$706,400	\$1,053,800	49%
Cash Funded Capital	\$601,200	\$380,000	-37%
Deposit to Reserves (excl. impact fees)	(\$354,200)	(\$240,350)	-32%
Total	\$2,100,400	\$2,703,650	29%

# Projected Future Rate Increases, Cash Flow, and Reserves



# Summary

- ▶ Water Utility
  - ▶ No increase now
  - ▶ Evaluate potential for simplified rate increase in May 2024 after the Annual Report is filed
  - ▶ Plan to apply for a full rate case next year to fund Wells 3 & 4 HMO project
- ▶ Sewer Utility
  - ▶ 7% increase for 2024
  - ▶ Plan for larger rate increases in 2025/2026 for the WWTF solids handling project
- ▶ Projections based on 4% inflation in O&M and no growth in customer sales
- ▶ Continue to monitor annually and adjust rates as needed

PERIOD ENDING 01/31/2024

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	283,800.00	2,795.00	281,005.00	0.98
PTAX	GENERAL PROPERTY TAX	3,292,240.00	1,696,314.36	1,595,925.64	51.52
TAXES	OTHER TAXES	438,834.00	35,856.68	402,977.32	8.17
IGOVTRV	INTERGOVERNMENTAL REVENUES	1,069,963.00	150,699.47	919,263.53	14.08
LICPER	LICENSES & PERMITS	277,429.00	25,054.65	252,374.35	9.03
LAWORD	FINES & FORFEITURES	145,000.00	8,920.46	136,079.54	6.15
PUBCHGS	PUBLIC CHARGES FOR SERVICES	18,198.00	888.15	17,309.85	4.88
LEISURE	LEISURE ACTIVITIES	72,000.00	0.00	72,000.00	0.00
IGOVTC	INTERGOVERNMENTAL CHARGES	201,732.00	11,648.58	190,083.42	5.77
INVTINC	INVESTMENT INCOME	160,937.00	55,193.57	105,743.43	34.30
TOTAL REVENUES		5,960,133.00	1,987,370.92	3,972,762.08	33.34
Expenditures					
5111	VILLAGE BOARD	72,363.00	7,272.49	65,090.51	10.05
5112	HISTORIC PRESERVATION	290.00	26.71	263.29	9.21
5120	MUNICIPAL COURT	39,567.00	2,290.77	37,276.23	5.79
5130	VILLAGE ATTORNEY	118,750.00	240.00	118,510.00	0.20
5141	VILLAGE ADMINISTRATOR	271,929.00	66,760.18	205,168.82	24.55
5142	CLERK-TREASURER	280,919.00	12,880.78	268,038.22	4.59
5144	ELECTIONS	31,650.00	0.00	31,650.00	0.00
5145	FINANCE DEPARTMENT	75,287.00	(6,807.87)	82,094.87	(9.04)
5150	IT SERVICES	15,000.00	62.00	14,938.00	0.41
5151	INDEPENDENT AUDITING	10,000.00	0.00	10,000.00	0.00
5153	ASSESSMENT OF PROPERTY	181,200.00	2,989.16	178,210.84	1.65
5154	RISK & PROPERTY INSURANCE	130,800.00	23,733.98	107,066.02	18.15
5160	VILLAGE HALL	54,141.00	951.73	53,189.27	1.76
5211	POLICE ADMINISTRATION	1,349,901.00	82,521.03	1,267,379.97	6.11
5212	POLICE PATROL	1,166,199.00	58,743.54	1,107,455.46	5.04
5213	CRIME INVESTIGATION	262,029.00	13,660.41	248,368.59	5.21
5215	POLICE TRAINING	12,000.00	0.00	12,000.00	0.00
5220	FIRE STATION (VILLAGE)	8,983.00	0.00	8,983.00	0.00
5235	EMERGENCY GOVERNMENT	2,000.00	0.00	2,000.00	0.00
5241	BUILDING INSPECTOR	315,615.00	19,213.53	296,401.47	6.09
5247	BOARD OF APPEALS	900.00	87.40	812.60	9.71
5254	DAMS	12,807.00	372.53	12,434.47	2.91
5300	DPW GENERAL ADMINISTRATION	373,532.00	38,370.63	335,161.37	10.27
5323	GARAGE	84,259.00	747.19	83,511.81	0.89
5324	MACHINERY & EQUIPMENT	131,986.00	2,123.74	129,862.26	1.61
5335	ENGINEERING	75,000.00	0.00	75,000.00	0.00
5341	STREETS & ALLEYS	14,691.00	0.00	14,691.00	0.00
5342	STREET LIGHTING	185,250.00	0.00	185,250.00	0.00
5343	CURBS GUTTERS & SIDEWALKS	2,970.00	0.00	2,970.00	0.00
5344	STORM SEWER	13,805.00	0.00	13,805.00	0.00
5345	STREET CLEANING	20,523.00	0.00	20,523.00	0.00
5346	BRIDGES & CULVERTS	1,519.00	0.00	1,519.00	0.00
5347	SNOW & ICE CONTROL	114,814.00	7,256.23	107,557.77	6.32
5348	STREET SIGNS & MARKINGS	24,742.00	52.53	24,689.47	0.21
5362	GARBAGE COLLECTION	5,529.00	150.41	5,378.59	2.72
5431	ANIMAL POUND	2,500.00	0.00	2,500.00	0.00
5512	MUSEUM	11,875.00	214.06	11,660.94	1.80
5521	PARKS	220,159.00	1,066.46	219,092.54	0.48
5522	CELEBRATIONS	8,809.00	288.99	8,520.01	3.28
5611	FORESTRY	35,057.00	252.53	34,804.47	0.72
5613	WEED CONTROL	500.00	0.00	500.00	0.00
5632	PLANNING DEPARTMENT	134,138.00	4,021.56	130,116.44	3.00
5660	STORMWATER MASTER PLAN	11,250.00	0.00	11,250.00	0.00
5670	ECONOMIC DEVELOPMENT	42,895.00	6,414.00	36,481.00	14.95
5900	OTHER FINANCING USES	32,000.00	0.00	32,000.00	0.00
TOTAL EXPENDITURES		5,960,133.00	345,956.70	5,614,176.30	5.80
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		5,960,133.00	1,987,370.92	3,972,762.08	33.34
TOTAL EXPENDITURES		5,960,133.00	345,956.70	5,614,176.30	5.80
NET OF REVENUES & EXPENDITURES		0.00	1,641,414.22	(1,641,414.22)	100.00



PERIOD ENDING 01/31/2024

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
SELECT FUNDS

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	1,500.00	11.00	1,489.00	0.73
PTAX	GENERAL PROPERTY TAX	609,056.00	50,754.67	558,301.33	8.33
EBIX	EBIX REVENUES	1,273,000.00	121,966.71	1,151,033.29	9.58
IGOVTRV	INTERGOVERNMENTAL REVENUES	110,964.00	0.00	110,964.00	0.00
PUBCHGS	PUBLIC CHARGES FOR SERVICES	500.00	350.00	150.00	70.00
IGOVTC	INTERGOVERNMENTAL CHARGES	609,056.00	50,754.67	558,301.33	8.33
INVTINC	INVESTMENT INCOME	12,000.00	5,933.55	6,066.45	49.45
TOTAL REVENUES		2,616,076.00	229,770.60	2,386,305.40	8.78
Expenditures					
5140	ADMINISTRATIVE & GENERAL	29,150.00	2,429.16	26,720.84	8.33
5221	FIRE ADMINISTRATION	1,120,387.00	79,871.67	1,040,515.33	7.13
5222	FIRE SUPPRESSION	60,993.00	347.21	60,645.79	0.57
5223	FIRE TRAINING	27,929.00	692.13	27,236.87	2.48
5231	AMBULANCE	464,681.00	14,611.57	450,069.43	3.14
5232	AMBULANCE TRAINING	15,238.00	419.46	14,818.54	2.75
5233	REFERENDUM FUNDED STAFFING	679,116.00	34,560.66	644,555.34	5.09
5700	CAPITAL OUTLAY EXPENDITURES	55,000.00	0.00	55,000.00	0.00
5900	OTHER FINANCING USES	163,582.00	0.00	163,582.00	0.00
TOTAL EXPENDITURES		2,616,076.00	132,931.86	2,483,144.14	5.08
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		2,616,076.00	229,770.60	2,386,305.40	8.78
TOTAL EXPENDITURES		2,616,076.00	132,931.86	2,483,144.14	5.08
NET OF REVENUES & EXPENDITURES		0.00	96,838.74	(96,838.74)	100.00

PERIOD ENDING 01/31/2024

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
SELECT FUNDS

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	25,276.00	4,003.07	21,272.93	15.84
UTILREV	UTILITY REVENUES	2,151,500.00	1,265.39	2,150,234.61	0.06
CONTRIB	CONTRIBUTED CAPITAL	0.00	5,455.00	(5,455.00)	100.00
MISCINC	MISC INCOME UTILITIES	162,000.00	44,806.35	117,193.65	27.66
IGOVTC	INTERGOVERNMENTAL CHARGES	1,200.00	1,172.25	27.75	97.69
INVSTINC	INVESTMENT INCOME	49,980.00	11,580.64	38,399.36	23.17
TOTAL REVENUES		2,389,956.00	68,282.70	2,321,673.30	2.86
Expenditures					
5900	OTHER FINANCING USES	15,000.00	0.00	15,000.00	0.00
6200	PUMPING OPERATIONS	144,337.00	623.39	143,713.61	0.43
6210	PUMPING MAINTENANCE	73,029.00	845.57	72,183.43	1.16
6300	WATER TREATMENT OPERATIONS	109,622.00	3,946.48	105,675.52	3.60
6310	WATER TREATMENT MAINTENANCE	27,054.00	0.00	27,054.00	0.00
6450	T&D-DISTR RSRVR/STNDP MAINT	3,812.00	0.00	3,812.00	0.00
6451	T&D-MAINS MAINTENANCE	56,942.00	239.85	56,702.15	0.42
6452	T&D-SERVICES MAINTENANCE	55,870.00	0.00	55,870.00	0.00
6453	T&D-METERS MAINTENANCE	38,531.00	605.07	37,925.93	1.57
6454	T&D-HYDRANTS MAINTENANCE	50,394.00	0.00	50,394.00	0.00
6901	METER READING LABOR	5,329.00	0.00	5,329.00	0.00
6902	ACCOUNTING & COLLECTING LABOR	88,178.00	6,789.85	81,388.15	7.70
6920	ADMINISTRATIVE & GENERAL EXP	1,131,158.00	59,884.01	1,071,273.99	5.29
TOTAL EXPENDITURES		1,799,256.00	72,934.22	1,726,321.78	4.05
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,389,956.00	68,282.70	2,321,673.30	2.86
TOTAL EXPENDITURES		1,799,256.00	72,934.22	1,726,321.78	4.05
NET OF REVENUES & EXPENDITURES		590,700.00	(4,651.52)	595,351.52	0.79

PERIOD ENDING 01/31/2024

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 620 - SEWER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	56,852.00	12.40	56,839.60	0.02
OFS	OTHER FINANCING SOURCES	15,000.00	0.00	15,000.00	0.00
UTILREV	UTILITY REVENUES	1,944,500.00	3,616.58	1,940,883.42	0.19
LICPER	LICENSES & PERMITS	25,700.00	4,001.00	21,699.00	15.57
CONTRIB	CONTRIBUTED CAPITAL	12,500.00	2,017.00	10,483.00	16.14
MISCINC	MISC INCOME UTILITIES	175,000.00	23,037.19	151,962.81	13.16
INVSTINC	INVESTMENT INCOME	78,630.00	11,469.15	67,160.85	14.59
TOTAL REVENUES		2,308,182.00	44,153.32	2,264,028.68	1.91
Expenditures					
8010	WWTP-TREATMENT/DISPOSAL/GP	665,347.00	8,272.35	657,074.65	1.24
8020	LIFT STATIONS/PUMPING EQUIP	30,386.00	3,120.69	27,265.31	10.27
8030	WASTEWATER COLLECTION SYSTEM	90,651.00	364.17	90,286.83	0.40
8300	ACCOUNTING/COLLECTING	85,678.00	6,735.75	78,942.25	7.86
8400	ADMINISTRATIVE & GENERAL	765,615.00	27,466.49	738,148.51	3.59
TOTAL EXPENDITURES		1,637,677.00	45,959.45	1,591,717.55	2.81
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		2,308,182.00	44,153.32	2,264,028.68	1.91
TOTAL EXPENDITURES		1,637,677.00	45,959.45	1,591,717.55	2.81
NET OF REVENUES & EXPENDITURES		670,505.00	(1,806.13)	672,311.13	0.27

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	AVAILABLE BALANCE	% BDGT USED
<hr/>					
TOTAL REVENUES - ALL FUNDS		13,274,347.00	2,329,577.54	10,944,769.46	17.55
TOTAL EXPENDITURES - ALL FUNDS		12,013,142.00	597,782.23	11,415,359.77	4.98
NET OF REVENUES & EXPENDITURES		1,261,205.00	1,731,795.31	(470,590.31)	137.31

TREASURERS REPORT	Jan-2024	TOTAL	Citizens	LGIP	Long Term Investments - Johnson Bank & ADM
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#### GENERAL VILLAGE

100-111xxx	General Fund	4,330,165.92	1,526,759.80	877,304.37	1,926,101.75
100-111005/020/033	Checking/MRA/Accrued Sick	1,122,419.17	677,352.15	317,559.92	127,507.10
150-111300	Fire Department	1,325,583.86	660,964.03	664,619.83	
200-110xxx	Community Development (Deback)	1,177,227.11	12.98	1,177,214.13	
210-111xxx	Wisc Development - RLF	131,509.61	131,509.61		
220-111xxx	TID#3-General	1,121,360.89	1,121,360.89		
240-111xxx	TID#4-General	660,763.43	431,831.85	228,931.58	
250-111xxx	TID#5-General	3,531,175.55	653.81	3,530,521.74	
300-111xxx	Debt Service	2,458,811.59	585.31	2,458,226.28	
320-111300	Fire Department Designated	177,584.14	89.27	177,494.87	
340-111xxx	Village Designated Funds	794,953.29	235,619.26	559,334.03	
350-111xxx	American Rescue Plan Act	904,469.27		904,469.27	
410-111300	Recycling	301,801.41	301,801.41	-	
430-111300	Capital Equipment	686,874.26	197,620.11	489,254.15	
440-111xxx	Library	546,730.21	309,862.50	236,867.71	
480-111xxx	Capital Improvement Funds	3,357,845.24	571.50	3,357,273.74	
500-111300	Stormwater District #1	66,190.24	66,190.24		
600-111xxx	Impact Fees	172,039.78	172,039.78	-	
720-111xxx	Taxroll	5,357,351.44	1,052,419.06	4,304,932.38	
810-111xxx	Parkland Site	260,420.54	27,488.93	232,931.61	
TOTAL		28,485,276.95	6,914,732.49	19,516,935.61	2,053,608.85

#### WATER UTILITY

610-111300	Cash	638,057.04	638,057.04		
610-111200	Bonds & Unrestricted Cash	1,513,428.73		1,513,428.73	
610-111400	Long Term Debt	-			-
610-111050	Current Year Debt Reserve	88,549.87	88,549.87	-	
610-111060	Required Debt Reserve	548,690.23	-	120,588.80	428,101.43
610-111080	Impact Fee	19,463.60	19,463.60	-	
610-111033	Accrued Sick Pay	10,117.90		10,117.90	-
TOTAL		2,818,307.37	746,070.51	1,644,135.43	428,101.43

#### SEWER UTILITY

620-111300	Cash	16,705.33	16,705.33		
620-111200	Bonds & Unrestricted Cash	798,520.35		798,520.35	
610-111400	Long Term Debt	-			-
620-111030	Sewer Connection Fee	253,435.79	45,252.40	208,183.39	-
620-111060	Required Debt Reserve	868,487.76	-	120,845.32	747,642.44
620-111050	Current Year Debt Reserve	143,978.91	143,978.91	-	
620-111070	Equipment Replacement Fund	769,449.57	-	769,449.57	-
620-111080	Impact Fee	29,380.36	29,380.36	-	
620-111033	Accrued Sick Pay	10,117.91		10,117.91	-
TOTAL		2,890,075.98	235,317.00	1,907,116.54	747,642.44

GRAND TOTAL	34,193,660.30	7,896,120.00	23,068,187.58	3,229,352.72
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Prepared by Diana Doherty

balance check

34,193,660.30

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## Accounts Payable Cover Sheet

<b>Report:</b>	<b>Period or corresponding report date</b>		
Village Accounts Payable	2/29/2024	\$	143,166.56
Library Accounts Payable	2/12/2024	\$	20,835.09
Charter Communications/Spectrum (ach withdrawal)	2/21/2024	\$	1,759.41
US Bank (ach withdrawal)	2/22/2024	\$	30,648.56
We Energies (ach withdrawal)	2/5/2024	\$	53,983.10
Check Disbursement - Court	2/12/2024	\$	3,068.94
Check Disbursement - Invoice Cloud	2/6/2024	\$	248.50
Check Disbursement - Payroll Related	2/1/2024	\$	8,192.50
Check Disbursement - Payroll Related	2/15/2024	\$	174,773.41
Check Disbursement - Payroll Related	2/21/2024	\$	5,178.92
Check Disbursement - Tax Settlements	2/15/2024	\$	2,767,084.68
<b>Total for Approval:</b>		<b>\$</b>	<b><u>3,208,939.67</u></b>

The preceding list of bills payable was approved for payment

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

02/29/2024 09:55 AM  
User: MROCKLEY  
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO  
EXP CHECK RUN DATES 03/07/2024 - 03/07/2024  
UNJOURNALIZED OPEN  
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 1/8

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE
VENDOR NAME: ADORAMA					
34030688	DRONE TRAINING - DONATED BY LIONS	340-5890-580602	175.00	175.00 POLICE	03/07/2024
TOTAL VENDOR ADORAMA				175.00	
VENDOR NAME: AIRGAS USA LLC					
9146971105	EMS SUPPLIES O2	150-5231-531100	575.95	575.95 FIRE	03/07/2024
TOTAL VENDOR AIRGAS USA LLC				575.95	
VENDOR NAME: ALSCO					
IMIL1992945	PD 2/22 MAT CLEANING	100-5211-539400	51.89	51.89 POLICE	03/07/2024
TOTAL VENDOR ALSCO				51.89	
VENDOR NAME: AM TOWING					
36028	VAC TRUCK TIRES/REPAIRS	620-8030-828000	4,829.21	4,829.21 UTILITIES	03/07/2024
TOTAL VENDOR AM TOWING				4,829.21	
VENDOR NAME: AMAZON CAPITOL SERVICES					
1MD4P9RR9KDG	VILLAGE HALL DATA CABLE AND RACK SUPPLIE	100-5160-531100	112.44	112.44 DPW	03/07/2024
1WXF94RHR73P	EQUIPMENT STROBE LIGHTS	100-5324-539500	67.98	67.98 DPW	03/07/2024
1NW7YRPTPKQ9	SAFETY VESTS	100-5323-534800	264.70	264.70 DPW	03/07/2024
TOTAL VENDOR AMAZON CAPITOL SERVICES				445.12	
VENDOR NAME: ASSOCIATED APPRAISAL CONSULTANT INC					
173141	MARCH 2024 ASSESSMENT & REVALUATION	100-5153-521900	44,468.31	44,468.31 CLERK	03/07/2024
TOTAL VENDOR ASSOCIATED APPRAISAL CONSULTANT INC				44,468.31	
VENDOR NAME: AT & T MOBILITY					
287291370101021520	PD CELL PHONES AND CRADLEPOINTS	100-5211-522500	543.15	543.15 POLICE	03/07/2024
TOTAL VENDOR AT & T MOBILITY				543.15	
VENDOR NAME: BPI COLOR					
0622938	DISPATCH MAP	430-5700-571100	98.66	98.66 POLICE	03/07/2024
TOTAL VENDOR BPI COLOR				98.66	
VENDOR NAME: BRIGHTSPEED					
FEBRUARY 2024	FEBRUARY 2024 PHONE SERVICE	100-5142-522500	78.02	566.09 ALLOCATE	03/07/2024
		100-5211-522500	55.20		
		100-5323-522500	108.70		
		440-5511-522500	190.20		
		610-6920-692100	34.04		
		620-8400-851000	99.93		
TOTAL VENDOR BRIGHTSPEED				566.09	
VENDOR NAME: BURKE TRUCK & EQUIPMENT INC					
32734	PLow SHOES	100-5347-531100	254.52	254.52 DPW	03/07/2024
TOTAL VENDOR BURKE TRUCK & EQUIPMENT INC				254.52	
VENDOR NAME: C & M AUTO PARTS INC					
6079-379383	SQUAD 38 BRAKE PADS AND ROTORS	100-5212-539500	175.19	175.19 POLICE	03/07/2024

02/29/2024 09:55 AM  
User: MROCKLEY  
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO  
EXP CHECK RUN DATES 03/07/2024 - 03/07/2024  
UNJOURNALIZED OPEN  
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 2/8

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: C & M AUTO PARTS INC						
6079-379443	SQUAD OIL FILTERS	100-5212-539500	21.54	21.54	POLICE	03/07/2024
6079-379316	GREASE FITTINGS	100-5323-531100	48.99	48.99	DPW	03/07/2024
6079-379594	AIR CHUCK	100-5323-531100	119.98	119.98	DPW	03/07/2024
6079-379600	SQUAD 38 ROTORS	100-5212-539500	526.34	526.34	POLICE	03/07/2024
TOTAL VENDOR C & M AUTO PARTS INC				892.04		
VENDOR NAME: CENTRAL OFFICE SYSTEMS						
82013658	COPIER INVOICE	150-5221-531100	92.00	92.00	FIRE	03/07/2024
TOTAL VENDOR CENTRAL OFFICE SYSTEMS				92.00		
VENDOR NAME: CINTAS						
4183696065	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	140.55	140.55	DPW	03/07/2024
4183695919	UNIFORM SERVICE	610-6920-693000	87.55	175.09	UTILITIES	03/07/2024
		620-8400-856000	87.54			
4184347104	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	140.55	140.55	DPW	03/07/2024
4184347209	UNIFORM SERVICES	610-6920-693000	87.55	175.09	UTILITIES	03/07/2024
		620-8400-852000	87.54			
TOTAL VENDOR CINTAS				631.28		
VENDOR NAME: CONLEY MEDIA, LLC						
6362410224-2	CLERK LEGAL NOTICE ELEGANT FARMER	100-5142-531200	16.30	16.30	CLERK	03/07/2024
6362410224-2	PLANNING PUBLIC HEARING NOTICES PLAN COMM	100-5632-531200	256.14	256.14	PLANNER	03/07/2024
TOTAL VENDOR CONLEY MEDIA, LLC				272.44		
VENDOR NAME: CORE & MAIN LP						
U109599	NEW METERS	610-0000-134600	2,127.78	2,127.78	FINANCE	03/07/2024
TOTAL VENDOR CORE & MAIN LP				2,127.78		
VENDOR NAME: COREY OIL, LTD						
381286		610-6200-662200	1,283.43	1,283.43	UTILITIES	03/07/2024
TOTAL VENDOR COREY OIL, LTD				1,283.43		
VENDOR NAME: CRIVELLO CARLSON S.C.						
5331-200525	TID 6 REVIEWS	100-5130-521900	180.00	180.00	FINANCE	03/07/2024
5331-200524	JANUARY LEGAL SERVICES	100-5521-531100	40.00	5,000.00	FINANCE	03/07/2024
		100-5130-521900	4,960.00			
TOTAL VENDOR CRIVELLO CARLSON S.C.				5,180.00		
VENDOR NAME: CUOMO, ZACHARY						
2024 FEB MILEAGE	CUOMO MILEAGE DIVE TRAINING	150-5223-533500	13.27	13.27	FIRE	03/07/2024
TOTAL VENDOR CUOMO, ZACHARY				13.27		
VENDOR NAME: DEPARTMENT OF ADMINISTRATION						



INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: DEPARTMENT OF ADMINISTRATION						
505-0000088257	EMAIL FILTER FEBRUARY 2024	100-5111-522900	3.17	50.76	ALLOCATE	03/07/2024
		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: DEPARTMENT OF NATURAL RESOURCES						
UT1450HW 2024 RENEW	UTV RENEWAL	150-5222-531100	5.00	5.00	FIRE	03/07/2024
TOTAL VENDOR DEPARTMENT OF NATURAL RESOURCES				5.00		
VENDOR NAME: DORNER COMPANY						
509836	REPLACEMENT CHECK VALVE-BOOSTER STATION	610-6210-662500	504.09	504.09	UTILITIES	03/07/2024
TOTAL VENDOR DORNER COMPANY				504.09		
VENDOR NAME: DRAGONFLY EMBROIDERY						
21947	2024 UNIFORM ALLOWANCE - DIMAGGIO	100-5211-534600	96.00	96.00	POLICE	03/07/2024
TOTAL VENDOR DRAGONFLY EMBROIDERY				96.00		
VENDOR NAME: DUDZIK, JACOB						
021524	REFUND COMMUNITY ROOM DEPOSIT FROM 02/10	100-4820-485000	430.00	430.00	CLERK	03/07/2024
TOTAL VENDOR DUDZIK, JACOB				430.00		
VENDOR NAME: ENVIRONMENT CONTROL						
30894-613	VILLAGE HALL CLEANING SERVICE.	100-5160-521900	698.00	698.00	DPW	03/07/2024
TOTAL VENDOR ENVIRONMENT CONTROL				698.00		
VENDOR NAME: FAIRCHILD EQUIPMENT						
ESA003461-1	HOSE FITTINGS	620-8010-827000	601.65	601.65	UTILITIES	03/07/2024
TOTAL VENDOR FAIRCHILD EQUIPMENT				601.65		
VENDOR NAME: FRIESEMA DAVID						
2024 CLOTHING	2024 CLOTHING ALLOWANCE - FRIESEMA	150-5221-533500	80.00	80.00	FIRE	03/07/2024
TOTAL VENDOR FRIESEMA DAVID				80.00		
VENDOR NAME: GORDON FLESCH CO						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: GORDON FLESCH CO						
IN14572556	CANON COPIES 01/16/24- 02/16/224	100-5142-531200	18.90	156.89	ALLOCATE	03/07/2024
		100-5300-539900	17.81			
		100-5120-531100	7.53			
		100-5141-531100	4.69			
		100-5145-531100	8.81			
		100-5241-531200	3.52			
		100-5632-531200	4.34			
		100-5211-531200	18.58			
		150-5221-531100	18.76			
		410-5363-531200	1.51			
		440-5511-531200	17.25			
		500-5344-531200	2.10			
		610-6902-690300	14.57			
		620-8400-851000	12.92			
		100-5512-531100	5.60			
TOTAL VENDOR GORDON FLESCH CO				156.89		
VENDOR NAME: GRAINGER						
9017773558	WELL 4 GARAGE HEATER REPAIR	610-6210-662500	367.05	367.05	UTILITIES	03/07/2024
TOTAL VENDOR GRAINGER				367.05		
VENDOR NAME: HAWKINS WATER TREATMENT						
6689027	WATER TREATMENT CHAMICALS	610-6300-663100	60.00	60.00	UTILITIES	03/07/2024
TOTAL VENDOR HAWKINS WATER TREATMENT				60.00		
VENDOR NAME: HINCKLEY SPRINGS						
23853226 021724	VILLAGE HALL/DPW DRINKING WATER	100-5160-531100	60.36	77.60	DPW	03/07/2024
		100-5323-531100	17.24			
TOTAL VENDOR HINCKLEY SPRINGS				77.60		
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,						
55931	PROSECUTIONS	100-5130-521900	735.00	735.00	FINANCE	03/07/2024
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				735.00		
VENDOR NAME: HOFFMAN, AMIRA						
2024 CLOTHING	2024 CLOTHING ALLOWANCE - HOFFMAN	150-5222-534600	110.25	110.25	FIRE	03/07/2024
TOTAL VENDOR HOFFMAN, AMIRA				110.25		
VENDOR NAME: INTERSTATE ROOF SYSTEMS						
17550	PD ROOF REPAIR	100-5211-539400	616.27	616.27	POLICE	03/07/2024
TOTAL VENDOR INTERSTATE ROOF SYSTEMS				616.27		
VENDOR NAME: LIFE-ASSIST, INC.						
1383018	EMS SUPPLIES	150-5231-531100	887.50	887.50	FIRE	03/07/2024
TOTAL VENDOR LIFE-ASSIST, INC.				887.50		
VENDOR NAME: MACQUEEN EQUIPMENT						

02/29/2024 09:55 AM		PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO			Page: 5/8	
User: MROCKLEY		EXP CHECK RUN DATES 03/07/2024 - 03/07/2024				
DB: Mukwonago		UNJOURNALIZED OPEN				
		BANK CODE: GEN - CHECK TYPE: PAPER CHECK				
INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: MACQUEEN EQUIPMENT						
P26247	SCBA SERVICE	150-5222-539500	137.39	137.39	FIRE	03/07/2024
TOTAL VENDOR MACQUEEN EQUIPMENT				137.39		
VENDOR NAME: MCDONOUGH SEPTIC						
I11455	PORTABLE RESTROOMS	100-5521-531100	115.00	115.00	DPW	03/07/2024
I11456	PORTABLE RESTROOMS	100-5521-531100	110.00	110.00	DPW	03/07/2024
I11457	PORTABLE RESTROOMS	100-5521-531100	115.00	115.00	DPW	03/07/2024
TOTAL VENDOR MCDONOUGH SEPTIC				340.00		
VENDOR NAME: MIDWEST LANDSCAPING						
021924	REFUND COMMUNITY ROOM RENTAL FROM 02/13/100-4820-485000		75.00	75.00	CLERK	03/07/2024
TOTAL VENDOR MIDWEST LANDSCAPING				75.00		
VENDOR NAME: MIHLBAUER, ALEX						
2024 CLOTHING	2024 CLOTHING ALLOWANCE - MIHLBAUER	150-5222-534600	150.00	150.00	FIRE	03/07/2024
TOTAL VENDOR MIHLBAUER, ALEX				150.00		
VENDOR NAME: MILLER ELECTRICAL ENTERPRISES, INC						
31478	LED LIGHT REPLACEMENT VH/PARKS	100-5521-531100	700.00	2,885.00	DPW	03/07/2024
		100-5160-539500	2,185.00			
TOTAL VENDOR MILLER ELECTRICAL ENTERPRISES, INC				2,885.00		
VENDOR NAME: MINDSHARE						
2464	REPLACE DISPATCH CONSOLE SPEAKER	100-5211-539500	384.00	384.00	POLICE	03/07/2024
TOTAL VENDOR MINDSHARE				384.00		
VENDOR NAME: MUKWONAGO DOOR LLC						
020924	PD GARAGE DOOR REPAIR	100-5211-539400	150.00	150.00	POLICE	03/07/2024
TOTAL VENDOR MUKWONAGO DOOR LLC				150.00		
VENDOR NAME: MUN ENVIRON GRP WASTEWATER DIV						
2024 MEMBERSHIP	MEMBERSHIP DUES	620-8400-852000	900.90	900.90	UTILITIES	03/07/2024
TOTAL VENDOR MUN ENVIRON GRP WASTEWATER DIV				900.90		
VENDOR NAME: MUNICIPAL ENVIRONMENTAL						
2024 MEMBERSHIP	MEMBERSHIP DUES	610-6920-692300	787.80	787.80	UTILITIES	03/07/2024
TOTAL VENDOR MUNICIPAL ENVIRONMENTAL				787.80		
VENDOR NAME: MUNICIPAL LAW & LITIGATION						
11665	GLFP LAWSUITS	100-5130-521900	20.00	20.00	FINANCE	03/07/2024
TOTAL VENDOR MUNICIPAL LAW & LITIGATION				20.00		
VENDOR NAME: NAPA AUTO PARTS - SP018						
216712	TRUCK TOOLS	620-8010-827000	80.00	80.00	UTILITIES	03/07/2024
216934	AIR LINE FITTINGS	100-5323-531100	17.23	17.23	DPW	03/07/2024
216637	E34 CAP	150-5222-539500	21.99	21.99	FIRE	03/07/2024
216358	WHEEL FLAP & WIRE WHEEL	100-5323-531100	5.81	5.81	DPW	03/07/2024

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT	POST DATE
VENDOR NAME: NAPA AUTO PARTS - SP018					
	TOTAL VENDOR NAPA AUTO PARTS - SP018			125.03	
VENDOR NAME: NATURAL LANDSCAPES, INC					
2047	VEGETATION MANAGMENT INDIAN HEAD PARK, M	100-5521-531100	3,000.00	4,000.00 DPW	03/07/2024
		100-5344-539500	1,000.00		
	TOTAL VENDOR NATURAL LANDSCAPES, INC			4,000.00	
VENDOR NAME: NFPA					
0046707M	NFPA MEMBERSHIP DUES 2024	150-5221-532400	175.00	175.00 FIRE	03/07/2024
	TOTAL VENDOR NFPA			175.00	
VENDOR NAME: NORTHERN LAKE SERVICE INC					
2402857	COMPLIANCE SAMPLING-BACTI	610-6300-663200	167.50	167.50 UTILITIES	03/07/2024
2321824	COMPLIANCE SAMPLING-BACTI	610-6300-663200	130.00	130.00 UTILITIES	03/07/2024
	TOTAL VENDOR NORTHERN LAKE SERVICE INC			297.50	
VENDOR NAME: OFFICE PRO					
682883-0	COPY PAPER	100-5241-531100	3.40	145.86 ALLOCATE	03/07/2024
		100-5142-531100	18.22		
		100-5145-531100	8.47		
		100-5141-531100	4.52		
		100-5632-531100	4.19		
		100-5323-531100	17.17		
		100-5120-531100	7.26		
		100-5211-531100	17.91		
		150-5221-531100	18.09		
		410-5363-531100	1.46		
		440-5511-531100	16.63		
		500-5344-531100	2.03		
		610-6920-692100	14.05		
		620-8300-840000	12.46		
	TOTAL VENDOR OFFICE PRO			145.86	
VENDOR NAME: PRECISE ALIGNMENT INC					
22030	AMBULANCE FRONT END ALIGNMENT	150-5231-539500	85.00	85.00 FIRE	03/07/2024
22108	2017 AMBULANCE FRONT END ALIGNMENT	150-5231-539500	85.00	85.00 FIRE	03/07/2024
	TOTAL VENDOR PRECISE ALIGNMENT INC			170.00	
VENDOR NAME: PROVEN POWER INC					
02-450062	UTV REPAIR	150-5222-539500	529.96	529.96 FIRE	03/07/2024
	TOTAL VENDOR PROVEN POWER INC			529.96	
VENDOR NAME: RUEKERT & MIELKE, INC.					

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO

EXP CHECK RUN DATES 03/07/2024 - 03/07/2024

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: RUEKERT & MIELKE, INC.						
150712	12-00000.100 General Services	100-5335-521900	2,634.54	3,794.54	FINANCE	03/07/2024
		100-5300-521900	200.00			
		480-5700-521500	412.50			
		100-5660-521900	72.50			
		100-5660-521900	475.00			
150713	12-00000.400 Sewer Utility Services	620-8400-852000	589.75	589.75	FINANCE	03/07/2024
150714	12-10096.300 Deback Drive Infrastructure	200-5335-521900	789.13	789.13	FINANCE	03/07/2024
150715	12-10098.124 WWTF Phosphorus Assistance	620-8400-852100	856.75	856.75	FINANCE	03/07/2024
150716	12-10131.300 Atkinson Pump Station Capac	620-0000-000104	7,653.03	7,653.03	FINANCE	03/07/2024
150717	12-10135.210A 2023 VUEWorks Annual Servi	100-5660-521900	2,460.00	3,888.00	FINANCE	03/07/2024
		100-5254-521900	492.00			
		100-5335-521900	936.00			
150718	12-10135.210B 2023 VUEWorks Annual Servi	620-8400-852000	2,386.00	2,386.00	FINANCE	03/07/2024
150720	12-10167.100 WWTF Biosolids Handling & S	620-8400-852000	2,000.00	2,000.00	FINANCE	03/07/2024
150721	12-10169.200 Wells 3 and 4 Radium Remova	610-0000-000109	25,326.06	25,326.06	FINANCE	03/07/2024
150723	12-10199.220 Two Rivers Phase 1 Rehabili	480-5700-586100	5,166.00	5,166.00	FINANCE	03/07/2024
150719	12-10149.310 EDGEWOOD CONDOS / EROSION C	100-0000-211425	151.54	151.54	FINANCE	03/07/2024
150722	12-10190.100 ST. JOHN'S CHURCH EXPANSION	100-0000-211425	266.10	266.10	FINANCE	03/07/2024
150724	12-92097.306 FAIRWINDS SUBDIVISION / FAI	100-0000-211425	100.00	100.00	FINANCE	03/07/2024
TOTAL VENDOR RUEKERT & MIELKE, INC.				52,966.90		
VENDOR NAME: SHARE CORPORATION						
260118	CLEANING SUPPLIES	620-8010-827000	56.21	112.41	UTILITIES	03/07/2024
		610-6451-664100	56.20			
TOTAL VENDOR SHARE CORPORATION				112.41		
VENDOR NAME: TK ELEVATOR CORPORATION						
3007489631	VILLAGE HALL ELEVATOR SERVICE AGREMENT	100-5160-521900	213.55	213.55	DPW	03/07/2024
TOTAL VENDOR TK ELEVATOR CORPORATION				213.55		
VENDOR NAME: T-MOBILE						
FEBRUARY 2024	T-MOBILE INVOICE	150-5221-522500	429.76	429.76	FIRE	03/07/2024
TOTAL VENDOR T-MOBILE				429.76		
VENDOR NAME: TOWN OF MUKWONAGO						
7308	VERSITI AGREEMENT LEGAL REVIEW	150-5231-521900	1,222.40	1,222.40	FIRE	03/07/2024
TOTAL VENDOR TOWN OF MUKWONAGO				1,222.40		
VENDOR NAME: ULINE						
174628716 CLERK	IT CABINET IN VAULT ROOM	100-5142-539500	339.57	339.57	CLERK	03/07/2024
174628716 DPW	IT CABINET	100-5160-531100	339.57	339.57	DPW	03/07/2024
TOTAL VENDOR ULINE				679.14		
VENDOR NAME: UTILITY SALES & SERVICE						
0076631-IN	DPW BUCKET TRUCK ANNUAL INSPECTION	100-5324-539500	1,106.19	1,106.19	DPW	03/07/2024

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: UTILITY SALES & SERVICE					
	TOTAL VENDOR UTILITY SALES & SERVICE		1,106.19		
VENDOR NAME: VERIZON WIRELESS					
9956582731	2024 FEBRUARY CELL BILL ACCT# 885503900-	100-5323-522500 21.67	265.94	ALLOCATE	03/07/2024
		610-6920-692100 122.13			
		620-8400-851000 122.14			
	TOTAL VENDOR VERIZON WIRELESS		265.94		
VENDOR NAME: VIRTUAL ACADEMY					
VA12038	VIRTUAL ACADMY ONE YEAR DISPATCH TRAININ	100-5211-533500 385.00	385.00	POLICE	03/07/2024
	TOTAL VENDOR VIRTUAL ACADEMY		385.00		
VENDOR NAME: WANASEK CORP					
15089	ATKINSON LS FORCE MAIN REPAIR	620-8030-831000 6,206.74	6,206.74	UTILITIES	03/07/2024
	TOTAL VENDOR WANASEK CORP		6,206.74		
VENDOR NAME: WAUKESHA CTY TREASURER					
2024-20040014	WAUKESHA COUNTY JANUARY INMATE BILLING	100-5212-521900 21.51	21.51	POLICE	03/07/2024
	TOTAL VENDOR WAUKESHA CTY TREASURER		21.51		
VENDOR NAME: WI DEPT OF FINANCIAL INSTITUIONS					
2024 NOTARY RENEWAI	NOTARY PUBLIC FEE	100-5211-521900 80.00	80.00	POLICE	03/07/2024
	TOTAL VENDOR WI DEPT OF FINANCIAL INSTITUIONS		80.00		
VENDOR NAME: WI MUNICIPAL CLERKS					
2024 DUES	DEPUTY GALLO WMCA MEMBERSHIP	100-5142-532400 50.00	50.00	CLERK	03/07/2024
	TOTAL VENDOR WI MUNICIPAL CLERKS		50.00		
VENDOR NAME: WI RURAL WATER ASSOCIATION					
4762	SAFETY TRAINING	100-5323-533500 177.38	177.38	DPW	03/07/2024
	TOTAL VENDOR WI RURAL WATER ASSOCIATION		177.38		
GRAND TOTAL:			143,166.56		

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User: MROCKLEY			CHECK NUMBER 38108 - 38126						
DB: Mukwonago									
Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
Fund: 440 LIBRARY FUND									
02/12/2024	GEN	38108	IMIL1985000	ALSCO	OUTSIDE SERVICES	531000	5511	79.42	
02/12/2024	GEN	38109#	1JJL-YMKH-7KL6	AMAZON CAPITOL SERVICES	OPERATIONAL SUPPLIES	531100	5511	585.93	
			1F19-NKFR-74W3		METASPACE MAINTENANCE	531700	5511	255.18	
			1QRX-TP33-9HVV		PROGRAMMING	533100	5511	34.98	
			1GDD-KTTV-6317		PROGRAMMING	533100	5511	180.81	
			1H6C-WCGH-6T1V		PROGRAMMING	533100	5511	232.52	
			16WV-6Q4Q-6YDN		BOOKS	532800	5700	291.91	
			16WV-6Q4Q-7W7W		AV MATERIAL	532900	5700	1,087.90	
			CHECK GEN 38109 TOTAL FOR FUN						
02/12/2024	GEN	38110	52044	AMERICA AQUARIA	OUTSIDE SERVICES	531000	5511	85.00	
02/12/2024	GEN	38111	2038021327	BAKER & TAYLOR INC.	BOOKS	532800	5700	23.42	
			2038025924		BOOKS	532800	5700	1,224.78	
			2038033465		BOOKS	532800	5700	141.56	
			2038033464		BOOKS	532800	5700	991.86	
			2038045410		BOOKS	532800	5700	23.47	
			2038045411		BOOKS	532800	5700	308.14	
			20380522253		BOOKS	532800	5700	208.47	
			2038052254		BOOKS	532800	5700	31.41	
			2038061939		BOOKS	532800	5700	622.88	
			2038061940		BOOKS	532800	5700	952.33	
			2038061941		BOOKS	532800	5700	25.04	
			2038072673		BOOKS	532800	5700	469.26	
			2038072674		BOOKS	532800	5700	74.19	
			2038072675		BOOKS	532800	5700	30.83	
CHECK GEN 38111 TOTAL FOR FUN							5,127.64		
02/12/2024	GEN	38112	2138631	BLACKSTONE PUBLISHING	AV MATERIAL	532900	5700	77.90	
02/12/2024	GEN	38113	B6733771	BRODART	BOOKS	532800	5700	404.77	
			B6733635		BOOKS	532800	5700	369.65	
CHECK GEN 38113 TOTAL FOR FUN							774.42		
02/12/2024	GEN	38114	2069403	CENTER POINT LARGE PRINT	BOOKS	532800	5700	60.80	
02/12/2024	GEN	38115	7418442	DEMCO INC	COLLECTION MAINTENANCE & REPAIR	531600	5511	798.06	
			7422946		COLLECTION MAINTENANCE & REPAIR	531600	5511	125.70	
			7428452		COLLECTION MAINTENANCE & REPAIR	531600	5511	111.25	

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
CHECK GEN 38115 TOTAL FOR FUN								1,035.05
02/12/2024	GEN	38116	35789756	GREAT AMERICAN FINANCIAL SVCS	CONTRACTUAL SERVICES	522000	5511	353.14
02/12/2024	GEN	38117	0362024	JENNIFER WIDOWSKI	PROGRAMMING	533100	5511	155.00
02/12/2024	GEN	38118	39722111	JOHNSON CONTROLS SECURITY	CONTRACTUAL SERVICES	522000	5511	1,742.04
02/12/2024	GEN	38119	863	KLASSY KLEANERS	OUTSIDE SERVICES	531000	5511	720.00
02/12/2024	GEN	38120	504994993	MIDWEST TAPE	DIGITAL COLLECTIONS	534900	5511	929.71
02/12/2024	GEN	38121	MJ0446060	MILWAUKEE JOURNAL SENTINEL	NEWSPAPERS	532700	5511	402.04
02/12/2024	GEN	38122	25799	TAYLOR COMPUTER SERVICES, INC	ELECTRONIC TOOLS & SERVICES	534000	5511	292.50
02/12/2024	GEN	38123	6121591	UNIQUE MANAGEMENT	OUTSIDE SERVICES	531000	5511	19.70
02/12/2024	GEN	38124	1999	UW MADISON EXTENSION - WAUKESHA	PROGRAMMING	533100	5511	100.00
02/12/2024	GEN	38125	500202	WILS	DIGITAL COLLECTIONS	534900	5511	3,575.00
02/12/2024	GEN	38126	M-24-6651	YERGES VAN LINERS, INC.	DONATED FUND EXPENDITURES	580600	5890	2,636.50
Total for fund 440 LIBRARY FUND								20,835.09

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User: MROCKLEY			CHECK NUMBER 773					
DB: Mukwonago			Banks: GEN					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
02/21/2024	GEN	773 (E)	CHARTER COMMUNICATIONS	FEBRUARY 2024 MONTHLY BILL	100-5120-522500	37.53		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	100-5141-522500	15.88		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	100-5142-522500	133.14		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	100-5145-522900	64.65		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	100-5160-522500	5.23		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	100-5211-522500	475.51		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	100-5241-522500	38.11		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	100-5323-522500	73.61		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	100-5512-522500	177.96		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	150-5221-522500	366.60		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	410-5363-522500	4.23		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	440-5511-522500	292.99		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	500-5344-522500	2.11		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	610-6920-692100	35.93		
		773 (E)		FEBRUARY 2024 MONTHLY BILL	620-8400-851000	35.93		
						1,759.41		
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		1,759.41		

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INVOICE REGISTER REPORT FOR MUKWONAGO  
EXP CHECK RUN DATES 02/21/2024 - 02/21/2024  
JOURNALIZED PAID  
BANK CODE: GEN - CHECK TYPE: EFT  
CREDIT CARD TRANSACTIONS FOR BOARD  
SORTED BY CARDHOLDER

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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							
ARMOUR ABBY							
63309	US BANK	01/16/2024	02/21/2024	(57.90)	0.00	Paid	Y
	KEYBOARD CREDIT FOR RETURN	MROCKLEY					02/21/2024
	440-5511-581100	EQUIPMENT LESS THAN \$5000		(57.90)			
ARMOUR ABBY							
63310	WAUKESHA COUNTY HISTORICA	01/25/2024	02/21/2024	150.00	0.00	Paid	Y
	EXPLORE PASS PD BY FRIENDS	MROCKLEY					02/21/2024
	440-5890-580600	DONATED FUND EXPENDITURES		150.00			
BITTNER RONALD							
63311	HARBOR FREIGHT TOOLS 544	01/24/2024	02/21/2024	49.75	0.00	Paid	Y
	ZIP TIES FOR PICKLEBALL WIND SCREEN	MROCKLEY					02/21/2024
	100-5521-531100	OPERATIONAL SUPPLIES		49.75			
BITTNER RONALD							
63312	HARBOR FREIGHT TOOLS3237	01/25/2024	02/21/2024	23.96	0.00	Paid	Y
	NITRILE GLOVES	MROCKLEY					02/21/2024
	100-5521-531100	OPERATIONAL SUPPLIES		23.96			
BITTNER RONALD							
63313	HEIN ELECTRIC SUPPLY COMP	01/26/2024	02/21/2024	561.96	0.00	Paid	Y
	REPLACENRT DPW SHOP HIGHBAY LIGHTS	MROCKLEY					02/21/2024
	100-5323-539500	REPAIRS & MAINTENANCE		561.96			
BITTNER RONALD							
63314	NATIONAL STORMWATER CENT	02/12/2024	02/21/2024	824.00	0.00	Paid	Y
	RIECHERT NPDES STORMWATER TRAINING	MROCKLEY					02/21/2024
	100-5323-533500	TRAINING & TRAVEL		824.00			
BONK JASON							
63315	OPC*WI RURAL WTR CONF	01/18/2024	02/21/2024	295.00	0.00	Paid	Y
	WRWA CONFERENCE REGISTRATION	MROCKLEY					02/21/2024
	610-6920-693000	MISC GENERAL EXPENSES		147.50			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		147.50			
BONK JASON							
63316	OPC MSC*SERVICE FEE 024	01/18/2024	02/21/2024	10.06	0.00	Paid	Y
	WRWA CONFERENCE SERVICE FEE	MROCKLEY					02/21/2024
	610-6920-693000	MISC GENERAL EXPENSES		5.03			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		5.03			

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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							
63317	FAIRFIELD INN & SUITES	01/18/2024	02/21/2024	861.35	0.00	Paid	Y
	WRWA CONFERENCE HOTEL	MROCKLEY					02/21/2024
	610-6920-693000	MISC GENERAL EXPENSES		430.67			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		430.68			
BONK JASON							
63318	USPS PO 5657100149	02/07/2024	02/21/2024	5.10	0.00	Paid	Y
	FLUORIDE SAMPLE POSTAGE	MROCKLEY					02/21/2024
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		5.10			
BROWN DAVID							
63319	HOTELBOOKINGSERVFEE	01/26/2024	02/21/2024	15.99	0.00	Paid	Y
	MWO EXPO HOTEL BOOKING FEE	MROCKLEY					02/21/2024
	610-6920-693000	MISC GENERAL EXPENSES		7.99			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		8.00			
BROWN DAVID							
63320	HOTEL*HOTELBOOKING	01/26/2024	02/21/2024	497.01	0.00	Paid	Y
	MWO EXPO HOTEL	MROCKLEY					02/21/2024
	610-6920-693000	MISC GENERAL EXPENSES		248.50			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		248.51			
BROWN DAVID							
63321	MCDONALD'S F2976	02/06/2024	02/21/2024	14.27	0.00	Paid	Y
	MWO EXPO MEAL ALLOWANCE	MROCKLEY					02/21/2024
	610-6920-693000	MISC GENERAL EXPENSES		7.13			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		7.14			
BROWN DAVID							
63322	MCDONALD'S F2976	02/07/2024	02/21/2024	11.83	0.00	Paid	Y
	MWO EXPO MEAL ALLOWANCE	MROCKLEY					02/21/2024
	610-6920-693000	MISC GENERAL EXPENSES		5.92			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		5.91			
BROWN DAVID							
63323	WALGREENS #7039	02/10/2024	02/21/2024	10.00	0.00	Paid	Y
	ACCIDENTAL CREDIT CARD PURCHASE	MROCKLEY					02/21/2024
	620-8010-827000	OPERATION SUPPLY/EXPENSE		10.00			

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INVOICE REGISTER REPORT FOR MUKWONAGO  
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
CASTLE WAYNE A							
63324	AMZN MKTP US*RT9SN9IN1	01/18/2024	02/21/2024	279.77	0.00	Paid	Y
	OFFICE CHAIR	MROCKLEY					02/21/2024
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		139.88			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		139.89			
CASTLE WAYNE A							
63325	FAIRFIELD INN & SUITES	01/18/2024	02/21/2024	706.10	0.00	Paid	Y
	WRWA CONFERENCE HOTEL	MROCKLEY					02/21/2024
	610-6920-693000	MISC GENERAL EXPENSES		353.05			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		353.05			
CEITHAMER EMILY							
63326	RACINE ART MUSEUM	01/24/2024	02/21/2024	125.00	0.00	Paid	Y
	EXPLORE PASS/ PD BY FRIENDS	MROCKLEY					02/21/2024
	440-5890-580600	DONATED FUND EXPENDITURES		125.00			
CEITHAMER EMILY							
63327	MENARDS WAUKESHA WI	01/25/2024	02/21/2024	240.48	0.00	Paid	Y
	WOOD FOR PROGRAM	MROCKLEY					02/21/2024
	440-5511-531700	METASPACE MAINTENANCE		240.48			
CEITHAMER EMILY							
63328	MUSEUM OF WISC ART	02/01/2024	02/21/2024	50.00	0.00	Paid	Y
	EXPLORE PASS/ PD BY FRIENDS	MROCKLEY					02/21/2024
	440-5890-580600	DONATED FUND EXPENDITURES		50.00			
DEMOTTO CHRIS							
63329	AMZN MKTP US*R07OJ80S2	01/26/2024	02/21/2024	65.00	0.00	Paid	Y
	DISPATCH HEADSETS	MROCKLEY					02/21/2024
	100-5211-539500	REPAIRS & MAINTENANCE		65.00			
DEMOTTO CHRIS							
63330	AMZN MKTP US*R237E42F0	02/01/2024	02/21/2024	38.49	0.00	Paid	Y
	DISPATCH REMODEL BACKUP LIGHTS	MROCKLEY					02/21/2024
	430-5700-571100	POLICE DEPT CAPITAL EQUIP		38.49			
DEMOTTO CHRIS							
63331	AMZN MKTP US*R24NI60G2	02/01/2024	02/21/2024	67.99	0.00	Paid	Y
	DISPATCH REMODEL THERMAL LAMINATOR	MROCKLEY					02/21/2024
	430-5700-571100	POLICE DEPT CAPITAL EQUIP		67.99			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

Purchase Card Vendor: 0002 US BANK

DEMOTTO CHRIS

63332	THE HOME DEPOT #4921	02/01/2024	02/21/2024	4,000.00	0.00	Paid	Y
	DISPATCH REMODEL	MROCKLEY					02/21/2024
	430-5700-571100	POLICE DEPT CAPITAL EQUIP		4,000.00			

DEMOTTO CHRIS

63333	AMZN MKTP US*RB4TZ2ED2	02/07/2024	02/21/2024	139.98	0.00	Paid	Y
	DISPATCH REMODEL POWER STRIPS	MROCKLEY					02/21/2024
	430-5700-571100	POLICE DEPT CAPITAL EQUIP		139.98			

DOHERTY DIANA

63334	FEDEX597447127	01/19/2024	02/21/2024	49.82	0.00	Paid	Y
	2023 W2S FORM PRINTING / FEDEX	MROCKLEY					02/21/2024
	100-5300-539900	OTHER		4.87			
	100-5111-539900	OTHER		2.29			
	100-5120-539900	OTHER		0.57			
	100-5141-539900	OTHER		0.29			
	100-5145-539900	OTHER		1.15			
	100-5142-539900	OTHER		0.57			
	100-5144-521900	PROFESSIONAL SERVICES		5.73			
	100-5241-539900	OTHER		0.57			
	100-5632-539900	OTHER		0.29			
	100-5670-521900	PROFESSIONAL SERVICES		0.29			
	100-5211-539900	OTHER		3.72			
	100-5212-539900	OTHER		4.58			
	100-5213-521900	PROFESSIONAL SERVICES		0.57			
	150-5221-539900	OTHER		10.88			
	150-5233-531100	OPERATIONAL SUPPLIES		2.00			
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		9.16			
	610-6902-690300	SUPPLIES & EXPENSE		1.43			
	620-8300-840000	OPERATION SUPPLY/EXPENSE-ACCTG		0.86			

DOHERTY DIANA

63335	FEDEX598782771	01/31/2024	02/21/2024	38.91	0.00	Paid	Y
	2023 ACA 1095C FORM PRINTING / FEDEX	MROCKLEY					02/21/2024
	100-5300-539900	OTHER		5.86			
	100-5141-539900	OTHER		0.53			
	100-5145-539900	OTHER		2.13			
	100-5142-539900	OTHER		1.07			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
	100-5241-539900	OTHER		1.07			
	100-5632-539900	OTHER		0.53			
	100-5211-539900	OTHER		6.40			
	100-5212-539900	OTHER		4.80			
	100-5213-521900	PROFESSIONAL SERVICES		1.07			
	150-5221-539900	OTHER		3.73			
	150-5233-531100	OPERATIONAL SUPPLIES		3.73			
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		4.26			
	610-6902-690300	SUPPLIES & EXPENSE		2.13			
	620-8300-840000	OPERATION SUPPLY/EXPENSE-ACCTG		1.60			
DOHERTY DIANA							
63336	GOVERNMENT FINANCE OFFIC	02/05/2024	02/21/2024	35.00	0.00	Paid	Y
	GFOA BUDGET WEBINAR	MROCKLEY					02/21/2024
	100-5145-533500	TRAINING & TRAVEL		35.00			
DOHERTY DIANA							
63337	SOCIETYFORHUMANRESOURCE	02/05/2024	02/21/2024	244.00	0.00	Paid	Y
	ANNUAL MEMBERSHIP	MROCKLEY					02/21/2024
	100-5145-532400	MEMBERSHIP DUES		244.00			
DOHERTY DIANA							
63338	VBS*VONAGE BUSINESS	02/12/2024	02/21/2024	1,561.87	0.00	Paid	Y
	VONAGE PHONE BILL FEBRUARY 2024	MROCKLEY					02/21/2024
	100-5141-522500	TELEPHONE		19.59			
	100-5142-522500	TELEPHONE		88.42			
	100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE		88.19			
	100-5241-522500	TELEPHONE		58.78			
	100-5632-522500	TELEPHONE		19.59			
	100-5323-522500	TELEPHONE		39.44			
	100-5512-522500	TELEPHONE		19.59			
	100-5120-522500	TELEPHONE		19.59			
	100-5211-522500	TELEPHONE		366.91			
	150-5221-522500	TELEPHONE		357.94			
	440-5511-522500	TELEPHONE		400.21			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		41.81			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		41.81			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
DYKSTRA DIANA							
63339	KWIK TRIP 11900011999	01/20/2024	02/21/2024	24.99	0.00	Paid	Y
	OPEN HOUSE ELECTIONS	MROCKLEY					02/21/2024
	100-5144-531100	OPERATIONAL SUPPLIES		24.99			
DYKSTRA DIANA							
63340	MORNINGSTAR GOLF CLUB	01/20/2024	02/21/2024	3,495.20	0.00	Paid	Y
	EMPLOYEE RECOGNITION DINNER	MROCKLEY					02/21/2024
	100-5141-539800	EMPLOYEE RECOGNITION		3,495.20			
DYKSTRA DIANA							
63341	VBS*VONAGE BUSINESS	01/24/2024	02/21/2024	13.84	0.00	Paid	Y
	VONAGE PHONE - FAX LINE CHANGE	MROCKLEY					02/21/2024
	100-5142-522500	TELEPHONE		6.92			
	100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE		6.92			
DYKSTRA DIANA							
63342	WISCUNCLERKS	01/25/2024	02/21/2024	65.00	0.00	Paid	Y
	WMCA CLERKS ASSN MEMBERSHIP	MROCKLEY					02/21/2024
	100-5142-532400	MEMBERSHIP DUES		65.00			
DYKSTRA DIANA							
63343	IIMC	01/25/2024	02/21/2024	185.00	0.00	Paid	Y
	DYKSTRA IIMC MEMBERSHIP	MROCKLEY					02/21/2024
	100-5142-532400	MEMBERSHIP DUES		185.00			
DYKSTRA DIANA							
63344	BOOKTIX* GFPAC-TICKETS	02/01/2024	02/21/2024	54.00	0.00	Paid	Y
	ROTARY - REIMBURSED	MROCKLEY					02/21/2024
	100-5141-533500	ROTARY - REIMBURSED		54.00			
GOURDOUX LINDA							
63345	IIMC	01/24/2024	02/21/2024	125.00	0.00	Paid	Y
	IIMC MEMBERSHIP	MROCKLEY					02/21/2024
	100-5142-532400	MEMBERSHIP DUES		125.00			
GOURDOUX LINDA							
63346	WALMART.COM	01/25/2024	02/21/2024	123.90	0.00	Paid	Y
	KIOSK SCREEN REPLACEMENT	MROCKLEY					02/21/2024
	100-5241-531100	KIOSK SCREEN REPLACEMENT		123.90			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
GOURDOUX LINDA							
63347	WEST BEND MUT INS	02/02/2024	02/21/2024	20.00	0.00	Paid	Y
	ROCKLEY NOTARY INSURANCE	MROCKLEY					02/21/2024
	100-5142-531100	ROCKLEY NOTARY INSURANCE		20.00			
GOURDOUX LINDA							
63348	WI DFI WS2 CFI CC EPAY	02/02/2024	02/21/2024	20.00	0.00	Paid	Y
	ROCKLEY NOTARY APP FEE	MROCKLEY					02/21/2024
	100-5142-521900	ROCKLEY NOTARY APP FEE		20.00			
KIM CATHRYN							
63349	FACEBK TQZGH2Y6M2	01/15/2024	02/21/2024	20.00	0.00	Paid	Y
	AD BOOST	MROCKLEY					02/21/2024
	440-5511-533300	OUTREACH		20.00			
KIM CATHRYN							
63350	USPS PO 5657100149	01/16/2024	02/21/2024	74.50	0.00	Paid	Y
	STAMPS & POSTAGE	MROCKLEY					02/21/2024
	440-5511-531500	POSTAGE		74.50			
KIM CATHRYN							
63351	WAL-MART #1571	01/18/2024	02/21/2024	73.83	0.00	Paid	Y
	CLEANING SUPPLIES	MROCKLEY					02/21/2024
	440-5511-531100	OPERATIONAL SUPPLIES		73.83			
KIM CATHRYN							
63352	QDOBA 1857 CATERING	01/20/2024	02/21/2024	313.69	0.00	Paid	Y
	STAFF DEVELOPMENT LUNCH	MROCKLEY					02/21/2024
	440-5511-533500	TRAINING & TRAVEL		313.69			
KIM CATHRYN							
63353	ADAGIO TEAS	01/24/2024	02/21/2024	59.85	0.00	Paid	Y
	TEA GIVAWAYS/ PD BY FRIENDS	MROCKLEY					02/21/2024
	440-5890-580600	DONATED FUND EXPENDITURES		59.85			
KIM CATHRYN							
63354	GREEN BAY PACKERS INC	01/24/2024	02/21/2024	141.60	0.00	Paid	Y
	EXPLORE PASS/ PD BY FRIENDS	MROCKLEY					02/21/2024
	440-5890-580600	DONATED FUND EXPENDITURES		141.60			



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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN							
63355	CRAFTCUTS	01/24/2024	02/21/2024	418.59	0.00	Paid	Y
	STANDING LETTERS FOR SIGN	MROCKLEY					02/21/2024
	440-5890-580600	DONATED FUND EXPENDITURES		418.59			
KIM CATHRYN							
63356	DROPBOX*6JRB1H823R2K	01/29/2024	02/21/2024	119.88	0.00	Paid	Y
	1/29/24-1/29/25 SUBSCRIPTION	MROCKLEY					02/21/2024
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		119.88			
KIM CATHRYN							
63357	DOLLARTREE	01/30/2024	02/21/2024	51.25	0.00	Paid	Y
	BINGO PRIZES	MROCKLEY					02/21/2024
	440-5511-533100	PROGRAMMING		51.25			
KIM CATHRYN							
63358	NETFLIX.COM	02/01/2024	02/21/2024	22.99	0.00	Paid	Y
	2/1/24-2/29/24 STREAMING SERVICE	MROCKLEY					02/21/2024
	440-5511-531800	THINGERY MAINTENANCE		22.99			
KIM CATHRYN							
63359	AMERICAN LIBRARY ASSOC	02/02/2024	02/21/2024	158.00	0.00	Paid	Y
	WEBINARS	MROCKLEY					02/21/2024
	440-5511-533500	TRAINING & TRAVEL		158.00			
KIM CATHRYN							
63360	HOBBY LOBBY ECOMM	02/05/2024	02/21/2024	149.58	0.00	Paid	Y
	DYI CLASS SUPPLIES	MROCKLEY					02/21/2024
	440-5511-533100	PROGRAMMING		149.58			
KIM CATHRYN							
63361	METRO MARKET #384	02/05/2024	02/21/2024	50.00	0.00	Paid	Y
	READING PROGRAM PRIZE	MROCKLEY					02/21/2024
	440-5511-533100	PROGRAMMING		50.00			
KIM CATHRYN							
63362	D J*WALL-ST-JOURNAL	02/06/2024	02/21/2024	164.97	0.00	Paid	Y
	1ST QTR BILLING	MROCKLEY					02/21/2024
	440-5511-532700	NEWSPAPERS		164.97			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN							
63363	COLLABORATIVE SUMMER LIBR	02/07/2024	02/21/2024	80.10	0.00	Paid	Y
	SLP PROGRAM SUPPLIES	MROCKLEY					02/21/2024
	440-5511-533100	PROGRAMMING		80.10			
KIM CATHRYN							
63364	IMAGESTUFF.COM	02/09/2024	02/21/2024	100.40	0.00	Paid	Y
	SLP PROGRAM SUPPLIES	MROCKLEY					02/21/2024
	440-5511-533100	PROGRAMMING		100.40			
KIM CATHRYN							
63365	HOBBY LOBBY #560	02/09/2024	02/21/2024	74.60	0.00	Paid	Y
	DIY CLASS SUPPLIES	MROCKLEY					02/21/2024
	440-5511-533100	PROGRAMMING		74.60			
KIM CATHRYN							
63366	HAHN ACE - MUKWONAGO	02/09/2024	02/21/2024	21.49	0.00	Paid	Y
	NAILS FOR DIY CLASS	MROCKLEY					02/21/2024
	440-5511-533100	PROGRAMMING		21.49			
KINDER MATTHEW							
63367	WM SUPERCENTER #1571	01/25/2024	02/21/2024	76.00	0.00	Paid	Y
	PHONE CHARGERS	MROCKLEY					02/21/2024
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		38.00			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		38.00			
KINDER MATTHEW							
63368	DSPS E SERVICE FEE COM	01/25/2024	02/21/2024	1.80	0.00	Paid	Y
	RPZ VALVES CERTIFICATION SERVICE FEE	MROCKLEY					02/21/2024
	620-8010-827000	OPERATION SUPPLY/EXPENSE		1.80			
KINDER MATTHEW							
63369	DSPS EPAY ISE	01/25/2024	02/21/2024	80.00	0.00	Paid	Y
	RPZ VALVES CERTIFICATION	MROCKLEY					02/21/2024
	620-8010-827000	OPERATION SUPPLY/EXPENSE		80.00			
KINDER MATTHEW							
63370	HARBOR FREIGHT TOOLS3237	02/08/2024	02/21/2024	149.99	0.00	Paid	Y
	PART FOR PORTA POWER TOOL	MROCKLEY					02/21/2024
	620-8010-827000	OPERATION SUPPLY/EXPENSE		149.99			

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INVOICE REGISTER REPORT FOR MUKWONAGO  
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 CREDIT CARD TRANSACTIONS FOR BOARD  
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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							
KINDER MATTHEW							
63371	IN *TORIN INC.,	02/13/2024	02/21/2024	46.00	0.00	Paid	Y
	PARTS FOR PORTA POWER TOOL	MROCKLEY					02/21/2024
	620-8010-827000	OPERATION SUPPLY/EXPENSE		46.00			
KUBIAK MICHAEL							
63372	AMERICAN AED LLC	01/19/2024	02/21/2024	177.00	0.00	Paid	Y
	AED ELECTRODES	MROCKLEY					02/21/2024
	100-5212-539500	REPAIRS & MAINTENANCE		177.00			
KUBIAK MICHAEL							
63373	DRIVERS LICENSE GUIDE CO	01/22/2024	02/21/2024	122.50	0.00	Paid	Y
	DRIVERS LICENSE GUIDE BOOKS	MROCKLEY					02/21/2024
	100-5212-531100	OPERATIONAL SUPPLIES		122.50			
KUBIAK MICHAEL							
63374	UWW GRAD APP OR CAMPS FEE	02/13/2024	02/21/2024	200.00	0.00	Paid	Y
	IPMBA BIKE OFFICER TRAINING -	MROCKLEY					02/21/2024
	100-5215-533500	TRAINING & TRAVEL		200.00			
PETERSON RANDY							
63375	ALLIED BEARING AND POWER	01/22/2024	02/21/2024	15.74	0.00	Paid	Y
	SNOWBLOWER BEARING	MROCKLEY					02/21/2024
	100-5324-539500	REPAIRS & MAINTENANCE		15.74			
PETERSON RANDY							
63376	BABCOCK AUTOMOBILE SPRING	02/08/2024	02/21/2024	1,743.70	0.00	Paid	Y
	REAR SPRING REPLACEMENT ON TRUCK #5	MROCKLEY					02/21/2024
	100-5324-539500	REPAIRS & MAINTENANCE		1,743.70			
PETERSON RANDY							
63377	MARREL CORP - AMPLIROLL	02/13/2024	02/21/2024	189.34	0.00	Paid	Y
	HOIST PIN FOR TRUCK #11	MROCKLEY					02/21/2024
	100-5324-539500	REPAIRS & MAINTENANCE		189.34			
SMITH JAMES A							
63378	THE HOME DEPOT #4921	02/01/2024	02/21/2024	79.98	0.00	Paid	Y
	STORAGE SHELIVING	MROCKLEY					02/21/2024
	620-8010-827000	OPERATION SUPPLY/EXPENSE		79.98			

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 CREDIT CARD TRANSACTIONS FOR BOARD  
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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							
63379	WAL-MART #1571	01/16/2024	02/21/2024	92.66	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					02/21/2024
	150-5221-531100	OPERATIONAL SUPPLIES		92.66			
STIEN JEFFREY R							
63380	METRO MARKET #384	01/19/2024	02/21/2024	31.45	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					02/21/2024
	150-5221-531100	OPERATIONAL SUPPLIES		31.45			
STIEN JEFFREY R							
63381	DNH*GODADDY.COM	01/23/2024	02/21/2024	69.51	0.00	Paid	Y
	GO DADDY- MFD WEBSITE	MROCKLEY					02/21/2024
	150-5221-522900	SOFTWARE SUPPORT/MAINTENANCE		69.51			
STIEN JEFFREY R							
63382	METRO MARKET #384	01/26/2024	02/21/2024	52.86	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					02/21/2024
	150-5221-531100	OPERATIONAL SUPPLIES		52.86			
STIEN JEFFREY R							
63383	WCTC MARKETPLACE	01/27/2024	02/21/2024	80.00	0.00	Paid	Y
	WCTC INSPECTOR EXAM- ROUSH	MROCKLEY					02/21/2024
	150-5221-533500	TRAINING & TRAVEL		80.00			
STIEN JEFFREY R							
63384	THE HOME DEPOT #4921	01/27/2024	02/21/2024	133.98	0.00	Paid	Y
	HOSE REEL	MROCKLEY					02/21/2024
	150-5222-531100	OPERATIONAL SUPPLIES		133.98			
STIEN JEFFREY R							
63385	AMZN MKTP US*R22H65H20	01/31/2024	02/21/2024	24.72	0.00	Paid	Y
	APPARATUS SUPPLIES	MROCKLEY					02/21/2024
	150-5222-531100	OPERATIONAL SUPPLIES		12.36			
	150-5231-531100	OPERATIONAL SUPPLIES		12.36			
STIEN JEFFREY R							
63386	GALLS	01/31/2024	02/21/2024	419.94	0.00	Paid	Y
	CLOTHING- HAHN	MROCKLEY					02/21/2024
	150-5221-534600	CLOTHING ALLOWANCE		419.94			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
STIEN JEFFREY R							
63387	WM SUPERCENTER #1571	02/02/2024	02/21/2024	6.02	0.00	Paid	Y
	STAFF AND APPARATUS PICTURES	MROCKLEY					02/21/2024
	150-5221-531100	OPERATIONAL SUPPLIES		6.02			
STIEN JEFFREY R							
63388	WM SUPERCENTER #1571	02/08/2024	02/21/2024	62.82	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					02/21/2024
	150-5221-531100	OPERATIONAL SUPPLIES		62.82			
STIEN JEFFREY R							
63389	AMZN MKTP US*RI01G21K0	02/12/2024	02/21/2024	156.00	0.00	Paid	Y
	STATION WATER FOUNTAIN FILTERS	MROCKLEY					02/21/2024
	150-5221-531100	OPERATIONAL SUPPLIES		156.00			
STIEN JEFFREY R							
63390	AMAZON.COM*RB9OS4R02	02/12/2024	02/21/2024	369.95	0.00	Paid	Y
	VEHICLE BATTERY BOOSTER	MROCKLEY					02/21/2024
	150-5231-531100	OPERATIONAL SUPPLIES		184.97			
	150-5222-531100	OPERATIONAL SUPPLIES		184.98			
STIEN JEFFREY R							
63391	AMZN MKTP US*RB3A57RN2	02/12/2024	02/21/2024	56.98	0.00	Paid	Y
	EMS SUPPLIES	MROCKLEY					02/21/2024
	150-5231-531100	OPERATIONAL SUPPLIES		56.98			
STIEN JEFFREY R							
63392	AMAZON RET* 112-556748	02/14/2024	02/21/2024	8.70	0.00	Paid	Y
	MUSTANG SUIT SEALANT	MROCKLEY					02/21/2024
	150-5222-539500	REPAIRS & MAINTENANCE		8.70			
STREIT DANIEL							
63393	NATW NATW.ORG	01/18/2024	02/21/2024	35.00	0.00	Paid	Y
	NATIONAL ASSOCIATION OF TOWN WATCH	MROCKLEY					02/21/2024
	100-5211-532400	MEMBERSHIP DUES		35.00			
STREIT DANIEL							
63394	AMZN MKTP US*R80DN3J02	01/18/2024	02/21/2024	42.99	0.00	Paid	Y
	CHRISTMAS DECORATION	MROCKLEY					02/21/2024
	340-5890-580602	POLICE DESIGNATED FUND EXPENDITURES		42.99			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
STREIT DANIEL							
63395	AMZN MKTP US*R04630TRO	01/21/2024	02/21/2024	38.83	0.00	Paid	Y
	CHRISTMAS DECORATION	MROCKLEY					02/21/2024
	340-5890-580602	POLICE DESIGNATED FUND EXPENDITURES		38.83			
STREIT DANIEL							
63396	MOCIC	01/23/2024	02/21/2024	150.00	0.00	Paid	Y
	MOCIC MEMBERSHIP DUES	MROCKLEY					02/21/2024
	100-5213-532400	MEMBERSHIP DUES		150.00			
STREIT DANIEL							
63397	STAPLS0215206004000001	01/28/2024	02/21/2024	24.39	0.00	Paid	Y
	CASH REGISTER RECEIPTS	MROCKLEY					02/21/2024
	100-5211-531100	OPERATIONAL SUPPLIES		24.39			
STREIT DANIEL							
63398	AMZN MKTP US*R09RN6Q12	01/28/2024	02/21/2024	10.99	0.00	Paid	Y
	DRONE REPAIR	MROCKLEY					02/21/2024
	100-5212-539500	REPAIRS & MAINTENANCE		10.99			
STREIT DANIEL							
63399	AMZN MKTP US*R08QX52I2	01/29/2024	02/21/2024	41.99	0.00	Paid	Y
	DRONE REPAIR	MROCKLEY					02/21/2024
	100-5212-539500	REPAIRS & MAINTENANCE		41.99			
STREIT DANIEL							
63400	BIL*WISCONSIN LAW ENFO	01/30/2024	02/21/2024	360.15	0.00	Paid	Y
	WILEAG ANNUAL MEMBERSHIP	MROCKLEY					02/21/2024
	100-5211-532400	MEMBERSHIP DUES		360.15			
STREIT DANIEL							
63401	AMAZON RET* 112-966160	01/31/2024	02/21/2024	65.82	0.00	Paid	Y
	SQUAD CLEANING SUPPLIES	MROCKLEY					02/21/2024
	100-5212-539500	REPAIRS & MAINTENANCE		65.82			
STREIT DANIEL							
63402	THE HOME DEPOT #4921	02/01/2024	02/21/2024	3,358.16	0.00	Paid	Y
	DISPATCH REMODEL	MROCKLEY					02/21/2024
	430-5700-571100	POLICE DEPT CAPITAL EQUIP		3,358.16			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
STREIT DANIEL							
63403	KALAHARI RESORT - WI	02/04/2024	02/21/2024	441.00	0.00	Paid	Y
	WCPA CONFERENCE KALAHARI HOTEL	MROCKLEY					02/21/2024
	100-5211-533500	TRAINING & TRAVEL		441.00			
STREIT DANIEL							
63404	BP#9507229BULL FROG STAT	02/07/2024	02/21/2024	40.56	0.00	Paid	Y
	WCPA CONFERENCE FUEL AND WASH	MROCKLEY					02/21/2024
	100-5211-533500	TRAINING & TRAVEL		40.56			
STREIT DANIEL							
63405	AMZN MKTP US*RI68G0ZT0	02/10/2024	02/21/2024	21.23	0.00	Paid	Y
	OVERTIME SLIP HOLDER	MROCKLEY					02/21/2024
	100-5211-531100	OPERATIONAL SUPPLIES		21.23			
SUKOWATY JAYME							
63406	WISCONSIN WASTEWATER OPER	01/31/2024	02/21/2024	138.00	0.00	Paid	Y
	MWO EXPO-PROFESSIONAL DEVELOPMENT	MROCKLEY					02/21/2024
	610-6920-693000	MISC GENERAL EXPENSES		69.00			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		69.00			
SURA MATTHEW J							
63407	FULLY PROMOTED WAUKESHA	01/15/2024	02/21/2024	212.36	0.00	Paid	Y
	CLOTHING- SURA	MROCKLEY					02/21/2024
	150-5221-534600	CLOTHING ALLOWANCE		212.36			
SURA MATTHEW J							
63408	SP MFI MEDICAL	01/23/2024	02/21/2024	2,903.37	0.00	Paid	Y
	BAIR HUGGER WARMER- ACT102	MROCKLEY					02/21/2024
	150-5700-580500	ACT 102 EXPENSES		2,903.37			
SURA MATTHEW J							
63409	WEATHERTECH	01/25/2024	02/21/2024	154.30	0.00	Paid	Y
	2022 AMBULANCE FLOOR MATS	MROCKLEY					02/21/2024
	150-5231-531100	OPERATIONAL SUPPLIES		154.30			
SURA MATTHEW J							
63410	VERATHON INC	02/02/2024	02/21/2024	880.17	0.00	Paid	Y
	EMS SUPPLIES	MROCKLEY					02/21/2024
	150-5231-531100	OPERATIONAL SUPPLIES		880.17			

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SURA MATTHEW J							
63411	ISOCKET	02/06/2024	02/21/2024	39.96	0.00	Paid	Y
	ISOCKET IOT SERVICE	MROCKLEY					02/21/2024
	150-5231-531100	OPERATIONAL SUPPLIES		39.96			

SURA MATTHEW J							
63412	APPLE.COM/BILL	02/08/2024	02/21/2024	0.99	0.00	Paid	Y
	APPLE STORAGE	MROCKLEY					02/21/2024
	150-5231-531100	OPERATIONAL SUPPLIES		0.99			

SURA MATTHEW J							
63413	US BANK	02/14/2024	02/21/2024	(328.84)	0.00	Paid	Y
	MFI REFUND	MROCKLEY					02/21/2024
	150-5231-531100	OPERATIONAL SUPPLIES		(328.84)			

WILHARMS MICHAEL							
63414	UWCC REGISTRATIONS	02/13/2024	02/21/2024	150.00	0.00	Paid	Y
	UW PUBLIC WORKS SUPERVISOR	MROCKLEY					02/21/2024
	100-5323-533500	TRAINING & TRAVEL		150.00			

ZAESKE DEBBIE							
63415	APCO INTERNATIONAL INC	01/22/2024	02/21/2024	30.00	0.00	Paid	Y
	APCO CTO RECERTIFICATION - HENCH	MROCKLEY					02/21/2024
	100-5211-533500	TRAINING & TRAVEL		30.00			

ZAESKE DEBBIE							
63416	INDEED 88532740	02/01/2024	02/21/2024	252.46	0.00	Paid	Y
	INDEED DISPATCH AD	MROCKLEY					02/21/2024
	100-5211-521900	PROFESSIONAL SERVICES		252.46			

Total Purchase Card Vendor: 0002 US BANK				30,648.56	0.00		
# of Invoices:	106	# Due:	0	Totals:	31,035.30	0.00	
# of Credit Memos:	2	# Due:	0	Totals:	(386.74)	0.00	
Net of Invoices and Credit Memos:				30,648.56	0.00		

--- TOTALS BY GL DISTRIBUTION ---

100-5111-539900	OTHER	2.29
100-5120-522500	TELEPHONE	19.59



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	GL Distribution						
100-5120-539900	OTHER			0.57			
100-5141-522500	TELEPHONE			19.59			
100-5141-533500	TRAINING & TRAVEL			54.00			
100-5141-539800	EMPLOYEE RECOGNITION			3,495.20			
100-5141-539900	OTHER			0.82			
100-5142-521900	PROFESSIONAL SERVICES			20.00			
100-5142-522500	TELEPHONE			95.34			
100-5142-531100	OPERATIONAL SUPPLIES			20.00			
100-5142-532400	MEMBERSHIP DUES			375.00			
100-5142-539900	OTHER			1.64			
100-5144-521900	PROFESSIONAL SERVICES			5.73			
100-5144-531100	OPERATIONAL SUPPLIES			24.99			
100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE			95.11			
100-5145-532400	MEMBERSHIP DUES			244.00			
100-5145-533500	TRAINING & TRAVEL			35.00			
100-5145-539900	OTHER			3.28			
100-5211-521900	PROFESSIONAL SERVICES			252.46			
100-5211-522500	TELEPHONE			366.91			
100-5211-531100	OPERATIONAL SUPPLIES			45.62			
100-5211-532400	MEMBERSHIP DUES			395.15			
100-5211-533500	TRAINING & TRAVEL			511.56			
100-5211-539500	REPAIRS & MAINTENANCE			65.00			
100-5211-539900	OTHER			10.12			
100-5212-531100	OPERATIONAL SUPPLIES			122.50			
100-5212-539500	REPAIRS & MAINTENANCE			295.80			
100-5212-539900	OTHER			9.38			
100-5213-521900	PROFESSIONAL SERVICES			1.64			
100-5213-532400	MEMBERSHIP DUES			150.00			
100-5215-533500	TRAINING & TRAVEL			200.00			
100-5241-522500	TELEPHONE			58.78			
100-5241-531100	OPERATIONAL SUPPLIES			123.90			
100-5241-539900	OTHER			1.64			
100-5300-539900	OTHER			10.73			
100-5323-522500	TELEPHONE			39.44			
100-5323-533500	TRAINING & TRAVEL			974.00			
100-5323-539500	REPAIRS & MAINTENANCE			561.96			
100-5324-539500	REPAIRS & MAINTENANCE			1,948.78			
100-5512-522500	TELEPHONE			19.59			
100-5521-531100	OPERATIONAL SUPPLIES			73.71			
100-5632-522500	TELEPHONE			19.59			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	100-5632-539900	OTHER		0.82			
	100-5670-521900	PROFESSIONAL SERVICES		0.29			
	150-5221-522500	TELEPHONE		357.94			
	150-5221-522900	SOFTWARE SUPPORT/MAINTENANCE		69.51			
	150-5221-531100	OPERATIONAL SUPPLIES		401.81			
	150-5221-533500	TRAINING & TRAVEL		80.00			
	150-5221-534600	CLOTHING ALLOWANCE		632.30			
	150-5221-539900	OTHER		14.61			
	150-5222-531100	OPERATIONAL SUPPLIES		331.32			
	150-5222-539500	REPAIRS & MAINTENANCE		8.70			
	150-5231-531100	OPERATIONAL SUPPLIES		1,000.89			
	150-5233-531100	OPERATIONAL SUPPLIES		5.73			
	150-5700-580500	ACT 102 EXPENSES		2,903.37			
	340-5890-580602	POLICE DESIGNATED FUND EXPENDITURES		81.82			
	430-5700-571100	POLICE DEPT CAPITAL EQUIP		7,604.62			
	440-5511-522500	TELEPHONE		400.21			
	440-5511-531100	OPERATIONAL SUPPLIES		73.83			
	440-5511-531500	POSTAGE		74.50			
	440-5511-531700	METASPACE MAINTENANCE		240.48			
	440-5511-531800	THINGERY MAINTENANCE		22.99			
	440-5511-532700	NEWSPAPERS		164.97			
	440-5511-533100	PROGRAMMING		527.42			
	440-5511-533300	OUTREACH		20.00			
	440-5511-533500	TRAINING & TRAVEL		471.69			
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		133.30			
	440-5511-581100	EQUIPMENT LESS THAN \$5000		(57.90)			
	440-5890-580600	DONATED FUND EXPENDITURES		945.04			
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		5.10			
	610-6902-690300	SUPPLIES & EXPENSE		3.56			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		219.69			
	610-6920-693000	MISC GENERAL EXPENSES		1,274.79			
	620-8010-827000	OPERATION SUPPLY/EXPENSE		367.77			
	620-8300-840000	OPERATION SUPPLY/EXPENSE-ACCTG		2.46			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		219.70			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		1,274.82			

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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			10,771.52	0.00		
	150 - FIRE/AMBULANCE FUND			5,806.18	0.00		
	340 - VILLAGE DESIGNATED FUND			81.82	0.00		
	430 - CAPITAL EQUIPMENT FUND			7,604.62	0.00		
	440 - LIBRARY FUND			3,016.53	0.00		
	610 - WATER UTILITY FUND			1,503.14	0.00		
	620 - SEWER UTILITY FUND			1,864.75	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5111 - VILLAGE BOARD			2.29	0.00		
	5120 - MUNICIPAL COURT			20.16	0.00		
	5141 - VILLAGE ADMINISTRATOR			3,569.61	0.00		
	5142 - CLERK-TREASURER			511.98	0.00		
	5144 - ELECTIONS			30.72	0.00		
	5145 - FINANCE DEPARTMENT			377.39	0.00		
	5211 - POLICE ADMINISTRATION			1,646.82	0.00		
	5212 - POLICE PATROL			427.68	0.00		
	5213 - CRIME INVESTIGATION			151.64	0.00		
	5215 - POLICE TRAINING			200.00	0.00		
	5221 - FIRE ADMINISTRATION			1,556.17	0.00		
	5222 - FIRE SUPPRESSION			340.02	0.00		
	5231 - AMBULANCE			1,000.89	0.00		
	5233 - REFERENDUM FUNDED STAFFING			5.73	0.00		
	5241 - BUILDING INSPECTOR			184.32	0.00		
	5300 - DPW GENERAL ADMINISTRATION			10.73	0.00		
	5323 - GARAGE			1,575.40	0.00		
	5324 - MACHINERY & EQUIPMENT			1,948.78	0.00		
	5511 - LIBRARY SERVICES			2,071.49	0.00		
	5512 - MUSEUM			19.59	0.00		
	5521 - PARKS			73.71	0.00		
	5632 - PLANNING DEPARTMENT			20.41	0.00		
	5670 - ECONOMIC DEVELOPMENT			0.29	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			10,507.99	0.00		
	5890 - USE OF DESIGNATED FUNDS			1,026.86	0.00		
	6300 - WATER TREATMENT OPERATIONS			5.10	0.00		
	6902 - ACCOUNTING & COLLECTING LAE			3.56	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			1,494.48	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			367.77	0.00		
	8300 - ACCOUNTING/COLLECTING			2.46	0.00		
	8400 - ADMINISTRATIVE & GENERAL			1,494.52	0.00		
	0366			1,929.60	0.00		

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INVOICE REGISTER REPORT FOR MUKWONAGO  
EXP CHECK RUN DATES 02/21/2024 - 02/21/2024  
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						
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0408			150.00			
	0707			2,095.32			
	1051			353.79			
	1128			282.46			
	1275			549.10			
	1552			415.48			
	3049			138.00			
	3064			4,311.46			
	5177			3,838.03			
	5311			92.10			
	5538			4,631.11			
	5724			3,862.31			
	6347			288.90			
	6370			1,565.59			
	6639			985.87			
	6721			499.50			
	7403			79.98			
	8764			1,171.51			
	9625			1,948.78			
	9708			1,459.67			

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INVOICE REGISTER REPORT FOR MUKWONAGO  
EXP CHECK RUN DATES 02/05/2024 - 02/09/2024  
JOURNALIZED PAID  
VENDOR CODE: 0034 - CHECK TYPE: PAPER CHECK  
WE ENERGIES REPORT FOR BOARD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4896134991 63143	WE ENERGIES 0700126680-00001 Digester Gas 620-8010-821200	01/26/2024 MROCKLEY 0700126680-00001 Digester Gas	02/05/2024	508.42  508.42	0.00	Paid	Y 02/05/2024
4896134991 63144	WE ENERGIES 0700126680-00002 Well #3 Elec 610-6200-662200	01/26/2024 MROCKLEY 0700126680-00002 Well #3 Elec	02/05/2024	1,789.50  1,789.50	0.00	Paid	Y 02/05/2024
4896134991 63145	WE ENERGIES 0700126680-00003 Street Lights 100-5342-522200	01/26/2024 MROCKLEY 0700126680-00003 Street Lights	02/05/2024	3,977.64  3,977.64	0.00	Paid	Y 02/05/2024
4896134991 63146	WE ENERGIES 0700126680-00004 Greenwald 610-6200-662200	01/26/2024 MROCKLEY 0700126680-00004 Greenwald	02/05/2024	277.05  277.05	0.00	Paid	Y 02/05/2024
4896134991 63147	WE ENERGIES 0700126680-00005 Booster Station 610-6200-662200	01/26/2024 MROCKLEY 0700126680-00005 Booster Station	02/05/2024	880.81  880.81	0.00	Paid	Y 02/05/2024
4896134991 63148	WE ENERGIES 0700126680-00007 1240 N. Rochester 620-8020-821000	01/26/2024 MROCKLEY 0700126680-00007 1240 N. Rochester	02/05/2024	160.64  160.64	0.00	Paid	Y 02/05/2024
4896134991 63149	WE ENERGIES 0700126680-00008 Police Garage 100-5211-522200	01/26/2024 MROCKLEY 0700126680-00008 Police Garage	02/05/2024	263.15  263.15	0.00	Paid	Y 02/05/2024
4896134991 63150	WE ENERGIES 0700126680-00009 Fld Prk Baseball 100-5521-522200	01/26/2024 MROCKLEY 0700126680-00009 Fld Prk Baseball Lights	02/05/2024	23.22  23.22	0.00	Paid	Y 02/05/2024
4896134991 63151	WE ENERGIES 0700126680-000010 Fox River View 620-8020-821000	01/26/2024 MROCKLEY 0700126680-000010 Fox River View	02/05/2024	267.85  267.85	0.00	Paid	Y 02/05/2024

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INVOICE REGISTER REPORT FOR MUKWONAGO  
EXP CHECK RUN DATES 02/05/2024 - 02/09/2024  
JOURNALIZED PAID  
VENDOR CODE: 0034 - CHECK TYPE: PAPER CHECK  
WE ENERGIES REPORT FOR BOARD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4896134991 63152	WE ENERGIES 0700126680-000011 DPW Elec 100-5323-522200	01/26/2024 MROCKLEY 0700126680-000011 DPW Elec	02/05/2024	559.24  559.24	0.00	Paid	Y 02/05/2024
4896134991 63153	WE ENERGIES 0700126680-000012 Fire 150-5221-522200	01/26/2024 MROCKLEY 0700126680-000012 Fire	02/05/2024	2,842.17  2,842.17	0.00	Paid	Y 02/05/2024
4896134991 63154	WE ENERGIES 0700126680-000013 police-CTH E N of 100-5211-522200	01/26/2024 MROCKLEY 0700126680-000013 police-CTH E N of Sugd	02/05/2024	22.74  22.74	0.00	Paid	Y 02/05/2024
4896134991 63155	WE ENERGIES 0700126680-000014 HALL 100-5160-522200	01/26/2024 MROCKLEY 0700126680-000014 Hall	02/05/2024	1,380.88  1,380.88	0.00	Paid	Y 02/05/2024
4896134991 63156	WE ENERGIES 0700126680-000014 Hall Gas 100-5160-522400	01/26/2024 MROCKLEY 0700126680-000014 Hall Gas	02/05/2024	528.86  528.86	0.00	Paid	Y 02/05/2024
4896134991 63157	WE ENERGIES 0700126680-000016 Miniwauken Park 100-5521-522200	01/26/2024 MROCKLEY 0700126680-000016 Miniwauken Park	02/05/2024	36.62  36.62	0.00	Paid	Y 02/05/2024
4896134991 63158	WE ENERGIES 0700126680-000017 HOLZ ELEC 620-8010-821100	01/26/2024 MROCKLEY 0700126680-000017 Holz Elec	02/05/2024	12,321.88  12,321.88	0.00	Paid	Y 02/05/2024
4896134991 63159	WE ENERGIES 0700126680-000018 Parks 100-5521-522200	01/26/2024 MROCKLEY 0700126680-000018 Parks	02/05/2024	19.66  19.66	0.00	Paid	Y 02/05/2024
4896134991 63160	WE ENERGIES 0700126680-000019 Atkinson Pump 620-8020-821000	01/26/2024 MROCKLEY 0700126680-000019 Atkinson Pump	02/05/2024	768.01  768.01	0.00	Paid	Y 02/05/2024

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INVOICE REGISTER REPORT FOR MUKWONAGO  
EXP CHECK RUN DATES 02/05/2024 - 02/09/2024  
JOURNALIZED PAID  
VENDOR CODE: 0034 - CHECK TYPE: PAPER CHECK  
WE ENERGIES REPORT FOR BOARD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4896134991 63161	WE ENERGIES 0700126680-000020 Well #6 610-6200-662200	01/26/2024 MROCKLEY 0700126680-000020 Well #6	02/05/2024	1,380.06  1,380.06	0.00	Paid	Y 02/05/2024
4896134991 63162	WE ENERGIES 0700126680-000021 DPW Gas 100-5323-522400	01/26/2024 MROCKLEY 0700126680-000021 DPW Gas	02/05/2024	913.97  913.97	0.00	Paid	Y 02/05/2024
4896134991 63163	WE ENERGIES 0700126680-000022 Concession 100-5521-522200	01/26/2024 MROCKLEY 0700126680-000022 Concession Building	02/05/2024	115.25  115.25	0.00	Paid	Y 02/05/2024
4896134991 63164	WE ENERGIES 0700126680-000023 Well #3 Gas 610-6200-662200	01/26/2024 MROCKLEY 0700126680-000023 Well #3 Gas	02/05/2024	10.89  10.89	0.00	Paid	Y 02/05/2024
4896134991 63165	WE ENERGIES 0700126680-000024 Parks-200 S 100-5342-522200	01/26/2024 MROCKLEY 0700126680-000024 Parks-200 S Rochester	02/05/2024	33.24  33.24	0.00	Paid	Y 02/05/2024
4896134991 63166	WE ENERGIES 0700126680-000027 Police 100-5211-522200	01/26/2024 MROCKLEY 0700126680-000027 Police	02/05/2024	2,061.59  2,061.59	0.00	Paid	Y 02/05/2024
4896134991 63167	WE ENERGIES 0700126680-000028 Miniwaukan 100-5521-522200	01/26/2024 MROCKLEY 0700126680-000028 Miniwaukan Pavilion	02/05/2024	27.57  27.57	0.00	Paid	Y 02/05/2024
4896134991 63168	WE ENERGIES 0700126680-000029 F. Park Sump Pump 100-5521-522200	01/26/2024 MROCKLEY 0700126680-000029 F. Park Sump Pump	02/05/2024	22.90  22.90	0.00	Paid	Y 02/05/2024
4896134991 63169	WE ENERGIES 0700126680-000031 Holz Gas 620-8010-821200	01/26/2024 MROCKLEY 0700126680-000031 Holz Gas	02/05/2024	335.67  335.67	0.00	Paid	Y 02/05/2024

INVOICE REGISTER REPORT FOR MUKWONAGO  
 EXP CHECK RUN DATES 02/05/2024 - 02/09/2024  
 JOURNALIZED PAID  
 VENDOR CODE: 0034 - CHECK TYPE: PAPER CHECK  
 WE ENERGIES REPORT FOR BOARD

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4896134991 63170	WE ENERGIES 0700126680-000032 Well #4 Elec 610-6200-662200	01/26/2024 MROCKLEY 0700126680-000032 Well #4 Elec	02/05/2024	3,513.83  3,513.83	0.00	Paid	Y 02/05/2024
4896134991 63171	WE ENERGIES 0700126680-000033 Parks 100-5521-522200	01/26/2024 MROCKLEY 0700126680-000033 Parks	02/05/2024	32.41  32.41	0.00	Paid	Y 02/05/2024
4896134991 63172	WE ENERGIES 0700126680-000034 Street Lights 100-5342-522200	01/26/2024 MROCKLEY 0700126680-000034 Street Lights	02/05/2024	84.74  84.74	0.00	Paid	Y 02/05/2024
4896134991 63173	WE ENERGIES 0700126680-000036 Flashers 100-5211-522200	01/26/2024 MROCKLEY 0700126680-000036 Flashers	02/05/2024	11.20  11.20	0.00	Paid	Y 02/05/2024
4896134991 63174	WE ENERGIES 0700126680-000037 Well #4 Gas 610-6200-662200	01/26/2024 MROCKLEY 0700126680-000037 Well #4 Gas	02/05/2024	122.06  122.06	0.00	Paid	Y 02/05/2024
4896134991 63175	WE ENERGIES 0700126680-000038 Museum 100-5512-522200	01/26/2024 MROCKLEY 0700126680-000038 Museum	02/05/2024	428.29  428.29	0.00	Paid	Y 02/05/2024
4896134991 63176	WE ENERGIES 0700126680-000039 Well #5 610-6200-662200	01/26/2024 MROCKLEY 0700126680-000039 Well #5	02/05/2024	2,786.07  2,786.07	0.00	Paid	Y 02/05/2024
4896134991 63177	WE ENERGIES 0700126680-00043 Outdoor Stage 100-5521-522200	01/26/2024 MROCKLEY 0700126680-00043 Outdoor Stage	02/05/2024	27.41  27.41	0.00	Paid	Y 02/05/2024
4896134991 63178	WE ENERGIES 0709449777-00001 Library Gas 440-5511-522400	01/26/2024 MROCKLEY 0709449777-00001 Library Gas	02/05/2024	1,362.00  1,362.00	0.00	Paid	Y 02/05/2024



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INVOICE REGISTER REPORT FOR MUKWONAGO  
EXP CHECK RUN DATES 02/05/2024 - 02/09/2024  
JOURNALIZED PAID  
VENDOR CODE: 0034 - CHECK TYPE: PAPER CHECK  
WE ENERGIES REPORT FOR BOARD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4896134991 63179	WE ENERGIES 0709449777-00002 Library Elec 440-5511-522200	01/26/2024 MROCKLEY 0709449777-00002 Library Elec	02/05/2024	2,178.54  2,178.54	0.00	Paid	Y 02/05/2024
4896134991 63180	WE ENERGIES 0712697628-00001 Tower Radio Bldg 100-5211-522200	01/26/2024 MROCKLEY 0712697628-00001 Tower Radio Bldg	02/05/2024	31.94  31.94	0.00	Paid	Y 02/05/2024
4896134991 63181	WE ENERGIES 0712697628-00002 Mukw Dam 100-5254-522200	01/26/2024 MROCKLEY 0712697628-00002 Mukw Dam	02/05/2024	23.06  23.06	0.00	Paid	Y 02/05/2024
4896134991 63182	WE ENERGIES 0712697628-00003 PD Tower meter 100-5211-522200	01/26/2024 MROCKLEY 0712697628-00003 PD Tower meter #05662	02/05/2024	23.38  23.38	0.00	Paid	Y 02/05/2024
4896134991 63183	WE ENERGIES 0712697628-00004 1224 Riverton 620-8020-821000	01/26/2024 MROCKLEY 0712697628-00004 1224 Riverton	02/05/2024	209.39  209.39	0.00	Paid	Y 02/05/2024
4896134991 63184	WE ENERGIES 0712697628-00006 Well #7 610-6200-662200	01/26/2024 MROCKLEY 0712697628-00006 Well #7	02/05/2024	892.26  892.26	0.00	Paid	Y 02/05/2024
4896134991 63185	WE ENERGIES 0712697628-00007 School Crossing 100-5342-522200	01/26/2024 MROCKLEY 0712697628-00007 School Crossing Lights	02/05/2024	16.76  16.76	0.00	Paid	Y 02/05/2024
4896134991 63186	WE ENERGIES 0712697628-00008 Field Park Signage 100-5521-522200	01/26/2024 MROCKLEY 0712697628-00008 Field Park Signage	02/05/2024	47.44  47.44	0.00	Paid	Y 02/05/2024
4895739124 63187	WE ENERGIES 0700126680-00015 STREET LIGHTS 100-5342-522200	01/26/2024 MROCKLEY 0700126680-00015 STREET LIGHTS	02/05/2024	10,436.49  10,436.49	0.00	Paid	Y 02/05/2024

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
4884898492							
63188	WE ENERGIES	01/26/2024	02/05/2024	65.52	0.00	Paid	Y
	0700126680-00006 Field Park	MROCKLEY					02/05/2024
	100-5521-522200	0700126680-00006 Field Park		65.52			
4884898492							
63189	WE ENERGIES	01/26/2024	02/05/2024	27.43	0.00	Paid	Y
	0700126680-000025 Tower	MROCKLEY					02/05/2024
	610-6200-662200	0700126680-000025 Tower		27.43			
4884898492							
63190	WE ENERGIES	01/26/2024	02/05/2024	114.70	0.00	Paid	Y
	0700126680-00030 Andrews Street	MROCKLEY					02/05/2024
	100-5521-522200	0700126680-00030 Andrews Street		114.70			
4889572849							
63191	WE ENERGIES	01/26/2024	02/05/2024	18.70	0.00	Paid	Y
	0700126680-00048 Miniwauken Park	MROCKLEY					02/05/2024
	100-5521-522200	0700126680-00048 Miniwauken Park		18.70			
# of Invoices:	49	# Due:	0	Totals:	53,983.10	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				53,983.10	0.00		

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	1,380.88
100-5160-522400	GAS	528.86
100-5211-522200	ELECTRIC	2,414.00
100-5254-522200	ELECTRIC	23.06
100-5323-522200	ELECTRIC	559.24
100-5323-522400	GAS	913.97
100-5342-522200	ELECTRIC	14,548.87
100-5512-522200	ELECTRIC	428.29
100-5521-522200	ELECTRIC	551.40
150-5221-522200	ELECTRIC	2,842.17
440-5511-522200	ELECTRIC	2,178.54
440-5511-522400	GAS	1,362.00
610-6200-662200	FUEL OR POWER PURCHASED	11,679.96
620-8010-821100	WWTP ELECTRIC POWER	12,321.88
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	844.09
620-8020-821000	PUMPING POWER & FUEL	1,405.89

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			21,348.57	0.00		
	150 - FIRE/AMBULANCE FUND			2,842.17	0.00		
	440 - LIBRARY FUND			3,540.54	0.00		
	610 - WATER UTILITY FUND			11,679.96	0.00		
	620 - SEWER UTILITY FUND			14,571.86	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5160 - VILLAGE HALL			1,909.74	0.00		
	5211 - POLICE ADMINISTRATION			2,414.00	0.00		
	5221 - FIRE ADMINISTRATION			2,842.17	0.00		
	5254 - DAMS			23.06	0.00		
	5323 - GARAGE			1,473.21	0.00		
	5342 - STREET LIGHTING			14,548.87	0.00		
	5511 - LIBRARY SERVICES			3,540.54	0.00		
	5512 - MUSEUM			428.29	0.00		
	5521 - PARKS			551.40	0.00		
	6200 - PUMPING OPERATIONS			11,679.96	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			13,165.97	0.00		
	8020 - LIFT STATIONS/PUMPING EQUIP			1,405.89	0.00		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/12/2024	GEN	38127	LUIS HERNANDEZ-RAMOS	JAN 2024 COURT FINES & FEES	100-0000-233000	25.20
02/12/2024	GEN	38128	TREASURER STATE OF WI	JAN 2024 COURT FINES AND FEES	100-0000-242400	2,419.10
02/12/2024	GEN	38129	TREASURER WAUKESHA COUNTY	JAN 2024 COURT FINES & FEES	100-0000-243240	624.64
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		3,068.94

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/06/2024	GEN	766 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - JAN	100-5142-539900	13.92
		766 (E)		INVOICE CLOUD MONTHLY FEES - JAN	100-5241-539900	9.16
		766 (E)		INVOICE CLOUD MONTHLY FEES - JAN	410-5363-539900	65.14
		766 (E)		INVOICE CLOUD MONTHLY FEES - JAN	610-6920-692100	95.14
		766 (E)		INVOICE CLOUD MONTHLY FEES - JAN	620-8300-840000	65.14
						<hr/> 248.50
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		248.50

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/01/2024	GEN	38020	SECURIAN FINANCIAL GROUP INC	FEBRUARY 2024 ACCIDENTAL INS	100-0000-215305	40.78
		38020		FEBRUARY 2024 ACCIDENTAL INS	150-0000-215305	10.88
						<u>51.66</u>
02/01/2024	GEN	764 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 02/02/24	100-0000-215250	584.18
		764 (E)		RETIREMENT GW PR 02/02/24	150-0000-215250	1,907.26
						<u>2,491.44</u>
02/01/2024	GEN	765 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 02/02/24 ID	100-0000-215250	4,058.80
		765 (E)		RETIREMENT MS/ICMA PR 02/02/24 ID	150-0000-215250	50.00
		765 (E)		RETIREMENT MS/ICMA PR 02/02/24 ID	440-0000-215250	864.32
		765 (E)		RETIREMENT MS/ICMA PR 02/02/24 ID	610-0000-215250	229.86
		765 (E)		RETIREMENT MS/ICMA PR 02/02/24 ID	620-0000-215250	446.42
						<u>5,649.40</u>
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		8,192.50

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User: MROCKLEY  
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
CHECK DATE FROM 02/15/2024 - 02/15/2024  
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2024	GEN	38130	AFLAC	ACCOUNT# V1553 FEBRUARY 2024	100-0000-215302	235.89
		38130		ACCOUNT# V1553 FEBRUARY 2024	150-0000-215302	338.66
		38130		ACCOUNT# V1553 FEBRUARY 2024	610-0000-215302	15.62
		38130		ACCOUNT# V1553 FEBRUARY 2024	620-0000-215302	212.95
						803.12
02/15/2024	GEN	38131	MINNESOTA LIFE INSURANCE	MARCH 2024 LIFE INSURANCE	100-0000-215301	1,164.99
		38131		MARCH 2024 LIFE INSURANCE	150-0000-215301	216.37
		38131		MARCH 2024 LIFE INSURANCE	440-0000-215301	93.55
		38131		MARCH 2024 LIFE INSURANCE	610-0000-215301	70.06
		38131		MARCH 2024 LIFE INSURANCE	620-0000-215301	174.44
						1,719.41
02/15/2024	GEN	38132	MUKWONAGO PROFESSIONAL	FEBRUARY 2024 FIRE UNION DUES	150-0000-215500	900.00
02/15/2024	GEN	38133	MUKWONAGO PROFESSIONAL POLICE	FEBRUARY 2024 POLICE UNION DUES	100-0000-215500	550.00
02/15/2024	GEN	38134	VILLAGE OF MUKWONAGO MRA	FEBRUARY 2024 FSA	100-0000-215350	2,318.21
		38134		FEBRUARY 2024 FSA	150-0000-215350	972.38
		38134		FEBRUARY 2024 FSA	440-0000-215350	60.00
		38134		FEBRUARY 2024 FSA	620-0000-215350	201.21
						3,551.80
02/15/2024	GEN	767 (E)	EMPLOYEE TRUST FUNDS	MARCH 2024 HEALTH INSURANCE	100-0000-215300	59,755.93
		767 (E)		MARCH 2024 HEALTH INSURANCE	150-0000-215300	18,209.90
		767 (E)		MARCH 2024 HEALTH INSURANCE	440-0000-215300	5,308.79
		767 (E)		MARCH 2024 HEALTH INSURANCE	610-0000-215300	5,065.93
		767 (E)		MARCH 2024 HEALTH INSURANCE	620-0000-215300	6,072.47
						94,413.02
02/15/2024	GEN	768 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 02/16/24	100-0000-215250	584.18
		768 (E)		RETIREMENT GW PR 02/16/24	150-0000-215250	1,996.50
						2,580.68
02/15/2024	GEN	769 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 02/16/24 ID	100-0000-215250	3,919.78
		769 (E)		RETIREMENT MS/ICMA PR 02/16/24 ID	150-0000-215250	50.00
		769 (E)		RETIREMENT MS/ICMA PR 02/16/24 ID	440-0000-215250	878.36
		769 (E)		RETIREMENT MS/ICMA PR 02/16/24 ID	610-0000-215250	200.82
		769 (E)		RETIREMENT MS/ICMA PR 02/16/24 ID	620-0000-215250	471.26
						5,520.2

85

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2024	GEN	770 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - 100-0000-215200 JANUARY 2023		36,739.24
		770 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS - 150-0000-215200		16,724.28
		770 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS - 440-0000-215200		5,404.32
		770 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS - 500-0000-215200		113.50
		770 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS - 610-0000-215200		2,650.90
		770 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS - 620-0000-215200		3,102.92
						<hr/> 64,735.16
			TOTAL - ALL FUNDS	TOTAL OF 9 CHECKS		174,773.41



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CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
CHECK NUMBER 774 - 776  
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/21/2024	GEN	774 (E)	DELTA DENTAL OF WISCONSIN	MARCH 2024 DENTAL PREMIUMS	100-0000-215304	2,537.87
		774 (E)		MARCH 2024 DENTAL PREMIUMS	150-0000-215304	400.74
		774 (E)		MARCH 2024 DENTAL PREMIUMS	440-0000-215304	210.81
		774 (E)		MARCH 2024 DENTAL PREMIUMS	610-0000-215304	53.74
		774 (E)		MARCH 2024 DENTAL PREMIUMS	620-0000-215304	117.66
						<hr/> 3,320.82
02/21/2024	GEN	775 (E)	DELTA DENTAL OF WISCONSIN	MARCH 2024 VISION PREMIUMS	100-0000-215303	116.32
		775 (E)		MARCH 2024 VISION PREMIUMS	150-0000-215303	30.02
		775 (E)		MARCH 2024 VISION PREMIUMS	440-0000-215303	30.60
						<hr/> 176.94
02/21/2024	GEN	776 (E)	UKG INC.	PAYROLL PROCESSING FEES JAN 2024	100-5111-539900	96.46
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	100-5120-539900	27.56
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	100-5141-539900	13.78
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	100-5142-539900	27.56
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	100-5145-539900	55.12
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	100-5211-539900	151.58
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	100-5212-539900	192.92
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	100-5213-521900	27.56
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	100-5241-539900	27.56
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	100-5300-539900	137.80
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	100-5632-539900	13.78
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	150-5221-539900	399.62
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	150-5233-531100	82.68
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	440-5511-534000	330.72
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	610-6902-690300	55.12
		776 (E)		PAYROLL PROCESSING FEES JAN 2024	620-8300-840000	41.34
						<hr/> 1,681.16
TOTAL - ALL FUNDS				TOTAL OF 3 CHECKS		5,178.92

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
CHECK NUMBER 38135 - 38141  
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2024	GEN	38135	EAST TROY SCHOOL DISTRICT	FEBRUARY 2024 TAX SETTELEMENT	720-0000-246200	112,858.38
02/15/2024	GEN	38136	GATEWAY TECHNICAL COLLEGE	FEBRUARY 2024 TAX SETTELEMENT	720-0000-246300	9,834.35
02/15/2024	GEN	38137	MUKWONAGO AREA SCHOOLS	FEBRUARY 2024 TAX SETTELEMENT & DNR PILT	100-0000-211400	1,510.26
		38137		FEBRUARY 2024 TAX SETTELEMENT & DNR	720-0000-246000	2,044,915.64
						<u>2,046,425.90</u>
02/15/2024	GEN	38138	PHANTOM LAKES MGMT DISTRICT	FEBRUARY 2024 TAX SETTELEMENT	720-0000-245000	15,118.40
02/15/2024	GEN	38139	WALWORTH CTY TREASURER	FEBRUARY 2024 TAX SETTELEMENT	720-0000-243110	41,444.34
02/15/2024	GEN	38140	WAUKESHA CTY TREASURER	FEBRUARY 2024 TAX SETTELEMENT & DNR PILT	100-0000-211400	338.86
		38140		FEBRUARY 2024 TAX SETTELEMENT & DNR	720-0000-243100	458,423.67
						<u>458,762.53</u>
02/15/2024	GEN	38141	WCTC	FEBRUARY 2024 TAX SETTELEMENT & DNR	100-0000-211400	60.19
		38141		FEBRUARY 2024 TAX SETTELEMENT & DNR	720-0000-246100	82,580.59
						<u>82,640.78</u>
			TOTAL - ALL FUNDS	TOTAL OF 7 CHECKS		2,767,084.68



## Agenda Cover Report

<b>Date:</b> <b>2/23/24</b>	<b>Committee/Board:</b> <b>Finance Committee</b>
<b>Submitted by:</b> <b>Ron Bittner</b>	<b>Department:</b> <b>Public Works</b>
<b>Date of Committee Action: 3/6/24</b>	<b>Date of Village Board Action: 3/20/24</b>

<b>Subject:</b> Purchase of a replacement anti-icing brine unit.
<b>Executive Summary:</b> The current unit was purchased as an entry level model for the anti-icing program and has reached its end of service. The new unit will be multi-functional and placed on a current patrol truck. Once operational, the equipment will allow for anti-icing operations and possesses the ability to apply deicing material in liquid or dry form. The driver can modify applications from a 100% liquid to dry salt or any combination in between.
<b>Fiscal Impact:</b> \$23,200.00 for the new equipment including installation.
<b>Executive Recommendation/Action:</b> Recommend village board approval for the purchase of the Anti-Ice/Pre-wet system from Burke Truck & Equipment for \$23,000.00.

☐ **Attachments Included**

## VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

<b>DATE:</b>	2/23/24	<b>NUMBER:</b>	
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<b>VENDOR NAME &amp; ADDRESS:</b>	<b>SHIP TO:</b>
Burke Truck & Equipment, INC 5337 Riener Rd. Madison, WI 53718	DPW

<b>DEPT NAME:</b>	<b>SUGGESTED VENDOR</b>	<b>AUTHORIZED SIGNATURE</b>
DPW	Burke Truck & Equipment INC.	

<b>BUDGETED ITEM?</b>	Yes	<b>BUDGETED SOURCE:</b>	Capital Plan
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<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>ACCT #</u>
1	1	Anti-Ice/Pre-Wet Tank		\$23,200.00	340-5890-580601
			<b>TOTAL</b>	\$23,200.00	

FINANCE COMMITTEE USE ONLY	
<b>APPROVED (COMMITTEE INITIALS):</b>	
<b>DATE:</b>	
<b>SPECIAL INSTRUCTIONS</b>	

# *BURKE TRUCK & EQUIPMENT, INC.*

5337 REINER RD., MADISON, WISCONSIN 53718

888-249-9788 / 608-249-9788 / FAX: 608-837-7530

Web: [www.burketruck.com](http://www.burketruck.com) / Email: [sales@burketruck.com](mailto:sales@burketruck.com)

2/23/24

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Village of Mukwonago  
630 CTH NN E  
Mukwonago Wisconsin 53149

Attn: Ron Bittner

Subject: Anti-Ice/Pre-Wet Tank

Mr. Bittner, thank you for the opportunity to quote you on the following equipment. All prices are valid for 60 days. Please feel free to contact me with any questions.

## Anti-Ice/Pre-Wet

- 765 gallon plastic wedge tank
- Tank hold down kit
- 3 position ball valve
- Liquid hose
- All fittings
- Use existing spreader controls
- VariTech Slurry unit and spray bar
- installed

Total price.....\$23,200.00

Sincerely

Jeff Smith  
Burke Truck & Equipment Inc.

# **The Expeditors, Inc.**

## **QUOTATION**

**CUSTOMER: Village of Mukwonago**

**QUOTE DATE: 2-16-24**

**CONTACT: Wayne Castle**

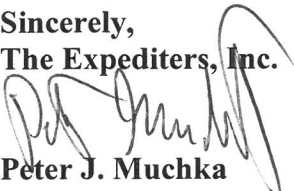
**PROJECT: 2024 Sanitary Sewer Televising**

**WORK DESCRIPTION: Televis Sanitary Sewer 8"-36"**

**QUOTE: 8"-18" @ \$.55 Per Foot  
21"-36" @ \$.70 Per Foot**

**\*This price does not include sewer cleaning**

**Thank you for the opportunity to bid this work. If you have any questions, please feel free to call us at 1-800-657-0879.**

**Sincerely,**  
**The Expeditors, Inc.**  
  
**Peter J. Muchka**

**CUSTOMER SIGNATURE:**

**139 N. Main St. Dousman, WI. 53118  
Phone 800-657-0879 Fax 800-261-3582  
theexpeditors@aol.com**

## VILLAGE OF MUKWONAGO PURCHASE REQUISITION

*PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM*

<b>DATE: 2-26-24</b>		<b>NUMBER:</b>	
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<b>VENDOR NAME &amp; ADDRESS:</b>	<b>SHIP TO:</b>
The Expeditors Inc. 139 N. Main Street Dousman, WI 53118	Mukwonago WWTF 1200 Holz Pkwy Mukwonago, Wi. 53149

<b>DEPT NAME:</b>	<b>SUGGESTED VENDOR</b>	<b>AUTHORIZED SIGNATURE</b>
Wastewater Utility	The Expeditors Inc.	<i>Wayne Carls</i>

<b>BUDGETED ITEM?</b>	Yes	<b>BUDGETED SOURCE:</b> Operating Budget
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<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>ACCT #</u>
1	32,618 Feet	Televis 8 inch through 18 inch pipe	\$.55/Foot	\$17,939.90	620-8030-531000
2	1,140 Feet	Televis 21 inch through 36 inch pipe	\$.70/ Foot	\$798.00	620-8030-531000
			<b>TOTAL</b>	<b>18,737.90</b>	

\*Note: Actual footage televised may vary slightly.

FINANCE COMMITTEE USE ONLY	
<b>APPROVED (COMMITTEE INITIALS):</b>	
<b>DATE:</b>	
SPECIAL INSTRUCTIONS	

## RESOLUTION 2024-14

### A RESOLUTION AMENDING THE 2023 ADOPTED BUDGETS FOR THE FIRE DEPT, COMMUNITY DEVELOPMENT, TID #4, FIRE/AMBULANCE DESIGNATED, VILLAGE DESIGNATED, AMERICAN RESCUE PLAN ACT, CAPITAL EQUIPMENT, LIBRARY, PARKLAND, WATER AND SEWER UTILITY FUND BUDGETS

**WHEREAS**, action by the Village Board of the Village of Mukwonago is required to amend the 2023 Adopted Budget, and,

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

**NOW, THEREFORE, BE IT RESOLVED** the Village Board of the Village of Mukwonago hereby approves amending 2023 Adopted Village Budget as follows:

		REVENUE INCREASE (DECREASE)	EXPENDITURE INCREASE (DECREASE)
<b>Fund 150 - FIRE/AMBULANCE FUND</b>			
150-4300-434100	STATE SHARED REVENUES	8,150	
150-4300-434200	STATE AID OR GRANT	1,485	
150-4300-434700	STATE FIRE DUES PROGRAM (VILLAGE)	8,777	
150-4620-432000	FIRE DEPT CHARGES FOR SERVICES	1,265	
150-4620-432500	AMBULANCE COUNTY COLLECTIONS	2,654	
150-4620-474100	EBIX INTERFACILITY ALS& BLS	139,103	
150-4620-474200	EBIX INTERFACILITYCRITICALCARE	263,227	
150-4700-434700	STATE FIRE DUES PROGRAM (TOWN)	5,388	
150-4800-488500	INSURANCE OR SETTLEMENT PROCEEDS	2,500	
150-4800-489000	DONATIONS RECEIVED	3,410	
150-4800-489900	MISC. REVENUES	4,426	
150-4810-487100	INTEREST REVENUE	38,030	
150-4820-488000	SALE OF OWNED PROPERTY	51,405	
150-4900-493000	FUND BALANCE APPLIED	(48,173)	
<b>TOTAL REVENUES</b>		<b>481,647</b>	
150-5700-571300	FIRE DEPT CAPITAL EQUIP		7,828
150-5700-580500	ACT 102 EXPENSES		2,278
150-5880-580501	GRANT EXPENDITURES (MISC)		9,982
150-5900-592000	TRANSFERS TO OTHER FUNDS		179,760
150-5900-592500	TRANSFER TO DESIGNATED FUND BALANCE		102,039
150-5900-593000	TRANSFER TO TOWN OF MUKWONAGO		179,760
<b>TOTAL EXPENDITURES</b>			<b>481,647</b>

Increase Fire Dept Budget to recognize revenues that exceeded the budgeted amounts; offset by grant expenditures and the annual settlement between the Town and Village.

<b>Fund 200 - COMMUNITY DEVELOPMENT FUND</b>			
200-4810-487100	INTEREST REVENUE	44,000	
200-4900-493000	FUND BALANCE APPLIED	(141,710)	
200-4900-495000	PROCEEDS FROM DEBT	9,700	
200-4900-495100	PREMIUM ON DEBT ISSUE	40,321	
<b>TOTAL REVENUES</b>		<b>(47,689)</b>	
200-5141-521900	PROFESSIONAL SERVICES		3,100
200-5335-521900	PROFESSIONAL SERVICES		12,200
200-5700-582100	IMPROVEMENTS		(560,000)
200-5805-581500	UNDERWRITER DISCOUNT		6,051
200-5900-590500	TRANSFER TO FUND BALANCE		490,960
<b>TOTAL EXPENDITURES</b>			<b>(47,689)</b>

Decrease Community Development Budget for delay in budgeted project.

<b>Fund 240 - TID#4</b>			
240-4810-487100	INTEREST REVENUE	19,800	
240-5900-590500	TRANSFER TO FUND BALANCE		19,800

Increase TID #4 Budget for interest revenues that exceeded budgeted amount.



**Fund 320 - FIRE/AMBULANCE DESIGNATED**

320-4810-487100	INTEREST REVENUE	7,946	
320-4900-492000	TRANSFER FROM OTHER FUNDS	246,551	
<b>TOTAL REVENUES</b>		<b>254,497</b>	
320-5900-590500	TRANSFER TO FUND BALANCE		<b>254,497</b>

Increase Fire/Ambulance Designated budget to recognize additional interest revenues and the Village portion of annual Fire Dept settlement. Note the original amount of the budgeted settlement in the Fire Dept Fund was \$66,791. This was omitted from the original adopted budget for the Designated 320 fund so this amendment includes the full amount of the settlement: \$66,791 + \$179,760 for a total of \$246,551.

**Fund 340 - VILLAGE DESIGNATED FUND**

340-4800-489000	DONATIONS RECEIVED	53,300	
340-4820-488200	SALE OF OWNED PROPERTY-POLICE	287	
340-4820-488300	SALE OF OWNED PROPERTY-DPW	6,400	
<b>TOTAL REVENUES</b>		<b>59,987</b>	
340-5890-580601	DPW-DESIGNATED FUNDS EXPENDITURE		10,420
340-5890-580602	POLICE DESIGNATED FUND EXPENDITURES		16,400
340-5890-580603	PERFORMANCE STAGE EVENTS		19,400
340-5890-581100	EQUIPMENT LESS THAN \$5000		12,515
340-5900-590500	TRANSFER TO FUND BALANCE		1,252
<b>TOTAL EXPENDITURES</b>			<b>59,987</b>

Increase Village Designated Fund for sale proceeds of miscellaneous items and additional donations received and spent in 2023.

**Fund 350 - AMERICAN RESCUE PLAN ACT**

350-4810-487100	INTEREST REVENUE	41,000	
350-4900-493000	FUND BALANCE APPLIED	47,677	
<b>TOTAL REVENUES</b>		<b>88,677</b>	
350-5900-590500	TRANSFER TO FUND BALANCE		41,000
350-5900-592000	TRANSFER TO OTHER FUNDS		47,677
<b>TOTAL EXPENDITURES</b>			<b>88,677</b>

Increase American Rescue Plan Act Fund for additional interest revenue and use of funds towards the Well 3 & 4 radium removal project.

**Fund 430 - CAPITAL EQUIPMENT FUND**

430-4810-487100	INTEREST REVENUE	22,328	
430-4900-493000	FUND BALANCE APPLIED	(153,052)	
430-4900-495000	PROCEEDS FROM DEBT	7,900	
430-4900-495100	PREMIUM ON DEBT ISSUE	32,775	
<b>TOTAL REVENUES</b>		<b>(90,049)</b>	
430-5700-571200	DPW CAPITAL EQUIP		(314,000)
430-5900-590500	TRANSFER TO FUND BALANCE		223,951
<b>TOTAL EXPENDITURES</b>			<b>(90,049)</b>

Decrease Capital Equipment Budget for delay in equipment purchase and offsetting budget entries.

**Fund 440 - LIBRARY FUND**

440-4800-489000	DONATIONS RECEIVED	114,233	
440-4810-487100	INTEREST REVENUE	22,440	
440-4900-493000	FUND BALANCE APPLIED (SICK LEAVE PAYOUT)	22,275	
<b>TOTAL REVENUES</b>		<b>158,948</b>	
440-5511-515800	OPEB PAYOUT		22,275
440-5890-580600	DONATED FUND EXPENDITURES		106,450
440-5900-590500	TRANSFER TO FUND BALANCE		30,223
<b>TOTAL EXPENDITURES</b>			<b>158,948</b>

Increase Library Budget to show impact of donations received and spent, additional interest revenues, and the use of sick leave payout reserve for an employee who retired.

**Fund 810 - PARKLAND FUND**

810-4425-448100	PARKLAND SITE FEES REC D	2,790	
810-4810-487100	INTEREST REVENUE	12,691	
<b>TOTAL REVENUES</b>		<b>15,481</b>	
810-5900-590500	TRANSFER TO FUND BALANCE		<b>15,481</b>

Increase in Parkland Site Budget for revenues exceeding amounts budgeted.

**Fund 610 - WATER UTILITY FUND**

610-4010-461100	METERED SALES-RESIDENTIAL	34,930	
610-4010-461200	METERED SALES-COMMERCIAL	16,534	
610-4020-471500	MISC SERVICE REVENUE	4,371	
610-4020-472000	LEASE RENTAL INCOME	86,837	
610-4020-474000	OTHER UTILITY REVENUES	4,838	
610-4420-447500	WATER IMPACT FEES REC D	(60,128)	
610-4810-487100	INTEREST REVENUE	68,327	
610-4810-487200	ACCUMULATED SICK PAY INTEREST	412	
610-4810-487300	CY DEBT RESERVE INTEREST	7,931	
610-4810-487400	REQUIRED DEBT RESERVE INTEREST	17,237	
610-4900-492000	TRANSFER FROM OTHER FUNDS (ARPA)	47,677	
<b>TOTAL REVENUES</b>		<b>228,966</b>	
610-5900-590500	TRANSFER TO FUND BALANCE		181,289
610-5900-590500	TRANSFER TO FUND BALANCE (ARPA)		47,677
<b>TOTAL EXPENDITURES</b>			<b>228,966</b>

Increase in Water Utility budget for revenues that exceeded budgeted amounts; also for the transfer in of ARPA funds to offset engineering expenditures incurred for the Well 3 & 4 radium removal project.

**Fund 620 - SEWER UTILITY FUND**

620-4010-461100	METERED SALES-RESIDENTIAL	67,718	
620-4010-461200	METERED SALES-COMMERCIAL	41,387	
620-4020-468000	HOLDING TANK DISPOSAL CHARGE	210,875	
620-4420-447900	SEWER IMPACT FEES REC D	(35,881)	
620-4810-487100	INTEREST REVENUE	60,674	
620-4810-487200	ACCUMULATED SICK PAY INTEREST	407	
620-4810-487300	CY DEBT RESERVE INTEREST	10,674	
620-4810-487400	REQUIRED DEBT RESERVE INTEREST	26,121	
620-4810-487500	EQUIPMENT REPLACEMENT INTEREST	22,202	
620-4810-487600	SEWER CONNECTION FEE INTEREST	9,693	
<b>TOTAL REVENUES</b>		<b>413,870</b>	
620-5900-590500	TRANSFER TO FUND BALANCE		413,870

Increase in Sewer Utility budget for revenues that exceeded budgeted amounts.

Passed and adopted by Roll Call Vote this 6<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
Fred H. Winchowky, Village President

Attest: \_\_\_\_\_  
Diana Dykstra, Clerk-Treasurer

2023 PRELIMINARY JOINT VILLAGE TOWN SETTLEMENT as of 2/20/2024

Cat Descr	Account Descr	Adopted Budget	Revised Budget	YTD Amount as of 12/31/2023	Balance Remaining	%YTD Budget	
	R 150-4100-411100 General Property Tax	198,732.00	198,732.00	198,731.96	0.04		Village Contribution
	R 150-4100-411101 Fire Dept Referendum	406,349.00	406,349.00	406,349.04	(0.04)		
	R 150-4300-434700 State Fire Dues Program	41,600.00	41,600.00	50,376.48	(8,776.48)		
	R 150-4900-491000 Transfer from General Fund	0.00	0.00	0.00	0.00		
	TOTAL FROM VILLAGE	646,681.00	646,681.00	655,457.48	(8,776.48)	101%	
	R 150-4700-473100 Fire/Ambulance Service to Town	198,732.00	198,732.00	198,732.00	0.00		Town Contribution
	R150-4700-473101 Fire Dept Referendum - Town	406,349.00	406,349.00	406,349.04	(0.04)		
	R 150-4700-434700 State Fire Dues Program	39,200.00	39,200.00	44,588.07	(5,388.07)		
	R 150-4700-473300 Cash Flow Supplement from Town	0.00	0.00	0.00	0.00		
	TOTAL FROM TOWN	644,281.00	644,281.00	649,669.11	(5,388.11)	101%	
INTERGOV T REVENUES	R 150-4300-434100 State Shared Revenues	0.00	0.00	8,153.90	(8,153.90)		Shared Revenue for Year End Settlement
INTERGOV T REVENUES	R 150-4300-434200 State Aid or Grant	0.00	0.00	1,485.66	(1,485.66)		
INTERGOV T REVENUES	R 150-4300-434300 County Grant	0.00	0.00	0.00	0.00		
INTERGOV T REVENUES	R 150-4300-434400 EMS Act102 Grant	19,032.00	19,032.00	14,422.61	4,609.39		
MISC REVENUE	R 150-4800-437000 Private Grants	0.00	0.00	0.00	0.00		
PUBLIC CHARGES FOR SERVICES	R 150-4600-430400 Treasurer s Fees	0.00	0.00	0.00	0.00		
PUBLIC CHARGES FOR SERVICES	R 150-4600-471600 Paramedic Ride-Along Fee	0.00	0.00	0.00	0.00		
PUBLIC SAFETY	R 150-4620-432000 Fire Dept Charges for Services	100.00	100.00	1,365.00	(1,265.00)		
PUBLIC SAFETY	R 150-4620-432500 Ambulance County Collections	23,000.00	23,000.00	25,654.52	(2,654.52)		
PUBLIC SAFETY	R 150-4620-473000 Ebix Ambulance Revenue	540,460.00	540,460.00	511,376.34	29,083.66		
PUBLIC SAFETY	R 150-4620-473700 Ebix Fire Revenue	4,312.00	4,312.00	625.00	3,687.00		
PUBLIC SAFETY	R 150-4620-474100 Ebix Interfacility ALS & BLS	367,376.00	367,376.00	506,479.33	(139,103.33)		
PUBLIC SAFETY	R 150-4620-474200 Ebix Interfacility Critical Care	137,995.00	137,995.00	401,221.71	(263,226.71)		
PUBLIC SAFETY	R 150-4620-474300 PROHEALTH EMT AGREEMENT	0.00	0.00	0.00	0.00		
INTEREST REVENUE	R 150-4810-487100 Interest Revenue	660.00	660.00	38,689.56	(38,029.56)		
MISC REVENUE	R 150-4800-488500 Insurance Proceeds/Offset Loss	0.00	0.00	2,500.00	(2,500.00)		
MISC REVENUE	R 150-4800-489900 Misc Revenue	0.00	0.00	4,426.27	(4,426.27)		
COMMERCIAL REVENUE	R 150-4820-488000 Sale of Owned Property	0.00	0.00	51,404.48	(51,404.48)		
	Revenue to be Shared with the Town	1,092,935.00	1,092,935.00	1,567,804.38	(474,869.38)	143%	
INTERGOV T REVENUES	R 150-4300-434400 EMS Act102 Grant	0.00	0.00	0.00	0.00		Shared when used
MISC REVENUE	R 150-4800-489000 Donations Received	0.00	0.00	3,410.00	(3,410.00)		
OTHER FINANCING SOURCES	R 150-4900-492000 Transfer from Other Funds	0.00	0.00	0.00	0.00		
OTHER FINANCING SOURCES	R 150-4900-493000 Fund Balance Applied	48,173.00	48,173.00	0.00	48,173.00		
	Designated Funds - Share with Town when used	48,173.00	48,173.00	3,410.00	44,763.00	7%	
TOTAL REVENUE GUIDELINE		2,432,070.00	2,432,070.00	2,876,340.97	(444,270.97)	118%	

offsetting CY expense

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	Account Descr	Adopted Budget	Revised Budget	YTD Amount as of 12/31/2023	Balance Remaining	%YTD Budget	
Regular Operating Expenditures (Grouped by Department)	ADMINISTRATIVE & GENERAL	27,869.00	27,869.00	27,868.92	0.08	100%	
	FIRE ADMINISTRATION	1,065,202.00	1,065,202.00	1,051,908.65	13,293.35	99%	
	FIRE SUPPRESSION	60,380.00	60,380.00	63,225.06	(2,845.06)	105%	
	FIRE TRAINING	27,429.00	27,429.00	17,246.43	10,182.57	63%	
	AMBULANCE	355,754.00	355,754.00	370,206.80	(14,452.80)	104%	
	AMBULANCE TRAINING	14,738.00	14,738.00	8,735.77	6,002.23	59%	
	Referendum Funded Staffing	679,116.00	679,116.00	334,057.36	345,058.64	49%	unspent budget to be reserved for future use
	Donated fund expenditure	0.00	0.00	0.00	0.00		
	ACT 102 or Designated Fund Expenses	0.00	0.00	9,916.95	(9,916.95)		recorded here since using CY revenues
	Capital Outlay Expenses (overages offset by grants or other designated revenues)	38,000.00	38,000.00	47,635.13	(9,635.13)	125%	
	Total Operating Budget	2,268,488.00	2,268,488.00	1,930,801.07	337,686.93	85%	
Designated Expenditures	ACT 102 or Designated Fund Expenses	0.00	0.00	65.12	(65.12)		Use of CY revenues recorded above
	Donated Fund Expenditures	0.00	0.00	0.00	0.00		
	Transfer to Town - YE Settlement	66,791.00	66,791.00	0.00	66,791.00	0%	
	Transfer to Village Fire Dept Designated Acct YE Settlement	66,791.00	66,791.00	0.00	66,791.00	0%	
	Transfer to Designated Fund Balance for Future Ambulance	30,000.00	30,000.00	0.00	30,000.00	0%	
	E 150-5900-5925 Transfer to Designated Funds	0.00	0.00	0.00	0.00		
	Other Financing Uses	163,582.00	163,582.00	65.12	163,516.88	0%	
Total Expenditure Budget		2,432,070.00	2,432,070.00	1,930,866.19	501,203.81	79%	

945,474.78

2023 PRELIMINARY Settlement	
Total Shared Revenues	1,567,804.38
Total Operating Expenses	(1,930,801.07)
	(362,996.69)
Town Contribution as of 12/31/2023	649,669.11
Village Contribution as of 12/31/2023	655,457.48
Revenue Excess (Shortfall):	942,129.90
Replenish Use of Prohealth Funds in 2022	(103,969.02)
Fire Referendum Reserve Funds	(345,058.64)
	493,102.24
Amount Due to (From) Each Entity	246,551.12 Due to Village
Amount Due to (From) Each Entity	246,551.12 Due to Town

Proof to Net Rev/Exp prior to recording Settlement JEs:	942,129.90
designated funds received	3,410.00
designated funds spent	(65.12)
To Close to Fund Balance:	945,474.78



## Agenda Cover Report

<b>Date:</b> <b>02-28-2024</b>	<b>Committee/Board:</b> <b>Joint Protective Services</b>
<b>Submitted by:</b> <b>Chief Jeffrey Stien</b>	<b>Department:</b> Fire
<b>Date of Committee Action:</b> <b>03/06/2024</b>	<b>Date of Village Board Action:</b> 03/6/2024 (Special Meeting)

**Subject:**

Fire Settlement Allocation Proposal

**Executive Summary:**

The 2023 Fire Dept revenues exceeded expenditures by \$942,129.90, primarily due to referendum funding that was not spent in the 2023 budget and EBIX revenues that exceeded the budgeted amount. As part of the settlement, the referendum funding that was not utilized (\$345,058.64) was placed in a designated fund balance for future budgetary use.

You may recall that the 2022 settlement had a shortfall of \$103,969.02 due to a decrease in interfacility transfer revenues in 2022. ProHealth had previously established a \$150,000 reserve to help the Fire Dept in this situation and that is what funded the 2022 shortfall. This amount is being deducted from the 2023 settlement to replenish the reserve amount back to the original \$150,000 to help offset any future losses in EBIX revenues.

After these two deductions, the amount of the 2023 settlement is \$493,102.24. I would like to propose the following items for consideration:

- Establish a minimum operating fund balance of \$150,000 to help offset any future situations where expenditures may exceed revenues as proposed in the amended joint agreement signed 11-8-2023. This is separate from the ProHealth reserve amount mentioned above which is specific to revenue shortfalls due to interfacility transfers.
- Turnout gear replacement program of \$45,000.00 for 10 sets NFPA standard dictates a 10-year service life. There are 8 sets that are issued and not compliant currently. Turnout gear is reissued to PT staff. FT staff are issued two sets of gear each. Turnout gear replacement has been purchased using excess revenue in 2021 and 2022. Turnout gear would include Coat, pants, safety escape belt and helmet.
- Pilot Intern Program for one year. Establish expenditure line item to sponsor three individuals to EMT-Paramedic class of \$50,000.00 to cover tuition, books, and testing. This would be a competitive process with interview and good standing within MFD. Reimbursement and commitment requirements would be in policy as other courses. This would be a recruitment/ retention tool.



- Fully fund sick leave payout reserve. The amount of cash in the reserve is \$72,121.26, an additional of \$35,640.05 would be needed to bring the balance up to \$107,761.31 which includes \$6,469.49 average accrued balance for an employee eligible for a survivor benefit but not a sick leave payout.
- Turnout gear Extractor and dryer unit \$33,500.00. Submitted for FEMA AFG grants in 2022 and 2023, unawarded. Asking for funding to implement the cancer cleaning program as recommended by the NFPA 1851 (2020) standard.
- The balance of the settlement to be applied to the approved 2024 capital purchase of four (4) cardiac monitors as presented. This would decrease the obligation to the residents of the Town and Village of Mukwonago.

**Fiscal Impact:**

None- all funded areas would be from the fire 2023 revenue excess. This would require a Budget Amendment to the 2024 budget to show how the funds are being allocated.

**Executive Recommendation/Action:**

Recommendation to allocate the fire settlement 2023 revenue excess to the above-mentioned designations.

☐ **Attachments Included:**

- Amended Joint Fire Town and Village Fire EMS Dept agreement Signed 11-08-2023
- Turnout Gear Extractor and Dryer Documentation 2024



Jefferson Fire and Safety, Inc.  
7620 Donna Drive  
Middleton, WI, 53562  
Phone: 608-836-0068  
Web: [www.jeffersonfire.com](http://www.jeffersonfire.com)

## Quote

Order No: 214305  
Order Date: 2/8/2024  
Due Date: 2/8/2024  
Salesperson: Shane Conant  
Customer ID: 03269

BILL TO:		SHIP TO:			
Mukwonago Fire Department 440 River Crest Ct. Mukwonago WI 53149		Mukwonago Fire Department 1111 Fox St. Mukwonago WI 53149			
CUSTOMER P.O. NO.		TERMS	CONTACT		
		Net 20 Days	Jeff Stein - 262-363-6426 ext. 3401		
FOB POINT		SHIPPING TERMS	SHIP VIA		
			UPS		
ITEM	ITEM DESCRIPTION		QTY.	UNIT PRICE	EXT PRICE
WAS UWT045	Unimac Uw45 Gear Extractor 45Lb 100G M30 Controller		1.00	19,400.00	19,400.00

NOTE: UWT045V40L Unilinc Touch 100/G, with FireLinc package. Includes Tablet, Scanner and Mounting Accessories. Installation by others

Ram 8-MU	Ram'D-Air Ram 8-MU	1.00	11,300.00	11,300.00
NOTE: 8-MU Ambient Air Drying; Basic Timer Control; Eight Drying Units; 24 Accessory Ports; Heavy-duty Casters; Temporary Suspenders Standard 120V Plug included				

FREIGHT	Freight / Shipping Charges Estimated Freight Charges for Ram Air	1.00	1,350.00	1,350.00
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NOTE: ESTIMATE ONLY

FREIGHT	Freight and installation charges for Unimac.	1.00	1,450.00	1,450.00
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NOTE: Pricing provided by Unimac

Signature

Date

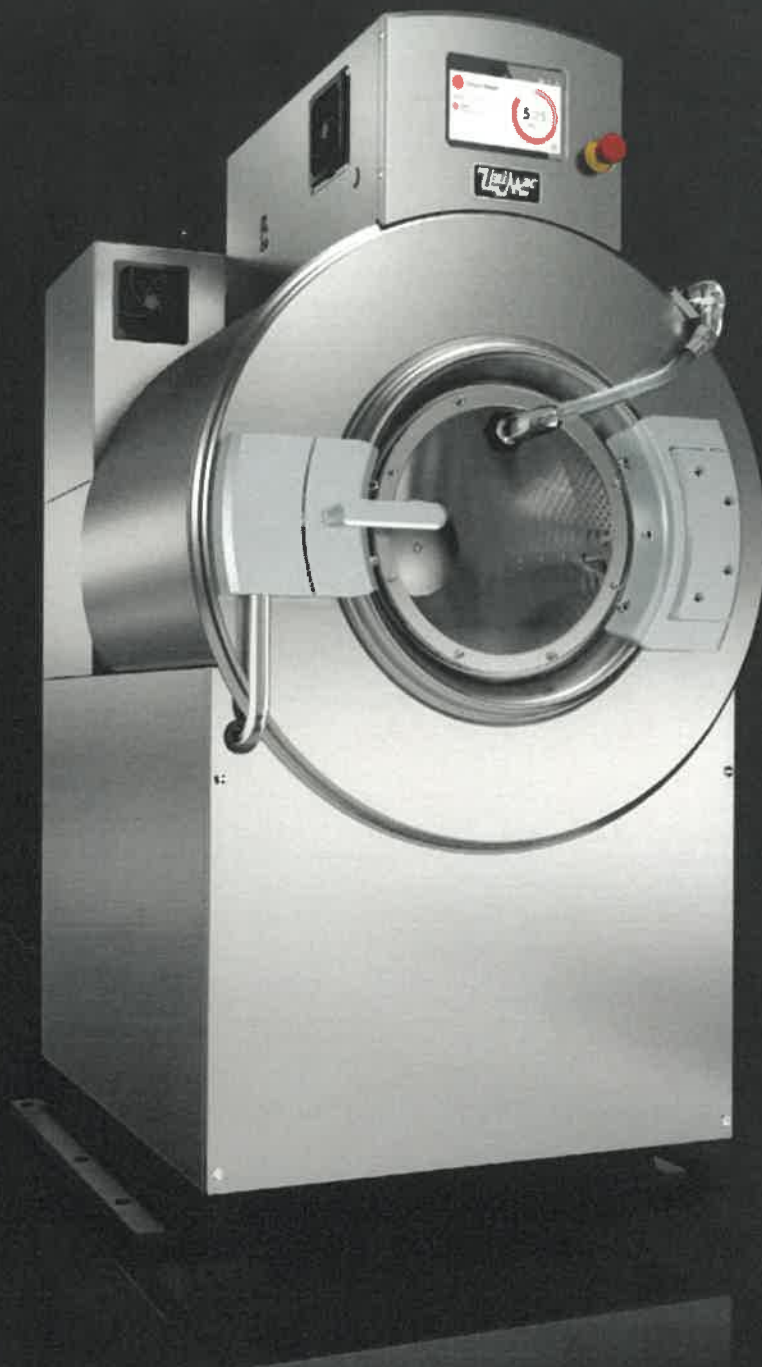
All returns must be received within 30 days of delivery and may be subject to a 25% restocking fee. Custom orders cannot be returned.  
Visit our website for complete details: [www.jeffersonfire.com](http://www.jeffersonfire.com)

\*\*\* Credit card payments will incur a 3% processing fee \*\*\*

Sales Total:	33,500.00
Freight:	0.00
Tax Total:	0.00
Total (USD):	33,500.00



Maximum Performance



# LAUNDRY'S MOST VALUABLE PERFORMERS

UNIMAC.COM

UW45 & UW65 POCKET HARDMOUNT WASHER-EXTRACTORS

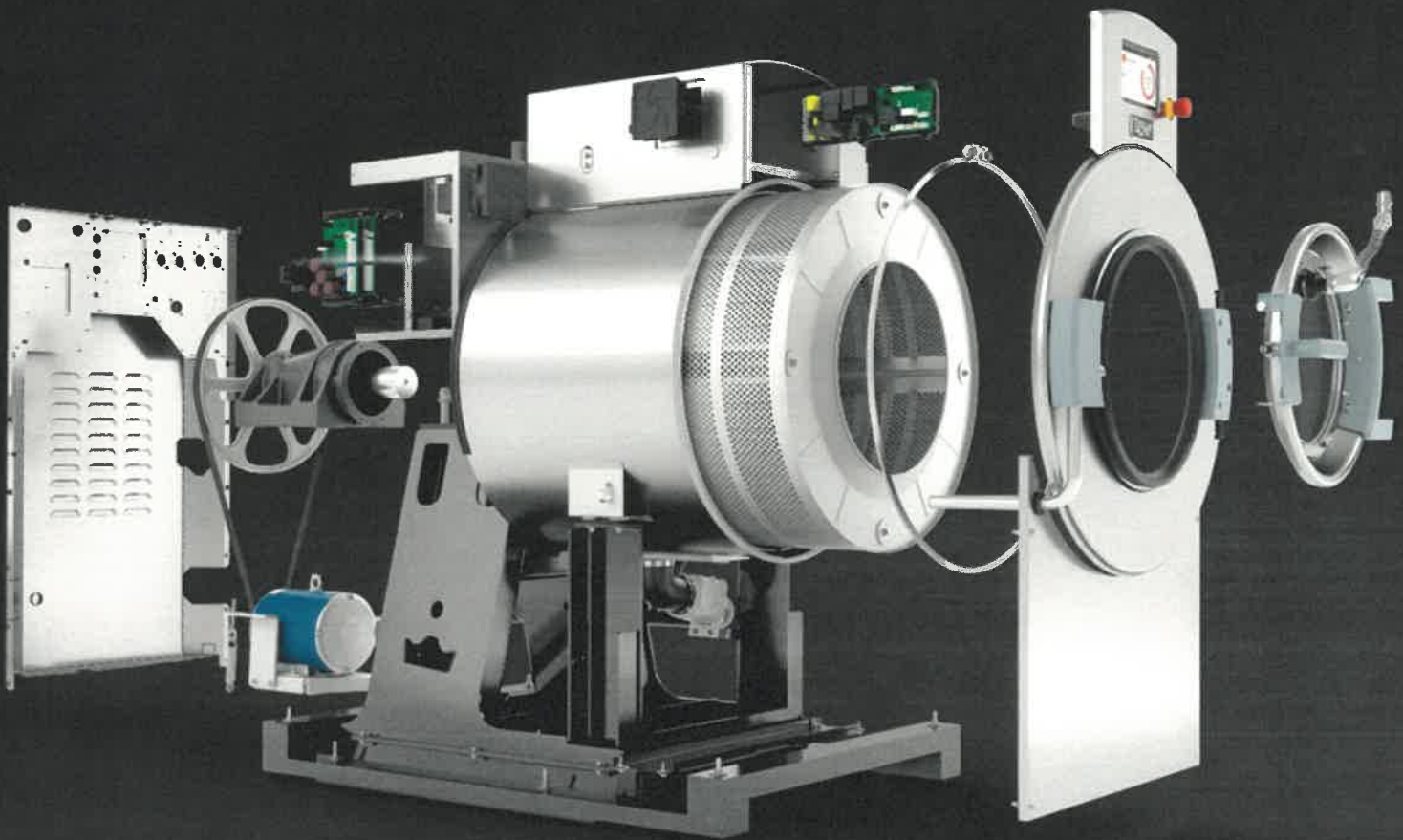


# LONGEST LASTING. HARDEST WORKING.

UniMac® is the world's leading source of heavy-duty industrial laundry solutions. Our robust machines are designed to maximize throughput, minimize costs and deliver the best return on laundry investment.

How?

Your UniMac systems are backed by an extensive distributor and support network, as well as in-house financial solutions. And as a part of Alliance Laundry Systems, UniMac provides exceptional service and attention to detail, backed by the capacity and strength of the world's leading laundry manufacturer.



Proudly based in Ripon, Wisconsin, USA, UniMac is dedicated to research, development and testing to provide equipment that delivers industrial strength and long-lasting quality. Our products undergo a 5-stage product development process and are pushed beyond their limits in our state-of-the-art test lab to ensure they exceed the toughest demands of the commercial environment and meet our customers' highest standards.



# UniLinc™ Touch

**EASE OF USE** drives the ultimate user experience in on-premises laundry with the UniLinc™ Touch control. UniMac's premium control brings simplicity, flexibility and intelligence to every laundry room.

Perfectly matched to UniMac's industrial performance and longevity, the UniLinc Touch control takes industry leading value and lowest total cost of ownership to the next level.



**BRIGHT, CAPACITIVE TOUCH SCREEN**  
with clear cycle navigation



**34 LANGUAGE OPTIONS**  
enabling staff members to operate the machine in their first language



**STREAMLINE THROUGHPUT**  
with an easy-to-read main screen cycle countdown timer, complimented by a count-up timer upon completion of the cycle



**DELAYED START**  
allows maximum efficiency with the option to prep a load and set it to run before staff arrives for the day



**SEAMLESS USER EXPERIENCE**  
with control continuity from the washer-extractor to the tumble dryer



**STAFF TRAINING**  
is quick and simple with this intuitive control



**SET-UP, PROGRAMMING, AND TROUBLESHOOTING**  
simplified with easy-to-understand notifications



**DIAGNOSTICS AND MACHINE AUDIT DATA**  
identify and resolve errors faster, reducing downtime and service costs

## OPTIspray™

### HIGHER PERFORMANCE. LOWER COST.

OPTIspray™ is an industry-exclusive technology designed to reduce both the water and time necessary to complete a rinse cycle. Unlike bath rinses used by competitor brands, which simply dilute wash chemistry, OPTIspray uses spray-rinsing power to pull wash chemistry through the load and down the drain. The spray rinse carries away dirt and chemicals, leaving less residue behind and providing far superior rinse results.

### THE OPTISPRAY ADVANTAGE<sup>1</sup>



#### 39% WATER SAVINGS

Get a quality wash while using as much as 39% less water than competitor brands.



#### 12% SHORTER CYCLE TIMES

Decrease cycle rinse times by up to 12%.



#### \$2,110 LOWER UTILITIES

Save up to \$2,110 in yearly utilities compared to competitor brands.



#### 22% BETTER RINSING

Leaves 22% less residual wash chemistry compared to the nearest competitor.

1. Savings Assumptions: 10 loads/day x 365 days/year – Water rate \$5/1000 gal – Sewer \$5/1000 gal and 93% of incoming water goes to drain, 7% retained in load – Gas cost = \$1/therm, 75°F temp rise, 85% gas heater efficiency, and 65% of incoming water is heated using an external water heater (Local utility rates vary widely and groundwater temps vary by region; check your local data and adjust accordingly.)

# POCKET HARDMOUNT WASHER-EXTRACTORS

SPECIFICATIONS		UW45		UW65		
Control Options		UniLinc™ Touch		UniLinc™ Touch		
Capacity - lb (kg)		45 (20)		65 (30)		
Cylinder Diameter - in (mm)		31 (787)		31 (787)		
Cylinder Depth - in (mm)		16.6 (422)		22.1 (561)		
Cylinder Volume - cu ft (liters)		7.3 (207)		9.7 (275)		
Height - in (mm)		64.4 (1637)		64.4 (1637)		
Width - in (mm)		34.1 (867)		34.1 (867)		
Depth - in (mm)		45.3 (1151)		51.1 (1298)		
Door Opening Size - in (mm)		17.8 (452)		17.8 (452)		
Door Bottom to Floor - in (mm)		28.8 (732)		28.8 (732)		
Motor Size - HP (kW)		5 (3.7)		5 (3.7)		
Total # of Speeds		L Sp 5	V Sp 9	L Sp 5	M Sp 6	V Sp 9
*Cylinder Speed RPM ( G-Force)	Gentle	30 (0.4)	30 (0.4)	30 (0.4)	30 (0.4)	30 (0.4)
	Wash	42 (0.78)	42 (0.78)	42 (0.78)	42 (0.78)	42 (0.78)
	Distribution	75 (2.5)	75 (2.5)	75 (2.5)	75 (2.5)	75 (2.5)
	Very Low	248 (27)	248 (27)	248 (27)	248 (27)	248 (27)
	Low	477 (100)	477 (100)	477 (100)	477 (100)	477 (100)
	Medium	—	674 (200)	—	674 (200)	674 (200)
	High	—	754 (250)	—	—	754 (250)
	Very High	—	826 (300)	—	—	826 (300)
	Ultra High	—	954 (400)	—	—	954 (400)
Drain Diameter - in (mm)		3 (76)		3 (76)		
Steam Connection - in (mm)		½ (13)		½ (13)		
Water Inlet Connection - in (mm)		4 @ ¾ (19)		4 @ ¾ (19)		
Shipping Dimensions - in (mm)	Width	37.2 (945)		37.2 (945)		
	Depth	53.8 (1370)		53.8 (1370)		
	Height	65 (1650)		65 (1650)		
Net Weight - lb (kg)		1080 (490)		1110 (499)		
Standard Shipping Weight - lb (kg)		1120 (508)		1150 (522)		
Slat Crate Shipping Weight - lb (kg)		1250 (567)		1280 (581)		
Agency Approvals		cULus		cULus		

\*All RPM and G-Force results are reliant upon wash load composition and incoming voltage.

**TO LEARN MORE OR TO FIND A DISTRIBUTOR IN YOUR AREA, VISIT [UNIMAC.COM](http://UNIMAC.COM)**  
**ALLIANCE LAUNDRY SYSTEMS - SHEPARD ST, RIPON, WI 54971 - 1.800.587.5458**

For the most accurate information, the installation guide should be used for all design and construction purposes. Due to continuous product improvements, design and specifications subject to change without notice. The quality management systems at Alliance Laundry Systems is registered to ISO 9001.

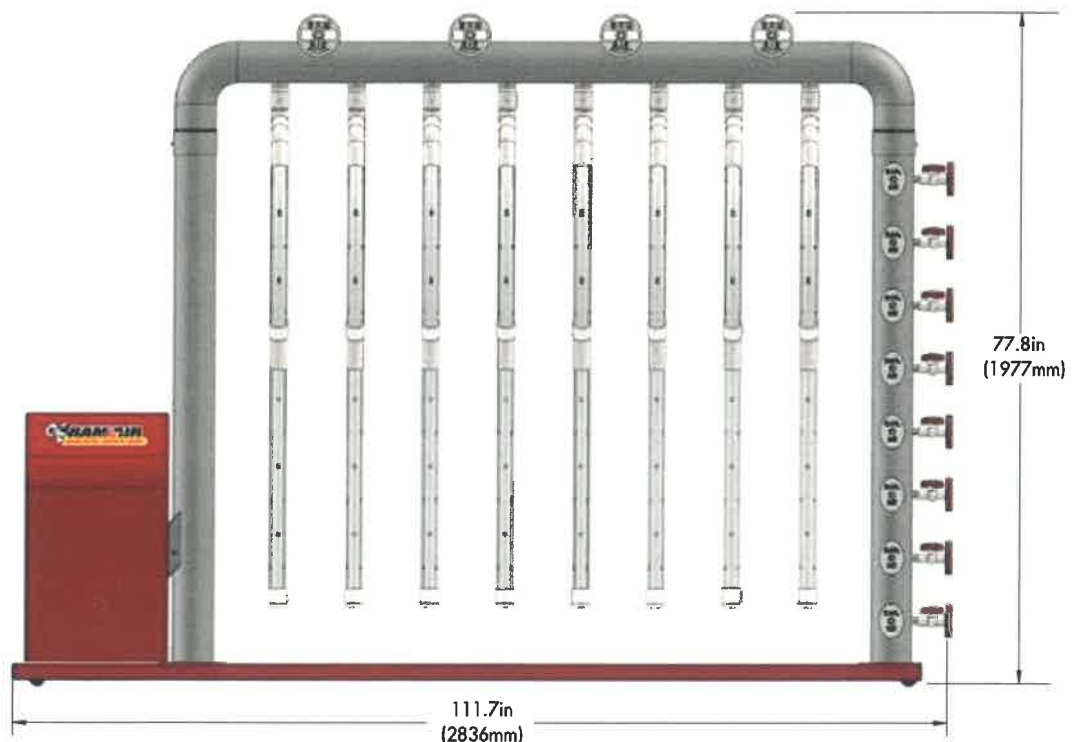
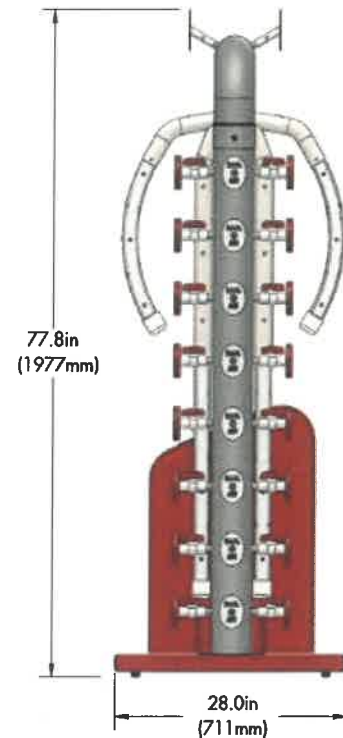


# RAM AIR GEAR DRYER SPECIFICATIONS

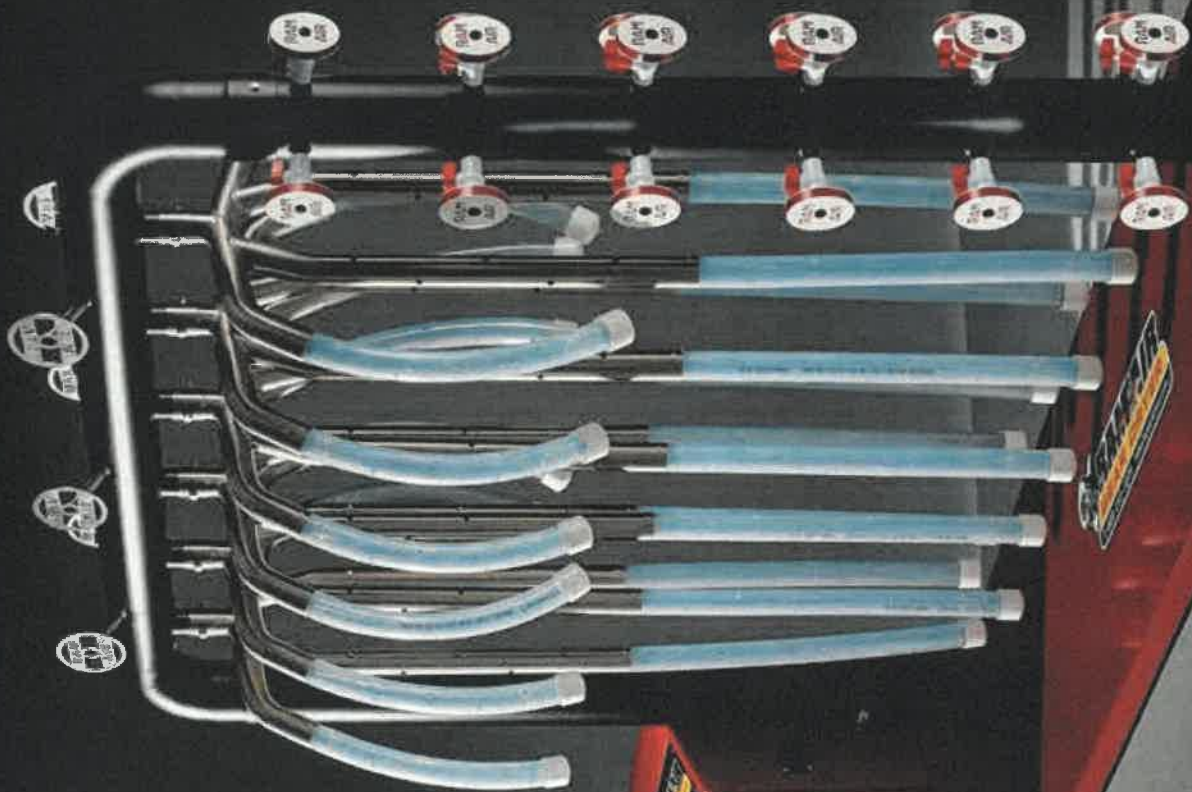
## MODEL 8-MU

	8-MU
Max Number of Gear Sets	8
Number of Accessory Drying Ports	24
Machine Dimensions (WxDxH)	111.7 x 28 x 77.8 in (2836 x 711 x 1977 mm)
Machine Weight	433 lbs (196.4 kg)
Construction Material	stainless steel/12 gauge steel/powder coated paint
Caster Type	360° swivel
Motor Power	1 HP
Motor Speed	3450 rpm
Air Flow	800 cfm
Available Voltages (Volts/Hertz/Phase)	120/60/1
Breaker Size Required	15 Amp
Fan Diameter	10-5/8 inch (270 mm)
Fan Wheel Bore	5/8 inch (16 mm)
Max Temperature	N/A
Control Type	Timer

Specifications subject to change without notice. Please visit [www.ramairgeardryer.com](http://www.ramairgeardryer.com) or contact Ram Air for most current specifications.



QUESTIONS? CONTACT US. 888-393-3379 | [www.ramairgeardryer.com](http://www.ramairgeardryer.com)



DRY GEAR **FAST.**







**8-Unit Turnout Gear Dryer with Touchscreen Control**  
Eight Drying Units, 8 Helmet Dryers, 24 Accessory Ports  
Model TGS-8 - Ambient Air Only (brown), Model TGS-8H - Ambient & Heated Air

**6-Unit Turnout Gear Dryer with Touchscreen Control**  
Six Drying Units, 6 Helmet Dryers, 18 Accessory Ports  
Model TGS-6 - Ambient Air Only (brown), Model TGS-6H - Ambient & Heated Air



**Special-Ops Gear Dryer**  
Four Drying Units, 12 Accessory Ports, Invertible Sticknet  
Model 141H1

**Special-Ops Gear Dryer with ADT-14 Accessory Drying Tree**  
Four Drying Units, 12 Accessory Ports, Invertible Sticknet  
Model 141H1 and ADT-14



## SPECIAL-OPS GEAR DECON SYSTEM BUNDLE

SO SIMPLE, IT'S GENIUS.

Getting special-ops gear clean after exposure to contaminants and carcinogens can be difficult since many hazmat, immersion and ice-rescue suits cannot be washed in a mechanical washer. Ram Air's SpecialOps Decon System teams a decontamination sprayer with a rinse station and a gear dryer to make cleaning easy. The Rinse Station securely holds gear in an upright position for easy cleaning and decontamination using the Ram Air Gear Decon Sprayer. After cleaning, the dressed stickman from the Rinse Station can be transferred directly to a Ram Air T4-IHT gear dryer for quick and effective drying without further handling of the gear.



1

### RINSE STATION & STAGING ACCESSORY

The Ram Air Rinse Station & Staging Accessory (RS-BSTK) securely holds stickmen from the gear dryer in an upright position for easily rinsing/decontaminating gear. After cleaning, the dressed stickman are easily transferred to the gear dryer without further handling of the gear.

#### FEATURES

- Can be used to stage gear when gear drying needs exceed the capacity of the gear dryer
- Compact design folds easily for convenient storage
- Available as a base only or as a package with base and stickman
- Additional stickmen available



2

### PPE DECON SPRAYER

The PPE Decon Sprayer (DECON-1) properly cleans/disinfects hazmat, immersion and ice-rescue suits that cannot be washed in a mechanical washer. The sprayer automatically mixes water and gear-cleaning solutions/disinfectants to remove carcinogens/hydrocarbons on gear.

#### FEATURES

- Air injection at nozzle provides foaming action for better cleaning
- Connects to standard 3/4" hose/water pressure up to 100 psi
- 1% education rate or selectable 1-3% education
- Extra-long spraying wand
- 1.25 gal. capacity jug
- Fire hose adapter available



1-1/2 Female NPT x 3/4 male GHT



3

### SPECIAL-OPS GEAR & ACCESSORY DRYER

By allowing for inverted drying, Ram Air's SpecialOps Gear Dryer (T4-IHT) is able to dry hazmat, immersion and ice-rescue suits that standard gear dryers cannot accommodate while still drying standard bunker gear and accessories. The T4-IHT dries quickly and efficiently without turning gear inside out and causing damage to the gear.

#### FEATURES

- Adjustable to any size gear
- Includes 12 ports for drying all gear accessories
- Touch screen control
- Fully NFPA compliant
- Targets the hard-to-dry areas
- Features invertible stickmen—ideal for gear with attached gloves and/or boots

## WE PROMISE TO PROVIDE THE BEST, MOST STRUCTURALLY SUPERIOR GEAR DRYERS AVAILABLE...

A firefighter-owned company, Ram Air provides a full range of dryers made exclusively for drying personal protective equipment including bunker gear, immersion/hazmat suits, helmets, gloves, boots, face masks and SCBAs. Our patented dryers are designed to dry gear quickly—getting firefighters back to action fast, NFPA compliant. Ram Air Gear Dryers are built with the highest quality components. We strive to set standards beyond any other competitor's products and stand by our dryers with an industry-leading, 5-year warranty! Our goal is to provide unmatched customer service and quality products that ensure gear is in top operating condition—ultimately preserving the safety of firefighters and those they serve.

Contact us today or visit our website for more information.



888-393-3379

[www.ramairgeardryer.com](http://www.ramairgeardryer.com)







# Mukwonago Fire Department

1111 Fox Street • 440 River Crest Court • Mukwonago, WI 53149

Chief of Department  
Jeffrey R. Stien

Emergency: 262-446-5090  
Non-Emergency: 262-363-6426

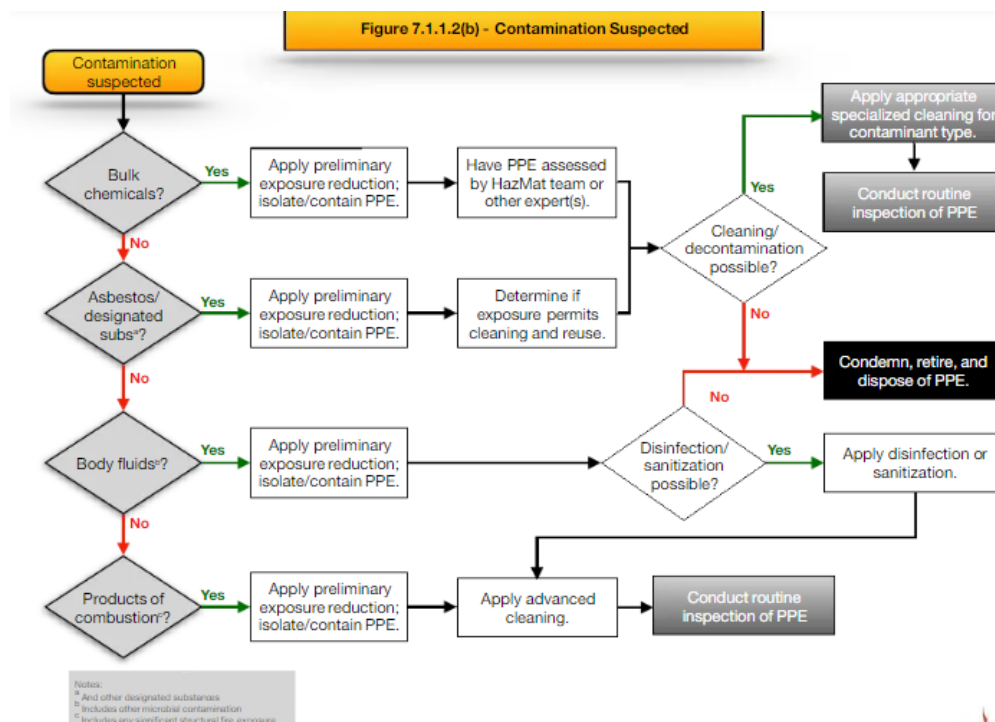
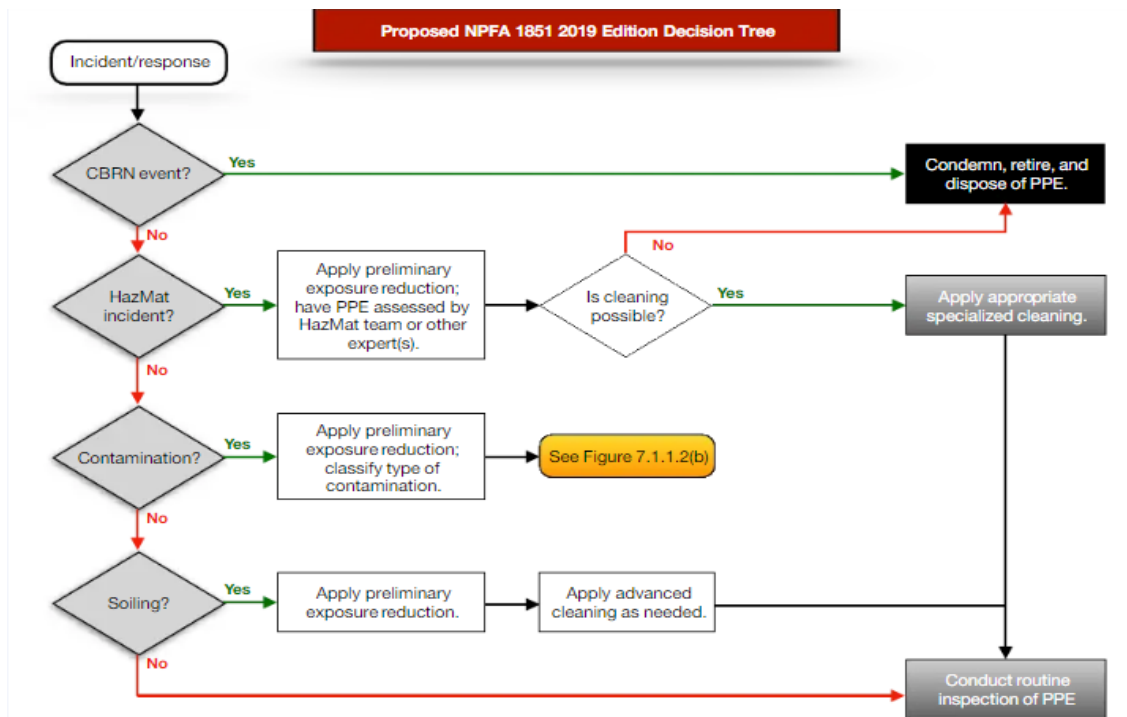
Chief Stien

Below is the information that you requested regarding the upgrade of the gear extractor and dryer. Currently the department's extractor is not NFPA 1851 2020 compliant. NFPA 1851 2020 outlines the standard of selection, care, and maintenance for structural fire gear. The department does adhere to the standard when the structural fire gear / PPE is purchased. Upgrading the gear extractor and dryer will allow the department to adhere to the standard for the life of the PPE by providing in-house advanced cleaning, disinfection of bloodborne pathogens, and decontamination of hazardous materials. In 2020, NFPA 1851 was updated to address rising rates of cancer in firefighters by promoting better care and maintenance practices to both ensure adequate levels of protection and limit the accumulation of fire ground contamination. The new standard will ensure the continued performance of the PPE over its specified service life even under the worst fireground circumstances.

PPE covered under NFPA 1851 Includes:

- Firefighter turnout gear
  - Coat
  - Bunker pants
  - Helmet
  - Gloves
  - Boots
  - Hood

NFPA 1851 2020 decision tree for inspection, disinfection, advanced cleaning, and decommissioning.



Due to the department not having an NFPA approved gear extractor, all PPE that requires advanced cleaning would need to be sent to an approved independent PPE cleaning provider to comply with the standard.

Independent advanced cleaning would cost \$92.00 every 6 months or \$194.00 each year for every set of turnout gear. We currently have 38 members. The cost per year would be \$6,992.00. **The extractor would pay for itself in 2.6 years.**

NFPA 1851 2020 also outlines the following:

- Advanced cleaning is now required every 6 months instead of once per year.
- Advanced cleaning must be performed in a programmable washer extractor with a maximum acceleration of no more than 100G.
- The extractor must use a special cycle with controlled temperatures (not to exceed 105°F), multiple rinse cycles, water levels and cycle times.
  - o **The current extractor does not regulate temperature. Temperatures over 105°F have been shown to degrade the Kevlar and Nomex lining.**
- Top load machines are prohibited.
- All advanced cleaning must be documented and tracked with the following:
  - o Who performed the cleaning.
  - o PPE with serial number that required advanced cleaning.
- Yearly PPE inspection
- Standard for repairs

Requested Equipment:

Unimac UWT045V4 Washer / Extractor

- NFPA 1851 2020 Approved
- Complies with advanced cleaning documentation and tracking.
- Automatically injects the proper amount of PPE soap.
- Made in Ripon WI
- Commercial grade
- 5-year full warranty
- 10-year frame, tub, bearings, and seals
- No station modifications needed.

Cost with Installation: \$17,899.78.



### Ram Air 8 Unit Turnout Gear Dryer

- NFPA 1851 2020 Approved
- Ability to dry 8 full sets of turnout gear (coat, bunker pants, gloves, helmet) or 8 ice rescue suits at one time.
- Portable due to heavy duty casters
- Cuts drying time down to as little as 8 hours. Currently, gear is hung up in the station and usually takes anywhere from 2-3 days to dry.
- 5-year warranty



Cost with delivery: \$12,650.00

Total Cost: \$ 33,500.00

Matthew Sura

MUKWONAGO FIRE DEPARTMENT  
U.S.

Dear Matthew,

Thank you for your interest in Alliance Laundry Systems Distribution and for allowing us to submit the attached proposal.

Our equipment leverages high-performance features and technology to ensure superior efficiency, greater throughput and premium finished quality results. All those advantages combine to deliver an industry-leading lowest cost of ownership. Best of all, when you choose Alliance for your laundry solutions, you'll also receive peace of mind that comes with exceptional warranties and a professional distributor network.

We've been making world-class laundry equipment since 1908. The reason behind our success and longevity is simple—we build better machines, develop smarter technologies and provide unmatched customer support.

Sincerely,  
Ryley Murphy  
815-404-7579  
ryley.murphy@alliances.com

**Bill To:**

MUKWONAGO FIRE DEPARTMENT  
 Matthew Sura  
 1111 FOX ST  
 MUKWONAGO, WI 53149  
 2625013920  
 msura@mukwonagofire.org

**Ship To:**
**Salesperson:**

Ryley Murphy

**Payment Terms:** 25% Down, 75% Net 15

**Quote Details:**

**Date:** Feb 14, 2024

**Quote #** 67526\_Rev\_2

**Expires:** Mar 6, 2024

**Account #:**

Quantity	SKU	Name	Net price/Unit	Net Price
1	UWT045V40LX050EA00	UniMac 45 lb - Pocket Hardmount Washer-Extractor - UniLinc Touch/ 100-G-200-240V/50-60Hz/1-3Ph - 2W(L1,L2) or 2W(L1,N) or 3W(L1,L2,L3)-No Dispenser-No Heater/Prep Steam	\$14,156.64	\$14,156.64
1	FLF0000	FireLinc Full System	\$2,098.14	\$2,098.14
1	FI2022	Factory Freight - FOB Origin	\$295.00	\$295.00
1	IN2020	Installation and Delivery	\$1,350.00	\$1,350.00
<b>Total Net Price</b>				<b>\$17,899.78</b>

Important Comments:

Customer is responsible for utility connections & final hook ups

Customer is responsible for providing adequate openings/ passageways in the building and laundry room

Alliance Laundry Systems Distribution will return after connections have been made by others for start up and training

Alliance Laundry Systems Distribution is not responsible for unknown/ unseen utilities located under concrete, in walls and ceilings

#### Delivery Check List

1. Unload Equipment at Site

2. Rig Equipment into place

3. Level, bolt, grout

4. Mech/elect/plumbing

5. Proper concrete foundation

6. Start up and training

7. Remove and dispose

Buyer	Seller
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
<input type="checkbox"/>	
<input type="checkbox"/>	
	<input type="checkbox"/>
	<input type="checkbox"/>

## Terms and Conditions

- Payment by credit card will incur a 3% total invoice surcharge
- This order is subject to written acceptance by an officer of the seller, Alliance Laundry Systems
- Customer is responsible for providing adequate openings/passageways in the building and laundry room and proper utilities within 3' of equipment
- Customer acknowledges that all sales of equipment are non-returnable
- Seller is not responsible for unknown/unseen utilities located under concrete, in walls & ceilings
- Seller is hereby unconditionally authorized to make any inquiries it deems necessary for proper credit evaluation, including, without limitation, credit agency reports. Title to the machinery and equipment is retained by the seller until paid for in full.
- Any installation of equipment included as a part of this order shall NOT include Electrical work of any type or nature unless specified to the contrary in writing above. Seller shall not be liable for any delays caused by strikes, or any unforeseen conditions beyond its control. Seller shall not be responsible for any prior violations posted against the premises in which the machinery and equipment are to be installed nor for the performance of any work specified in any approved Building Department plans that is not specifically contracted for above as part of this order.
- Fees for licensed professional engineers or architects, Building Department Plans, DEP-B.A.R., N.Y.S.D.E.C., EPA or any other required local, state, or federal applications, registrations, plans, and permits associated thereto are NOT included as part of this order and are the sole responsibility of the purchaser unless otherwise provided for above.
-

  
**Matthew Sura**

\_\_\_\_\_  
**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

## 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 Area Chamber of Commerce + Tourism  
Mailing Address: 100 Atkinson St. City: Mukwonago State: WI Zip: 53149  
Phone Number: (262) 363-7758 Is the organization a 501(c)3 organization?: ES ☒ NO  
Website Address: www.mukwonagochamber.org  
Event Contact Person: April Reszka  
Mailing Address: Same as above City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: (262) 363-7758 Cell Phone: (262) 751-1651  
Email Address: director@mukwonagochamber.org

### EVENT INFORMATION

Name of the Event: MACC Farmers Market Date(s) of the Event: 5/15 - 10/9 Net  
Event Start Time: 12 pm setup (2 pm start) Event End Time: 6:30 take down (6 pm end)  
Location of the Event: Field Park

- A. Will your event take place in a residential neighborhood? If yes, you will be required to notify all adjacent property owners when the event will occur. ☐ YES ☒ NO
- B. Please provide your COVID-19 Action Plan.
- C. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.
- D. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4.
- E. Generally describe your event and its purpose.

See plan of operation

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

G. Estimated # of participants: 20 Spectators: 400 Vendors: 35

### OTHER INFORMATION

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

- 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?  
If yes, will the amplified music be at: Band ☐ DJ ☐ Other \_\_\_\_\_  
Hours of amplified music: \_\_\_\_\_
- I. Please list the number of security staff you will be providing for the event: n/a
- J. Will you need barricades provided by the Village for your event?  
If yes, how many? 5 ☒ YES ☐ NO
- 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.)?  
See plan of operation  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 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

April Reszka, Executive Director

Name & Title (PRINT)

Name & Title (PRINT)

2/5/24

Date

Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:			
Fire Department: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:			
Public Works Department: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments:			
Village Clerk: <input type="checkbox"/> 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	Police	(262) 363-6435
Building Inspection	(262) 363-6419	Public Works	(262) 363-6447
Fire	(262) 363-6426	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

FW

VILLAGE OF MUKWONAGO  
Field Park Rental Application

Date Submitted: 2/5/24

Event Date: 5/15 - 10/9/24

**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](mailto:lgourdoux@villageofmukwonago.gov)

**RENTAL INFORMATION**

Date(s) of Event: 5/15 - 10/9/24

Estimated Number of Participants: 400

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

Event Start Time: 12 pm setup (2pm start) Event End Time: 6<sup>30</sup> takedown (6pm end)

Type of Event: Farmers Market

**APPLICANT INFORMATION**

Name: April Reszka

Address: 100 Attkinson St. City: Mukwonago State/Zip: WI 53149

Daytime Phone: (262) 363-7758

E-mail: director@mukwonagochamber.org

**ORGANIZATION INFORMATION (if applicable)**

Name of Organization: Mukwonago Area Chamber of Commerce + Tourism

Mailing Address: 100 Attkinson St. City: Mukwonago State/Zip: WI 53149

Revised 11/2023

Phone Number: (262) 343-7758 Is organization a 501(c)3? Yes: No: X  
Website Address: www.mukwonagochamber.org

**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	\$
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	\$

*✓ Farmers Market Special Rate*  
*TBD*  
**Total Park Rental Fees**  
(Separate Payment)  
\$ ?

**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	\$
Key Deposit	\$50.00	\$
<b><u>Total Deposit Fees</u></b> (Separate Payment)		\$

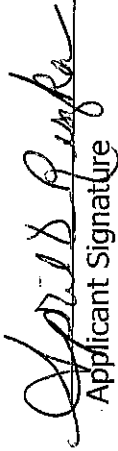
Revised 11/2023

### **TERMINATION OF AN EVENT**

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

### **CERTIFICATION**

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

  
Applicant Signature

2/5/24

Date

April Reszka

Print Name

#### Office Use Only

Fees Paid _____	Receipt # _____	Deposit Returned _____	Key # Issued _____	Key Returned _____
Department Approval _____				
Administrator _____	Building Inspection _____	Fire _____		DPW _____
Police _____	Utilities _____			

Revised 11/2023

## 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.**

~~NS~~ NS Reservations are dependent upon availability.

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

~~NS~~ NS 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.

~~NS~~ NS 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.

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

~~NS~~ NS 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.

~~NS~~ NS 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.

~~NS~~ NS Layout: A sketch of the event area, toilet facilities, concession area, and parking areas shall be submitted with the application. Please include layout map.

### Cleaning/Damages

~~NS~~ NS 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.

~~NS~~ NS 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 1/2 hour.

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

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



## VILLAGE OF MUKWONAGO

☒ Once approval has been granted, the Village Board, Village Administrator, Chief of 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 cancellation by a Village Officer.

☒ 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.

☒ 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.

☒ 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.

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

☒ 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.**

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

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

## VILLAGE OF MUKWONAGO

N/A **Electricity:** If YES, list pavilions where electricity is needed. **Performance Stage:** Power Requirements:        110V 20 Amp        110V 30 Amp        110V 50 Amp

✓ **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).

✓ **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? 5

✓ **Parking Space(s) on Private Lots:** IF YES, if parking in private lots near the event is required, the applicant shall obtain written permission from the adjacent property owners directly.

No **Alcohol Served:** If YES, if beer or other fermented malt beverages are sold, a Temporary Class "B"/"Class B" Retailer's License must be completed and turned in with payment with the rental application. Please list the number of Village of Mukwonago licensed bartenders that will be on site:       

N/A **Admission or Gate Fee Charged:** If YES, explain in detail the reason for the fee.

N/A **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.

Yes **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.

N/A **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. The 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\*\*

**MUKWONAGO AREA CHAMBER OF COMMERCE & TOURISM CENTER**  
**100 Atkinson Street, Mukwonago, WI 53149**

**MUKWONAGO FARMERS MARKET PLAN OF OPERATION**

**Field Park**

**Every Wednesday, May 15<sup>th</sup> - October 9<sup>th</sup>, 2024**  
**(Except June 12<sup>th</sup> – Summerfeste)**  
**2 - 6pm**

**Plan of Operation**

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

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

Farmers Market to be held at Field Park

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

Farmers Market Manager:

- Market Manager Position will be posted - looking to hire ASAP
- On premise from 12:30 - 6:30pm
- Set-up 12:30pm
- Cleanup completed by 6:30pm

Expecting:

- 35+ vendors
- 400 - 600 patrons
- Hoping to add a Food Truck as often as possible

No electricity provided

DPW:

- Reader board is up and running - please let the chamber know how signage works and is priced
- Barricades 5 total - (2) near the baseball diamond and (3) near NN entrance
- Picnic Tables moved from the center of the market and placed around the outer walkway of the asphalt path
- Garbage Cans (4) - throughout market

Please call April Reszka at the chamber office with any questions (262) 363 - 7758 or (262) 751 - 1651

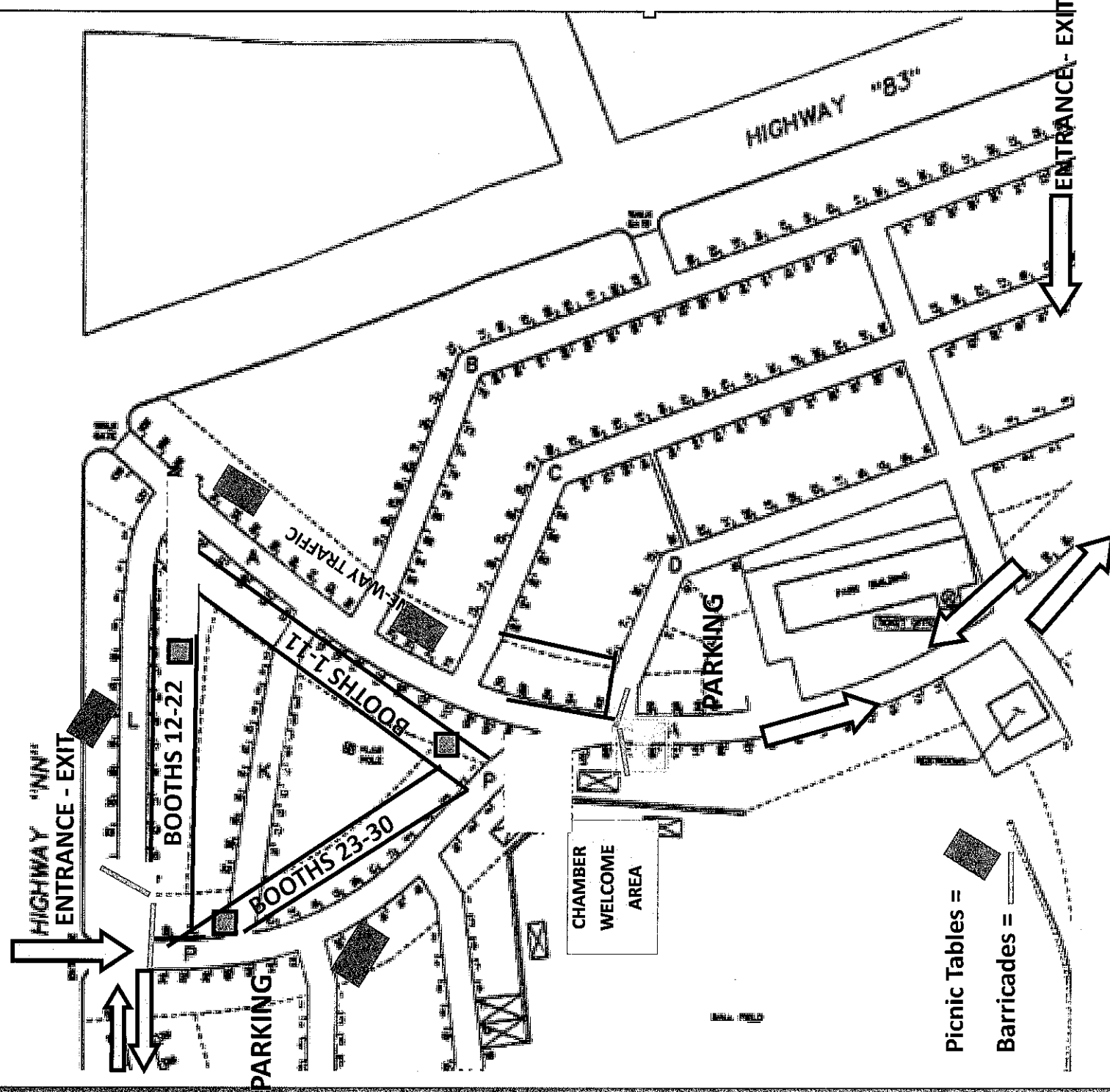


# Mukwonago Farmers' Market Plan of Operation

Every Wednesday, May 15<sup>th</sup> - October 9<sup>th</sup>, 2024

(No FM on June 12<sup>th</sup> - Summerfeste)

2 - 6pm



MUKWONAGO AREA CHAMBER OF COMMERCE & TOURISM CENTER

262.363.7758 [www.mukwonagochamber.org](http://www.mukwonagochamber.org)

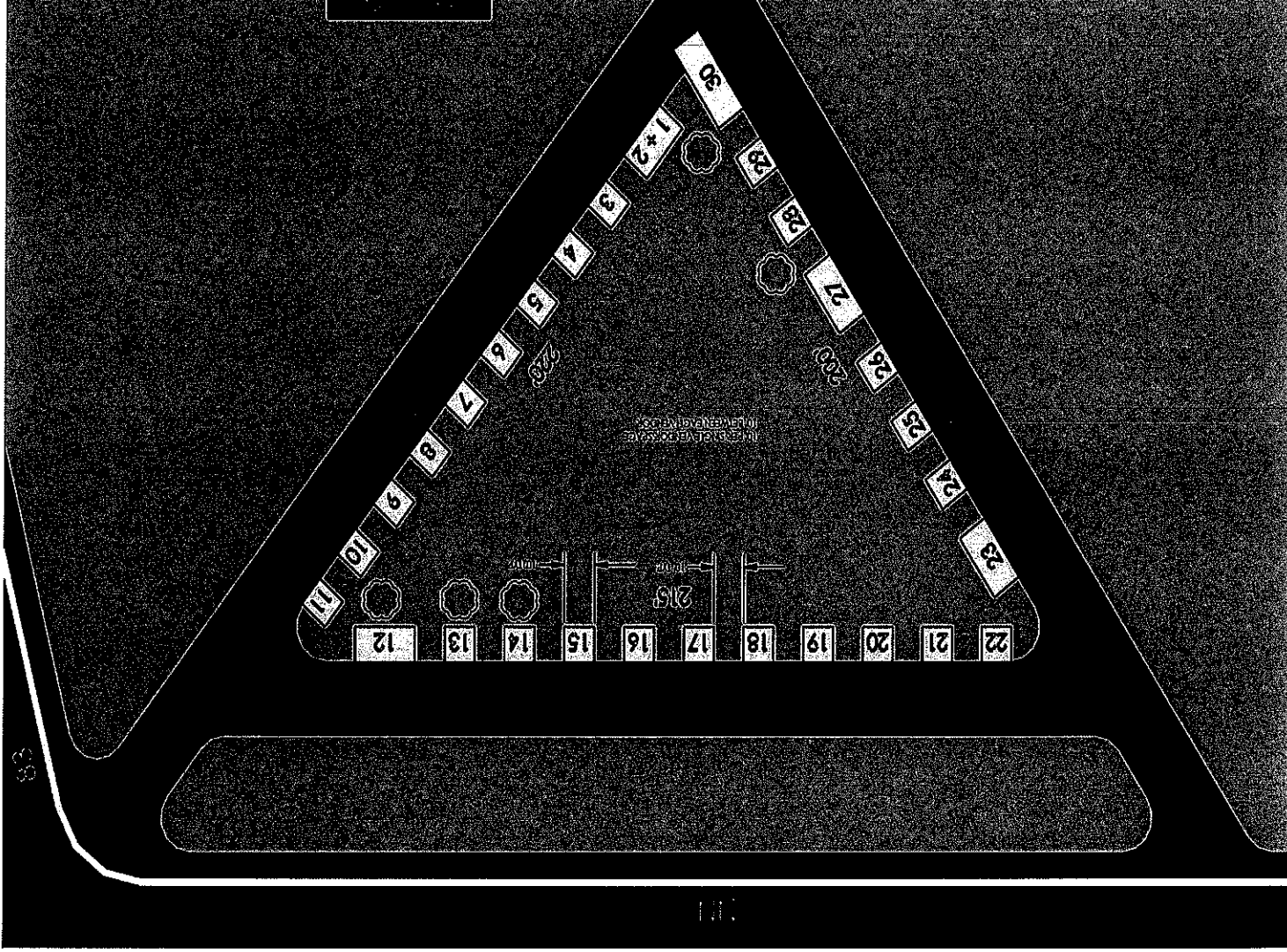


## Mukwonago Farmers' Market Plan of Operation

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2 - 6pm



MUKWONAGO AREA CHAMBER OF COMMERCE & TOURISM CENTER

262.363.7758 [www.mukwonagochamber.org](http://www.mukwonagochamber.org)

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

## VILLAGE OF MUKWONAGO SPECIAL EVENT PERMIT APPLICATION

Application Fee: **See fee sheet**

\$250.00 Deposit

Date Submitted: 1/11/2024

Total Fees Paid: \$400.00 - checks requested

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

### ORGANIZATION INFORMATION

Name of Organization: ProHealth Care Foundation

Mailing Address: 725 American Ave City: Waukesha State: WI Zip: 53188

Phone Number: 262-928-4903 Is the organization a 501(c)3 organization?: ☒ YES ☐ NO

Website Address: prohealthcare.org/foundation

Event Contact Person: Joan Lorenz

Mailing Address: 725 American Ave City: Waukesha State: WI Zip: 53188

Home Phone: 262.751.1164 Work Phone: 262.928.4156 Cell Phone: 262.751.1164

Email Address: joan.lorenz@phci.org

### EVENT INFORMATION

Name of the Event: ProHealth care Walks for Cancer - ParkWalk Date(s) of the Event: 5/3/2024 (noon - setup/store supplies in Pavilion) & 5/4/2024 (7 am - 1 pm)

Event Start Time: 7 am Event End Time: 1 pm

Location of the Event: Field Park

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

B. Please provide your COVID-19 Action Plan.

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

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

E. Generally describe your event and its purpose.

ProHealth Care's Walks for Cancer - ParkWalk is one of three walks held in Waukesha Co on May 4th. Funds raised at this annual event support cancer services at ProHealth Care. The event is an organized walk in the area around Field Park. (approx 2 miles) We will have light snacks, bottled water and music at the park. Day of registration will begin around 8 am/8:30 am. Brief program will begin around 9:30 am. The Walk will begin at 10 am.

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

G. Estimated # of participants: 300 Spectators: 0 Vendors: 0

### 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  
Inside Pavillion A only
- E Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H Does your event involve amplified music? ☒ YES ☐ NO  
If yes, will the amplified music be a ☐ Band ☒ DJ ☐ Other  
Hours of amplified music 8.30 am - 11.30am
- I Please list the number of security staff you will be providing for the event 3-4 PHC employees will be onsite
- J Will you need barricades provided by the Village for your event? ☒ YES ☐ NO  
If yes, how many? 2 large barricades to block vehicles from driving through park entrance & exit
- 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. In the past, participants have parked at Middle School, Metro Market, church nearby, etc.* ☒ 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.)?  
In the past years, the MPD have blocked off the traffic lane on N Rochester St as participants begin their walk route at 10 am.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 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.)*

Joan Lorenz  
Signature - Applicant

Joan Lorenz, Development Officer & Event Lead

Name & Title (PRINT)

1/11/2024

Date

\_\_\_\_\_  
Signature - Applicant

\_\_\_\_\_  
Name & Title (PRINT)

\_\_\_\_\_  
Date

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



VILLAGE OF MUKWONAGO  
Field Park Rental Application

Date Submitted: 1/11/2024

Event Date: 5/3/2024 & 5/4/2024

5/3/2024 (noon - setup/store supplies in Pavillion) & 5/4/2024 (7 am - 1 pm)

**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](mailto:lgourdoux@villageofmukwonago.gov)

**RENTAL INFORMATION**

Date(s) of Event: 5/3/2024 (noon - setup/store supplies in Pavillion) & 5/4/2024 (7 am - 1 pm)

Estimated Number of Participants: 300-400

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

5/3/2024 (noon - setup/store supplies in Pavillion)

Event Start Time: 5/4/2024 (7 am) Event End Time: 5/4/2024 (1 pm)

Type of Event: Annual ProHealth Care Walks for Cancer fundraising event

**APPLICANT INFORMATION**

Name: Joan Lorenz

Address: 725 American Ave City: Waukesh State/Zip: WI 53188

Daytime Phone: Office 262-928-4156

E-mail: joan.lorenz@phci.org

**ORGANIZATION INFORMATION (if applicable)**

Name of Organization: ProHealth Care Foundation

Mailing Address: 725 American Ave City: Waukesh State/Zip: WI 53188

Revised 11/2023

Phone Number: 262-928-4903 Is organization a 501(c)3? Yes: X No: \_\_\_\_\_

Website Address: prohealthcare.org/foundation

**FEES (check those that apply)**

**Field**

Pavilion A (Main) 1-49 people	For storage on 5/3/2024	\$100.00 per day	\$ <u>100.00</u>
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	\$ _____
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	For day of on 5/4/2024	\$300.00 per day	\$ <u>300.00</u>
Electricity Coordination (Pavilions B and C)		\$25.00 per day	\$ _____
Non-Resident Fee	Additional	\$50.00 per day	\$ _____
<b><u>Total Park Rental Fees</u></b>			\$ <u>400.00</u>
(Separate Payment)			

**DEPOSIT (all rentals, check those that apply)**

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ <u>200.00</u>
Pavilions B and C Deposit	\$100.00 per day	\$ _____
Key Deposit	\$50.00	\$ <u>50.00</u>
<b><u>Total Deposit Fees</u></b>		\$ <u>250.00</u>
(Separate Payment)		

## **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.

*Joan Lorenz*

Applicant Signature

1/11/2024

Date

Joan Lorenz

Print Name

---

### Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator \_\_\_\_\_

Building Inspection \_\_\_\_\_

Fire \_\_\_\_\_

DPW \_\_\_\_\_

Police \_\_\_\_\_

Utilities \_\_\_\_\_

## VILLAGE OF MUKWONAGO

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

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

JL Reservations are dependent upon availability.

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

JL 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.

JL 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.

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

JL 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.

JL 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.

JL Layout: A sketch of the event area, toilet facilities, concession area, and parking areas shall be submitted with the application. Please include layout map.

### **Cleaning/Damages**

JL 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.

JL 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 1/2 hour.

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

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

## VILLAGE OF MUKWONAGO

- JL 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.
- JL 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.
- JL 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.*  
Per discussion with Linda G on 1/11/2024, we do not need security/protection)
- JL 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.
- JL Fires: All fires must be in personal grills or designated fireplaces.
- JL 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.
- NO **Sales:** If YES, attach a list of all vendors and products for sale.

Revised 11/2023

2

## VILLAGE OF MUKWONAGO

- YES **Electricity:** If YES, list pavilions where electricity is needed. **Performance Stage:** Power Requirements: \_\_\_\_ 110V 20 Amp \_\_\_\_ 110V 30 Amp \_\_\_\_ 110V 50 Amp  
For Pavilion A Only
- NO **Food/Non-Alcoholic Beverages:** If YES, the necessary permits and related information for the sale of food shall be obtained from the Waukesha County Health Department (262-896-8300).
- YES **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? 2 large barricades to block vehicles from entering and exiting the park No drive thru.)
- YES **Parking Space(s) on Private Lots:** IF YES, if parking in private lots near the event is required, the applicant shall obtain written permission from the adjacent property owners directly.
- NO **Alcohol Served:** If YES, if beer or other fermented malt beverages are sold, a Temporary Class "B"/"Class B" Retailer's License must be completed and turned in with payment with the rental application. Please list the number of Village of Mukwonago licensed bartenders that will be on site: \_\_\_\_
- NO **Admission or Gate Fee Charged:** If YES, explain in detail the reason for the fee.
- YES **Loudspeakers and/or Amplification:** If YES, will it be a: Band \_\_\_\_ DJ X Other \_\_\_\_  
What are the hours be? \_\_\_\_ All noise (loudspeakers and/or amplification ends at 11 p.m.  
8 30 am - 11 30am
- 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.
- Possibly **Additional Port-a-Pots:** If Yes, using the information below, will your event require Portable Restrooms? Discussed with Linda G on 1/11/2024 that we will make this decision closer to the date based on number of registrations  
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\*\*

ParkWalk for Cancer  
Field Park, Mukwonago  
Hosted by ProHealth Care  
Saturday, May 4, 2024

**Event Set-Up - Friday, May 3; 12 pm to 5 pm**

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

**Event Day – Saturday, May 4; 7 am to 1 pm**

- Set Up (6:30/7 am – 8 am)
  - Place sponsorship signs, etc around the park
  - Put directional signs along the walk route
  - Train Volunteers
  - Set up DJ/Music
  - Place garbage bags in cans throughout park
- Registration Opens / T-Shirt & Sweatshirt Pick-Up / Raffles / Etc. (8/8:30 am)
- Program (9:30 am)
- Walk (10 am – 11 am)
- Post-Walk (11 – Noon)
- Clean-up (11:30 am – 12:30/1 pm)
  - Clean up trash around the park area
  - Separate trash & recycling
  - Place trash & recycling into park dumpsters
  - Take down signs around park, fence, pavilion and walk route
  - Clean up pavilion
  - Lock up pavilion
  - Return keys to Village Police Dept



ParkWalk for Cancer  
Field Park, Mukwonago  
Hosted by ProHealth Care  
Saturday, May 4, 2024

ParkWalk for Cancer Route – Saturday, May 4 from 10:00 am – 11:00 am





ParkWalk for Cancer  
Field Park, Mukwonago  
Hosted by ProHealth Care  
Saturday, May 4, 2024

#### ***Clean-up / Refuse Collection Plan***

John's Disposal has recommended the following:

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

ParkWalk for Cancer  
Field Park, Mukwonago  
Hosted by ProHealth Care  
Saturday, May 4, 2024

#### **ParkWalk COVID-19 Action Plan**

As the global pandemic continues, ProHealth Care has taken extra steps to safely address the health care needs of the community. We care for all those who need care — people who have COVID-19 and patients with other needs.

ProHealth Care strongly encourages everyone to take the simple steps that have proven effective in stemming the spread of the virus — wear a mask when you are in large groups of people, keep your distance from others and wash your hands often.

1. Encourage use of masks while in park if social distancing isn't possible.
2. Provide individually wrapped refreshments in a grab and go area for participants.
3. Pre-registration and early t-shirt pick up is offered to reduce the gathering of crowds inside the main shelter at Field Park on May 4.
4. Offer hand sanitizer stations at convenient locations for participants.
5. Virtual walk option (Choose Your Own Path) offered for those who prefer it.



ParkWalk for Cancer  
Field Park, Mukwonago  
Hosted by ProHealth Care  
Saturday, May 4, 2024

**Pick up key from Mukwonago Village Hall**  
**– Thursday, May 3, between 8 am and 5 pm**

**Set-Up – Friday, May 3; approximately 12 pm to 5 pm**

- Clean and set up main shelter
- Arrange tables within main shelter
- Decorate/hang signs and banners inside main shelter
- Arrange/organize t-shirts
- Set up registration area
- Prepare survivor areas
- Stage refreshment/snack area in main shelter kitchen
- Place garbage bags in cans

**Event Day – Saturday, May 4; approximately 6:30/7:00 am to 1 pm**

- Set Up (6:30 am – 8 am)
  - o Place signs/sponsor signs around park
  - o Put route signs in surrounding neighborhood
  - o Train volunteers
  - o Set up music
- Registration Opens (8 am)
- Program (9 am)
- Walk (10-11 am)
- Post- Walk gathering (11-noon)
- Clean-up (12 – 1 pm)
  - o Clean up trash around park
  - o Separate trash and recycling
  - o Empty trash into dumpsters
  - o Take down signs around park, shelter and route
  - o Clean up shelter
  - o Lock shelter
  - o Return keys to Police Dept

ParkWalk for Cancer  
Field Park, Mukwonago  
Hosted by ProHealth Care  
Saturday, May 4, 2024

### Route – Saturday, May 4, 10 – 11 am



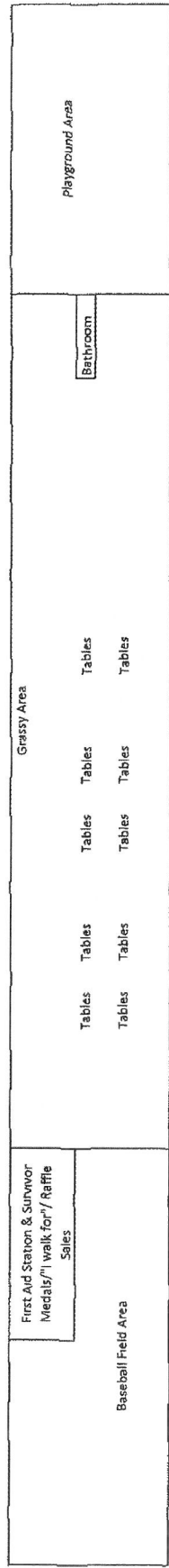
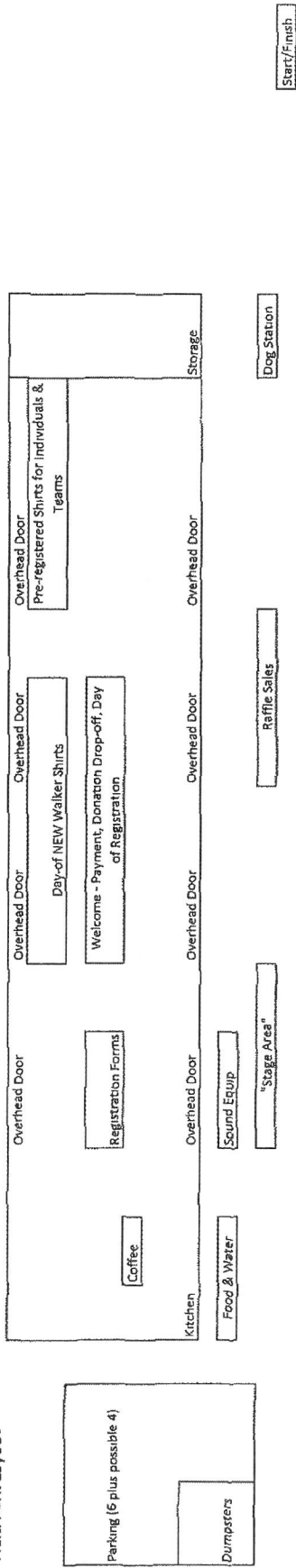
ParkWalk for Cancer  
Field Park, Mukwonago  
Hosted by ProHealth Care  
Saturday, May 4, 2024

### **Clean-up/Refuse Collection Plan**

John's Disposal has recommended the following:

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

# Field Park Layout





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/8/2024

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).

<b>PRODUCER</b> R & R Insurance Services, Inc P.O. Box 1610  Waukesha WI 53187-1610	<b>CONTACT NAME:</b> Nancy Wuenne <b>PHONE (A/C, No, Ext):</b> (262) 574-7000 <b>FAX (A/C, No):</b> (262) 574-7080 <b>E-MAIL ADDRESS:</b> Nancy.Wuenne@rrins.com														
<b>INSURED</b> ProHealth Care Inc WMH Attn: Jody Patrick 725 American Avenue, Room 2009, Risk Management Waukesha WI 53188	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: MMIC Group</td><td>16942</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: MMIC Group	16942	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: MMIC Group	16942														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:** 23-24 Allied Providers**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Medical Professional Liability (Occurrence)			MHP000419	5/31/2023	5/31/2024	Each Medical Incident Limit 1,000,000 Aggregate Limit 3,000,000

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

ProHealth Walks for Cancer to be held on Saturday, May 4th: Field Park in Mukwonago (aka ParkWalk)

**CERTIFICATE HOLDER****CANCELLATION**

Village of Mukwonago 440 River Crest Ct Mukwonago, WI 53149	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE R Kalscheuer/EB633

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/8/2024

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 R & R Insurance Services, Inc P.O. Box 1610  Waukesha WI 53187-1610	CONTACT NAME: Ericka Berceau PHONE (A/C, No, Ext): (262) 574-7000 FAX (A/C, No): (262) 574-7080 E-MAIL ADDRESS: Ericka.Berceau@rrins.com
INSURED ProHealth Care Inc & Empathia, Inc Empathia Pacific Inc N17 W24100 Riverwood Drive, Suite 350 Waukesha WI 53188-1131	INSURER(S) AFFORDING COVERAGE INSURER A: Federal Insurance Co NAIC # 20281 INSURER B: Accident Fund General 12304 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 23-24 Empathia Liab REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			(Separate Certificate)			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			73536012 Blkt AI & WOS 16-002-0292 Blkt PNC 16-02-0316	5/31/2023	5/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			(Separate Certificate)			EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	(Empathia Pacific EXCLUDED)  1400022286			<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property			35844987	5/31/2023	5/31/2024	Property Loss Limit 1,000,000,000

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

ProHealth Walks for Cancer to be held on Saturday, May 4th: Field Park in Mukwonago (aka ParkWalk)

## CERTIFICATE HOLDER

Village of Mukwonago 440 River Crest Ct Mukwonago, WI 53149	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  R Kalscheuer/EB633

## CANCELLATION



## Agenda Cover Report

<b>Date:</b> <b>2/27/24</b>	<b>Committee/Board:</b> <b>Health &amp; Recreation Committee</b>
<b>Submitted by:</b> <b>Ron Bittner</b>	<b>Department:</b> <b>Public Works</b>
<b>Date of Committee Action: 3/6/24</b>	<b>Date of Village Board Action: 3/20/24</b>

<b>Subject:</b> Red Brick Museum Lease Agreement with the Mukwonago Museum and Historical Society
<b>Executive Summary:</b> The attached lease was developed to memorialize the relationship between the village and the MMHS. The document identifies the responsibilities of each party while providing a secure location for the MMHS and the preservation of the Red Brick Museum.
<b>Fiscal Impact:</b> The MMHS will lease the building for one (1) dollar per year.
<b>Executive Recommendation/Action:</b> Recommend to approve the lease with the Mukwonago Museum Historical Society.

☐ Attachments Included

## **Lease Agreement**

This Lease Agreement ("Lease") is made and effective on January 1, 2024, by and between The Village of Mukwonago, a municipal corporation with its Village Hall located at 440 River Crest Court ("Landlord" or "Village") and the Mukwonago Historical and Museum Society, a non-stock corporation and local historical society, with its principal office located at 103 Main Street in Mukwonago, Wisconsin ("Tenant" or "Society").

Landlord is the owner of land and makes available for lease the real property, appurtenances, and improvements located at 103 Main Street, Mukwonago, WI, 53149, commonly known as the "Red Brick Museum", as more particularly described on Exhibit A (the "Leased Premises").

THEREFORE, in consideration of the mutual promises herein contained, and other good and valuable consideration, it is agreed:

### **1. Term.**

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" beginning on March 1, 2024, and ending on December 31, 2024. Unless terminated at least one hundred twenty (120) days before expiration of the Initial Term or the Renewal Term, then in effect, this Lease shall auto renew for successive one-year terms on the same terms and conditions set forth herein (a "Renewal Term" or "Renewal Terms").

### **2. Rent.**

A. Tenant shall pay to Landlord during the Initial Term rental of \$1.00 per year, payable on the commencement date.

B. In consideration for the \$1.00 annual rent, the Tenant's/Historical Society's board shall provide and present an annual report to the Village of Mukwonago Board of Trustees no later than March 31<sup>st</sup> of the following year. The annual report shall include the following:

- A list of research that the historical society acquired or produced, with copies of such research available upon request;
- A list of any partnerships, collaborations, and outreach that the Society established or maintained;
- A recitation of the mission, vision, and values of the Society;
- A list of the board of directors and volunteers of the Society;
- A copy of the annual financial report required to be filed by the Society with the Wisconsin Department of Financial Institutions and a list of the sources of funding of the Society (less those sources of funding which have requested anonymity);
- A list and description of programs, events, and exhibitions that the historical society organized or participated in in the past year;

- A list of the collections, publications, and outreach that the historical society established or maintained;
- A list of the goals, plans, and strategies for the future of the Society.

### **3. Use**

Tenant agrees to use the Red Brick Museum to host educational programming for the public, including but not limited to highlighting local historical events, and showcasing historical artifacts. Tenant must seek permission from Landlord for any programming or use deviating from these enumerated purposes.

### **4. Sublease and Assignment.**

The Tenant shall not sublease all or any part of the Leased Premises or assign this Lease in whole or in part without Landlord's consent.

### **5. Repairs.**

During the Lease term, the Landlord shall maintain the Leased Premises in a reasonable manner to accommodate the Tenants use as described herein. Landlord maintenance shall include such items as routine repairs of floors, walls, ceilings, windows, and other parts of the Leased Premises damaged or worn through normal wear and tear, including major mechanical systems and the roof. The Tenant will monitor the condition of the property on an ongoing basis as the occupant. Conditions that represent a potential safety issue or could rapidly deteriorate and increase the cost to remedy will be reported immediately to the Landlord. Landlord is to be notified of repair requests in writing. The tenant shall not authorize repairs without written consent from the Landlord. Any improvements beyond normal upkeep maintenance requested or initiated by the Tenant shall be at the expense of the Tenant. In addition, on an annual basis, Landlord and Tenant will conduct a joint inspection of the property. This formal inspection must be completed before the start of the Landlord's budgeting process for the succeeding year.

Due to the historical significance of the building, prior to any major repairs/renovations, the Tenant must investigate and propose processes appropriate for historical preservation or restoration. All costs for major improvements not expressly assumed by Landlord above, shall be jointly shared as mutually agreed upon by the Tenant and Landlord at time of improvement, and the Tenant shall be responsible for grant acquisition and capital campaigns.

### **6.0 Maintenance,**

Landlord, at its cost shall conduct preventive maintenance on furnaces/filters, lighting, fire extinguishers, clean gutters bi-annually and provide grass cutting, tree pruning, leaves removal (or mulching), and snow removal services as needed. Tenant, at its cost shall provide cleaning services, garbage and recycling, litter control, maintain flower gardens, and practice good housekeeping.

Pesticide application on the building perimeter shall be performed bi-annually, and the cost shall be shared equally between the Landlord and Tenant.

### **7. Insurance.**

A. If the Leased Premises or any other part of the building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, Tenant shall be responsible for the costs of repair not covered by insurance.

Landlord shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable fixtures, and all collections currently on loan to the Tenant located in the Leased Premises. Tenant shall provide Landlord with current Certificates of Insurance evidencing any coverage.

B. Tenant and Landlord shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each on or in the Leased Premises with the premiums thereon fully paid on or before due date, issued by and binding upon an insurance company, such insurance to afford minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Landlord that a policy is due to expire at least (10) days prior to such expiration. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building. The Tenant shall, at its cost, maintain a policy of insurance covering actions of the Society's Executive Committee and Board of Directors.

## **8. Utilities.**

Tenant shall pay all charges for water and sewer and shall reimburse the Landlord for the monthly telephone service fee. Tenant shall reimburse the Landlord for any telephone and IT service repairs (internet and network) necessitated by and resulting from any act of negligence or misuse of same by Tenant or Tenant's agents.

A. Landlord shall pay all charges for internet, electricity, gas, and IT services related building operation.

## **9. Security.**

Landlord shall at its cost, provide for and maintain the current. The annual monitoring fee shall be shared equally between the Tenant and Landlord. Any future upgrades to the current system will be equally shared between and must be mutually agreed upon by the Tenant and Landlord. Landlord at its cost, shall maintain and inspect fire suppression

and alarm systems. All village employees and contractors must follow the current visitors log in policy.

#### **10. Signs.**

Following Landlord's consent, Tenant shall have the right to place on the Leased Premises, at locations selected by Tenant, any signs which are permitted by applicable zoning ordinances and private restrictions and the Village Sign Code. Landlord may refuse consent to any proposed signage that is in Landlord's opinion too large, deceptive, unattractive or otherwise inconsistent with or inappropriate to the Leased Premise. Tenant shall repair all damage to the Leased Premises resulting from the removal of signs installed by Tenant.

#### **11. Entry.**

Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Leased Premises.

#### **12. Parking.**

During the term of this Lease, Tenant shall have the non-exclusive use in common with Landlord, their guests and invitees, of the non-reserved common automobile parking areas, driveways, and footways, subject to rules and regulations for the use thereof as prescribed from time to time by Landlord. Landlord reserves the right to designate parking areas on the Leased Premises or in reasonable proximity thereto, for Tenants and employees.

#### **13. Default.**

If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for fifteen (15) days after written notice thereof shall have been given to Tenant by Landlord, or if material default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof in writing to Tenant by Landlord without reasonable diligence towards correcting or effectuating correction thereof, then Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention and prescribing a time period, not less than sixty (60) days from such notice, in which possession of the Leased Premises shall be surrendered. If Tenant shall fail to surrender such premises, Landlord's sole remedy shall be an eviction action pursuant to Wis. Stat. §§ 799.40 – 799.45 (2023), subject to the mediation requirement set forth in Sec. 21, below. Landlord and Tenant shall have any other right or remedy available to either on account of any Landlord or Tenant default, either in law or equity, to the extent such right or remedy is not superseded by or otherwise inconsistent with the provisions hereof. Landlord shall use reasonable efforts to mitigate its damages. Landlord and Tenant agree that Wis. Stat. 704.27 (2023) concerning "twice rental value" holdover damages, shall not apply to the tenancy hereunder.

**14. Condemnation.**

If any legally, constituted authority condemns the Building or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

**15. Notice.**

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord to: ATTN: Acting Village Administrator  
440 River Crest Court, Mukwonago WI

If to Tenant to: ATTN: Acting Mukwonago Historical Society President  
P.O. Box 392, Mukwonago, WI, 53149

With simultaneous copy by email to: email addresses of the Acting President and Acting Treasurer of the Society at the time of such notice, as designated from time-to-time.

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

**16. Headings.**

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

**17. Successors.**

The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

**18. Compliance with Law.**

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

**19. Final Agreement.**

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

**20. Governing Law.**

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year as reflected in the first paragraph herein.

ON BEHALF OF OWNER/LANDLORD VILLAGE OF MUKWONAGO:

---

Fred Winchowky, Village President, Board of Trustees  
Village of Mukwonago

ON BEHALF OF TENANT, MUKWONAGO HISTORICAL AND MUSEUM SOCIETY:

---

Henry Hecker, President, Board of Trustees,  
Mukwonago Historical Society



Exhibit A  
LEASED PREMISES

Parcel 1:  
Tax Key: MUKV1976095  
Approximate Acres: 0.502

Parcel 2:  
Tax Key: MUKV1976100  
Approximate Acres: 0.088



Source: Waukesha County GIS Map; Retrieved 11/13/23.

Form  
AT-106

## Original Alcohol Beverage License Application

FOR CLERKS ONLY

Municipality

License Period

### License(s) Requested

- ☐ Class "A" Beer ..... \$ \_\_\_\_\_ ☐ "Class A" Liquor ..... \$ \_\_\_\_\_
- ☒ Class "B" Beer ..... \$ \_\_\_\_\_ ☒ "Class B" Liquor ..... \$ \_\_\_\_\_
- ☐ "Class C" Wine ..... \$ \_\_\_\_\_ ☐ "Class A" Liquor (Cider Only) \$ \_\_\_\_\_
- ☒ Reserve "Class B" Liquor \$ \_\_\_\_\_ ☐ "Class B" (Wine Only) Winery \$ \_\_\_\_\_

License Fees	\$
Publication Fee	\$
Background Check	\$
<b>Total Fees</b>	<b>\$</b>

### Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

The Elegant Farmer, Inc.

2. Trade Name or DBA

The Elegant Cork

3. Premises Address

1545 Main Street

4. County

Walworth

5. Municipality

Mukwonago

6. Aldermanic District

7. Mailing Address (if different from premises address)

Same

8. EIN

9. Wisconsin Seller's Permit Number

456-0000 428 336-03

10. Premises Phone

(262) 363-6771

11. Premises Email

tinas@elegantfarmer.com

12. Entity Type (check one)

- ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

The Elegant Cork is a division of The Elegant Farmer located on the same property. The Elegant Cork has retail sales of wine, wine samples, flights of wine, wine by the glass, and sales of other merchandise.

The Elegant Cork is not a separate business.

The Elegant Farmer and Elegant Cork to include all buildings and area @ 1545 Main Street and 1541 Main Street Mukwonago, WI 53149 Mukwonago, WI 53149

### Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate ..... ☐ Yes ☒ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ..... ☒ Yes ☐ No  
If yes, please explain using the space below. Attach additional sheets if necessary.

\* Regarding questions #1, must the owners submit a certificate for the Responsible Server Training Course or is that just for employees?



**Part C: For Corporate/LLC Applicants Only**

1. State of Registration

Wisconsin

2. Date of Registration

3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors . . . . . ☐ Yes ☒ No

Name of Parent Company

FEIN of Parent Company

4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No  
If yes, please explain using the space below. Attach additional sheets if necessary.

5. Agent's Last Name

Agent's First Name

Phone

**Part D: Individual Information**

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone

**Part E: Attestation**

Who must sign this application?

• sole proprietor      • one general partner of a partnership      • one corporate officer      • one managing member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature

Date

Name (Last, First, M.I.)

Schmidt, Tina M

Title

Vice President, Elegant Farmer Inc

Email

tinas@elegantfarmer.com

Phone

**Part F: For Clerk Use Only**

Date application was filed with clerk

Date reported to governing body

Date provisional license issued (if applicable)

Date license granted

License number

Date license issued

Signature of Clerk/Deputy Clerk

**Part C: For Corporate/LLC Applicants Only**

1. State of Registration Wisconsin		2. Date of Registration
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Parent Company		FEIN of Parent Company
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name	Agent's First Name	Phone

**Part D: Individual Information**

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone

**Part E: Attestation**

Who must sign this application?

- sole proprietor      • one general partner of a partnership      • one corporate officer      • one managing member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Tina M. Schmidt</i>		Date 02/20/2024
Name (Last, First, M.I.) Schmidt, Tina M		
Title Vice President, Elegant Farmer Inc	Email tinas@elegantfarmer.com	Phone (262) 527-0721

**Part F: For Clerk Use Only**

Date application was filed with clerk	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		





WISCONSIN DEPARTMENT OF REVENUE  
PO BOX 8902  
MADISON, WI 53708-8902

**Contact Information:**

2135 RIMROCK RD PO BOX 8902  
MADISON, WI 53708-8902  
ph: 608-266-2776 fax: 608-264-6884  
email: DORBusinessTax@wisconsin.gov  
website: revenue.wi.gov

Letter ID L0341600784

ELEGANT FARMER INC.  
1545 MAIN ST  
MUKWONAGO WI 53149-1931

## Wisconsin Department of Revenue Seller's Permit

**Legal/real name:** ELEGANT FARMER INC.  
**Business name:** ELEGANT FARMER INC  
1545 MAIN ST  
MUKWONAGO WI 53149-1931

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-0000428336-03





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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer/member/manager of The Elegant Farmer, Inc.  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

(Trade Name)  
located at 1545 Main Street Mukwonago, WI 53149

appoints Tina Schmidt, Vice President, The Elegant Farmer

[REDACTED] 66

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

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

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

How long immediately prior to making this application has the applicant been a resident of this municipality? 56 years

Place of residence last year [REDACTED] 6

For: The Elegant Farmer, Inc.

By: Tina W. Schmidt  
(Name of Corporation / Organization / Limited Liability Company)  
(Signature of Officer / Member / Manager)

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

I, Tina W. Schmidt, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

Tina W. Schmidt 2/26/2024 Agent's age [REDACTED]

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

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

Approved on 02/28/2024 by [Signature] Title POLICE CHIEF  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



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**RESOLUTION 2024-12**

**A RESOLUTION TO APPOINT ELECTION INSPECTORS FOR  
THE 2024-2025 TERM IN THE VILLAGE OF MUKWONAGO**

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**WHEREAS**, Wisconsin State Statutes require the appointment of election inspectors; and

**WHEREAS**, the Village of Mukwonago appointed Election Inspectors at the end of their terms which expired on December 31, 2023; and

**WHEREAS**, new Election Inspectors have applied and begun their training journey with the Village and will require an appointment in order to work in the official capacity as Inspector; and

**WHEREAS**, the following individuals have indicated their willingness to serve the Village of Mukwonago in the capacity of Election Inspector, or have been appointed by a political party under Wis. Stats 7.30(4)(b).

**NOW THEREFORE BE IT RESOLVED**, the Village Board of the Village of Mukwonago hereby appoints the attached individuals as Election Inspectors for a two-year term which will expire December 31, 2025:

William Krohn  
Elizabeth Heitman  
James Parr  
Elaine Powers

Adopted this 20<sup>th</sup> day of March 2024.

By: \_\_\_\_\_  
Fred H. Winchowky, Village President

Attest: \_\_\_\_\_  
Diana Dykstra, Clerk-Treasurer

# THE DIRECTOR'S REPORT

JANUARY 2024

MUKWONAGO COMMUNITY LIBRARY

*from the desk of  
Abby Armour*

## NEWS YOU CAN USE

The new staff organization went into effect on January 1, 2024. The new roles will allow the Library to grow and be more flexible in response to the evolving needs of public libraries.

- Associate Directors help with daily management tasks, freeing me up to focus on Library Board initiatives and helping to avoid burnout
- Emphasis now placed on collection development - you will notice increased displays and reader engagement!
- User experience is now a central focus of one whole Team - we are reducing points of confusion
- Flexible staffing has already allowed us to make changes to scheduling of circulation and collection maintenance, getting books back on the shelves faster



**Emily Ceithamer**  
Associate Director of  
Collections & Programs

**Chris Stape** - Adult Services Librarian

**Jane DeAngelis** - Youth Services Librarian

**Nancy Aycock** - MetaSpace 511 Lead  
Innovator



**Cathryn Kim**  
Associate Director of  
Circulation & Customer Experience

**Maria Petrella** - Circulation Specialist

**Vicki Indermuehle** - Materials Specialist

**Eric Huemmer** - Outreach & Marketing  
Specialist



## STRATEGIC PLAN INITIATIVES

We have made big updates (for little cost) to the Library in alignment with the Strategic Plan. By reusing old furniture, upgrading existing fixtures, and utilizing square footage better, we have made the Library a more welcoming space. Some updates include:

- **Eliminate barriers to access** - increased brightness of lights in center and back of library, installed standing-height catalogs (custom built by your Director!) to replace awkward laptop stands, and added low-vision keyboards to all public computers
- **Improve ease of use** - created open and inviting browsing area for new books upon entry

## BY THE NUMBERS

24,267

Total 2024  
physical + digital  
circulation



20,090

physical item circulation  
this month

4,177

digital item circulation  
this month



231

community members  
used our rooms  
this month



1,376

new items added  
this month

8,265

Total 2024  
visits to the Library

116

new library cards  
this month

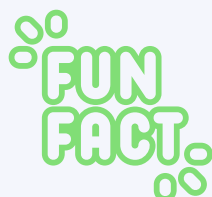


615

people attended  
programs this month

1,653

items picked up in the  
smart lockers



That's 8% of all physical  
item circulation in  
January!



## COLLABORATIONS

One of our Values as a library is collaboration, and we take pride in working with other organizations in the community to provide the maximum amount of services and resources for the least amount of cost.

Collaborations in January included:

- **Village of Mukwonago** - Clerk-Treasurer Diana Dykstra held a Voting Machine Open House on January 20 to provide citizens an opportunity to ask about elections and get comfortable with the voting machines.
- **AARP** - Each year we partner with AARP to bring trustworthy tax preparation for seniors into our community. Last year, AARP helped 309 people!

One 95-year-old patron makes a point of signing up to do taxes with her son every year. He pays for lunch.

*"I think it is so great that the library offers tax services. I make sure to mark it on my calendar every year."*

## THE DIRECTOR'S REPORT

Mukwonago Community Library  
January 2024



Look for a shelf talker to get a book recommendation – we've already put out 30!



## COLLECTIONS & PROGRAMS TEAM

Emily Ceithamer, the new Associate Director of Collections and Programs, is on a mission to make it easier for Library users to find a good book. "I put myself in the place of the patron, and I think about how I find something new to read," she explained. "I'm inspired by how book stores use displays and shelf talkers to help customers find something they are interested in. So I'm doing that here!"

When you visit the library, you will already see some of these changes. Let us know if it helps you find your next great read!

- **Shelf Talkers** - Look for hanging signs on the shelves with book recommendations from our book clubs, patrons, and staff. Then submit your own recommendation!
- **Staff Picks** - Librarians know all the best books...and now you can get their recommendations any time! Check out the new, permanent "Staff Picks" display in the adult fiction section.

## CIRCULATION & CUSTOMER EXPERIENCE TEAM

Cathryn Kim, the New Associate Director of Circulation and Customer Experience, is building her newly-formed team from scratch. "This is an innovative approach, but it makes sense. The Circulation Desk sees the most visitors and touches every item in the Library, so it's nice to have circulation and materials processing working more closely together. And it will be great to have outreach and marketing working with us to determine if we are communicating clearly with the public and who we are - or aren't - reaching in the community."

The Team has already dug in:

- **The Thingery** - We began to examine the amount of time and skill needed to circulate and maintain The Thingery, a goal of the Strategic Plan. Emily and Vicki are working closely together to examine circulation statistics and determine the labor and monetary costs associated with each item.
- **Scheduling** - The new role of the Public Service Associates makes scheduling more flexible. Cathryn and Maria are working on our new platform, Sling, to make a schedule based on traffic and usage.



our book drop the day after we had to close for the winter storm – over 950 returns!

### THE DIRECTOR'S REPORT

Mukwonago Community Library  
January 2024

## THE BIG PICTURE

We are part of a nationwide library community. One of the most important awards ceremonies for books occurs in January: the American Library Association's (ALA) Youth Media Awards. These recognize the best books and authors of the previous year and provide a benchmark as to what is a high quality book.

**The three biggest awards: Newbery for best juvenile literature, Caldecott for best illustrations, and Printz for best young adult literature**



Newbery • Caldecott Medal • Printz Award

**Use this information!** Next time someone asks for a good book for their child, point them to the Youth Media Awards! Jane DeAngelis, our Youth Services Librarian, puts out displays in celebration of the newest winners (and always buys all of them!) or grab a brochure at the Youth Desk.

**Scan the QR code to get the full list of award winners on the ALA website**

*Happy reading!*



## GRUTZMACHER COLLECTION

### New NAGPRA Regulations

New regulations have not been issued in 8 years. Some significant updates that impact the library include:

- Duty of care - cannot display NAGPRA eligible items without prior consent of Tribes
- Deference to traditional knowledge of Tribes
- New documentation standards

I attended an informational seminar by Bernstein & Associates on February 1 to learn more. The regulations will affect what we loan and display.

### What is the difference between law and regulation?

Laws are passed by both branches of Congress and signed by the President. Laws establish requirements or prohibitions. The federal law for NAGPRA (25 USC 32) has not changed.

Regulations are published by executive branch agencies to clarify their interpretation of a law and how a law will be implemented.



**Scan the QR code to read the new NAGPRA regulations**

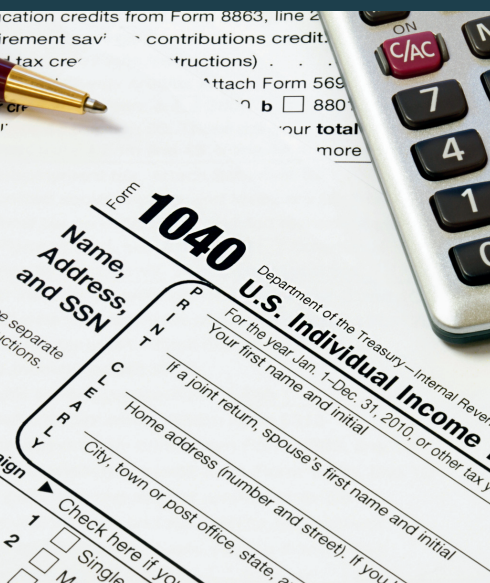
### Loaned Items at Red Brick Museum

A change in scheduling means the items on loan to MHMS will now be packed up by Driftless Pathways starting on February 5. All items will be stored on-site (and off display) until the Library Board decides next steps.



# SHELF LIFE

Mukwonago Community Library Newsletter



## AARP Tax-Aide is Now Open

**MAKE AN APPOINTMENT TODAY**

We are happy to welcome back the AARP volunteers with the much-appreciated AARP Tax-Aide program. AARP will be at the Library on Mondays from February 5 to April 8 with time slots between 9 am-1:30 pm. Register for your appointment today by stopping into the Library, calling (262) 363-6411, or scheduling through the link on our Tax Resources page on our website: [www.mukwonagolibrary.org/tax-resources-aarp-appointments-2024/](http://www.mukwonagolibrary.org/tax-resources-aarp-appointments-2024/)

### Important Information regarding AARP Tax-Aide appointments:

- AARP will NOT accept walk-in appointments. You must register in advance.
- There will NOT be a waitlist.
- It is your responsibility to reschedule missed appointments.
- Once you have registered, stop by the Library for the AARP Tax Intake Form to fill out prior to your appointment, or print this form from our website.



Scan this code on your smart device

**AARP Foundation**  
**TAX-AIDE**  
Free tax assistance for those who need it most



## Need Tax Forms?

If you're looking for state and federal tax forms, we should be receiving forms within the next month. While Library staff cannot offer assistance with filing or answer tax-related questions, we can help you get set up at a public computer to access online tax resources or help you print any tax forms that are not on our shelf.



# Note From The Director

NEW EXPERIENCES, NEW IDEAS



*Abby R. Armour*  
Abby Armour, Director

During 2023, the Library Board and I worked hard to develop a staffing organization that would address the needs of the evolving Library. Starting with a time study last February, I gathered data including conducting a wage study and compiling information from the state to produce a new organizational chart, new job descriptions, and wage ranges in alignment with the current market. On January 1, 2024 it all went into effect.

The new organization is structured on the two major aspects of modern librarianship: educational opportunities and user experience. Two Associate Directors were appointed to head up these Teams and help me with managing our 20+ employees. Please help me welcome our new Teams!



**Emily Ceithamer**  
Associate Director of  
Collections & Programs



**Cathryn Kim**  
Associate Director of  
Circulation & Customer Experience

**Chris Stape** - Adult Services Librarian  
**Jane DeAngelis** - Youth Services Librarian  
**Nancy Aycock** - MetaSpace 511 Lead Innovator

**Maria Petrella** - Circulation Specialist  
**Vicki Indermuehle** - Materials Specialist  
**Eric Huemmer** - Outreach & Marketing Specialist

## Grutzmacher Collection

FAQS CONTINUED FROM LAST MONTH

### What is a “repatriation”?

When a Tribe has determined that an item belongs to them, they submit a Request for Repatriation. Returning an item to its rightful Tribe is called a “repatriation” because the item is being returned to its originating nation governed by Tribal sovereignty. The Request gets published in the Federal Register and, if no other Tribe lays claim in 30 days, legal control reverts to the requesting Tribe. It may take years to physically get the item to the Tribe. The Library has repatriated 1 item so far, to Wilton Rancheria in California, and is working with the Tribe to return the item to its home.

### How long does the Library have to comply with NAGPRA?

Native American Tribes do not have a time limit to contact the Library with questions or requests for consultation about items in the Grutzmacher Collection. The Library Board has consciously committed future staff time and resources to ensure compliance and that the Library can quickly respond to any communication from Tribes. The Library eagerly looks forward to consulting with Tribes to not only ensure they can quickly and safely repatriate any items of cultural significance, but to also learn more about the items under its control and discover how to share the rich cultural heritage of the Tribes with the Mukwonago community.

### Are there future plans for the Grutzmacher Collection?

The Library Board of Trustees has consciously and solemnly accepted responsibility as owners of this Collection. We are constantly learning about how we can be better stewards of this Collection and fulfill our duties to the local, Tribal, and education communities. The Library Board has worked with experts to craft a Grutzmacher Collection Policy, legal forms, and loan agreements to establish a clear mission and transparent procedures for handling the Collection. In July 2023 an expert was hired to conduct an archaeological assessment to identify any reproductions or previously unidentified NAGPRA eligible items. The Library is committed to continuing to work with its community partners to ensure the Collection is widely accessible for educational and historical purposes.

**Want to learn more?** Read all the FAQs on our website: [www.mukwonagolibrary.org/grutzmacher-collection](http://www.mukwonagolibrary.org/grutzmacher-collection)

Most items in the  
Collection are not from  
local Tribes. We frequently  
work with California Tribes.



**Wilton  
Rancheria**

# Featured Database: Newspapers.com

FREE WITH YOUR CAFÉ LIBRARY CARD

*"The largest online newspaper archive, established in 2012. Used by millions for genealogy and family history, historical research, crime investigations, journalism, and entertainment. Search for obituaries, marriage announcements, birth announcements, social pages, national and local news articles, sports, advertisements, entertainment, fashion and lifestyle pages, comics, and more. Everything you'd expect in the paper—and maybe something you didn't!"* (taken from [www.newspapers.com](http://www.newspapers.com))

Newspapers.com is completely free when using your Café library card. Begin your search at the Library or from the comfort of home!



Scan the code below on your smart device or visit our website to get started: [bridgeslibrarysystem.org/library-resources/digital-tools/research/](http://bridgeslibrarysystem.org/library-resources/digital-tools/research/), then select Newspapers.



## Volunteer!



Friends of the Library

We are continually looking for enthusiastic new faces with fresh ideas for fundraising and promotional concepts. We invite you to support your library by joining us!

**Thursday,  
January 18  
1:30-3:30 pm**

## Purple Springs Library Memory Project MEMORY CAFÉ

Each month, one of four local libraries hosts the Memory Café which offers a free, informal social gathering for those living with early-stage memory loss and their care partner. The Memory Café rotates between four libraries in order to offer access to those who have difficulty traveling. Join us at Alice Baker Library in Eagle, WI on Wednesday, February 8 from 1:30-3:30 pm for some Valentine's Day fun! Watch for a new theme every month.

Please register online at [librarymemoryproject.org/events](http://librarymemoryproject.org/events)  
For questions or to register by phone, please call: Alli Chase (262) 594-2800

In Partnership with: Alice Baker Public Library, Mukwonago Community Library, Muskego Public Library, New Berlin Public Library, Bridges Library System, Alzheimer's Association, and Aging & Disability Resource Center of Waukesha County.



PurpleSpringsLibrary  
MEMORY PROJECT



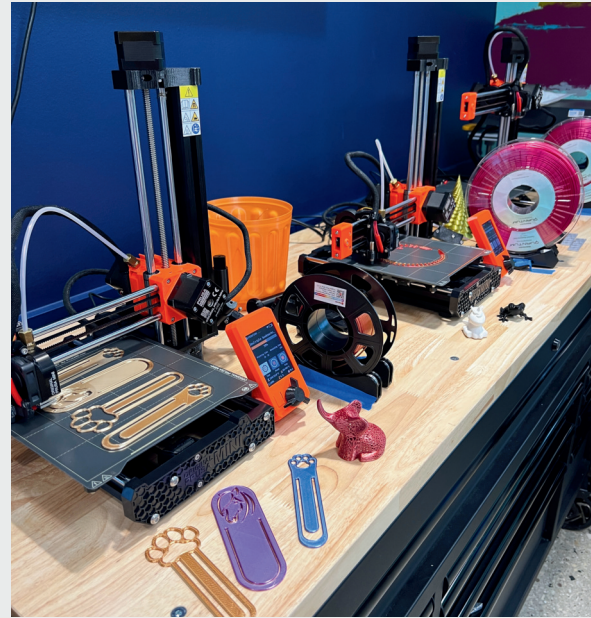


## A Makerspace for the Whole Community

### New Year, New Opportunities

#### TRY OUT OUR NEW EQUIPMENT IN 2024

MetaSpace 511 has three new 3D Prusa Mini+ Printers that became operational in December. “The Original Prusa MINI+ is a smart, compact and fast 3D printing workhorse, equipped with all the bells and whistles you’ve come to expect from an Original Prusa 3D printer.” (taken from [www.prusa3d.com](http://www.prusa3d.com)). The 3D printers came partially assembled, so Lead Innovator Nancy and Innovator in Residence Intern Jack spent a little time completing the assembly and then testing the machines. These 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. The Prusa 3D printers are also open-source which means that “the design files, software code, and documentation for the 3D printer are freely accessible, allowing individuals to study, modify, and distribute the designs. Open source 3D printers promote collaboration, innovation, and the sharing of knowledge within the 3D printing community.” (taken from [www.quora.com](http://www.quora.com))



Innovator in Residence Intern Cameron’s fall semester internship is now complete. Cameron did so great helping children and adults in programs and shared their creative knowledge and excitement. We’re so glad for the opportunity to work together. Cameron will be joining us periodically in the New Year, helping with our Teen Advisory Board and in MetaSpace 511 making things!



MetaSpace 511 was busy while open throughout December 2023 with makerspace appointments for the laser machine (which was running non-stop), 3D printers, Cricut Maker, sublimation printing, programs, tours, Open Maker Hours and more. We were happy to see so many repeat patrons as well as new ones making so many creative projects.

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. Look for classes coming up for the new 3D and sublimation printers.



Have a question for the MetaSpace 511 crew?

Call (262) 363-6411 ext. 4111, or email: [metaspace511@mukwonagolibrary.org](mailto:metaspace511@mukwonagolibrary.org)

## NEW THIS MONTH

Our newly added P3 International P4460 Kill-A-Watt EZ Electricity Usage Monitor provides an easy way to calculate how much electricity equipment, devices, and appliances use in your home. The monitor can be programmed with your local utility rate and will forecast how much it will cost to operate each device by hour, day, week, month, or year. Simply plug it into a wall socket and then plug in your appliances or devices to assess how efficient they really are.



How much does it really cost to make coffee at home?

**NEW!**



## Winter Exploration

ENJOY THESE LOCAL ATTRACTIONS FOR FREE

As we get into the swing of winter weather, stop by the Library and borrow one of our Explore Passes to several thrilling local attractions! **'Thank you'** to the Friends of the Library who have purchased these great passes through their fundraising efforts!



### Milwaukee County Zoo

Loan time: 3 days

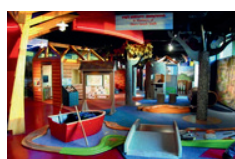
Access for: 8 people, 1 vehicle



### Milwaukee Art Museum

Loan time: 3 days

Access for: 4 adults; children 17 and under are free



### Betty Brinn Children's Museum

Loan time: 3 days

Access for: 6 people, discounted parking



### Schlitz Audubon Nature Center

Loan time: 3 days

Access for: 2 adults and any children ages 17 and under are free



### Mitchell Park Domes

Loan time: 3 days

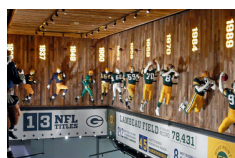
Access for: 1 adult and 3 guests



### Horwitz-DeRemer Planetarium

Loan time: 7 days

Access for: 6 people in the same household



### Green Bay Packer Hall of Fame

Loan time: 3 days

Access for: 2 adults and 3 children



# Winter Reading Challenge

**THERE'S STILL TIME TO REGISTER!**

Children and teens ages 0-17 are invited to join our Are You Yeti To Read? Winter Reading Challenge which is going on now. Register today through the Beanstack app, by scanning this code, or online at [mukwonagolibrary.beanstack.org](http://mukwonagolibrary.beanstack.org).



Be sure to log your reading minutes for a chance to win one of four amazing prizes! The reading challenge ends on Wednesday, January 31.



## LEGO Clubs

**FOR CHILDREN AND TEENS AGES 7-18**

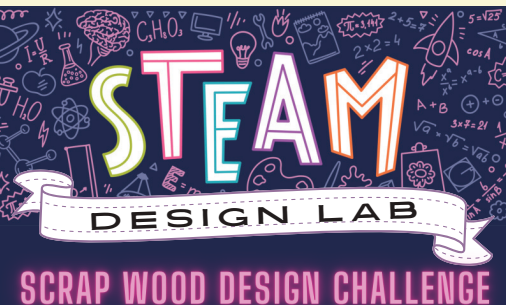
Join us every other Wednesday beginning January 31 for LEGO Club. 3-4 pm is open to teens ages 13-18 and 4-5 pm is open to children ages 7-12. Youth of all abilities are invited to participate! Register on our website or scan this code today!



**WED. JAN 17  
5-6 PM**



Registration is open to children ages 8-12



## Contact Us!

Mukwonago Community Library  
511 Division Street  
Mukwonago, WI 53149  
262-363-6411

Director: Abby Armour

Email: [info@mukwonagolibrary.org](mailto:info@mukwonagolibrary.org)



# Just For Kids!

## Can You Find Them All?

**THE HUNT IS ON**

Miss Jane has hidden several adorable yetis around the Children's Area and we need your help to find them! Complete your scavenger hunt entry sheet and select a FREE book from the Prize Book Collection. This game ends Wednesday, January 31.



## Name the Aussie Animals

**WIN A SQUISHMALLOW!**

Miss Jane has posted images of some great Australian animals and wants your help to name them all! On your next visit to the Library, work individually or together with your family to complete your entry form for a chance to win this adorable mini koala Squishmallow! This contest ends Wednesday, January 31.



## Follow us!



Monday - Thursday 9 am - 8 pm  
Friday 9 am - 6 pm  
Saturday 9 am - 4 pm

[www.mukwonagolibrary.org](http://www.mukwonagolibrary.org)



## Agenda Item Cover Report

<b>Date:</b>	<b>Committee/Board:</b>
<b>Submitted by:</b>	<b>Department:</b>
<b>Date of Committee Action:</b>	<b>Date of Village Board Action:</b>

<b>Subject:</b>
<b>Executive Summary:</b>
<b>Fiscal Impact:</b>
<b>Executive Recommendation/Action:</b>

☐ Attachments Included



# Village of Mukwonago Police Department

627 S. Rochester Street – Mukwonago, Wisconsin 53149

(262) 363-6435 Office (262) 363-6438 Fax (262) 363-6453 Hearing Impaired

**DANIEL J. STREIT, CHIEF OF POLICE**

February 25, 2024

Trustee Ken Johnson,

Officer Kubiak was promoted to Lieutenant in February 2022. When he was an officer and a member of the police officer's bargaining unit, he took advantage of the tuition reimbursement program whereby the village paid his tuition for his bachelor's degree. He received \$1500 per year educational incentive pay that was then recouped by the village for monies advanced to Officer Kubiak to further his education. This is per the attached article 6 of the officers' collective bargaining agreement (CBA).

When Officer Kubiak was promoted out of the police association, he stopped receiving educational incentive pay. He currently has a balance of \$13,235.53 in outstanding tuition. Before his promotion, I drafted a letter to Personnel Committee Chair Darlene Johnson that I first sent to Administrator Schnook for his review. Apparently this issue slipped through the cracks and was never resolved.

The officers' CBA addresses what happens if a member of the bargaining unit leaves employment while owing monies to the village. Neither the CBA nor the employee handbook address what happens when an employee is promoted out of the bargaining unit. This has not happened before, so we have never addressed this issue. In the past, officers and sergeants remained in the bargaining unit long enough to pay the village back before they were promoted to Lieutenant.

I believe asking Officer Kubiak to pay the village back out-of-pocket for the remainder of the monies advanced to him is counterproductive to the purpose of the educational incentive plan. It would discourage other officers from taking advantage of the plan.

To remedy this situation, I propose that we credit \$2500 towards Lt. Kubiak's debt for each year he remains employed the Village of Mukwonago Police Department. If he leaves employment before his debt is completely eliminated, he will need to make arrangements with the village to pay back any remaining balance. I spoke with Finance Director Doherty regarding this matter and she agrees with this resolution. Language similar to this should be added to the employee handbook next time we make changes so we don't have to address this situation again.

Sincerely,

Daniel J. Streit

Chief of Police

Up to two (2) weeks of vacations may be taken in one (1) day blocks with the remainder taken in one (1) week blocks. A one day block shall consist of eight and one-quarter (8 1/4) hours, and a one week block shall consist of five days. Choice of vacation dates shall be granted whenever practical, but the operating requirements of the Village, as determined by the Chief of Police, shall prevail. Where more employees than can be spared request a particular period, preferences will be in order of seniority.

## **ARTICLE 6**

### **PAY INCENTIVE PLAN**

Any member of the Mukwonago Police Department may enroll in an educational program leading to an associate, bachelor's or masters' degree in any of the following: Police Science, Criminal Justice, Sociology, Psychology or Political Science or other Police-related field, including courses related to the Administration of these police related fields. Before commencing with course work, the Police Chief must approve the course work and he in turn must notify the Police Commission. In the event the officer has at least fifteen (15) credits before commencing course work previously approved by the Chief, the Village will advance monies for tuition costs for bargaining members. Books will be the responsibility of the member. The officer will not be eligible to receive an incentive payment while advanced monies are owed by an officer. Instead, the Village shall apply what would otherwise be paid to the officer against their balance for advanced tuition, until such amount is paid back in full. The bargaining unit member is limited to an advance covering one (1) course (four (4) hours or less per course per semester). The bargaining unit as a whole shall not receive an advance or tuition reimbursement in excess of \$11,000.00 per calendar year. Four times per year, the Village will calculate the total amount of advanced monies provided to the bargaining unit as a whole to



determine if the \$11,000 cap has been reached or if funds are available for an officer to receive an advance in tuition costs. This \$11,000 cap is meant to be a revolving cap and payments made by an officer will be applied to increase the funds available.

Any officer who terminates employment, while advanced monies are owed by the officer, agrees to make an arrangement to reimburse the Department for the remaining monies owed by the officer. If a payment arrangement is not agreed upon prior to the officer's last day of employment, the Department may withhold the full amount owing, but not to exceed the net amount of any unused vacation or holiday pay to be paid to the officer upon termination.

For employees hired prior to 3/1/95, credits earned and approved in the foregoing program will be compensated per annum, in the following manner:

	<b><u>15 Credits</u></b>	<b><u>30 Credits</u></b>	<b><u>45 Credits</u></b>	<b><u>60 Credits</u></b>	<b><u>BA</u></b>
Step 4	\$445.00	\$889.00	\$1,334.00	\$1,778.00	\$2,000.00
Step 3	\$426.68	\$853.38	\$1,280.06	\$1,706.76	\$1,900.00
Step 2	\$409.62	\$819.22	\$1,228.84	\$1,638.46	\$1,800.00
Step 1	\$393.24	\$786.48	\$1,179.70	\$1,572.94	\$1,700.00
Rookie	\$334.26	\$668.50	\$1,002.76	\$1,337.00	\$1,600.00

For employees hired after 3/1/95, credits earned and approved in the foregoing program will be compensated per annum, in the following manner:

<b><u>Associate s +15</u></b>	<b><u>Associate s +30</u></b>	<b><u>Associate s +45</u></b>	<b><u>Bachelors Degree</u></b>
\$700	\$800	\$900	\$1,500

All new officers on the Mukwonago Police Department, having previously enrolled, will have their credits evaluated by the Police Commission, who in turn will make a recommendation to the Personnel Committee of the Mukwonago Village Board.

## **ARTICLE 7**

### **GROUP LIFE INSURANCE**

The Village shall provide each full-time employee covered by this Agreement group life insurance under Wisconsin Employer's Group Insurance Basic Group Life Insurance Program subject to the following conditions:

- a. The Wisconsin Public Employer's Group Life Insurance/Basic Group Life Insurance shall be at no cost to the individual insured employee.
- b. Employees enrolled in the Basic Group Life Insurance may purchase at their own cost additional Group Life Insurance in a manner consistent with the Wisconsin Public Employer's Group Insurance Program.
- c. Employees enrolled in Basic Group Life Insurance may purchase at their own cost up to two (2) units of Spouse and Dependent Group Life Insurance in a manner consistent with the Wisconsin Public Employer's Group Life Program.

## **ARTICLE 8**

### **HOSPITALIZATION AND SURGICAL CARE INSURANCE**

The Village shall provide hospital and medical coverage insurance. The Village may, from time to time, change insurance carriers. Eligibility will be on the first day of the month following the date of employment.

Effective January 1, 2017, the Village will pay eighty-eight percent (88%) of the lowest Wisconsin Public Employers Group Health Insurance Plan (State Health Plan) in the Village's primary service area (Waukesha County). The employee shall pay the

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**RESOLUTION 2024-15**

**A RESOLUTION TO ADDRESS TUITION REIMBURSEMENT WHEN A  
POLICE OFFICER IS PROMOTED OUTSIDE THE POLICE ASSOCIATION**

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**WHEREAS**, it is in the best interest of the Village of Mukwonago to support and incentivize the continued employment of qualified personnel within the Village of Mukwonago Police Department; and

WHEREAS, Lt. Kubiak was promoted to a position outside of the police officers association on February 28, 2022, while still owing the Village of Mukwonago the sum of \$13,235.53 in advanced tuition; and

WHEREAS, the Village Board recognizes the value of retaining experienced and dedicated personnel within the Village of Mukwonago Police Department;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Mukwonago, Waukesha County, Wisconsin, as follows:

1. The Village Board hereby approves the forgiveness of \$2,500 of Lt. Kubiak's outstanding tuition debt annually for each year Lt. Kubiak remains employed with the Village of Mukwonago Police Department.
2. This debt forgiveness shall be retroactive to February 28, 2022.
3. This debt forgiveness policy shall apply to any future promoted non-union police employee in similar circumstances, should such a situation occur again.
4. This resolution shall be effective immediately upon passage and adoption.

**BE IT FURTHER RESOLVED**, that the Village Board of Trustees of the Village of Mukwonago hereby approves the above-forementioned documented action.

Adopted this 20<sup>th</sup> day of March 2024.

By: \_\_\_\_\_  
Fred H. Winchowky, Village President

Attest: \_\_\_\_\_  
Diana Dykstra, Clerk-Treasurer



## Agenda Item Cover Report

<b>Date:</b> 2-27-24	<b>Committee/Board:</b> Public Works
<b>Submitted by:</b> Wayne Castle	<b>Department:</b> Water Utility
<b>Date of Committee Action:</b> 3-6-24	<b>Date of Village Board Action:</b> 3-20-24

**Subject:** PFAS Litigation

### Executive Summary:

Currently Napoli Shkolnik Attorneys at Law is leading the case regarding Aqueous Film Forming Foams Products Liability Litigation (AFFF). AFFF is more commonly known to the public as PFAS. As you know, we discovered PFAS in one of our wells that has since been taken out of service. At the direction of the previous Administrator and the Village President I have been working to get the Village to be part of this litigation in hopes to recover some money for future treatment costs. I am bringing this to the Board to update them and to ask if they would like me to continue to proceed with recovering any damages that we can. Currently, there is an addendum to their fee they would like me to sign that I would like the Village Attorney to review and then sign and send back at the Village Board's direction.

**Fiscal Impact:** None

**Executive Recommendation/Action:** To have the Village Attorney review the attached addendum to Napoli Shkolnik's retainer and direct the Utilities Director to continue to try and recover damages in this litigation.

☒ **Attachments Included**

- PFAS\_Complex\_Litigation\_WDCLetterModificationofRetainer



**PAUL J. NAPOLI**

*Partner*

PNAPOLI@NSPRLAW.COM

February 15, 2024

Re: *In Re: Aqueous Film Forming Foams Products Liability Litigation*, MDL No. 2873 (D.S.C.),  
Proposed Revisions To Retainer Agreement

Dear Sir/Madam:

I hope this letter finds you well. I wanted to take the opportunity to explain how recent developments in the AFFF/PFAS litigation have impacted our attorney/client retainer agreement, to suggest certain clarifications to that agreement to avoid any future confusion or delay, and to seek your input and/or approval for these clarifications.

As you know from previous letters, I and the other Co-Leads in the MDL recently negotiated historic class settlements with 3M and Dupont. The Dupont agreement, which was recently approved by the Court, involves a lump sum payment of funds to the nationwide class of water providers. On the other hand, the 3M settlement (which is currently pending formal approval by the Court) involves a structured payment plan with 3M contributing funds over a period of ten years. While we would always prefer for settlement payments be made “up front,” in this case we agreed to 3M’s proposal to structure their payment of settlement funds over ten years in order to maximize the final recovery number. 3M likely could not have paid anywhere close to the actual proposed settlement sum as an “up front” payment as they simply don’t have enough assets on hand. This type of “pay-over-time” structure is less common in mass torts, though certainly not unprecedented. And as evidenced here serve certain benefits in very large settlements.

As we considered the somewhat unusual nature of the ten-year pay-over-time structure in the 3M agreement, we realized that our current retainer agreement with you does not address this type of settlement agreement. In effect, our retainer is silent as to how to issue funds from the settlement in a pay-over-time settlement agreement. To avoid any confusion, consternation, or dispute, we suggest supplementing/modifying our retainer agreement with language specifically addressing this situation. These proposed supplements/modifications will allow us to better align our agreement with the legal services our firm is providing to you. The proposed modifications to the retainer read as follows:

**CONTINGENCY FEE PAYMENT SCHEDULE:** As set forth above, the Client agrees to pay the Attorney a contingency fee for legal services rendered upon settlement or conclusion of the matter. If the payments to the Client are not a single lump payment but to be paid over a period of time i.e., “installment payments”, such Attorney Contingency Fees will be paid in full from the first installment, or installments paid by Defendant(s). If the initial payment is insufficient to fund the full amount of Attorney’s Fees due then in subsequent payments by the Defendant(s), any additional amounts recovered or received annually, the Attorney shall have the right to collect the agreed-upon contingency fee from those subsequent amounts recovered or received from the Defendant or any QSF administrator first. Irrespective of the method of payment i.e., lump sum or installment, the amount of Attorney Fees shall not exceed the contingency amount as set forth herein. To the extent this Amendment differs from the original retainer this Amendment shall control.

[End of Proposed Supplemental Agreement]

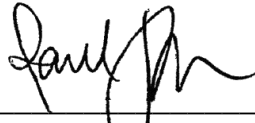
This proposed supplement will have no impact on our representation of you, and will not affect the amount of attorney’s fees you pay us in any way. Nor will it affect the handling of any funds received as part of any lump sum settlement agreements (such as the Dupont settlement). But it will allow us to quickly process funds received under the 3M settlement and any future pay-over-time settlements, ensuring that you and we receive our respective portions of the funds without unnecessary delay. While you certainly need not agree to this supplement, not doing so will force us to hold any funds received under the 3M settlement pending a future agreement between us reached through negotiation, mediation, or arbitration as dictated by our retainer agreement. Accordingly if you find this language acceptable, we ask you to approve it to avoid future delays.

If you find these changes acceptable, please provide your written approval by signing below. If you have any questions, concerns or suggestions regarding the modifications or any other aspect of our legal representation, please do not hesitate to contact me.

Thank you once again for entrusting me and my firm with your legal representation. While the recent settlements are tremendously impactful, we recognize that there is still much more work to do in both securing the funds from the settlements, and pursuing settlements or judgment from other defendants and/or for other types of claims beyond the direct water provider claims in the pending settlements. Your continued confidence in my and my firm’s representation of your interests is greatly appreciated.

Regards,

**NAPOLI SHKOLNIK**



Paul J. Napoli, Esq.

By affixing my signature below, I hereby certify that the statements contained in this document accurately reflect the decisions I have made concerning the revisions to the retainer agreement for legal representation in *In Re: Aqueous Film Forming Foams Products Liability Litigation*, MDL No. 2873 (D.S.C.), and agree to the supplemental agreement above titled "CONTINGENCY FEE PAYMENT SCHEDULE".

\_\_\_\_\_  
Signature

Wayne Castle  
Print Name

\_\_\_\_\_  
Date



## Agenda Cover Report

<b>Date:</b> <b>2/26/24</b>	<b>Committee/Board:</b> <b>Public Works Committee</b>
<b>Submitted by:</b> <b>Ron Bittner</b>	<b>Department:</b> <b>Public Works</b>
<b>Date of Committee Action: 3/6/24</b>	<b>Date of Village Board Action: 3/20/24</b>

<b>Subject:</b> E-Cycle program contract with COM2.
<b>Executive Summary:</b> DPW would like to offer an electronics recycling service to village residents. The village will administer the program, determining event times and frequency. COM2 provides containers for storage and product removal after an event.
<b>Fiscal Impact:</b> COM2 does not charge for their services. They are funded by recycled material and subsidies from electronic manufacturers.
<b>Executive Recommendation/Action:</b> Recommend to approve the contract with COM2 for the removal and E-Cycle of electronics collected from village residents.

☐ **Attachments Included**



## **AGREEMENT FOR ELECTRONICS COLLECTION AND RECYCLING**

THIS AGREEMENT FOR ELECTRONICS COLLECTION AND RECYCLING (this "Agreement") is made and entered into as of \_\_\_\_\_, 2024, by and between the Village of Mukwonago ("Village") and COM2 Recycling Solutions, an Illinois limited liability company ("COM2").

### **RECITALS**

WHEREAS, the Village of Mukwonago is a Wisconsin Municipal corporation; and

WHEREAS, COM2 is an Illinois limited liability company engaged in the collection and processing of electronic wastes; and

WHEREAS, the Village agrees to allow COM2 to collect and process electronics from the Village's residents for electronic wastes with COM2 designated as a Collector of Program Material EEOL Products ("PMs") under the Wisconsin E-waste law, Wis. Stat. §§ 287.17(1)-(11) ("The Wisconsin E-Waste Law"); and

WHEREAS, the Village has contracted with COM2 annually to collect, accept, transport, and recycle Program Material under the Wisconsin E-Waste Law, beginning \_\_\_\_\_; and

WHEREAS, the Village and COM2 desire to enter into an agreement regarding the scope of residential electronics equipment collection and processing from designated collection locations, performed by COM2 for the Village residents, whereby residents can drop off electronics at a Village DPW facility, whereafter COM2 will retrieve those electronics from the DPW facility and dispose of them as required by law; and

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions herein contained, the parties agree as follows:

#### **1. Definitions**

1.1 As used in this Agreement, the following terms, when capitalized or not, shall have the meaning set forth below.

"Accepted Items" means PMs delivered by Member Community residents to a Permanent Site or a One-Day Event Site.

"Law" means statutes codified at WIS. STAT. §§ 287.17(1)-(11). seq., as may be amended from time to time.

"PMs" means Program Material from residents as defined in the Law and set forth on Schedule 1, which may be amended from time to time in accordance with the Law.

"Collection Services" means, collectively, the Permanent Site Collection Services.

"Containers" means a semi-trailer truck trailers and /or box truck.

DNR" means the Department of Natural Resources.

Member Community" or "Members" means, individually or collectively residents of the town and/or village.

"One-Day Event Site" means a Site that shall be available to residents to drop off Accepted Items only.

Permanent Site" means one of the locations for collection of Accepted Items from residents that shall be available on a scheduled basis, which the Village may amend from time to time.

"Promotional Materials" means a listing on the Village website, an e-list distribution, or such other form of promotion as determined by the Village.

"Term" shall have the meaning ascribed thereto in Section 4.

## **2. Responsibilities of COM2**

2.1 Except as otherwise specified herein, COM2 shall furnish personnel, labor, equipment, and vehicles necessary for the loading of all PMS electronics that were deposited by residents at the Village DPW site, for removal and disposal in accordance with applicable laws. This also includes the collection, packaging, transportation, and recycling of PM from residents of the Village.

2.2 COM2 shall register with the DNR as a Recycler and Collector as defined in the Law.

2.3 COM2 shall provide the following minimum levels of service for all One-Day Event Site collection dates scheduled for the Village DPW site: mutually agreed upon number of staff persons; collection truck (s); pallets, gaylords, and other supplies as needed or mutually agreed upon.

2.4 COM2 shall remove all accepted PM Items from the Event Site on the agreed day of collection unless alternate arrangements are made with the Village. If Accepted Items remain for removal from the Event Site after the day of the collection event, COM2 shall notify the Village primary contact by the next business day of the amount of Accepted Items remaining and the schedule for removal. If excess material is onsite, COM2 will collectively work with the Village to arrive at a mutually agreed upon solution for the removal of the material.

2.5 COM2 shall take title to, and risk of loss of, all Accepted Items upon picking up from Village DPW site. COM2 shall recycle, or cause to be recycled, all PM delivered by residents of Member Communities to be transported to and recycled at a facility licensed and permitted to lawfully receive the material in accordance with applicable federal, state, and local law. COM2 shall not be responsible for wear and tear of site or of vehicles transporting of PM

2.6 COM2 shall provide detailed weight reports by material category and by collection in accordance with reporting requirements of the Law.

2.7 COM2 shall provide the Village with a certificate of recycling for Items collected by COM2.

2.8 The current Public Works Director shall be the primary contact for COM2 throughout the contract term.

2.9 COM2 shall register with the DNR as a Collector (as defined in the Law) and provide information to the DNR, as may be required by the Law. COM2 shall maintain such registration in conformance with the Law and any applicable regulations. If the DNR compliance is not met, this Agreement will be considered annulled.

2.10 COM2 shall coordinate with Member Community staff to identify sufficient space for COM2 to perform the collection, packaging, and loading of Accepted Items at sites.

2.11 COM2 shall facilitate communication between COM2 and Member Community staff regarding time and location of delivery of trucks and supplies for sites in advance of the start of the event.

2.12 COM2 shall coordinate with Member Community staff regarding the posting of a list of Accepted Items and participation limits in accordance with the Law.

2.13 The Village DPW Director shall notify COM2 of any cancellation of Collection Services due to weather or other circumstances outside of the Village's or COM2's direct control as soon as practicable. In the event that notice of cancellation is not provided more than two (2) hours prior to COM2's scheduled arrival time.

### 3. Term of the Agreement

3.1 The initial term of this Agreement shall commence on \_\_\_\_\_, 2024 and end on \_\_\_\_\_, 2025, unless terminated earlier in accordance with this Agreement or extended in writing by mutual agreement of the parties.

3.2 The Agreement may be automatically annually renewed or otherwise amended by mutual agreement of the Parties. Notice of termination or renewal shall be given at least 30 days prior to the annual renewal date.

### 4. Indemnification

- 4.1 Each party to this Agreement shall be responsible to carry liability insurance protecting against any acts of negligence, or intentional acts, that may lead to liability as a result of performing under this Agreement.

5. Notice

5.1 Unless otherwise specified, any notices or communications required to be given to or served upon the Village- or COM2 shall be in writing and shall be delivered either by (i) certified mail, return receipt requested, postage prepaid, in the U.S. mail; (ii) a reputable messenger service or a nationally recognized overnight courier; (iii) personal delivery with receipt acknowledged in writing; or (iv) electronic delivery to the email address specified below. Either party shall have the right to change from time to time its mailing address, or email address. Until new addresses shall be given the parties' respective addresses shall be:

TO the Village of Mukwonago:

Entity Name: Village of Mukwonago  
Village Hall Address: 440 River Crest Ct., Mukwonago, WI 53149  
Attn: Ron Bittner (or Current DPW Director)  
Telephone Number: 262-363-6447  
Email Address: [rbittner@villageofmukwonago.gov](mailto:rbittner@villageofmukwonago.gov)

TO COM2:

COM2 Recycling Solutions  
500 Kehoe Blvd.  
Carol Stream, Illinois 60188  
Attn: Nabeel Hasan, CEO  
Tel: 630-653-2662 x 240  
Email: [Nabeel@COM2Recycling.com](mailto:Nabeel@COM2Recycling.com)

6. Miscellaneous.

6.1 COM2 represents and warrants that it is fully licensed under federal, state, and local law and regulations to collect, transport, store, and recycle Accepted Items. It further represents and warrants that it will perform the services to be provided under this Agreement in full conformity with all applicable federal, state, and local law and regulations.

6.2 COM2 shall not assign this Agreement or any part thereof without the prior written consent of the Village.

6.3 This Agreement and any questions concerning its validity, construction, or performance shall be governed by the laws of the State of Illinois.

6.4 COM2 shall act as an independent contractor. All personnel used by COM2 shall be employees of COM2. COM2 will pay all wages and appropriate expenses of said personnel, as well as employer's Federal, State and Social Security taxes, Federal and State Employment taxes and any other required personnel taxes.

6.5 The Village's failure to act with respect to a breach by COM2 does not waive the Village's right to act with respect to subsequent or similar breaches. The failure of the

Village to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

6.6 The provisions of this agreement shall survive the voluntary or involuntary termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives, effective as of the day and year first written above.

Accepted by the Village of Mukwonago this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Fred Winchowky, Village President

\_\_\_\_\_  
Diana Dykstra, Village Clerk

Accepted by COM2 this \_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_

\_\_\_\_\_  
Title of Authorized Representative

### **Schedule 1**

Acceptable items under Program Materials:

- Consumer computers (Desktop, laptop, netbook, and tablet)
- Consumer printers (desk-top style printers, printer-fax-copier-scanner combinations and 3-D printers)
- Consumer video display devices (televisions, computer monitors, e-readers)
- Computer peripherals (mice, keyboards, scanners, etc.)
- Fax machines
- DVD players
- VCR's
- Digital video players
- Cell Phones



## Agenda Item Cover Report

<b>Date:</b> 2-26-24	<b>Committee/Board:</b> Public Works
<b>Submitted by:</b> Wayne Castle	<b>Department:</b> Water and Wastewater Utilities
<b>Date of Committee Action:</b> 3-6-24	<b>Date of Village Board Action:</b> 3-20-24

**Subject:**  
Utilities Facilities Assessment

### Executive Summary:

The current Utilities Office/Garage is integrated into the Wastewater Treatment Facility located at 1200 Holz Parkway. The Treatment Plant and Garage facilities are located on 17.8-acres, but the East and South sides of the property are wetlands, limiting the development size to 5.5 acres. The Utilities Offices/Garage structure was built in 1981 and while the building is in good condition the space allowance and configuration is not supportive for staff and equipment operations. The Utilities would like to enlist the services of Barrientos Design & Consulting to prepare and present a facility assessment with expansion options. Mr. Barrientos specializes in DPW and Utilities facilities including all aspects of its daily operations. Assessments can provide information on current deficiencies and cost analysis for future maintenance needs on the existing structure. This is not a request for a new building, just the first step in planning for the future. Assessments also provide education on the needs of a utilities department and how an efficiently designed facility improves public services.

### Fiscal Impact:

Proposal amount of \$23,829. This item was budgeted for \$25,000 in our Capital Plan.

### Executive Recommendation/Action:

Approve the proposal from Barrientos Design and Consulting

### ☒ Attachments Included

- Mukwonago Utilities Garage Study Services Letter Barrientos
- Letter Agreement Std Terms and Conditions Barrientos 2023

December 19, 2023

Mr. Wayne Castle  
Utilities Manager  
Mukwonago Utilities Department  
440 River Crest Ct  
Mukwonago, WI 53149

**RE: UTILITIES GARAGE FACILITY ASSESSMENT & EXPANSION OPTIONS**  
**Architectural Services Letter**

Dear Wayne,

Barrientos Design & Consulting is pleased to present this proposal of architectural planning services for the development of a facility assessment and conceptual design for a redeveloped Mukwonago Utilities Office and Garage.

The current Utilities Office/Garage is integrated into the Wastewater Treatment Facility located at 1200 Holz Parkway. The Treatment Plant and Garage facilities are located on 17.8-acres, but the East and South sides of the property are wetlands, limiting the development size to 5.5 acres. The Holz site has four buildings of which the largest one is Utilities' Offices and Garage, while the other three are primarily house equipment.

The Utilities Offices/Garage structure was built in 1981 and while the building is in good condition the space allowance and configuration is not supportive for staff and equipment operations. The facility overall is lacking in employee parking, office space, proper crew quarters, garage parking, organized storage, a repair bay for preventative maintenance, a wash bay, updated security, and clear truck circulation routes.

In order to deal with the lack of Garage space, the Utilities Department stores field equipment and vehicles within Treatment Plant buildings not designed for this storage function. Other Utilities inventory overflow is kept at the various well locations throughout the Village, of which there are 10 parcels.

As the Village is anticipating further development and population growth, Utilities would now like to look at ahead and realign its Office/Garages facilities for the next 10 years and layout plans for either expansion at Holz or relocation to another site.

**SCOPE OF WORK**



The Mukwonago Utilities Department wishes to assess the building and site conditions of the Holz Pkwy Waste Water complex, identify optimal and future space needs, and generate options for expanding building and yard functions.

The first Task, Facility Conditions Assessment will identify the condition and repairs needed for the building and sitework at Holz Pkwy. In addition, this Assessment will identify code, safety, operational updates needed, and hindrances the facilities impose on effective operations. for the facility.

The second task, Facility Needs Program, will identify the building and site requirements for an efficient and modern Utilities garage. In addition, an Optimal Building and Yard plan will be developed to document the basis of further development.

The third task, Conceptual Planning, will involve creating plan options for additions, alternations, expansion and new construction both here at Holz Pkwy and at other Village parcels. With these, construction cost estimates and project development schedules will be developed.

All throughout this study process, we will inform and educate the Village on the industry's best practices and provide examples of other municipalities' approaches and solutions.

Specific tasks and deliverable for each of these Tasks are as follows:

#### **TASK 1 – FACILITY CONDITIONS ASSESSMENT**

1. Review existing drawings of the original building and recent renovations.
2. Create a base floor plan for planning and work identification purposes with a focus on the Office and Garage structure. The other three Treatment Plant building will be drawn up in a diagram form.
3. Collect site data and features including, driveways, paving, stormwater drainage, municipal services utilities, fencing, light poles, building services utilities, and vegetation.
4. Tour Utilities' structures and document their facility condition through photographs and plan notations.
5. Gather data on past renovation work and costs over the past ten years.
6. Identify major facility hinderances in executing daily functions.
7. Identify boundaries of building operations from water treatment functions. In plan form, indicate land areas available for any new building construction.
8. Write up a narrative of each building system identifying repairs, replacement, maintenance or compliance needs and their costs. This will cover the following building components will be reviewed:
  - Architectural enclosure
  - Structural systems

- HVAC systems
  - Plumbing systems
  - Electrical systems, and power
  - Fixed maintenance equipment
9. Review site facilities conditions and develop a narrative describing their current state and also their long-term repair needs. This will include:
    - Paving, drives, parking, lighting
    - Roadway condition and access
    - Stormwater management
    - Village utilities
    - Building services utilities
    - Wetlands, vegetation boundaries and soils types
    - Adjacent property uses, Zoning restrictions, Land Use Plans
  10. Prioritize and phase maintenance work over a ten-year schedule
  11. Develop a cost estimate of renovation items for the next 10 years.
  12. Identify areas that would most benefit from renovation and use, and then areas that would be good candidates for demolition, or for use as other Village functions.

## **Task 2 – FACILITIES NEEDS PROGRAM**

1. Conduct onsite interviews with key Utilities staff on the testing, meter repair, labs, SCADA monitoring, information display equipment, vehicle and equipment parking, parts storage, crew areas and administrative areas.
2. Intake facility data on, fleet composition, major fixed equipment, parts and bulk storage supervisors and staffing structure.
3. Tabulate existing square footage by room and function groups. Develop diagram plan of existing Garage Plan and note square footage.
4. Observe the flow of traffic, material, deliveries, testing, repairs and personnel. Document the sequence of operations events throughout the day. Recommend the best relationship the rooms should have to each other along with grouping into compatible zones. Also identify Yard function flow and relationships.
5. Create relationship diagrams that diagrammatically document the flow of operations and their adjacency requirements.
6. Assess the future growth of Utility's service functions along with fleet, equipment, storage and staffing changes. A percent increase in growth over the next ten years will be developed.
7. Develop an Optimal Room Tabulation Program that identifies the needed space and configuration for each room. Compare recommended square feet against existing square feet and identify percentage increases.
8. Create an Optimal floor plan that expresses the sizing, relationships and operational flow required for the Utilities

Office and Garage.

9. After review with Village staff, finalize the Optimal room program and building plan. Recommend minimal acreage and site development features needed for Optimal Plan
10. Document the Facility Needs Program report and review with the Village.

### **TASK 3 – CONCEPTUAL PLANNING**

1. Based on the Facility Needs Program, create Conceptual building and site plans Options for Utility's Office/Garage:
  - a. At Holz Pkwy, create additions to the existing Office/Garage for additional space and remodel existing facility.
  - b. At Holz Pkwy, demolish existing Garage and south Storage building. Redesign a whole new Office/Garage structure and yard layout as permissible with the Water Treatment adjacent.
  - c. At one new site, selected by the Village, develop a conceptual building and site plan for the Office/Garage facility
  - d. Conceptual floor and site plans will be diagrammatic in nature and indicate major room functions, parking stalls and yard facilities.
  - e. Assess site improvements needed in narrative form.
2. Review municipal zoning ordinances and identify restrictions affecting the Garage development.
3. Assess impact on utilities and roadways based on GIS data available.
4. Develop conceptual construction schedules and cost estimates for the development for each Option.
5. Identify the benefits and features of each Option and how these affect Utility's operational performance.
6. Provide reference material on current design standards for Utility Garages.
7. Submit Conceptual Design in report format and provide a presentation.
8. Over the three Tasks, Barrientos Design will provide up to four onsite meetings, including a final presentation.
9. Our services do not include additional site analysis and selection services.

### **SCHEDULE**

Barrientos Design will provide the above work over a four-month period. By the 3<sup>rd</sup> month, we will provide 90% report of our work, and in the last month conduct final reviews and edits.



**FEE**

Barrientos Design proposes a lump-sum of \$23,829 for the above scope of work. Reimbursement includes fees acquired for traveling to the site and printing for Village use.

For terms and conditions, we propose the attached Standard Terms and conditions

We look forward to Mukwonago's positive review of our proposal and to defining the future for your upgraded Utilities Garage.

Sincerely,

**BARRIENTOS DESIGN & CONSULTING, INC.**

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

Norman Barrientos, AIA, LEED  
President

APPROVED

**VILLAGE OF MUKWANAGO**

Wayne Castle  
Utilities Manager

Date

## **BARRIENTOS DESIGN & CONSULTING, INC., ARCHITECT**

### **CONTRACT TERMS AND CONDITIONS**

Performance of Services: Architect shall perform the services outlined in its proposal to Owner in consideration of the stated fee and payment terms.

1. **Billing and Payment:** Invoices for Architect's services shall be submitted to Owner on a monthly basis. Invoices shall be due and payable within 45 days from date of invoice. If any invoice is not paid within 45 days, Architect may, without waiving any claim or right against Owner, and without liability whatsoever to Owner, suspend or terminate the performance of services. Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance, or the maximum rate of interest permitted by law, if less. The amount of any excise, value added, gross receipts, or sales taxes that may be imposed on payments shall be added to Architect's compensation. No deductions or offsets shall be made from Architect's compensation or expenses on account of any setoffs or back charges.
2. **Access to Site:** Owner shall furnish right-of-entry on the project site for Architect and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. Architect will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.
3. **Location of Utilities:** Architect shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Architect in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information or instructions which have been furnished to Architect by the Owner. Nothing contained in this Agreement is intended as a waiver of the Owner to rely upon the immunities or limitations to liability as may be contained within Wisconsin Statutes §893.80 or other applicable law.
4. **Construction Review:** Architect does not accept responsibility for the design of a construction project unless the Architect's contract includes review of the contractor's shop drawings, product data, and other documents, and includes site visits during construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents.
5. **Construction Observation:** On request, Architect shall provide personnel to observe construction in order to ascertain that, in general, the work is being

performed in accordance with the construction contract documents. This construction observation shall not make Architect a guarantor of the contractor's work. The contractor shall continue to be responsible for the accuracy and adequacy of all construction performed. In accordance with generally accepted practice, the contractor will be solely responsible for the methods of construction, direction of personnel, control of machinery, and falsework, scaffolding, and other temporary construction aids. In addition, all matters related to safety in, on, or about the construction site shall be under the direction and control of the contractor and Architect shall have no responsibility in that regard. Architect shall not be required to verify any part of the work performed unless measurements, readings, and observations of that part of the construction are made by Architect's personnel.

6. **Hazardous Materials:** In the event that unanticipated potentially hazardous materials are encountered during the course of the project, Owner agrees to negotiate a revision to the scope of services, time schedule, fee, and contract terms and conditions. If a mutually satisfactory agreement cannot be reached between both parties, the contract shall be terminated and Owner agrees to pay Architect for all services rendered, including reasonable termination expenses.
7. **Insurance:** Architect shall maintain Workers' Compensation, General Liability, and Automobile Liability Insurance during its services for Owner. Architect shall furnish a Certificate of Insurance to Owner upon written request. Owner agrees that Architect shall not be liable or responsible to Owner for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.
8. **Opinions of Probable Costs:** Architect's opinions of probable project costs are made on the basis of Architect's experience, qualifications and judgment; but Architect cannot and does not guarantee that actual project costs will not vary from opinions of probable cost.
9. **Standard of Performance:** The standard of care for all professional services performed or furnished by Architect under this contract will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Architect does not make any warranty or guarantee, expressed or implied, nor is this contract subject to the provisions of any uniform commercial code. Similarly, Architect will not accept those terms and conditions offered by Owner in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

10. **Ownership of Documents:** All documents produced by Architect under this contract are instruments of Architect's professional service and shall remain the property of Architect and may not be used by Owner for any other purpose without the prior written consent of Architect.
11. **Independent Contractor:** It is understood and agreed that the Architect is an independent contractor for the performance of all services described within this Agreement.
12. **Assignment:** This Agreement and interests hereunder are not to be assigned.
13. **Use of Owner Name:** It is understood and agreed that the name of the Owner and the project title may not be used by the Architect or its agents in any promotional materials without prior approval of the Owner.
14. **Wisconsin Law:** This Agreement shall be governed by and construed with the laws of the State of Wisconsin.
15. **Complete Agreement:** This Agreement represents the entire of listing of the terms between the parties. This Agreement may be modified only in writing by an amendment signed by both parties.
16. **Endorsement:** By endorsing this Agreement both the Architect and the Owner indicate that each has the authority to bind to the terms of this Contract.





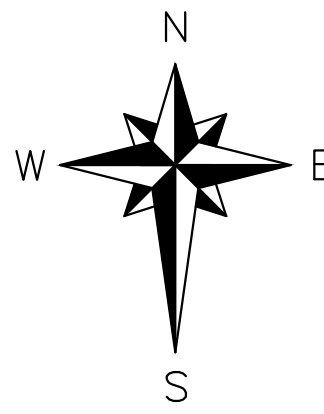
**EXHIBIT #1**

**ROCHESTER STREET RECONSTRUCTION & STREETSCAPING**

**VILLAGE OF MUKWONAGO  
WAUKESHA/ WALWORTH COUNTIES,  
WISCONSIN**

**LEGEND**

- PROPOSED ROAD RECONSTRUCTION
- PROPOSED STAMP CONCRETE
- PROPOSED TURF RESTORATION
- PROPOSED LANDSCAPE TREES



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SCALE IN FEET



## ESTIMATED CONSTRUCTION COST

### Rochester Street Utility Relay

#### Sanitary Sewer and Water Main Relay with Granular Backfill & Trench Patching

	Description	Unit	Quantity	Unit Price	Total
1	Mobilization	L.S.	1	\$220,000.00	\$220,000.00
2	Traffic control	L.S.	1	\$100,000.00	\$100,000.00
3	Inlet sediment guards, Type D	EA.	62	\$150.00	\$9,300.00
4	Full depth saw cutting	L.F.	17,000	\$3.00	\$51,000.00
5	12-inch sanitary sewer relay w/ granular backfill	L.F.	1,970	\$180.00	\$354,600.00
6	10-inch sanitary sewer relay w/ granular backfill	L.F.	12	\$180.00	\$2,160.00
7	8-inch sanitary sewer relay w/ granular backfill	L.F.	2,380	\$140.00	\$333,200.00
8	6-inch sanitary lateral	L.F.	2,035	\$132.00	\$268,620.00
9	48-inch sanitary sewer manhole	V.F.	183	\$280.00	\$51,240.00
10	Sanitary manhole internal/external seal replacement	EA.	18	\$850.00	\$15,300.00
11	Sanitary manhole frame and cover	EA.	18	\$1,500.00	\$27,000.00
12	4-inch rigid insulation	L.F.	680	\$22.00	\$14,960.00
13	12-inch water main relay w/ granular backfill	L.F.	5,840	\$176.00	\$1,027,840.00
14	8-inch water main relay w/ granular backfill	L.F.	735	\$160.00	\$117,600.00
15	6-inch water main relay w/ granular backfill	L.F.	59	\$160.00	\$9,440.00
16	6-inch hydrant lead w/ granular backfill	L.F.	211	\$104.00	\$21,944.00
17	12-inch water main vertical offset (if required)	EA.	2	\$10,500.00	\$21,000.00
18	12-inch water valve	EA.	42	\$5,000.00	\$210,000.00
19	8-inch water valve	EA.	14	\$2,800.00	\$39,200.00
20	Hydrant assembly w/ valve	EA.	14	\$9,200.00	\$128,800.00
21	1-1/4-inch tap, saddle and corporation valve	EA.	61	\$860.00	\$52,460.00
22	1-1/4-inch curb valve and box	EA.	61	\$740.00	\$45,140.00
23	1-1/4-inch water service	L.F.	2,170	\$104.00	\$225,680.00
24	Crushed aggregate base course	TON	10,000	\$18.00	\$180,000.00
25	Concrete curb and gutter replacement	L.F.	1,560	\$56.00	\$87,360.00
26	Asphaltic concrete binder course	TON	2,860	\$94.00	\$268,840.00
27	Asphaltic concrete surface course	TON	4,000	\$110.00	\$440,000.00
28	7-inch concrete approach/ driveway replacement	S.F.	445	\$13.00	\$5,785.00
29	Concrete sidewalk replacement	S.F.	8,100	\$12.00	\$97,200.00
30	Pavement marking, 4-inch yellow, paint	L.F.	7,620	\$1.50	\$11,430.00
31	Pavement marking, 4-inch white, paint	L.F.	540	\$1.50	\$810.00
32	Pavement marking, paint, 6-inch solid white crosswalk transverse line	L.F.	2,450	\$2.00	\$4,900.00
33	Pavement marking, paint, 18-inch solid white crosswalk ladder pattern	L.F.	264	\$15.00	\$3,960.00
34	Pavement marking, paint, 18-inch solid white stop bar	L.F.	170	\$15.00	\$2,550.00
35	Pavement marking, arrows type 2	EA.	6	\$250.00	\$1,500.00
36	Pavement marking, words	EA.	7	\$250.00	\$1,750.00
37	Topsoil, turf grass seed, fertilizer and hydromulch	S.Y.	1,000	\$8.00	\$8,000.00
<b>Total of All Bid Price</b>					<b>\$4,460,569.00</b>
Administration/ Legal Contingencies				0.2%	\$8,921.14
Engineering Contingencies				2.2%	\$98,132.52
Construction Contingencies				10.0%	\$446,056.90
Construction Administration Contingencies				5.6%	\$249,791.86
<b>Estimated Total Project Cost</b>					<b>\$5,263,471.42</b>

#### Project to Increase for Slurry Backfill

	Description	Unit	Quantity	Unit Price	Total
1	Sanitary sewer trench backfill	L.S.	1	\$270,000.00	\$270,000.00
2	Water main trench backfill	L.S.	1	\$270,000.00	\$270,000.00
<b>Total of All Bid Price</b>					<b>\$540,000.00</b>

## ESTIMATED CONSTRUCTION COST

### Rochester Street Utility Relay

#### Sanitary Sewer and Water Main Relay with Granular Backfill & Full Width Resurfacing

	Description	Unit	Quantity	Unit Price	Total
1	Mobilization	L.S.	1	\$220,000.00	\$220,000.00
2	Traffic control	L.S.	1	\$100,000.00	\$100,000.00
3	Inlet sediment guards, Type D	EA.	62	\$150.00	\$9,300.00
4	Full depth saw cutting	L.F.	17,000	\$3.00	\$51,000.00
5	12-inch sanitary sewer relay w/ granular backfill	L.F.	1,970	\$180.00	\$354,600.00
6	10-inch sanitary sewer relay w/ granular backfill	L.F.	12	\$180.00	\$2,160.00
7	8-inch sanitary sewer relay w/ granular backfill	L.F.	2,380	\$140.00	\$333,200.00
8	6-inch sanitary lateral	L.F.	2,035	\$132.00	\$268,620.00
9	48-inch sanitary sewer manhole	V.F.	183	\$280.00	\$51,240.00
10	Sanitary manhole internal/external seal replacement	EA.	18	\$850.00	\$15,300.00
11	Sanitary manhole frame and cover	EA.	18	\$1,500.00	\$27,000.00
12	4-inch rigid insulation	L.F.	680	\$22.00	\$14,960.00
13	12-inch water main relay w/ granular backfill	L.F.	5,840	\$176.00	\$1,027,840.00
14	8-inch water main relay w/ granular backfill	L.F.	735	\$160.00	\$117,600.00
15	6-inch water main relay w/ granular backfill	L.F.	59	\$160.00	\$9,440.00
16	6-inch hydrant lead w/ granular backfill	L.F.	211	\$104.00	\$21,944.00
17	12-inch water main vertical offset (if required)	EA.	2	\$10,500.00	\$21,000.00
18	12-inch water valve	EA.	42	\$5,000.00	\$210,000.00
19	8-inch water valve	EA.	14	\$2,800.00	\$39,200.00
20	Hydrant assembly w/ valve	EA.	14	\$9,200.00	\$128,800.00
21	1-1/4-inch tap, saddle and corporation valve	EA.	61	\$860.00	\$52,460.00
22	1-1/4-inch curb valve and box	EA.	61	\$740.00	\$45,140.00
23	1-1/4-inch water service	L.F.	2,170	\$104.00	\$225,680.00
24	Crushed aggregate base course	TON	10,000	\$18.00	\$180,000.00
25	Concrete curb and gutter replacement	L.F.	1,560	\$56.00	\$87,360.00
26	Mill and remove existing asphalt (1.75-inch)	S.Y.	31,000	\$3.00	\$93,000.00
27	Asphaltic concrete binder course	TON	2,860	\$94.00	\$268,840.00
28	Asphaltic concrete surface course	TON	5,320	\$110.00	\$585,200.00
29	7-inch concrete approach/ driveway replacement	S.F.	450	\$13.00	\$5,850.00
30	Concrete sidewalk replacement	S.F.	8,100	\$12.00	\$97,200.00
31	Pavement marking, 4-inch yellow, paint	L.F.	8,650	\$1.50	\$12,975.00
32	Pavement marking, 4-inch white, paint	L.F.	940	\$1.50	\$1,410.00
33	Pavement marking, paint, 6-inch solid white crosswalk transverse line	L.F.	2,450	\$2.00	\$4,900.00
34	Pavement marking, paint, 18-inch solid white crosswalk ladder pattern	L.F.	264	\$15.00	\$3,960.00
35	Pavement marking, paint, 18-inch solid white stop bar	L.F.	290	\$15.00	\$4,350.00
36	Pavement marking, arrows type 2	EA.	11	\$250.00	\$2,750.00
37	Pavement marking, words	EA.	8	\$250.00	\$2,000.00
38	Topsoil, turf grass seed, fertilizer and hydromulch	S.Y.	1,000	\$8.00	\$8,000.00
<b>Total of All Bid Price</b>					<b>\$4,704,279.00</b>
Administration/ Legal Contingencies				0.2%	\$9,408.56
Engineering Contingencies				2.2%	\$103,494.14
Construction Contingencies				10.0%	\$470,427.90
Construction Administration Contingencies				5.6%	\$263,439.62
<b>Estimated Total Project Cost</b>					<b>\$5,551,049.22</b>

#### Project to Increase for Slurry Backfill

	Description	Unit	Quantity	Unit Price	Total
1	Sanitary sewer trench backfill	L.S.	1	\$270,000.00	\$270,000.00
2	Water main trench backfill	L.S.	1	\$270,000.00	\$270,000.00
<b>Total of All Bid Price</b>					<b>\$540,000.00</b>

**ESTIMATED CONSTRUCTION COST**  
**Rochester Street Utility Relay**

**Sanitary Sewage Sump Crock & Pump Installation**

	Description	Unit	Quantity	Unit Price	Total
1	Mobilization	L.S.	1	\$4,250.00	\$4,250.00
2	Traffic control	L.S.	1	\$5,000.00	\$5,000.00
3	Full depth saw cutting	L.F.	125	\$3.00	\$375.00
4	Sanitary wastewater crock and grinder pump system	EA.	1	\$36,000.00	\$36,000.00
5	2-inch discharge piping installed through existing lateral	L.F.	50	\$40.00	\$2,000.00
6	Dedicated electrical circuit, wiring, and outlet assembly	EA.	1	\$1,000.00	\$1,000.00
7	Excavation, connection of discharge piping, lateral sealing, and slurry	EA.	1	\$16,000.00	\$16,000.00
8	6-inch asphalt trench patch	S.Y.	35	\$160.00	\$5,600.00
9	Concrete curb and gutter replacement	L.F.	12	\$80.00	\$960.00
10	Concrete sidewalk replacement	S.F.	200	\$12.00	\$2,400.00
11	Concrete porch replacement	S.F.	120	\$50.00	\$6,000.00
12	Warranty CCTV mainline inspections	EA.	1	\$1,300.00	\$1,300.00
13	Replacement of electrical panel if deemed necessary	EA.	1	\$3,800.00	\$3,800.00
<b>Total of All Bid Price</b>					<b>\$84,685.00</b>
Administration/ Legal Contingencies				2.0%	\$1,693.70
Engineering Contingencies				21.0%	\$17,783.85
Construction Contingencies				10.0%	\$8,468.50
Construction Administration Contingencies				22.0%	\$18,630.70
<b>Estimated Total Project Cost</b>					<b>\$131,261.75</b>