

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

**COMMITTEE OF THE WHOLE MEETING**  
**Wednesday, December 6, 2023**

Time: **5:30 pm**

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

**1. Call to Order**

**2. Roll Call**

**3. Comments from the Public**

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

**4. Approval of Minutes**

- 4.1 Minutes from Committee of the Whole Meeting of November 1, 2023  
[2023-11-01 DRAFT COW Minutes.docx](#)

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

*Discussion and action possible on the following items.*

- 5.1 Monthly Treasury Report and Revenue/Expenditure Guideline Report For October *(For information purposes only, no action required)*

[2023-10 October Treasury Report.pdf](#)

[2023-10 October Revenue & Expenditure Report.pdf](#)

- 5.2 Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$970,004.73.

[110623 VB AP Packet \(003\).pdf](#)

- 5.3 Discussion and possible recommendation on the Disallowance of Claim for sewer back up on September 29, 2023 at 221 N Rochester Street and 215 N Rochester Street as recommended by Statewide Services, Inc.

[Statewide Services Disallowance of Claim](#)

- 5.4 Discussion and possible recommendation on **Resolution 2023-72** A Resolution to approve the 2024 Annual Tax Increment Finance District (TID) Budgets.

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

*Discussion and action possible on the following items*

- 6.1 Discussion and possible recommendation on a Class "B"/"Class B" combination fermented malt beverage and reserve intoxicating liquor license for Crush Wine Bar and Craft Lounge application at 110 Main Street, Paul Kwiecien, Agent  
[Cover Report - Crush Wine Bar License.pdf](#)  
[Crush LLC Application\\_Redacted.pdf](#)
- 6.2 Discussion and possible recommendation on a Class "A" / "Class A" combination fermented malt beverage and intoxicating liquor license application for Quick On 83, at 201 Rochester Street, Naresh Gulati, Agent.  
[Cover Report - Quick on 83 License.pdf](#)  
[Quick on 83 Application\\_Redacted.pdf](#)
- 6.3 Discussion and possible recommendation on **RESOLUTION 2023-65** adopting Video Surveillance Policy.  
[RESOLUTION 2023-65 \(video surveillance policy\).pdf](#)  
[Policy - Video Surveillance Final 11-30-23.docx](#)
- 6.4 Discussion and possible recommendation on **Resolution 2023-64** a Resolution to Appoint Election Inspectors for the 24-25 Term.  
[RESOLUTION 2023-64 Election Inspector Appt..pdf](#)

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

- 7.1 Library Director Report for the Month of November 2023. *(For Information Only, No Action Required.)*  
[11\\_Library\\_Director\\_Report\\_November\\_2023.pdf](#)

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

*Discussion and action possible on the following items*

- 8.1 Presentation of Village Hall Time Study by Clerk-Treasurer Dykstra.  
[Village Hall Time Study Final 11-29-23.pdf](#)
- 8.2 Discussion and possible recommendation on the following Position Description Resolutions;
  - **Resolution 2023-69** Deputy Clerk-Treasurer Position Description
  - **Resolution 2023- 70** Deputy Treasurer/Admin Payables Clerk Position Description
  - **Resolution 2023- 71** Deputy Clerk/Community & Economic Development Position Description[Cover Report - Position Descriptions.pdf](#)  
[RESOLUTION 2023-69 Job Des Deputy Clerk Treasurer.docx](#)  
[RESOLUTION 2023-70 \(Job Desc Deputy Treasurer-AdminPayables Clerk\).docx](#)

[RESOLUTION 2023-71 \(Job Des Deputy Clerk-CEDD\).docx](#)

- 8.3 Discussion and possible recommendation to the Village Board to approve **Resolution 2023-67**, a resolution adopting the 2024 salary and wage schedules for non-represented employees.

[RESOLUTION 2023-67 \(Wage Resolution-2024\).pdf](#)

- 8.4 Discussion and possible recommendation to the Village Board to approve **Resolution 2023-68**, A Resolution authorizing annual stipends for the Assistant Fire Chief and Deputy Fire Chief.

[RESOLUTION 2023-68 \(Fire Officer Annual Stipends 2024\).pdf](#)

## **9. Public Works Committee, Trustee Eric Brill**

*Discussion and action possible on the following items*

- 9.1 Discussion and possible recommendation to approve a service agreement with COM2 for e-Waste disposal contingent upon Attorney review.

[EWaste Collection Services Cover Sheet](#)

[Company Profile - Ver 2.5 \(Updated\) - WI.pdf](#)

[e-Waste Agreement](#)

[Municipalities Contact Details.docx](#)

[COI\\_COM2\\_Exp 050424.pdf](#)

[R2V3.pdf](#)

- 9.2 Discussion and possible recommendation on a three year Maintenance Contract Renewal with Bassett Mechanical.

[AIRF- 2024\\_ 3 Year Bassett Mechanical Maintenance Contract .docx](#)

[3-year Village of Mukwonago-Bassett Mechanical Contract.pdf](#)

- 9.3 Discussion and possible recommendation to approve **Resolution 2023-66** a Resolution to eliminate the Letter of Credit for Hill Court Reload as recommended by the Village Engineer.

[RESOLUTION 2023-66 \(LOC Elimination Hill Court\).pdf](#)

- 9.4 Discussion and possible recommendation to approve a contract renewal with Hydro Corp for non-residential cross connection survey program for 24 months in the amount of \$33,912

[AIRF- Hydro Corp Contract Renewal 2024.docx](#)

[Mukwonago 2 yr Renewal PSA 9.25.23 \(002\).pdf](#)

- 9.5 Discussion and possible recommendation to approve the purchase of water meters for 2024 in the amount of \$77,300

[AIRF-Purchase Req. for Meters 2024.docx](#)

[2024\\_Meter Purchase.xlsx](#)

- 9.6 Discussion and possible recommendation to approve a Purchase Requisition for Community Room HVAC upgrades in the amount of \$16,750.

[Community Room HVAC Upgarde Agenda Request Item.docx](#)

## 10. Protective Services, Trustee Scott Reeves

*Discussion and action possible on the following items*

10.1 Discussion and possible recommendation on proposal from Watson Consoles in the amount of \$59,015 for the dispatch remodel, as budgeted in the Capital Improvement Program.

[Agenda Cover Report 2023 2024 dispatch consoles.pdf](#)

[Mukwonago Police - WI.01 Proposal 2 Quote.pdf](#)

## 11. Closed Session

Closed session pursuant to **Wis. Stats § 19.85 (1) (g)** (Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation) concerning GLFP v. Village of Mukwonago and

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 the Historical Society, and St. James Property.

## 12. Reconvene into Open Session

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

## 13. Adjournment

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

## **MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**

### **Wednesday, November 1, 2023**

Time: **5:30 pm**

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

#### **Call to Order**

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

#### **Roll Call**

Board Members Present

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

Also Present

Fred Schnook, Village Administrator  
Diana Dykstra, Village Clerk-Treasurer  
Diana Doherty, Finance Director  
Dan Streit, Police Chief  
Chris DeMotto, Assistant Police Chief  
Mike Michalski, Village Engineer  
Mike Willharms, Public Works Crew Supervisor  
Wayne Castle, Utilities Director  
Chris Hahn, Asst Fire Chief  
Nathan Bayer, Attorney

Excused

Dale Porter

#### **Comments from the Public**

None

#### **Approval of Minutes**

**Minutes of October 4, 2023 Committee of the Whole meeting.**

Meiners/D Johnson motion to approve with correction on page 4 the spelling of Johnson.  
Minutes were corrected. Motion carried.

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

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

**Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$411,109.93.**

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

**Announcement of Public Hearing on the 2024 Annual Budget on November 15, 2023 at 6:30PM**

**Discussion and possible recommendation on the 2024 Fee Schedule Resolution.**

Clerk Dykstra noted Department Heads presented the Clerk's office with their suggested changes and those changes are marked in red on the attachment.

President Winchowky questioned the addition of labor rates which didn't have a prior fee set, and the increases in the reservations for community room. Public Works Crew Supervisor Willharms noted the overall cost of doing business has increased and so have the products and labor. This just covers those small increases for doing business and covering utilities. Trustee K Johnson agrees with the increase for the increase in cost of doing business. D Johnson/ K. Johnson motion to recommend approval. Motion carries 6-1, President Winchowky opposed.

**Water Utility Capital Budget Timeline Discussion**

Utilities Director Wayne Castle proposes moving some capital items out to 2027. There are no surprises in his requests, just moving projects around. He noted the cost of temporary treatment was too high, and it didn't make sense to throw money at that item.

Trustee K. Johnson confirmed the three year temporary plan was only for three years and wondered what happens after the three years. Is there a plan in place to see funding opportunities for a more permanent fix?

Utility Director Castle noted they originally were looking at treatment, they can use it but choose not to. Based on cost they are recommending not to do temporary treatment and working on permanent treatment plan.

President Winchowky confirmed we will be looking for grants Clean water and State.

Trustee Meiners confirmed the solution now is get wells 3 & 4 upgraded before

Trustee Brill clarified temporary treatment plan solutions were discussed because they wanted to know if they can support the system with Well #7 down. However, looking at a temporary system wasn't sure they could support the system while down.

Engineer Dave Arnodt, noted they had a quote for temporary treatment and the more they dove into the more expensive it became. They went further to a water supply capacity study to see if they can have enough without Well #7. It shows they can.

Trustee Brill noted this is why they are then recommending to push out that treatment to avoid spending \$750,000 on a treatment that they can sustain without using that well at this time so they can get a more permanent fix in place.

**Discussion and possible recommendation authorizing Chief Streit to sign the AT&T Hosted E9-1-1 Services Contract.**

Chief Streit noted they currently share 911 Services with Elm Grove and Muskego. It is housed at Muskego. Then we have a service contract through the company. The contract is ending and the communities are looking at a replacement of the equipment. We will be leasing equipment from AT&T.

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

**Discussion and possible recommendation to add to the Capital Improvement Plan for 2024 museum improvements for asbestos floor covering.**

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

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

**Discussion and possible recommendation of revised special event and park permit application for Midnight Magic on December 2, 2023.**

Meiners/Brill motion to recommend approval.

April Rezka from the Chamber of Commerce was present to present the updated information.

The event committee felt the event was stagnant and predictable and they wanted to work hard

to find new and exciting items to bring people to the area. They will have additional items like reindeer games north pole, and will not have taken anything away just added a few things. They have moved parade downtown instead of residential areas. They have a Gallery, North Pole at Field Park 4-9:30pm Grinch at E&S, DJ, Music Café for entertainment. The Parade will end at Parkview middle school. Santa and parade follow to Field Park for Vendors, pictures, hot cocoa, carriage rides to the park, and food with Knights of Columbus. Unanimously carried.

**Judicial Committee, Trustee Dale Porter**

**Discussion and possible recommendation to approve RESOLUTION 2023-56 a resolution adopting an Election Day Contingency Plan.**

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

**Discussion and possible recommendation to approve a Temporary Class "B"/"Class B" Retailer's License for the Mukwonago Area Chamber of Commerce for Midnight Magic, December 2, 2023.**

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

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

Library Directors Report for the month of October (*No Action Required*)

**Public Works Committee, Trustee Eric Brill**

**Discussion and recommendation to approve Task Order 2023-07 for engineering and construction services from Ruekert & Mielke relating to Well # 4 HMO treatment, Well #3 Building Updates, and distribution system changes.**

Brill/Meiners motion to recommend approval.

Engineer Dave Arnodt noted delaying the north elevated storage tank painting and not doing Well 7 PFAS temporary treatment. This leaves Well 3-4 with capacity and it would be deficient for reliable capacity. This project will change that to a surplus of 260,000 gals per day.

This will be a comprehensive approach to increase capacity and completed a pre-deign.

Coupling the blending system.

At Well 4, the largest part of this project would be demolish 75-80% of that building; Add a service pump and redo the piping in the reservoir, upgrade controls and electrical which are about 42 years old, and the plumbing hvac and layout for the building.

A mixture will put through a pressure system and the sand in the pressure filter traps the solid and the solids are backwashed and filters the water to remove the radium.

Well #3, power distribution center, interior work, changes in the distribution system to disconnect well 5& 6 and provide treatment. They received approval from DNR on the predesign. Next is the design approval, DNR, PSC, and clean water fund. \$7.3 million and they are looking at principal forgiveness under PFAS. They estimate about 14 months for project completion. They will have supply during this time, and it will support growth for the next 20 years. Unanimously carried.

**Discussion and possible recommendation on Task Order 2023-08 with Ruekert- Mielke for the Two Rivers Phase 1 proposed street and utility rehabilitation.**

Brill/Meiners motion to recommend approval. Unanimously carried.

**Closed Session**

Meiners/Reeves motion to go into Closed session pursuant to Wis. Stats. § 19.85(1)(c) (Compensation and Evaluation. Considering employment, promotion, compensation or

performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) for evaluation of Administrator at 6:20pm.

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

**Reconvene into Open Session**

Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 7:20pm.

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

It was noted the Village Attorney and personnel chair will be working on updating the evaluation format and process.

**Adjournment**

Meeting adjourned at 7:21pm.

Respectfully submitted,

Diana Dykstra, MMC  
Village Clerk-Treasurer

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

100-111xxx	General Fund	3,721,304.43	435,939.76	2,018,110.38	1,267,254.29
100-111005/020/033	Checking/MRA/Accrued Sick	1,116,471.52	676,558.65	313,289.79	126,623.08
150-111300	Fire Department	1,236,374.61	1,076,439.94	159,934.67	
200-110xxx	Community Development (Deback)	1,273,554.14	19,037.57	1,254,516.57	
210-111xxx	Wisc Development - RLF	129,670.19	129,670.19	-	-
220-111xxx	TID#3-General	659,274.74	659,274.74	-	-
240-111xxx	TID#4-General	442,449.21	216,596.00	225,853.21	
250-111xxx	TID#5-General	4,351,644.91	389,123.17	3,962,521.74	
300-111xxx	Debt Service	1,401,919.25	122,146.58	1,279,772.67	
320-111300	Fire Department Designated	175,196.39	88.23	175,108.16	
340-111xxx	Village Designated Funds	659,167.99	106,676.77	552,491.22	
350-111xxx	American Rescue Plan Act	892,307.16		892,307.16	
410-111300	Recycling	210,970.56	210,970.56	-	
430-111300	Capital Equipment	599,479.44	117,106.07	482,373.37	
440-111xxx	Library	497,381.60	263,411.68	233,969.92	
480-111xxx	Capital Improvement Funds	3,813,407.99	376,429.51	2,981,898.34	455,080.14
500-111300	Stormwater District #1	61,415.94	61,415.94	-	
600-111xxx	Impact Fees	155,701.67	155,701.67	-	
720-111xxx	Taxroll	100,846.80	100,514.41	332.39	
810-111xxx	Parkland Site	255,069.56	24,987.61	230,081.95	
TOTAL		21,753,608.10	5,142,089.05	14,762,561.54	1,848,957.51

#### WATER UTILITY

610-111300	Cash	1,455,755.00	1,455,755.00		
610-111200	Bonds & Unrestricted Cash	549,838.97		549,838.97	
610-111400	Long Term Debt	-			-
610-111050	Current Year Debt Reserve	387,154.87	387,154.87	-	
610-111060	Required Debt Reserve	544,284.95	-	119,151.63	425,133.32
610-111080	Impact Fee	5,875.50	5,875.50	-	
610-111033	Accrued Sick Pay	9,987.28		9,987.28	-
TOTAL		2,952,896.57	1,848,785.37	678,977.88	425,133.32

#### SEWER UTILITY

620-111300	Cash	424,463.76	424,463.76		
620-111200	Bonds & Unrestricted Cash	914,164.67		914,164.67	
610-111400	Long Term Debt	-			-
620-111030	Sewer Connection Fee	240,721.50	35,225.95	205,495.55	-
620-111060	Required Debt Reserve	861,863.97	-	119,405.09	742,458.88
620-111050	Current Year Debt Reserve	651,597.01	651,597.01	-	
620-111070	Equipment Replacement Fund	759,515.95	-	564,596.09	194,919.86
620-111080	Impact Fee	24,275.08	24,067.39	207.69	
620-111033	Accrued Sick Pay	9,987.28		9,987.28	-
TOTAL		3,886,589.22	1,135,354.11	1,813,856.37	937,378.74

GRAND TOTAL	28,593,093.89	8,126,228.53	17,255,395.79	3,211,469.57
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Prepared by Diana Doherty

balance check

28,593,093.89

PERIOD ENDING 10/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 10/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	67,500.00	56,200.33	11,299.67	83.26
PTAX	GENERAL PROPERTY TAX	3,208,321.00	3,206,782.17	1,538.83	99.95
TAXES	OTHER TAXES	440,234.00	359,403.24	80,830.76	81.64
IGOVTRV	INTERGOVERNMENTAL REVENUES	854,295.00	698,654.50	155,640.50	81.78
LICPER	LICENSES & PERMITS	451,537.00	241,104.14	210,432.86	53.40
LAWORD	FINES & FORFEITURES	173,000.00	103,661.11	69,338.89	59.92
PUBCHGS	PUBLIC CHARGES FOR SERVICES	30,488.00	14,990.65	15,497.35	49.17
LEISURE	LEISURE ACTIVITIES	72,000.00	39,816.63	32,183.37	55.30
IGOVTC	INTERGOVERNMENTAL CHARGES	202,833.00	158,830.01	44,002.99	78.31
INVTINC	INVESTMENT INCOME	68,000.00	295,643.80	(227,643.80)	434.77
TOTAL REVENUES		5,568,208.00	5,175,086.58	393,121.42	92.94
Expenditures					
5111	VILLAGE BOARD	70,563.00	41,585.42	28,977.58	58.93
5112	HISTORIC PRESERVATION	290.00	0.00	290.00	0.00
5120	MUNICIPAL COURT	38,954.00	34,384.73	4,569.27	88.27
5130	VILLAGE ATTORNEY	118,750.00	73,981.71	44,768.29	62.30
5141	VILLAGE ADMINISTRATOR	196,051.00	141,012.32	55,038.68	71.93
5142	CLERK-TREASURER	266,321.00	199,157.93	67,163.07	74.78
5144	ELECTIONS	28,150.00	14,137.25	14,012.75	50.22
5145	FINANCE DEPARTMENT	71,273.00	44,031.58	27,241.42	61.78
5150	IT SERVICES	15,000.00	5,621.97	9,378.03	37.48
5151	INDEPENDENT AUDITING	14,000.00	8,339.64	5,660.36	59.57
5153	ASSESSMENT OF PROPERTY	22,050.00	14,983.26	7,066.74	67.95
5154	RISK & PROPERTY INSURANCE	128,103.00	116,375.55	11,727.45	90.85
5160	VILLAGE HALL	50,816.00	34,329.99	16,486.01	67.56
5191	UNCOLLECTED TAX	0.00	13,752.87	(13,752.87)	100.00
5211	POLICE ADMINISTRATION	1,288,048.00	1,005,446.17	282,601.83	78.06
5212	POLICE PATROL	1,115,941.00	869,210.73	246,730.27	77.89
5213	CRIME INVESTIGATION	252,396.00	199,276.26	53,119.74	78.95
5215	POLICE TRAINING	12,000.00	1,954.63	10,045.37	16.29
5220	FIRE STATION (VILLAGE)	8,706.00	7,679.82	1,026.18	88.21
5235	EMERGENCY GOVERNMENT	2,000.00	834.00	1,166.00	41.70
5241	BUILDING INSPECTOR	301,443.00	236,944.01	64,498.99	78.60
5247	BOARD OF APPEALS	1,150.00	50.00	1,100.00	4.35
5254	DAMS	10,226.00	9,690.98	535.02	94.77
5300	DPW GENERAL ADMINISTRATION	351,899.00	298,393.05	53,505.95	84.80
5323	GARAGE	68,148.00	52,086.25	16,061.75	76.43
5324	MACHINERY & EQUIPMENT	117,218.00	93,613.42	23,604.58	79.86
5335	ENGINEERING	75,000.00	19,918.35	55,081.65	26.56
5341	STREETS & ALLEYS	20,205.00	10,892.38	9,312.62	53.91
5342	STREET LIGHTING	190,250.00	130,373.68	59,876.32	68.53
5343	CURBS GUTTERS & SIDEWALKS	5,572.00	751.26	4,820.74	13.48
5344	STORM SEWER	13,950.00	13,431.59	518.41	96.28
5345	STREET CLEANING	18,472.00	10,796.33	7,675.67	58.45
5346	BRIDGES & CULVERTS	1,530.00	0.00	1,530.00	0.00
5347	SNOW & ICE CONTROL	117,094.00	79,767.06	37,326.94	68.12
5348	STREET SIGNS & MARKINGS	20,800.00	15,004.26	5,795.74	72.14
5362	GARBAGE COLLECTION	4,073.00	7,046.37	(2,973.37)	173.00
5431	ANIMAL POUND	2,600.00	2,420.00	180.00	93.08
5512	MUSEUM	11,940.00	7,906.61	4,033.39	66.22
5521	PARKS	196,770.00	161,788.02	34,981.98	82.22
5522	CELEBRATIONS	7,867.00	8,193.49	(326.49)	104.15
5611	FORESTRY	28,009.00	33,087.89	(5,078.89)	118.13
5613	WEED CONTROL	243.00	289.16	(46.16)	119.00
5632	PLANNING DEPARTMENT	165,974.00	102,601.32	63,372.68	61.82
5660	STORMWATER MASTER PLAN	11,250.00	11,309.48	(59.48)	100.53
5670	ECONOMIC DEVELOPMENT	56,113.00	33,982.63	22,130.37	60.56
5900	OTHER FINANCING USES	71,000.00	39,000.00	32,000.00	54.93
TOTAL EXPENDITURES		5,568,208.00	4,205,433.42	1,362,774.58	75.53
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		5,568,208.00	5,175,086.58	393,121.42	92.94
TOTAL EXPENDITURES		5,568,208.00	4,205,433.42	1,362,774.58	75.53
NET OF REVENUES & EXPENDITURES		0.00	969,653.16	(969,653.16)	100.00

PERIOD ENDING 10/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 10/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	48,173.00	61,540.75	(13,367.75)	127.75
PTAX	GENERAL PROPERTY TAX	605,081.00	504,234.20	100,846.80	83.33
EBIX	EBIX REVENUES	1,073,143.00	1,199,047.98	(125,904.98)	111.73
IGOVTRV	INTERGOVERNMENTAL REVENUES	99,832.00	110,872.82	(11,040.82)	111.06
PUBCHGS	PUBLIC CHARGES FOR SERVICES	100.00	1,245.00	(1,145.00)	1,245.00
IGOVTC	INTERGOVERNMENTAL CHARGES	605,081.00	504,234.20	100,846.80	83.33
INVTINC	INVESTMENT INCOME	660.00	27,164.02	(26,504.02)	4,115.76
TOTAL REVENUES		2,432,070.00	2,408,338.97	23,731.03	99.02
Expenditures					
5140	ADMINISTRATIVE & GENERAL	27,869.00	23,224.10	4,644.90	83.33
5221	FIRE ADMINISTRATION	1,065,202.00	829,852.61	235,349.39	77.91
5222	FIRE SUPPRESSION	60,380.00	31,579.87	28,800.13	52.30
5223	FIRE TRAINING	27,429.00	15,269.72	12,159.28	55.67
5231	AMBULANCE	355,754.00	289,760.78	65,993.22	81.45
5232	AMBULANCE TRAINING	14,738.00	6,554.56	8,183.44	44.47
5233	REFERENDUM FUNDED STAFFING	679,116.00	206,704.88	472,411.12	30.44
5700	CAPITAL OUTLAY EXPENDITURES	38,000.00	19,257.25	18,742.75	50.68
5880	USE OF GRANTS/DONATIONS	0.00	14,923.97	(14,923.97)	100.00
5900	OTHER FINANCING USES	163,582.00	0.00	163,582.00	0.00
TOTAL EXPENDITURES		2,432,070.00	1,437,127.74	994,942.26	59.09
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		2,432,070.00	2,408,338.97	23,731.03	99.02
TOTAL EXPENDITURES		2,432,070.00	1,437,127.74	994,942.26	59.09
NET OF REVENUES & EXPENDITURES		0.00	971,211.23	(971,211.23)	100.00

PERIOD ENDING 10/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 10/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	200.00	333.37	(133.37)	166.69
UTILREV	UTILITY REVENUES	2,184,000.00	1,684,715.13	499,284.87	77.14
CONTRIB	CONTRIBUTED CAPITAL	120,000.00	51,792.95	68,207.05	43.16
MISCINC	MISC INCOME UTILITIES	147,200.00	232,229.92	(85,029.92)	157.76
IGOVTC	INTERGOVERNMENTAL CHARGES	1,000.00	3,574.10	(2,574.10)	357.41
INVTINC	INVESTMENT INCOME	18,675.00	92,971.08	(74,296.08)	497.84
TOTAL REVENUES		2,471,075.00	2,065,616.55	405,458.45	83.59
Expenditures					
5140	ADMINISTRATIVE & GENERAL	0.00	3.30	(3.30)	100.00
5900	OTHER FINANCING USES	279,257.00	15,000.00	264,257.00	5.37
6200	PUMPING OPERATIONS	142,281.00	111,504.39	30,776.61	78.37
6210	PUMPING MAINTENANCE	94,742.00	20,277.39	74,464.61	21.40
6300	WATER TREATMENT OPERATIONS	75,121.00	76,969.30	(1,848.30)	102.46
6310	WATER TREATMENT MAINTENANCE	27,582.00	14,352.48	13,229.52	52.04
6450	T&D-DISTR RSRVR/STNDP MAINT	3,683.00	1,383.97	2,299.03	37.58
6451	T&D-MAINS MAINTENANCE	47,130.00	47,426.14	(296.14)	100.63
6452	T&D-SERVICES MAINTENANCE	42,320.00	53,935.60	(11,615.60)	127.45
6453	T&D-METERS MAINTENANCE	27,244.00	34,116.38	(6,872.38)	125.23
6454	T&D-HYDRANTS MAINTENANCE	47,861.00	21,534.98	26,326.02	44.99
6901	METER READING LABOR	8,236.00	1,588.22	6,647.78	19.28
6902	ACCOUNTING & COLLECTING LABOR	84,865.00	68,800.04	16,064.96	81.07
6920	ADMINISTRATIVE & GENERAL EXP	1,042,300.00	711,958.85	330,341.15	68.31
TOTAL EXPENDITURES		1,922,622.00	1,178,851.04	743,770.96	61.31
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,471,075.00	2,065,616.55	405,458.45	83.59
TOTAL EXPENDITURES		1,922,622.00	1,178,851.04	743,770.96	61.31
NET OF REVENUES & EXPENDITURES		548,453.00	886,765.51	(338,312.51)	161.68

PERIOD ENDING 10/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 10/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 620 - SEWER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	400.00	780.85	(380.85)	195.21
OFS	OTHER FINANCING SOURCES	15,000.00	15,000.00	0.00	100.00
UTILREV	UTILITY REVENUES	1,825,440.00	1,447,385.81	378,054.19	79.29
LICPER	LICENSES & PERMITS	119,800.00	35,071.50	84,728.50	29.28
CONTRIB	CONTRIBUTED CAPITAL	56,000.00	17,131.20	38,868.80	30.59
MISCINC	MISC INCOME UTILITIES	175,000.00	274,438.77	(99,438.77)	156.82
INVSTINC	INVESTMENT INCOME	35,580.00	141,407.63	(105,827.63)	397.44
TOTAL REVENUES		2,227,220.00	1,931,215.76	296,004.24	86.71
Expenditures					
5140	ADMINISTRATIVE & GENERAL	0.00	3.30	(3.30)	100.00
5900	OTHER FINANCING USES	64,949.00	0.00	64,949.00	0.00
8010	WWTP-TREATMENT/DISPOSAL/GP	575,971.00	523,820.94	52,150.06	90.95
8020	LIFT STATIONS/PUMPING EQUIP	27,627.00	19,049.50	8,577.50	68.95
8030	WASTEWATER COLLECTION SYSTEM	73,308.00	81,515.86	(8,207.86)	111.20
8300	ACCOUNTING/COLLECTING	82,365.00	68,166.29	14,198.71	82.76
8400	ADMINISTRATIVE & GENERAL	673,016.00	440,689.84	232,326.16	65.48
TOTAL EXPENDITURES		1,497,236.00	1,133,245.73	363,990.27	75.69
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		2,227,220.00	1,931,215.76	296,004.24	86.71
TOTAL EXPENDITURES		1,497,236.00	1,133,245.73	363,990.27	75.69
NET OF REVENUES & EXPENDITURES		729,984.00	797,970.03	(67,986.03)	109.31

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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MUKWONAGO

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PERIOD ENDING 10/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL

SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 10/31/2023	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		12,698,573.00	11,580,257.86	1,118,315.14	91.19
TOTAL EXPENDITURES - ALL FUNDS		11,420,136.00	7,954,657.93	3,465,478.07	69.65
NET OF REVENUES & EXPENDITURES		1,278,437.00	3,625,599.93	(2,347,162.93)	283.60

## Accounts Payable Cover Sheet

<b>Report:</b>	<b>Period or corresponding report date</b>		
Village Accounts Payable	11/29/2023	\$	295,837.34
Library Accounts Payable	11/8/2023	\$	34,871.20
Charter Communications/Spectrum (ach withdrawal)	11/8/2023	\$	1,805.49
US Bank (ach withdrawal)	11/28/2023	\$	15,013.87
We Energies (ach withdrawal)	11/8/2023	\$	38,713.11
Check Disbursement - Court, Walworth County Register of Deeds	11/8/2023	\$	4,008.20
Check Disbursement - Invoice Cloud	11/6/2023	\$	233.50
Check Disbursement - Postage / Unemployment	11/15/2023	\$	1,828.20
Check Disbursement - Escrow Termination	11/21/2023	\$	405,963.00
Check Disbursement - Warrant	11/28/2023	\$	273.75
Check Disbursement - Payroll Related	11/8/2023	\$	10,161.94
Check Disbursement - Payroll Related	11/15/2023	\$	1,648.22
Check Disbursement - Payroll Related	11/21/2023	\$	159,646.91
		<b>Total for Approval:</b>	<b><u>\$ 970,004.73</u></b>

The preceding list of bills payable was approved for payment

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

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

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

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## CUSTOM INVOICE REPORT FOR MUKWONAGO

POST DATES 12/07/2023 - 12/07/2023

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABRUZZO, JOSEPH		
112723	2023 HOTEL REIMBURSEMENT	180.00
TOTAL VENDOR ABRUZZO, JOSEPH		180.00
VENDOR NAME: ALCALA, ARIANA		
2023 CLOTHING	2023 CLOTHING ALLOWANCE - ALCALA	50.00
TOTAL VENDOR ALCALA, ARIANA		50.00
VENDOR NAME: ALSCO		
IMIL1966880	VILLAGE HALL WALKOFF MATS	88.23
IMIL1958885	VILLAGE HALL WALKOFF MATS	88.23
IMIL1964907	PD MAT CLEANING	47.16
TOTAL VENDOR ALSCO		223.62
VENDOR NAME: AM TOWING		
W35975	E34 REPAIRS	519.32
TOTAL VENDOR AM TOWING		519.32
VENDOR NAME: AMAZON CAPITOL SERVICES		
1D41TN967J3W	WIRELESS KEYBOARD & MOUSE	32.98
14WT7HP13XJD	WINDOW FILM	22.99
1Q4N6WXLNVQG	OFFICE SUPPLIES	94.04
TOTAL VENDOR AMAZON CAPITOL SERVICES		150.01
VENDOR NAME: AQUA-PURE OF WI		
1399	PHOSPHOROUS CHEMICAL	18,277.80
TOTAL VENDOR AQUA-PURE OF WI		18,277.80
VENDOR NAME: ASSOCIATED APPRAISAL CONSULTANT INC		
171655	DECEMBER 2023 ASSMNT SVS CONTRACT	1,491.74
TOTAL VENDOR ASSOCIATED APPRAISAL CONSULTANT INC		1,491.74
VENDOR NAME: AT & T MOBILITY		
287291370101111520	PD CELL PHONES AND CRADLEPOINTS	543.07
TOTAL VENDOR AT & T MOBILITY		543.07
VENDOR NAME: AUGUST WINTER & SONS INC		
12-10131.300 PMNT	ATKINSON LIFT STATION	94,762.50
TOTAL VENDOR AUGUST WINTER & SONS INC		94,762.50
VENDOR NAME: BAYCOM, INC		
EQUIPINV 046480	2023 WI DNR GRANT MINITOR VIPAGERS	2,755.00
TOTAL VENDOR BAYCOM, INC		2,755.00
VENDOR NAME: BOB LURIE GLASS CORP.		
90793	VH EMERGENCY EGRESS SIDE WINDOW	3,892.00
TOTAL VENDOR BOB LURIE GLASS CORP.		3,892.00
VENDOR NAME: BONK, JASON		

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## CUSTOM INVOICE REPORT FOR MUKWONAGO

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: BONK, JASON		
2023 DNR GRANT	DNR TESTING REIMBURSAL	75.00
110823	TRAINING MEAL ALLOWANCE	8.64
2023 BOOT ALLOWANCE	2023 BOOT ALLOWANCE - BONK	78.75
TOTAL VENDOR BONK, JASON		162.39
VENDOR NAME: BOUND TREE MEDICAL LLC		
85149216	EMS SUPPLIES	148.99
85155103	EMS SUPPLIES	495.98
TOTAL VENDOR BOUND TREE MEDICAL LLC		644.97
VENDOR NAME: C & M AUTO PARTS INC		
6079-375709	MOWER BELTS	65.62
6079-375705	WIPER BLADES	17.79
6079-375758	MOWER BELTS	(16.71)
6079-375860	MOWER BELT	1.37
6079-375859	SQUAD 24 BATTERY	236.39
6079-375987	2017 HORTON AMBULANCE MAINTENANCE	12.49
6079-375905	PATROL TRUCK AIR FILTERS	63.96
6079-375964	2017 HORTON AMBULANCE REPAIR	148.36
TOTAL VENDOR C & M AUTO PARTS INC		529.27
VENDOR NAME: CENTRAL OFFICE SYSTEMS		
81392379	COPIER INVOICE	92.00
TOTAL VENDOR CENTRAL OFFICE SYSTEMS		92.00
VENDOR NAME: CENTURY FENCE		
235032601	FENCE REPAIRS FROM STORM DAMAGE	4,560.00
TOTAL VENDOR CENTURY FENCE		4,560.00
VENDOR NAME: CERTIFIED LABORATORIES		
8463108	CLEANING SUPPLIES	280.22
TOTAL VENDOR CERTIFIED LABORATORIES		280.22
VENDOR NAME: CINTAS		
4174287642	STAFF UNIFORM AND SHOP SUPPLIES	140.55
4174287520	UNIFORM SERVICE	154.19
4174892850	UNIFORM SERVICE	136.59
4174892792	STAFF UNIFORMS AND SHOP SUPPLIES	140.55
4173635737	STAFF UNIFORMS AND SHOP SUPPLIES	140.55
4173635812	UNIFORM SERVICE	136.59
TOTAL VENDOR CINTAS		849.02
VENDOR NAME: CJ & ASSOCIATES, INC		
0232231-IN	CONFERENCE ROOM CHAIRS	2,698.00
TOTAL VENDOR CJ & ASSOCIATES, INC		2,698.00
VENDOR NAME: CLASSIC CONCRETE & MASONRY		
11172023	FIELD AND INDIAN HEAD PARK SIDEWALKS	3,000.00
TOTAL VENDOR CLASSIC CONCRETE & MASONRY		3,000.00

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## CUSTOM INVOICE REPORT FOR MUKWONAGO

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY		
323053111423	COLUMBIA SOUTHERN TUITION - KIRKPATRICK	845.00
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY		845.00
VENDOR NAME: CONLEY MEDIA, LLC		
6362411123-2	PUBLIC NOTICES	57.44
6362411123-2 PLANNI	PUBLIC NOTICE	40.20
TOTAL VENDOR CONLEY MEDIA, LLC		97.64
VENDOR NAME: CONSOLIDATED PLASTICS		
45607	LAB SUPPLIES	110.80
TOTAL VENDOR CONSOLIDATED PLASTICS		110.80
VENDOR NAME: CORE & MAIN LP		
T929461	LARGE METER O-RINGS	40.00
T919779	METER READING SOFTWARE SUPPORT	2,150.00
TOTAL VENDOR CORE & MAIN LP		2,190.00
VENDOR NAME: CRIVELLO CARLSON S.C.		
5331-195694	OCTOBER LEGAL SERVICES	4,820.00
TOTAL VENDOR CRIVELLO CARLSON S.C.		4,820.00
VENDOR NAME: CUMMINS SALES AND SERVICE		
F6-59675	BATTERY CHARGER FOR GENERATOR	1,199.17
F6-60171	BATTERY CHARGER FOR R.P. LIFTSTATION	234.38
TOTAL VENDOR CUMMINS SALES AND SERVICE		1,433.55
VENDOR NAME: DYNAMIC AWARDS		
22444	EMPLOYEE RECOGNITION	40.00
22450	MUGS WITH LOGO	160.00
TOTAL VENDOR DYNAMIC AWARDS		200.00
VENDOR NAME: EBIX		
12873	EBIX INVOICE OCTOBER	10,025.31
TOTAL VENDOR EBIX		10,025.31
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS		
2597194	EMS SUPPLIES	641.46
2598723	EMS SUPPLIES	28.20
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS		669.66
VENDOR NAME: EMSPS		
112023-MP	MEDICAL PROTOCOL APP 2024	534.00
TOTAL VENDOR EMSPS		534.00
VENDOR NAME: ENVIRONMENT CONTROL		
29661-613	VILLAGE HALL CLEANING	698.00
TOTAL VENDOR ENVIRONMENT CONTROL		698.00

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## CUSTOM INVOICE REPORT FOR MUKWONAGO

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ENVIRONMENTAL CONSULTING & 6640	COMPLIANCE SAMPLING-W.E.T. TESTING	1,800.00
TOTAL VENDOR ENVIRONMENTAL CONSULTING &		1,800.00
VENDOR NAME: ENVIROTECH EQUIPMENT 22-0022513	VAC TRUCK JOY STICK REPLACEMENT	871.69
22-0022560	VAC TRUCK CLEAN OUT BOX REPAIR	1,648.84
TOTAL VENDOR ENVIROTECH EQUIPMENT		2,520.53
VENDOR NAME: ETNA SUPPLY S105356341.002	COLLECTION SYSTEM SPARE PARTS	368.40
S105356341.001	COLLECTION SYSTEM SPARE PARTS	1,059.00
TOTAL VENDOR ETNA SUPPLY		1,427.40
VENDOR NAME: EXCEL BUILDING SERVICES LLC 4102	PD BULDING CLEANING SERVICE	975.00
TOTAL VENDOR EXCEL BUILDING SERVICES LLC		975.00
VENDOR NAME: FASTENAL COMPANY WIMUK99282	BATTERIES	105.37
WIMUK99268	STATION #1 FURNANCE FILTERS	64.43
WIMUK99247	STATION #1 FURNACE FILTERS	155.69
TOTAL VENDOR FASTENAL COMPANY		325.49
VENDOR NAME: GORDON FLESCH CO I00867987	CANON LEASE 11/20/23 - 12/19/23	162.10
IN14455496	CANON COPIES 10/19/23 - 11/16/23	219.51
TOTAL VENDOR GORDON FLESCH CO		381.61
VENDOR NAME: GRAINGER 9901268988	VAC TRUCK JOY STICK MATERIAL/HARDWARE	45.28
TOTAL VENDOR GRAINGER		45.28
VENDOR NAME: HAWKINS WATER TREATMENT 6624778	CHEMICALS FOR WATER TREATMENT	60.00
6623534	CHEMICALS FOR WATER TREATMENT	2,198.88
6622956	POLYMER FOR SLUDGE	1,345.05
6626853	PUMP PARTS	735.15
TOTAL VENDOR HAWKINS WATER TREATMENT		4,339.08
VENDOR NAME: HINCKLEY SPRINGS 23853226112523	VILLAGE HALL DRINKING WATER	62.91
TOTAL VENDOR HINCKLEY SPRINGS		62.91
VENDOR NAME: HIPPENMEYER, REILLY, BLUM, 55507	PROSECUTIONS	870.00
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,		870.00
VENDOR NAME: HOME DEPOT 2023 OCT	PARK SUPPLIES AND SHOP TOOLS	747.95

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## CUSTOM INVOICE REPORT FOR MUKWONAGO

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: HOME DEPOT		
	TOTAL VENDOR HOME DEPOT	747.95
VENDOR NAME: HYDROCORP		
0074789-IN	CROSS CONNECTION SURVEY CONTRACT	1,788.00
	TOTAL VENDOR HYDROCORP	1,788.00
VENDOR NAME: JAMES IMAGING SYSTEMS		
1378725	COPIER INVOICE	147.98
1377928	COPIES KONICA 458 - 07/30/23 - 10/29/23	644.09
	TOTAL VENDOR JAMES IMAGING SYSTEMS	792.07
VENDOR NAME: LIFE LINE SCREENING OF AMERICA		
110923	REFUND PARTIAL DEPOSIT	25.00
	TOTAL VENDOR LIFE LINE SCREENING OF AMERICA	25.00
VENDOR NAME: LIFE-ASSIST, INC.		
1383024	EMS SUPPLIES	96.16
1377963	EMS SUPPLIES	836.01
1379022	EMS SUPPLIES	65.17
1379139	EMS SUPPLIES	103.50
	TOTAL VENDOR LIFE-ASSIST, INC.	1,100.84
VENDOR NAME: MCDONOUGH SEPTIC		
110823	HAULER STATION PORTABLE TOILET	115.00
110862	PORTABLE RESTROOMS	115.00
110863	PORTABLE RESTROOMS	110.00
110921	PORTABLE RESTROOMS	115.00
	TOTAL VENDOR MCDONOUGH SEPTIC	455.00
VENDOR NAME: MESSAGEUS		
233040134	LONG DISTANCE PHONE SERVICE	5.91
	TOTAL VENDOR MESSAGEUS	5.91
VENDOR NAME: MILLER ELECTRICAL ENTERPRISES, INC		
30966	BOARD ROOM LIGHTING	12,495.00
	TOTAL VENDOR MILLER ELECTRICAL ENTERPRISES, INC	12,495.00
VENDOR NAME: MONTAGE ENTERPRISES, INC		
108330	RODSIDE MOWER BLADES	389.20
	TOTAL VENDOR MONTAGE ENTERPRISES, INC	389.20
VENDOR NAME: MUNICIPAL LAW & LITIGATION		
10900	GFLP CHAPMAN SA 20CV494	20.00
10895	GFLP DONATED LAND 20CV1292	20.00
	TOTAL VENDOR MUNICIPAL LAW & LITIGATION	40.00
VENDOR NAME: NAPA AUTO PARTS - SP018		
209607	2017 HORTON AMBULANCE REPAIR	12.58
	TOTAL VENDOR NAPA AUTO PARTS - SP018	12.58

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## CUSTOM INVOICE REPORT FOR MUKWONAGO

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: NEENAH FOUNDRY COMPANY		
134940	DETECTABLE WARNING FIELD FOR INDIAN HEAD	324.00
134939	REPLACEMENT MANHOLE FRAME-CHAPMAN FARMS	607.00
135090	DETECTABLE WARNING FIELD FOR INDIAN HEAD	402.00
TOTAL VENDOR NEENAH FOUNDRY COMPANY		1,333.00
VENDOR NAME: NORTHERN LAKE SERVICE INC		
2319110	COMPLIANCE SAMPLING-BACTI	155.00
2319917	COMPLIANCE SAMPLING-BACTI	130.00
TOTAL VENDOR NORTHERN LAKE SERVICE INC		285.00
VENDOR NAME: ORGANIZATION DEVELOPMENT		
13942	ODC OFFICER ASSESSMENT	700.00
13925	DISPATCHER ODC ASSESSMENT	600.00
TOTAL VENDOR ORGANIZATION DEVELOPMENT		1,300.00
VENDOR NAME: PAL STEEL COMPANY		
96529S	MATERIAL FOR PUMP SUPPORT	39.59
TOTAL VENDOR PAL STEEL COMPANY		39.59
VENDOR NAME: PROHEALTH MEDICAL GROUP		
320084	ENTRY PHYSICAL WEIDE	534.00
320048	PHC FLU SHOT MOELLER	47.00
320316	OFFICER DRUG SCREEN AND MEDICAL	112.00
320317	DISPATCHER DRUG SCREEN AND MEDICAL	112.00
TOTAL VENDOR PROHEALTH MEDICAL GROUP		805.00
VENDOR NAME: PROHEALTH PHARMACY		
OCTOBER 2023	PHC PHARMACY INVOICE	605.70
TOTAL VENDOR PROHEALTH PHARMACY		605.70
VENDOR NAME: RICHARD ROGERS		
2023 CLOTHING	2023 CLOTHING ALLOWANCE - ROGERS	98.19
TOTAL VENDOR RICHARD ROGERS		98.19
VENDOR NAME: RICOH USA, INC		
5068375421	LARGE FORMAT PRINTER	4.80
TOTAL VENDOR RICOH USA, INC		4.80
VENDOR NAME: ROBERTS NURSERY		
5533	LANDSCAPING AT VARIOUS SITES	3,775.00
5531	STORM DAMAGE CLEAN UP	2,695.00
5532	STORM DAMAGE CLEAN UP/LANDSCAPING	1,990.00
TOTAL VENDOR ROBERTS NURSERY		8,460.00
VENDOR NAME: ROCK SHOP BAND STUDIOS		
1348	OCTOBER 7TH PERFORMANCE STAGE SOUD EQUIP	700.00
TOTAL VENDOR ROCK SHOP BAND STUDIOS		700.00
VENDOR NAME: RUEKERT & MIELKE, INC.		

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: RUEKERT & MIELKE, INC.		
149177	12-00000.100 General Services	3,367.87
149176	12-00000.400 Sewer Utility Services	259.75
149178	12-10096.300 Deback Drive Infrastructure	500.55
149179	12-10098.123 WWTF Phosphorus Assistance	2,443.25
149180	12-10131.300 Atkinson Pump Station Capac	14,333.93
149182	12-10135.211A 2023 VUEWorks Annual Servi	560.00
149186	12-10152.100 Local Limits & Industrial P	1,557.10
149187	12-10159.200 Rochester Street Reconstruc	1,812.50
149188	12-10159.201 Rochester Street Reconstruc	3,189.60
149189	12-10167.100 WWTF Biosolids Handling & S	9,936.54
149191	12-10169.120 Wells 3 and 4 Radium Remova	2,062.50
149190	12-10169.170 Wells 3 and 4 Radium Remova	1,177.50
149193	12-10175.300 Miniwaukan Park Restroom Bu	5,215.57
149194	12-10176.300 Minor Park Pedestrian Culve	1,087.50
149199	12-10194.100 Well 7 PFAS Coordination	500.00
149200	12-10196.100 ADELHELM LUBRICOAT EXPANSIO	197.50
149201	12-10198.100 HONEYWELL ROAD 4 - UNIT PUD	541.50
149196	12-10185.100 GS GLOBAL EXPANSION / REVIE	704.75
149181	12-10134.100 200 GRAND AVENUE CONDOS / R	225.56
149183	12-10139.310 MEADOWLAND TOWNHOMES DEVELO	401.95
149184	12-10147.300 MINOR ESTATES PHASE 4 / CON	233.21
149185	12-10149.310 EDGEWOOD CONDOS / EROSION C	164.56
149192	12-10170.300 600 PERKINS DRIVE IDC / ERO	568.75
149195	12-10178.300 HILL COURT RELOAD SOUTH MUL	356.81
149197	12-10189.300 2023 WALMART EXPANSION / RE	181.81
149198	12-10190.100 ST. JOHN'S CHURCH EXPANSION	138.06
149202	12-92136.302 CHAPMAN FARM / CHAPMAN VILL	226.95
149203	12-92136.303 CHAPMAN FARM / CHAPMAN RESI	340.95
TOTAL VENDOR RUEKERT & MIELKE, INC.		52,286.52
VENDOR NAME: SHI INTERNATIONAL CORP		
B16057854	SQUAD TOUGHBOOK	2,655.72
B17625383	VILLAGE-WIDE NETWORK	775.51
TOTAL VENDOR SHI INTERNATIONAL CORP		3,431.23
VENDOR NAME: SIREN SERVICES		
2403	2002 ENGINE ANNUAL PUMP TEST AND MAINTEN	769.81
2402	TRUCK 34 ANNUAL PUMP AND MAINTENANCE	800.87
TOTAL VENDOR SIREN SERVICES		1,570.68
VENDOR NAME: STERICYCLE		
8005407455	PD SHRED SERVICE	93.41
8005319891	2023 NOVEMBER VH SHREDDING SERVICES	101.02
TOTAL VENDOR STERICYCLE		194.43
VENDOR NAME: TERMINAL ANDRAE INC.		
63198	SCADA NETWORK AND LIGHT UPGRADES	2,350.00
63170	DIGESTER COMPRESSOR STARTER REPAIR	4,155.43
63339	SCADA NETWORK TOWER	5,445.00
TOTAL VENDOR TERMINAL ANDRAE INC.		11,950.43
VENDOR NAME: TRACTOR SUPPLY CREDIT PLAN		
OCT 2023 DPW	SHOP STOCK BOLTS	11.52

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## CUSTOM INVOICE REPORT FOR MUKWONAGO

POST DATES 12/07/2023 - 12/07/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: TRACTOR SUPPLY CREDIT PLAN		
OCT 2023 UTILITIES	TOOLS	14.48
TOTAL VENDOR TRACTOR SUPPLY CREDIT PLAN		26.00
VENDOR NAME: TRI-TECH FORENSICS, INC.		
00926478	SQUAD MEDICAL SUPPLIES	137.81
TOTAL VENDOR TRI-TECH FORENSICS, INC.		137.81
VENDOR NAME: USA BLUEBOOK		
INV00196972	LOCK OUT/ TAG OUT	12.89
INV00196986	LOCK OUT/TAG OUT	144.18
INV00196921	LOCK OUT/TAG OUT	25.78
INV00190719	PIPE WRENCHES FOR SERVICE VAN	481.76
INV00201135	LAB SUPPLIES	36.35
INV00201136	LAB SUPPLIES	53.72
TOTAL VENDOR USA BLUEBOOK		754.68
VENDOR NAME: VALBRIDGE PROPERTY ADVISORS		
WI01-23-0292-000	HWY 83 PROJECT PROPERTY APPRAISAL	3,825.00
TOTAL VENDOR VALBRIDGE PROPERTY ADVISORS		3,825.00
VENDOR NAME: VERIZON WIRELESS		
9948408113	VERIZON INVOICE	50.10
TOTAL VENDOR VERIZON WIRELESS		50.10
VENDOR NAME: VOLKMANN RAILROAD BUILDERS, INC.		
23-11-16	INDIAN PARK PEDESTRIAN RR CROSSING	17,692.00
TOTAL VENDOR VOLKMANN RAILROAD BUILDERS, INC.		17,692.00
VENDOR NAME: WALWORTH CTY SECURITY ALARMS LLC		
17366	CELL DIALER FOR MUSEUM FIRE PANEL	1,520.00
TOTAL VENDOR WALWORTH CTY SECURITY ALARMS LLC		1,520.00
VENDOR NAME: WI DEPT OF JUSTICE CIB		
L6812T 202310	BACKGROUND CHECKS	28.00
TOTAL VENDOR WI DEPT OF JUSTICE CIB		28.00
VENDOR NAME: WI STATE LAB OF HYGIENE		
758841	COMPLIANCE SAMPLING-FLUORIDE	28.00
TOTAL VENDOR WI STATE LAB OF HYGIENE		28.00
VENDOR NAME: ZARNOTH BRUSH WORKS		
0196227-IN	SWEEPER BRUSHES	441.50
TOTAL VENDOR ZARNOTH BRUSH WORKS		441.50
VENDOR NAME: ZEP SALES & SERVICE		
9009182118	FIRE AND EMS CLEANING SUPPLIES	385.94
TOTAL VENDOR ZEP SALES & SERVICE		385.94

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CUSTOM INVOICE REPORT FOR MUKWONAGO  
POST DATES 12/07/2023 - 12/07/2023  
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BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
GRAND TOTAL:		295,837.34

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
CHECK DATE FROM 11/08/2023 - 11/08/2023

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
11/08/2023	GEN	37522	50228	AMERICA AQUARIA	OUTSIDE SERVICES	531000	5511	85.00
11/08/2023	GEN	37523	2037856765	BAKER & TAYLOR INC.	BOOKS	532800	5700	16.42
			2037856766		BOOKS	532800	5700	196.22
			2037870583		BOOKS	532800	5700	294.99
			2037877015		BOOKS	532800	5700	756.08
			2037877016		BOOKS	532800	5700	83.71
			2037883021		BOOKS	532800	5700	193.90
			2037883022		BOOKS	532800	5700	847.69
			2037901565		BOOKS	532800	5700	53.77
			2037901566		BOOKS	532800	5700	937.83
			2037903857		BOOKS	532800	5700	1,319.55
			2037915286		BOOKS	532800	5700	19.92
			2037915287		BOOKS	532800	5700	853.68
			2037911714		BOOKS	532800	5700	1,981.54
				CHECK GEN 37523 TOTAL FOR FUN				7,555.30
11/08/2023	GEN	37524	2351	BERNSTEIN & ASSOCIATES, LLC	DONATED FUND EXPENDITURES	580600	5890	1,520.00
11/08/2023	GEN	37525	B6675575	BRODART	BOOKS	532800	5700	766.76
			B6675577		BOOKS	532800	5700	383.29
			B6681036		BOOKS	532800	5700	276.04
				CHECK GEN 37525 TOTAL FOR FUN				1,426.09
11/08/2023	GEN	37526	82876800	CENGAGE LEARNING	BOOKS	532800	5700	215.13
11/08/2023	GEN	37527	2055118	CENTER POINT LARGE PRINT	BOOKS	532800	5700	28.67
11/08/2023	GEN	37528	5331-195129	CRIVELLO CARLSON S.C.	PROFESSIONAL SERVICES	521900	5511	900.00
11/08/2023	GEN	37529	960003569	EMCOR SERVICES	REPAIRS & MAINTENANCE	539500	5511	3,071.00
11/08/2023	GEN	37530	10/2023	ERIC HUEMMER	MILEAGE	533200	5511	20.44
11/08/2023	GEN	37531	35165527	GREAT AMERICAN FINANCIAL SVCS	CONTRACTUAL SERVICES	522000	5511	353.14
11/08/2023	GEN	37532	930029180	ILLINGWORTH KILGUST	REPAIRS & MAINTENANCE	539500	5511	713.00
			930029217		REPAIRS & MAINTENANCE	539500	5511	3,116.03
			930029316		REPAIRS & MAINTENANCE	539500	5511	7,001.47
				CHECK GEN 37532 TOTAL FOR FUN				10,830.50
11/08/2023	GEN	37533	3092326	IMPACT ACQUISITIONS, LLC	OPERATIONAL SUPPLIES	531100	5511	20.40

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
CHECK DATE FROM 11/08/2023 - 11/08/2023

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
11/08/2023	GEN	37534	39403072	JOHNSON CONTROLS SECURITY	CONTRACTUAL SERVICES	522000	5511	1,742.04
11/08/2023	GEN	37535	817	KLASSY KLEANERS	OUTSIDE SERVICES	531000	5511	960.00
11/08/2023	GEN	37536	2981	LIBRARY MARKET	ELECTRONIC TOOLS & SERVICES	534000	5511	1,500.00
11/08/2023	GEN	37537	504578188	MIDWEST TAPE	DIGITAL COLLECTIONS	534900	5511	1,004.14
11/08/2023	GEN	37538	6075	MILWAUKEE PUBLIC MUSEUM	TRAINING & TRAVEL	533500	5511	337.99
11/08/2023	GEN	37539	35335315	QUILL LLC	OPERATIONAL SUPPLIES	531100	5511	124.61
11/08/2023	GEN	37540	8106390345	SCHINDLER ELEVATOR CORP	CONTRACTUAL SERVICES	522000	5511	1,462.86
11/08/2023	GEN	37541	200	STEVEN PAUTZ	OUTSIDE SERVICES	531000	5511	160.00
11/08/2023	GEN	37542	25402	TAYLOR COMPUTER SERVICES,INC	CONTRACTUAL SERVICES	522000	5511	65.00
11/08/2023	GEN	37547#	11LF-7M1M-47R7	AMAZON CAPITOL SERVICES	OPERATIONAL SUPPLIES	531100	5511	465.35
			1JDL-YCGR-719Y		COLLECTION MAINTENANCE & REPAIR	531600	5511	239.90
			17HX-CV4F-9JP1		METASPACE MAINTENANCE	531700	5511	36.08
			19LQ-1YJ9-6XYR		THINGERY COLLECTION	533000	5511	(50.00)
			16FK-1HLV-4K3M		PROGRAMMING	533100	5511	411.45
			1N9K-1JLR-414T		PROGRAMMING	533100	5511	37.92
			11PJ-MJCM-9M1H		OUTREACH	533300	5511	34.90
			1FN9-C7GY-7466		BOOKS	532800	5700	248.70
			11VK-LJNT-4PTP		AV MATERIAL	532900	5700	64.84
			1JYJ-VKLG-7R36		AV MATERIAL	532900	5700	(0.33)
CHECK GEN 37547 TOTAL FOR FUN								1,488.81
Total for fund 440 LIBRARY FUND								34,871.20

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
CHECK NUMBER 723  
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/08/2023	GEN	723 (E)	CHARTER COMMUNICATIONS	NOVEMBER 2023 MONTHLY BILL	100-5120-522500	37.92
		723 (E)		NOVEMBER 2023 MONTHLY BILL	100-5141-522500	16.05
		723 (E)		NOVEMBER 2023 MONTHLY BILL	100-5142-522500	144.70
		723 (E)		NOVEMBER 2023 MONTHLY BILL	100-5145-522900	70.72
		723 (E)		NOVEMBER 2023 MONTHLY BILL	100-5160-522500	29.45
		723 (E)		NOVEMBER 2023 MONTHLY BILL	100-5211-522500	461.51
		723 (E)		NOVEMBER 2023 MONTHLY BILL	100-5241-522500	41.19
		723 (E)		NOVEMBER 2023 MONTHLY BILL	100-5323-522500	74.39
		723 (E)		NOVEMBER 2023 MONTHLY BILL	100-5512-522500	177.96
		723 (E)		NOVEMBER 2023 MONTHLY BILL	150-5221-522500	370.50
		723 (E)		NOVEMBER 2023 MONTHLY BILL	410-5363-522500	4.59
		723 (E)		NOVEMBER 2023 MONTHLY BILL	440-5511-522500	296.11
		723 (E)		NOVEMBER 2023 MONTHLY BILL	500-5344-522500	2.30
		723 (E)		NOVEMBER 2023 MONTHLY BILL	610-6920-692100	39.05
		723 (E)		NOVEMBER 2023 MONTHLY BILL	620-8400-851000	39.05
						<hr/> 1,805.49
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		1,805.49

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INVOICE REGISTER REPORT FOR MUKWONAGO  
 EXP CHECK RUN DATES 11/27/2023 - 11/27/2023  
 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							
61883	METRO MARKET #384	10/19/2023	11/27/2023	44.64	0.00	Paid	Y
	FRIENDS MEETING SNACKS	MROCKLEY					11/27/2023
	440-5890-580600	DONATED FUND EXPENDITURES		44.64			
ARMOUR ABBY							
61884	WISCONSIN LIBRARY ASSOCIA	11/08/2023	11/27/2023	20.00	0.00	Paid	Y
	PROGRAM ATTENDANCE COST	MROCKLEY					11/27/2023
	440-5511-533100	PROGRAMMING		20.00			
BITTNER RONALD							
61885	SITEONE LANDSCAPE SUPPLY,	10/20/2023	11/27/2023	96.90	0.00	Paid	Y
	STAPPING FOR TREE PLANTING	MROCKLEY					11/27/2023
	100-5611-531100	OPERATIONAL SUPPLIES		96.90			
BITTNER RONALD							
61886	MENARDS WAUKESHA WI	11/08/2023	11/27/2023	38.84	0.00	Paid	Y
	BOARDS FOR ELECTIONS	MROCKLEY					11/27/2023
	100-5144-531100	BOARDS FOR ELECTIONS		38.84			
BONK JASON							
61887	THE HOME DEPOT 4921	10/16/2023	11/27/2023	95.52	0.00	Paid	Y
	WINTERUZE HYDRANTS	MROCKLEY					11/27/2023
	610-6454-665400	MAINTENANCE-HYDRANTS		95.52			
BONK JASON							
61888	TRAVELODGE	11/08/2023	11/27/2023	96.30	0.00	Paid	Y
	HOTEL FOR DNR TESTING	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		48.15			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		48.15			
BONK JASON							
61889	TRAVELODGE	11/08/2023	11/27/2023	96.30	0.00	Paid	Y
	HOTEL FOR DNR TESTING	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		48.15			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		48.15			
BROWN DAVID							
61890	PIZZA RANCH - LAKE DELTON	10/25/2023	11/27/2023	25.79	0.00	Paid	Y
	MEAL REIMBURSEMENT FOR TWO STAFF	MROCKLEY					11/27/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		25.79			

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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							
BROWN DAVID							
61891	PIZZA RANCH - LAKE DELTON	10/26/2023	11/27/2023	25.79	0.00	Paid	Y
	MEAL REIMBURSEMENT FOR TWO STAFF	MROCKLEY					11/27/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		25.79			
BROWN DAVID							
61892	DENNY'S #7398	10/26/2023	11/27/2023	38.60	0.00	Paid	Y
	MEAL REIMBURSEMENT FOR TWO STAFF	MROCKLEY					11/27/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		38.60			
CASTLE WAYNE A							
61893	KALAHARI RESORT - WI	10/24/2023	11/27/2023	338.00	0.00	Paid	Y
	WVOA HOTEL CONFERENCE	MROCKLEY					11/27/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		338.00			
DEMOTTO CHRIS							
61894	TRITECH FORENSICS	10/26/2023	11/27/2023	34.49	0.00	Paid	Y
	SQUAD MEDICAL SUPPLIES	MROCKLEY					11/27/2023
	100-5212-531100	OPERATIONAL SUPPLIES		34.49			
DYKSTRA DIANA							
61895	ICMA ONLINE	10/16/2023	11/27/2023	50.00	0.00	Paid	Y
	ICMA CM APPLICATION	MROCKLEY					11/27/2023
	100-5142-521900	ICMA CM APPLICATION		50.00			
DYKSTRA DIANA							
61896	KRYTERION WEBASSESSOR	10/16/2023	11/27/2023	78.75	0.00	Paid	Y
	ICMA ASSESSMENT CLASS	MROCKLEY					11/27/2023
	100-5142-533500	TRAINING & TRAVEL		78.75			
DYKSTRA DIANA							
61897	CITY OF GREEN BAY	10/19/2023	11/27/2023	5.10	0.00	Paid	Y
	PARKING RAMP	MROCKLEY					11/27/2023
	100-5142-533500	PARKING@ TRAINING		5.10			
DYKSTRA DIANA							
61898	APPLETON RESIDENCE INN	10/19/2023	11/27/2023	77.39	0.00	Paid	Y
	HOTEL FOR LEAGUE CONF	MROCKLEY					11/27/2023
	100-5144-533500	TRAINING & TRAVEL		77.39			

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INVOICE REGISTER REPORT FOR MUKWONAGO  
EXP CHECK RUN DATES 11/27/2023 - 11/27/2023  
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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

DYKSTRA DIANA

61899	VBS*VONAGE BUSINESS	11/12/2023	11/27/2023	1,542.21	0.00	Paid	Y
	VONAGE NOVEMBER 2023 PHONE BILL	MROCKLEY					11/27/2023
	100-5141-522500	TELEPHONE		19.59			
	100-5142-522500	TELEPHONE		78.62			
	100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE		78.39			
	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		366.89			
	150-5221-522500	TELEPHONE		357.92			
	440-5511-522500	TELEPHONE		400.20			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		41.80			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		41.81			

ISELY MARY JO

61900	AMAZON.COM*TD5Z04O90	10/17/2023	11/27/2023	39.92	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		39.92			

ISELY MARY JO

61901	AMAZON.COM*TP40E3KQ2	10/17/2023	11/27/2023	13.99	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		13.99			

ISELY MARY JO

61902	AMAZON.COM*TD58O2NW0	10/18/2023	11/27/2023	11.89	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		11.89			

ISELY MARY JO

61903	AMAZON.COM*TD5SZ6OS2	10/19/2023	11/27/2023	27.99	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		27.99			

ISELY MARY JO

61904	AMAZON.COM*142EM1W53	10/24/2023	11/27/2023	33.99	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023

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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							
	440-5700-532900	AV MATERIAL		33.99			
ISELY MARY JO							
61905	AMAZON.COM*0D6N33623	10/24/2023	11/27/2023	81.84	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		81.84			
ISELY MARY JO							
61906	AMAZON.COM*EE58C31Y3	10/30/2023	11/27/2023	64.88	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		64.88			
ISELY MARY JO							
61907	AMZN DIGITAL*745KF9V73	10/30/2023	11/27/2023	49.99	0.00	Paid	Y
	SWITCH GAME	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		49.99			
ISELY MARY JO							
61908	AMAZON.COM*EK6QQ8S43	10/31/2023	11/27/2023	34.91	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		34.91			
ISELY MARY JO							
61909	NINTENDO CA1088660745	11/13/2023	11/27/2023	41.99	0.00	Paid	Y
	SWITCH GAME	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		41.99			
KIM CATHRYN							
61910	HOBBY LOBBY #560	10/16/2023	11/27/2023	10.84	0.00	Paid	Y
	DIY PROGRAM SUPPLIES	MROCKLEY					11/27/2023
	440-5511-533100	PROGRAMMING		10.84			
KIM CATHRYN							
61911	DOLLAR GENERAL #10855	10/17/2023	11/27/2023	30.35	0.00	Paid	Y
	BINGO PRIZES	MROCKLEY					11/27/2023
	440-5511-533100	PROGRAMMING		30.35			
KIM CATHRYN							
61912	US BANK	10/20/2023	11/27/2023	(10.60)	0.00	Paid	Y
	TAX CREDIT	MROCKLEY					11/27/2023
	440-5511-533500	TRAINING & TRAVEL		(10.60)			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN							
61913	ORDER.NOODLES.COM	10/20/2023	11/27/2023	222.60	0.00	Paid	Y
	STAFF DEVELOPMENT LUNCH	MROCKLEY					11/27/2023
	440-5511-533500	TRAINING & TRAVEL		222.60			
KIM CATHRYN							
61914	ORDER.NOODLES.COM	10/20/2023	11/27/2023	13.13	0.00	Paid	Y
	STAFF LUNCH	MROCKLEY					11/27/2023
	440-5511-533500	TRAINING & TRAVEL		13.13			
KIM CATHRYN							
61915	ADAGIO TEAS	10/20/2023	11/27/2023	32.75	0.00	Paid	Y
	TEA FOR HANDOUTS	MROCKLEY					11/27/2023
	440-5511-533100	PROGRAMMING		32.75			
KIM CATHRYN							
61916	SQ *SCHUETT FARMS	10/21/2023	11/27/2023	100.00	0.00	Paid	Y
	METASPACE PROGRAM SUPPLIES	MROCKLEY					11/27/2023
	440-5511-531700	METASPACE MAINTENANCE		100.00			
KIM CATHRYN							
61917	SIGNUPGENIUS	10/23/2023	11/27/2023	11.99	0.00	Paid	Y
	METASPACE SIGN UP	MROCKLEY					11/27/2023
	440-5511-531700	METASPACE MAINTENANCE		11.99			
KIM CATHRYN							
61918	TEMU.COM	10/25/2023	11/27/2023	35.67	0.00	Paid	Y
	PROGRAM SUPPLIES	MROCKLEY					11/27/2023
	440-5511-533100	PROGRAMMING		35.67			
KIM CATHRYN							
61919	WAL-MART #1571	10/25/2023	11/27/2023	99.01	0.00	Paid	Y
	CLEANING SUPPLIES	MROCKLEY					11/27/2023
	440-5511-531100	OPERATIONAL SUPPLIES		99.01			
KIM CATHRYN							
61920	JIFFYSHIRTS.COM	10/26/2023	11/27/2023	56.61	0.00	Paid	Y
	TEEN LIBRARY COUNSEL	MROCKLEY					11/27/2023
	440-5511-533300	OUTREACH		56.61			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN							
61921	WALMART.COM	10/27/2023	11/27/2023	18.88	0.00	Paid	Y
	TLC TSHIRTS	MROCKLEY					11/27/2023
	440-5511-533300	OUTREACH		18.88			
KIM CATHRYN							
61922	NETFLIX	11/01/2023	11/27/2023	19.99	0.00	Paid	Y
	11/1/23-11/30/23 STREAMING SERVICE	MROCKLEY					11/27/2023
	440-5511-531800	THINGERY MAINTENANCE		19.99			
KIM CATHRYN							
61923	WAL-MART #1571	11/01/2023	11/27/2023	25.48	0.00	Paid	Y
	PROGRAM SUPPLIES	MROCKLEY					11/27/2023
	440-5511-533100	PROGRAMMING		25.48			
KIM CATHRYN							
61924	SQ *EAST TROY RAILROAD MU	11/02/2023	11/27/2023	560.00	0.00	Paid	Y
	EXPLORE PASS PD BY FRIENDS	MROCKLEY					11/27/2023
	440-5890-580600	DONATED FUND EXPENDITURES		560.00			
KIM CATHRYN							
61925	WSJ/BARRONS SUBSCRIPTI	11/06/2023	11/27/2023	164.97	0.00	Paid	Y
	3 MONTH SUBSCRIPTION	MROCKLEY					11/27/2023
	440-5511-532700	NEWSPAPERS		164.97			
KIM CATHRYN							
61926	THE HOME DEPOT #4921	11/07/2023	11/27/2023	107.47	0.00	Paid	Y
	CLEANING SUPPLIES	MROCKLEY					11/27/2023
	440-5511-531100	OPERATIONAL SUPPLIES		107.47			
KIM CATHRYN							
61927	WAL-MART #1571	11/09/2023	11/27/2023	17.94	0.00	Paid	Y
	MEMORY CAFE SUPPLIES	MROCKLEY					11/27/2023
	440-5511-533300	OUTREACH		17.94			
KIM CATHRYN							
61928	KWIK TRIP 28200002824	11/10/2023	11/27/2023	20.00	0.00	Paid	Y
	VAN DRIVER APPRECIATION	MROCKLEY					11/27/2023
	440-5890-580600	DONATED FUND EXPENDITURES		20.00			

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	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN							
61929	WAL-MART #1571	11/10/2023	11/27/2023	17.30	0.00	Paid	Y
	NANOWRIMO- WRITERS GATHERING	MROCKLEY					11/27/2023
	440-5511-533300 OUTREACH			17.30			
KIM CATHRYN							
61930	MOBILE BEACON	11/14/2023	11/27/2023	960.00	0.00	Paid	Y
	1 YEAR HOTSPOT ACTIVATION	MROCKLEY					11/27/2023
	440-5511-531800 THINGERY MAINTENANCE			960.00			
KINDER MATTHEW							
61931	THE HOME DEPOT #4921	10/19/2023	11/27/2023	188.97	0.00	Paid	Y
	DIGESTER TOOL CHEST	MROCKLEY					11/27/2023
	620-8010-827000 OPERATION SUPPLY/EXPENSE			188.97			
KINDER MATTHEW							
61932	DSPS E SERVICE FEE COM	10/27/2023	11/27/2023	4.05	0.00	Paid	Y
	BACKFLOW TESTER CERTIFICATION FEE	MROCKLEY					11/27/2023
	610-6920-693000 MISC GENERAL EXPENSES			4.05			
KINDER MATTHEW							
61933	DSPS EPAY ISE	10/27/2023	11/27/2023	180.00	0.00	Paid	Y
	BACKFLOW TESTER CERTIFICATION	MROCKLEY					11/27/2023
	610-6920-693000 MISC GENERAL EXPENSES			180.00			
KINDER MATTHEW							
61934	WISCONSIN WASTEWATER OPER	10/27/2023	11/27/2023	60.00	0.00	Paid	Y
	MEMBERSHIP DUES	MROCKLEY					11/27/2023
	620-8400-854100 EDUCATIONAL/TRAINING EXPENSES			60.00			
KREISER ROBERT							
61935	THE HOME DEPOT #4921	11/10/2023	11/27/2023	169.00	0.00	Paid	Y
	DEHUMIDIFIER FOR BASEMENT FILE	MROCKLEY					11/27/2023
	100-5211-539400 BLDG REPAIRS & MAINTENANCE			169.00			
KREISER ROBERT							
61936	WM SUPERCENTER #1571	11/13/2023	11/27/2023	79.00	0.00	Paid	Y
	BREAK ROOM COFFEE MAKER	MROCKLEY					11/27/2023
	100-5211-539400 BLDG REPAIRS & MAINTENANCE			79.00			

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	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
MILLER KENNETH							
61937	US BANK	10/16/2023	11/27/2023	(251.80)	0.00	Paid	Y
	DPW BRUSH TRACTOR REPAIR (CREDIT)	MROCKLEY					11/27/2023
	620-8010-827000	OPERATION SUPPLY/EXPENSE		(251.80)			
MILLER KENNETH							
61938	AMZN MKTP US*ZI0962L93	11/02/2023	11/27/2023	86.64	0.00	Paid	Y
	LEAD TEST KITS	MROCKLEY					11/27/2023
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		86.64			
MILLER KENNETH							
61939	AUTOBKS*SEMPER FI ROOFING	11/14/2023	11/27/2023	500.00	0.00	Paid	Y
	WELL 6 GUTTER REPAIR	MROCKLEY					11/27/2023
	610-6210-662500	MAINTENANCE-PUMPING		500.00			
PETERSON RANDY							
61940	SP SHARP TOOL CO.	10/30/2023	11/27/2023	205.81	0.00	Paid	Y
	STUMP GRINDER TEETH	MROCKLEY					11/27/2023
	100-5324-539500	REPAIRS & MAINTENANCE		205.81			
SCHARF ERIN							
61941	INT'L CODE COUNCIL INC	11/04/2023	11/27/2023	160.00	0.00	Paid	Y
	MEMBERSHIP	MROCKLEY					11/27/2023
	100-5632-532400	MEMBERSHIP DUES		160.00			
SMITH JAMES A							
61942	BATTERIES PLUS #0580	10/31/2023	11/27/2023	176.44	0.00	Paid	Y
	BATTERIES FOR UPS	MROCKLEY					11/27/2023
	610-6200-662500	MAINTENANCE-PUMPING		176.44			
SMITH JAMES A							
61943	BATTERIES PLUS #0580	10/31/2023	11/27/2023	457.91	0.00	Paid	Y
	BATTERIES FOR UPS	MROCKLEY					11/27/2023
	620-8010-827000	OPERATION SUPPLY/EXPENSE		220.91			
	610-6200-662500	MAINTENANCE-PUMPING		158.00			
	620-8020-832000	MAINTENANCE-LIFT STATIONS/PUMP		79.00			
SMITH JAMES A							
61944	WM SUPERCENTER #1571	11/14/2023	11/27/2023	79.49	0.00	Paid	Y
	OFFICE SUPPLIES	MROCKLEY					11/27/2023
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		39.75			

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	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		39.74			
STIEN JEFFREY R							
61945	AMAZON.COM*TP2BL8051	10/17/2023	11/27/2023	576.71	0.00	Paid	Y
	STREAMLIGHT VULCAN AND KNUCKLEHEAD	MROCKLEY					11/27/2023
	430-5700-571300	FIRE DEPT CAPITAL EQUIP		402.87			
	430-5700-571400	AMBULANCE CAPITAL EQUIP		173.84			
STIEN JEFFREY R							
61946	IN *DRAGONFLY EMBROIDERY	10/19/2023	11/27/2023	1,763.00	0.00	Paid	Y
	WINTER COATS FOR NEW FT STAFF-	MROCKLEY					11/27/2023
	150-5221-534600	CLOTHING ALLOWANCE		1,763.00			
STIEN JEFFREY R							
61947	NAPA STORE 3438018	11/03/2023	11/27/2023	238.81	0.00	Paid	Y
	IMPACT SOCKET METRIC AND STANDARD	MROCKLEY					11/27/2023
	150-5222-531100	OPERATIONAL SUPPLIES		238.81			
STIEN JEFFREY R							
61948	AMAZON.COM*ET9E80IO3	11/08/2023	11/27/2023	119.97	0.00	Paid	Y
	ETHERNET 5 PORT SWITCHES	MROCKLEY					11/27/2023
	150-5221-531100	OPERATIONAL SUPPLIES		119.97			
STIEN JEFFREY R							
61949	GALLS	11/14/2023	11/27/2023	867.51	0.00	Paid	Y
	CAPTAIN BADGES AND COLLAR BRASS	MROCKLEY					11/27/2023
	150-5222-531100	OPERATIONAL SUPPLIES		867.51			
STREIT DANIEL							
61950	5.11, INC.	10/27/2023	11/27/2023	121.80	0.00	Paid	Y
	UNIFORM ALLOWANCE STREIT	MROCKLEY					11/27/2023
	100-5211-534600	CLOTHING ALLOWANCE		121.80			
STREIT DANIEL							
61951	AMZN MKTP US*512A25UJ3	10/30/2023	11/27/2023	485.09	0.00	Paid	Y
	SECURITY COMBINATION DOOR LOCK	MROCKLEY					11/27/2023
	100-5211-539400	BLDG REPAIRS & MAINTENANCE		485.09			
STREIT DANIEL							
61952	WISCONSIN POLICE LEADERSH	10/30/2023	11/27/2023	275.00	0.00	Paid	Y
	WCPA CONFERENCE REGISTRATION	MROCKLEY					11/27/2023
	100-5215-533500	TRAINING & TRAVEL		275.00			

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	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
SUKOWATY JAYME							
61953	BURGER KING #9280	10/23/2023	11/27/2023	11.06	0.00	Paid	Y
	MEAL REIMBURSEMENT	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		11.06			
SUKOWATY JAYME							
61954	PANDA EXPRESS #2392	10/23/2023	11/27/2023	15.72	0.00	Paid	Y
	MEAL REIMBURSEMENT	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		15.72			
SUKOWATY JAYME							
61955	MCDONALD'S F11971	10/24/2023	11/27/2023	17.89	0.00	Paid	Y
	MEAL REIMBURSEMENT	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		17.89			
SUKOWATY JAYME							
61956	PANDA EXPRESS #2392	10/24/2023	11/27/2023	15.72	0.00	Paid	Y
	MEAL REIMBURSEMENT	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		15.72			
SUKOWATY JAYME							
61957	KWIK TRIP 29800002980	10/25/2023	11/27/2023	89.46	0.00	Paid	Y
	FUEL FOR TRAINING	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		89.46			
SUKOWATY JAYME							
61958	TULUM MEXICAN RESTAURANT	10/25/2023	11/27/2023	15.81	0.00	Paid	Y
	MEAL REIMBURSEMENT	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		15.81			
SUKOWATY JAYME							
61959	JIMMY JOHNS - 3877	10/26/2023	11/27/2023	10.53	0.00	Paid	Y
	MEAL REIMBURSEMENT	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		10.53			
SUKOWATY JAYME							
61960	CULVER'S OF PLOVER	10/26/2023	11/27/2023	20.87	0.00	Paid	Y
	MEAL REIMBURSEMENT	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		20.87			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
SUKOWATY JAYME							
61961	TRAVELODGE	10/27/2023	11/27/2023	439.20	0.00	Paid	Y
	HOTEL FOR BACK FLOW CERTIFICATION	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		439.20			
SUKOWATY JAYME							
61962	BUFFALO WILD WNGS 0275	11/08/2023	11/27/2023	36.68	0.00	Paid	Y
	MEAL REIMBURSEMENT	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		36.68			
SUKOWATY JAYME							
61963	JIMMY JOHNS - 3877	11/08/2023	11/27/2023	8.64	0.00	Paid	Y
	MEAL REIMBURSEMENT	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		8.64			
SURA MATTHEW J							
61964	SP RING RESCUE USA	10/23/2023	11/27/2023	2,070.00	0.00	Paid	Y
	RING RESCUE KIT	MROCKLEY					11/27/2023
	150-5700-571400	AMBULANCE CAPITAL EQUIP		2,070.00			
SURA MATTHEW J							
61965	ZORO TOOLS INC	10/26/2023	11/27/2023	21.91	0.00	Paid	Y
	SHELF STORAGE BINS	MROCKLEY					11/27/2023
	150-5231-531100	OPERATIONAL SUPPLIES		21.91			
SURA MATTHEW J							
61966	APPLE.COM/BILL	11/08/2023	11/27/2023	0.99	0.00	Paid	Y
	APPLE STORAGE	MROCKLEY					11/27/2023
	150-5231-531100	OPERATIONAL SUPPLIES		0.99			
SURA MATTHEW J							
61967	DRAGONFLY * MUKWONAGO	11/14/2023	11/27/2023	75.60	0.00	Paid	Y
	SHAWN WILLIAMS CLOTHING	MROCKLEY					11/27/2023
	150-5222-534600	CLOTHING ALLOWANCE		75.60			
Total Purchase Card Vendor: 0002 US BANK				15,013.87	0.00		
# of Invoices:	83	# Due:	0	Totals:	15,276.27	0.00	
# of Credit Memos:	2	# Due:	0	Totals:	(262.40)	0.00	
Net of Invoices and Credit Memos:				15,013.87	0.00		

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	GL Distribution						

--- TOTALS BY GL DISTRIBUTION ---

100-5120-522500	TELEPHONE	19.59
100-5141-522500	TELEPHONE	19.59
100-5142-521900	PROFESSIONAL SERVICES	50.00
100-5142-522500	TELEPHONE	78.62
100-5142-533500	TRAINING & TRAVEL	83.85
100-5144-531100	OPERATIONAL SUPPLIES	38.84
100-5144-533500	TRAINING & TRAVEL	77.39
100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE	78.39
100-5211-522500	TELEPHONE	366.89
100-5211-534600	CLOTHING ALLOWANCE	121.80
100-5211-539400	BLDG REPAIRS & MAINTENANCE	733.09
100-5212-531100	OPERATIONAL SUPPLIES	34.49
100-5215-533500	TRAINING & TRAVEL	275.00
100-5241-522500	TELEPHONE	58.78
100-5323-522500	TELEPHONE	39.44
100-5324-539500	REPAIRS & MAINTENANCE	205.81
100-5512-522500	TELEPHONE	19.59
100-5611-531100	OPERATIONAL SUPPLIES	96.90
100-5632-522500	TELEPHONE	19.59
100-5632-532400	MEMBERSHIP DUES	160.00
150-5221-522500	TELEPHONE	357.92
150-5221-531100	OPERATIONAL SUPPLIES	119.97
150-5221-534600	CLOTHING ALLOWANCE	1,763.00
150-5222-531100	OPERATIONAL SUPPLIES	1,106.32
150-5222-534600	CLOTHING ALLOWANCE	75.60
150-5231-531100	OPERATIONAL SUPPLIES	22.90
150-5700-571400	AMBULANCE CAPITAL EQUIP	2,070.00
430-5700-571300	FIRE DEPT CAPITAL EQUIP	402.87
430-5700-571400	AMBULANCE CAPITAL EQUIP	173.84
440-5511-522500	TELEPHONE	400.20
440-5511-531100	OPERATIONAL SUPPLIES	206.48
440-5511-531700	METASPACE MAINTENANCE	111.99
440-5511-531800	THINGERY MAINTENANCE	979.99
440-5511-532700	NEWSPAPERS	164.97
440-5511-533100	PROGRAMMING	155.09
440-5511-533300	OUTREACH	110.73
440-5511-533500	TRAINING & TRAVEL	225.13

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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						
440-5700-532900	AV MATERIAL			401.39			
440-5890-580600	DONATED FUND EXPENDITURES			624.64			
610-6200-662500	MAINTENANCE-PUMPING			334.44			
610-6210-662500	MAINTENANCE-PUMPING			500.00			
610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT			86.64			
610-6454-665400	MAINTENANCE-HYDRANTS			95.52			
610-6920-692100	OFFICE SUPPLIES & EXPENSES			81.55			
610-6920-693000	MISC GENERAL EXPENSES			961.93			
620-8010-827000	OPERATION SUPPLY/EXPENSE			158.08			
620-8020-832000	MAINTENANCE-LIFT STATIONS/PUMP			79.00			
620-8400-851000	OFFICE SUPPLIES & EXPENSES			81.55			
620-8400-854100	EDUCATIONAL/TRAINING EXPENSES			584.48			

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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						
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			2,577.65	0.00		
	150 - FIRE/AMBULANCE FUND			5,515.71	0.00		
	430 - CAPITAL EQUIPMENT FUND			576.71	0.00		
	440 - LIBRARY FUND			3,380.61	0.00		
	610 - WATER UTILITY FUND			2,060.08	0.00		
	620 - SEWER UTILITY FUND			903.11	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5120 - MUNICIPAL COURT			19.59	0.00		
	5141 - VILLAGE ADMINISTRATOR			19.59	0.00		
	5142 - CLERK-TREASURER			212.47	0.00		
	5144 - ELECTIONS			116.23	0.00		
	5145 - FINANCE DEPARTMENT			78.39	0.00		
	5211 - POLICE ADMINISTRATION			1,221.78	0.00		
	5212 - POLICE PATROL			34.49	0.00		
	5215 - POLICE TRAINING			275.00	0.00		
	5221 - FIRE ADMINISTRATION			2,240.89	0.00		
	5222 - FIRE SUPPRESSION			1,181.92	0.00		
	5231 - AMBULANCE			22.90	0.00		
	5241 - BUILDING INSPECTOR			58.78	0.00		
	5323 - GARAGE			39.44	0.00		
	5324 - MACHINERY & EQUIPMENT			205.81	0.00		
	5511 - LIBRARY SERVICES			2,354.58	0.00		
	5512 - MUSEUM			19.59	0.00		
	5611 - FORESTRY			96.90	0.00		
	5632 - PLANNING DEPARTMENT			179.59	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			3,048.10	0.00		
	5890 - USE OF DESIGNATED FUNDS			624.64	0.00		
	6200 - PUMPING OPERATIONS			334.44	0.00		
	6210 - PUMPING MAINTENANCE			500.00	0.00		
	6300 - WATER TREATMENT OPERATIONS			86.64	0.00		
	6454 - T&D-HYDRANTS MAINTENANCE			95.52	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			1,043.48	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			158.08	0.00		
	8020 - LIFT STATIONS/PUMPING EQUIP			79.00	0.00		
	8400 - ADMINISTRATIVE & GENERAL			666.03	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0707			2,514.38			
	1051			433.02			

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INVOICE REGISTER REPORT FOR MUKWONAGO  
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BANK CODE: GEN - CHECK TYPE: EFT  
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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 ---							
	1275			90.18			
	2365			401.39			
	3049			681.58			
	3064			34.49			
	4175			248.00			
	5177			1,753.45			
	5311			64.64			
	5538			881.89			
	5540			160.00			
	5724			2,168.50			
	6370			3,566.00			
	6639			338.00			
	7403			713.84			
	8389			334.84			
	8764			288.12			
	9625			205.81			
	9708			135.74			

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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
4711025990 61812	WE ENERGIES 0700126680-00002 Well #3 Elec 610-6200-662200	10/24/2023 MROCKLEY 0700126680-00002 Well #3 Elec	11/07/2023	1,478.37  1,478.37	0.00	Paid	Y 11/07/2023
4711025990 61813	WE ENERGIES 0700126680-00003 Street Lights 100-5342-522200	10/24/2023 MROCKLEY 0700126680-00003 Street Lights	11/07/2023	4,084.85  4,084.85	0.00	Paid	Y 11/07/2023
4711025990 61814	WE ENERGIES 0700126680-00004 Greenwald 610-6200-662200	10/24/2023 MROCKLEY 0700126680-00004 Greenwald	11/07/2023	147.64  147.64	0.00	Paid	Y 11/07/2023
4711025990 61815	WE ENERGIES 0700126680-00005 Booster Station 610-6200-662200	10/24/2023 MROCKLEY 0700126680-00005 Booster Station	11/07/2023	288.81  288.81	0.00	Paid	Y 11/07/2023
4711025990 61816	WE ENERGIES 0700126680-00007 1240 N. Rochester 620-8020-821000	10/24/2023 MROCKLEY 0700126680-00007 1240 N. Rochester	11/07/2023	92.31  92.31	0.00	Paid	Y 11/07/2023
4711025990 61817	WE ENERGIES 0700126680-00008 Police Garage 100-5211-522200	10/24/2023 MROCKLEY 0700126680-00008 Police Garage	11/07/2023	44.16  44.16	0.00	Paid	Y 11/07/2023
4711025990 61818	WE ENERGIES 0700126680-00009 Fld Prk Baseball 100-5521-522200	10/24/2023 MROCKLEY 0700126680-00009 Fld Prk Baseball Lights	11/07/2023	14.22  14.22	0.00	Paid	Y 11/07/2023
4711025990 61819	WE ENERGIES 0700126680-000010 Fox River View 620-8020-821000	10/24/2023 MROCKLEY 0700126680-000010 Fox River View	11/07/2023	133.73  133.73	0.00	Paid	Y 11/07/2023
4711025990 61820	WE ENERGIES 0700126680-000011 DPW Elec 100-5323-522200	10/24/2023 MROCKLEY 0700126680-000011 DPW Elec	11/07/2023	351.11  351.11	0.00	Paid	Y 11/07/2023

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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
4711025990 61821	WE ENERGIES 0700126680-000012 Fire 150-5221-522200	10/24/2023 MROCKLEY 0700126680-000012 Fire	11/07/2023	1,130.76  1,130.76	0.00	Paid	Y 11/07/2023
4711025990 61822	WE ENERGIES 0700126680-000013 police-CTH E N of 100-5211-522200	10/24/2023 MROCKLEY 0700126680-000013 police-CTH E N of Sugd	11/07/2023	19.50  19.50	0.00	Paid	Y 11/07/2023
4711025990 61823	WE ENERGIES 0700126680-000014 Hall 100-5160-522200	10/24/2023 MROCKLEY 0700126680-000014 Hall	11/07/2023	764.35  764.35	0.00	Paid	Y 11/07/2023
4711025990 61824	WE ENERGIES 0700126680-000014 Hall Gas 100-5160-522400	10/24/2023 MROCKLEY 0700126680-000014 Hall Gas	11/07/2023	35.03  35.03	0.00	Paid	Y 11/07/2023
4711025990 61825	WE ENERGIES 0700126680-000016 Miniwauken Park 100-5521-522200	10/24/2023 MROCKLEY 0700126680-000016 Miniwauken Park	11/07/2023	29.49  29.49	0.00	Paid	Y 11/07/2023
4711025990 61826	WE ENERGIES 0700126680-000017 Holz Elec 620-8010-821100	10/24/2023 MROCKLEY 0700126680-000017 Holz Elec	11/07/2023	8,871.44  8,871.44	0.00	Paid	Y 11/07/2023
4711025990 61827	WE ENERGIES 0700126680-000018 Parks 100-5521-522200	10/24/2023 MROCKLEY 0700126680-000018 Parks	11/07/2023	26.94  26.94	0.00	Paid	Y 11/07/2023
4711025990 61828	WE ENERGIES 0700126680-000019 Atkinson Pump 620-8020-821000	10/24/2023 MROCKLEY 0700126680-000019 Atkinson Pump	11/07/2023	455.04  455.04	0.00	Paid	Y 11/07/2023
4711025990 61829	WE ENERGIES 0700126680-000020 Well #6 610-6200-662200	10/24/2023 MROCKLEY 0700126680-000020 Well #6	11/07/2023	715.96  715.96	0.00	Paid	Y 11/07/2023

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INVOICE REGISTER REPORT FOR MUKWONAGO  
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4711025990 61830	WE ENERGIES 0700126680-000021 DPW Gas 100-5323-522400	10/24/2023 MROCKLEY 0700126680-000021 DPW Gas	11/07/2023	54.43  54.43	0.00	Paid	Y 11/07/2023
4711025990 61831	WE ENERGIES 0700126680-000022 Concession 100-5521-522200	10/24/2023 MROCKLEY 0700126680-000022 Concession Building	11/07/2023	211.74  211.74	0.00	Paid	Y 11/07/2023
4711025990 61832	WE ENERGIES 0700126680-000023 Well #3 Gas 610-6200-662200	10/24/2023 MROCKLEY 0700126680-000023 Well #3 Gas	11/07/2023	9.24  9.24	0.00	Paid	Y 11/07/2023
4711025990 61833	WE ENERGIES 0700126680-000024 Parks-200 S 100-5342-522200	10/24/2023 MROCKLEY 0700126680-000024 Parks-200 S Rochester	11/07/2023	22.33  22.33	0.00	Paid	Y 11/07/2023
4711025990 61834	WE ENERGIES 0700126680-000027 Police 100-5211-522200	10/24/2023 MROCKLEY 0700126680-000027 Police	11/07/2023	1,121.14  1,121.14	0.00	Paid	Y 11/07/2023
4711025990 61835	WE ENERGIES 0700126680-000028 Miniwaukan 100-5521-522200	10/24/2023 MROCKLEY 0700126680-000028 Miniwaukan Pavilion	11/07/2023	22.33  22.33	0.00	Paid	Y 11/07/2023
4711025990 61836	WE ENERGIES 0700126680-000029 F. Park Sump Pump 100-5521-522200	10/24/2023 MROCKLEY 0700126680-000029 F. Park Sump Pump	11/07/2023	15.49  15.49	0.00	Paid	Y 11/07/2023
4711025990 61837	WE ENERGIES 0700126680-000031 Holz Gas 620-8010-821200	10/24/2023 MROCKLEY 0700126680-000031 Holz Gas	11/07/2023	22.17  22.17	0.00	Paid	Y 11/07/2023
4711025990 61838	WE ENERGIES 0700126680-000032 Well #4 Elec 610-6200-662200	10/24/2023 MROCKLEY 0700126680-000032 Well #4 Elec	11/07/2023	2,641.92  2,641.92	0.00	Paid	Y 11/07/2023

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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
4711025990 61839	WE ENERGIES 0700126680-000033 Parks 100-5521-522200	10/24/2023 MROCKLEY 0700126680-000033 Parks	11/07/2023	88.50  88.50	0.00	Paid	Y 11/07/2023
4711025990 61840	WE ENERGIES 0700126680-000034 Street Lights 100-5342-522200	10/24/2023 MROCKLEY 0700126680-000034 Street Lights	11/07/2023	62.89  62.89	0.00	Paid	Y 11/07/2023
4711025990 61841	WE ENERGIES 0700126680-000036 Flashers 100-5211-522200	10/24/2023 MROCKLEY 0700126680-000036 Flashers	11/07/2023	11.20  11.20	0.00	Paid	Y 11/07/2023
4711025990 61842	WE ENERGIES 0700126680-000037 Well #4 Gas 610-6200-662200	10/24/2023 MROCKLEY 0700126680-000037 Well #4 Gas	11/07/2023	15.41  15.41	0.00	Paid	Y 11/07/2023
4711025990 61843	WE ENERGIES 0700126680-000038 Museum 100-5512-522200	10/24/2023 MROCKLEY 0700126680-000038 Museum	11/07/2023	115.81  115.81	0.00	Paid	Y 11/07/2023
4711025990 61844	WE ENERGIES 0700126680-000039 Well #5 610-6200-662200	10/24/2023 MROCKLEY 0700126680-000039 Well #5	11/07/2023	1,648.04  1,648.04	0.00	Paid	Y 11/07/2023
4711025990 61845	WE ENERGIES 0700126680-00043 Outdoor Stage 100-5521-522200	10/24/2023 MROCKLEY 0700126680-00043 Outdoor Stage	11/07/2023	24.08  24.08	0.00	Paid	Y 11/07/2023
4711025990 61846	WE ENERGIES 0709449777-00001 Library Gas 440-5511-522400	10/24/2023 MROCKLEY 0709449777-00001 Library Gas	11/07/2023	231.75  231.75	0.00	Paid	Y 11/07/2023
4711025990 61847	WE ENERGIES 0709449777-00002 Library Elec 440-5511-522200	10/24/2023 MROCKLEY 0709449777-00002 Library Elec	11/07/2023	2,614.08  2,614.08	0.00	Paid	Y 11/07/2023

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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
4711025990 61848	WE ENERGIES 0712697628-00001 Tower Radio Bldg 100-5211-522200	10/24/2023 MROCKLEY 0712697628-00001 Tower Radio Bldg	11/07/2023	25.36  25.36	0.00	Paid	Y 11/07/2023
4711025990 61849	WE ENERGIES 0712697628-00002 Mukw Dam 100-5254-522200	10/24/2023 MROCKLEY 0712697628-00002 Mukw Dam	11/07/2023	21.38  21.38	0.00	Paid	Y 11/07/2023
4711025990 61850	WE ENERGIES 0712697628-00003 PD Tower meter 100-5211-522200	10/24/2023 MROCKLEY 0712697628-00003 PD Tower meter #05662	11/07/2023	18.84  18.84	0.00	Paid	Y 11/07/2023
4711025990 61851	WE ENERGIES 0712697628-00004 1224 Riverton 620-8020-821000	10/24/2023 MROCKLEY 0712697628-00004 1224 Riverton	11/07/2023	120.95  120.95	0.00	Paid	Y 11/07/2023
4711025990 61852	WE ENERGIES 0712697628-00006 Well #7 610-6200-662200	10/24/2023 MROCKLEY 0712697628-00006 Well #7	11/07/2023	383.35  383.35	0.00	Paid	Y 11/07/2023
4711025990 61853	WE ENERGIES 0712697628-00007 School Crossing 100-5342-522200	10/24/2023 MROCKLEY 0712697628-00007 School Crossing Lights	11/07/2023	14.22  14.22	0.00	Paid	Y 11/07/2023
4709453909 61854	WE ENERGIES 0712697628-00008 Field Park Signage 100-5521-522200	10/24/2023 MROCKLEY 0712697628-00008 Field Park Signage	11/07/2023	31.40  31.40	0.00	Paid	Y 11/07/2023
4709453909 61855	WE ENERGIES 0700126680-00015 STREET LIGHTS 100-5342-522200	10/24/2023 MROCKLEY 0700126680-00015 STREET LIGHTS	11/07/2023	10,302.22  10,302.22	0.00	Paid	Y 11/07/2023
4698877953 61856	WE ENERGIES 0700126680-00006 Field Park 100-5521-522200	10/24/2023 MROCKLEY 0700126680-00006 Field Park	11/07/2023	65.23  65.23	0.00	Paid	Y 11/07/2023

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

4698877953							
61858	WE ENERGIES	10/24/2023	11/07/2023	113.90	0.00	Paid	Y
	0700126680-00030 Andrews Street	MROCKLEY					11/07/2023
	100-5521-522200	0700126680-00030 Andrews Street		113.90			

# of Invoices:	46	# Due:	0	Totals:	38,713.11	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					38,713.11	0.00

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	764.35
100-5160-522400	GAS	35.03
100-5211-522200	ELECTRIC	1,240.20
100-5254-522200	ELECTRIC	21.38
100-5323-522200	ELECTRIC	351.11
100-5323-522400	GAS	54.43
100-5342-522200	ELECTRIC	14,486.51
100-5512-522200	ELECTRIC	115.81
100-5521-522200	ELECTRIC	643.32
150-5221-522200	ELECTRIC	1,130.76
440-5511-522200	ELECTRIC	2,614.08
440-5511-522400	GAS	231.75
610-6200-662200	FUEL OR POWER PURCHASED	7,328.74
620-8010-821100	WWTP ELECTRIC POWER	8,871.44
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	22.17
620-8020-821000	PUMPING POWER & FUEL	802.03

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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							
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			17,712.14	0.00		
	150 - FIRE/AMBULANCE FUND			1,130.76	0.00		
	440 - LIBRARY FUND			2,845.83	0.00		
	610 - WATER UTILITY FUND			7,328.74	0.00		
	620 - SEWER UTILITY FUND			9,695.64	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5160 - VILLAGE HALL			799.38	0.00		
	5211 - POLICE ADMINISTRATION			1,240.20	0.00		
	5221 - FIRE ADMINISTRATION			1,130.76	0.00		
	5254 - DAMS			21.38	0.00		
	5323 - GARAGE			405.54	0.00		
	5342 - STREET LIGHTING			14,486.51	0.00		
	5511 - LIBRARY SERVICES			2,845.83	0.00		
	5512 - MUSEUM			115.81	0.00		
	5521 - PARKS			643.32	0.00		
	6200 - PUMPING OPERATIONS			7,328.74	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			8,893.61	0.00		
	8020 - LIFT STATIONS/PUMPING EQUIP			802.03	0.00		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/08/2023	GEN	37543	DAVID ROSCH	OCT 2023 REFUND COURT FINES & FEES	100-0000-233000	86.20
11/08/2023	GEN	37544	TREASURER STATE OF WI	OCT 2023 COURT FINES AND FEES	100-0000-242400	3,022.00
11/08/2023	GEN	37545	TREASURER WAUKESHA COUNTY	OCT 2023 COURT FINES & FEES	100-0000-243240	870.00
11/08/2023	GEN	37546	WALWORTH COUNTY REGISTER	RECORD CORRECTION INSTRUMENT FOR HILL COURT PARTNERS RELOAD	100-5142-539900	30.00
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		4,008.20

11/29/2023 11:49 AM			CHECK DISBURSEMENT REPORT FOR MUKWONAGO				Page 1/1	
User: MROCKLEY			CHECK NUMBER 724					
DB: Mukwonago			Banks: GEN					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
11/08/2023	GEN	724 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - OCT	100-5142-539900	1.04		
		724 (E)		INVOICE CLOUD MONTHLY FEES - OCT	100-5241-539900	8.82		
		724 (E)		INVOICE CLOUD MONTHLY FEES - OCT	410-5363-539900	69.55		
		724 (E)		INVOICE CLOUD MONTHLY FEES - OCT	610-6920-692100	84.54		
		724 (E)		INVOICE CLOUD MONTHLY FEES - OCT	620-8300-840000	69.55		
						233.50		
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		233.50		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/15/2023	GEN	37550	AB DATA LTD	2023 ADVANCE POSTAGE - TAX BILLS	100-5142-531500	1,780.52
11/15/2023	GEN	37551	UNEMPLOYMENT INSURANCE	JOHN MEINERS UNEMPLOYMENT INSURANCE	100-5111-511000	47.68
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		1,828.20

11/29/2023 11:52 AM			CHECK DISBURSEMENT REPORT FOR MUKWONAGO			Page 1/1	
User: MROCKLEY			CHECK NUMBER 37620				
DB: Mukwonago			Banks: GEN				
Check Date	Bank	Check #	Payee	Description	GL #	Amount	
11/21/2023	GEN	37620	BIELINKSI HOMES	MEADOWLAND TOWNHOMES BOND CHANGE	100-0000-211425	405,963.00	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		405,963.00	

11/29/2023 12:12 PM			CHECK DISBURSEMENT REPORT FOR MUKWONAGO				Page 1/1	
User: MROCKLEY			CHECK NUMBER 37624					
DB: Mukwonago			Banks: GEN					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
11/28/2023	GEN	37624	JEFFERSON COUNTY SHERIFF DEPT	JORDAN A WEBB F/W 06/28/1994 CASE# 21CM138	100-0000-233200	273.75		
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		273.75		

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Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/08/2023	GEN	37548	MINNESOTA LIFE INSURANCE	DECEMBER 2023 LIFE INSURANCE	100-0000-215301	1,228.60
		37548		DECEMBER 2023 LIFE INSURANCE	150-0000-215301	225.19
		37548		DECEMBER 2023 LIFE INSURANCE	440-0000-215301	93.55
		37548		DECEMBER 2023 LIFE INSURANCE	500-0000-215301	0.06
		37548		DECEMBER 2023 LIFE INSURANCE	610-0000-215301	57.20
		37548		DECEMBER 2023 LIFE INSURANCE	620-0000-215301	195.25
						<hr/> 1,799.85
11/08/2023	GEN	37549	SECURIAN FINANCIAL GROUP INC	NOVEMBER 2023 ACCIDENTAL INS	100-0000-215305	41.74
		37549		NOVEMBER 2023 ACCIDENTAL INS	150-0000-215305	8.44
						<hr/> 50.18
11/08/2023	GEN	726 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 11/10/23	100-0000-215250	874.40
		726 (E)		RETIREMENT GW PR 11/10/23	150-0000-215250	1,380.60
						<hr/> 2,255.00
11/08/2023	GEN	727 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 11/10/23 ID	100-0000-215250	4,373.84
		727 (E)		RETIREMENT MS/ICMA PR 11/10/23 ID	150-0000-215250	200.00
		727 (E)		RETIREMENT MS/ICMA PR 11/10/23 ID	440-0000-215250	809.80
		727 (E)		RETIREMENT MS/ICMA PR 11/10/23 ID	500-0000-215250	0.77
		727 (E)		RETIREMENT MS/ICMA PR 11/10/23 ID	610-0000-215250	213.96
		727 (E)		RETIREMENT MS/ICMA PR 11/10/23 ID	620-0000-215250	458.54
						<hr/> 6,056.91
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		10,161.94

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/15/2023	GEN	728 (E)	UKG INC.	PAYROLL PROCESSING FEES OCT 2023	100-5111-539900	94.57
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	100-5120-539900	27.02
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	100-5141-539900	13.51
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	100-5142-539900	27.02
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	100-5145-539900	54.04
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	100-5211-539900	135.10
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	100-5212-539900	175.63
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	100-5213-521900	27.02
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	100-5241-539900	27.02
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	100-5300-539900	148.61
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	100-5632-539900	13.51
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	150-5221-539900	405.30
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	150-5233-531100	81.06
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	440-5511-534000	324.24
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	610-6902-690300	54.04
		728 (E)		PAYROLL PROCESSING FEES OCT 2023	620-8300-840000	40.53
						<hr/> 1,648.22
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		1,648.22

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Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/21/2023	GEN	37619	AFLAC	ACCOUNT# V1553 NOVEMBER 2023	100-0000-215302	189.87
		37619		ACCOUNT# V1553 NOVEMBER 2023	150-0000-215302	338.66
		37619		ACCOUNT# V1553 NOVEMBER 2023	610-0000-215302	2.00
		37619		ACCOUNT# V1553 NOVEMBER 2023	620-0000-215302	231.38
						<hr/> 761.91
11/21/2023	GEN	37621	MUKWONAGO PROFESSIONAL	NOVEMBER 2023 FIRE UNION DUES	150-0000-215500	900.00
11/21/2023	GEN	37622	MUKWONAGO PROFESSIONAL POLICE	NOVEMBER 2023 POLICE UNION DUES	100-0000-215500	500.00
11/21/2023	GEN	37623	VILLAGE OF MUKWONAGO MRA	NOVEMBER 2023 FSA	100-0000-215350	1,905.48
		37623		NOVEMBER 2023 FSA	150-0000-215350	583.88
		37623		NOVEMBER 2023 FSA	440-0000-215350	20.00
		37623		NOVEMBER 2023 FSA	610-0000-215350	3.56
		37623		NOVEMBER 2023 FSA	620-0000-215350	177.22
						<hr/> 2,690.14
11/21/2023	GEN	729 (E)	DELTA DENTAL OF WISCONSIN	DECEMBER 2023 DENTAL PREMIUMS	100-0000-215304	438.64
		729 (E)		DECEMBER 2023 DENTAL PREMIUMS	150-0000-215304	20.98
		729 (E)		DECEMBER 2023 DENTAL PREMIUMS	440-0000-215304	40.50
		729 (E)		DECEMBER 2023 DENTAL PREMIUMS	500-0000-215304	0.05
		729 (E)		DECEMBER 2023 DENTAL PREMIUMS	610-0000-215304	9.32
		729 (E)		DECEMBER 2023 DENTAL PREMIUMS	620-0000-215304	0.39
						<hr/> 509.88
11/21/2023	GEN	730 (E)	DELTA DENTAL OF WISCONSIN	DECEMBER 2023 VISION PREMIUMS	100-0000-215303	118.26
		730 (E)		DECEMBER 2023 VISION PREMIUMS	150-0000-215303	30.02
		730 (E)		DECEMBER 2023 VISION PREMIUMS	440-0000-215303	35.84
						<hr/> 184.12
11/21/2023	GEN	731 (E)	EMPLOYEE TRUST FUNDS	DECEMBER 2023 HEALTH INSURANCE	100-0000-215300	54,434.68
		731 (E)		DECEMBER 2023 HEALTH INSURANCE	150-0000-215300	15,029.98
		731 (E)		DECEMBER 2023 HEALTH INSURANCE	440-0000-215300	5,761.71
		731 (E)		DECEMBER 2023 HEALTH INSURANCE	500-0000-215300	19.12
		731 (E)		DECEMBER 2023 HEALTH INSURANCE	610-0000-215300	3,572.84
		731 (E)		DECEMBER 2023 HEALTH INSURANCE	620-0000-215300	6,034.43
						<hr/> 84,852.76
11/21/2023	GEN	732 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 11/24/23	100-0000-215250	881.46

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DB: Mukwonago

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
		732 (E)		RETIREMENT GW PR 11/24/23	150-0000-215250	1,293.18
						<hr/> 2,174.64
11/21/2023	GEN	733 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 11/24/23 ID	100-0000-215250	4,361.73
		733 (E)		RETIREMENT MS/ICMA PR 11/24/23 ID	440-0000-215250	830.84
		733 (E)		RETIREMENT MS/ICMA PR 11/24/23 ID	500-0000-215250	2.06
		733 (E)		RETIREMENT MS/ICMA PR 11/24/23 ID	610-0000-215250	223.16
		733 (E)		RETIREMENT MS/ICMA PR 11/24/23 ID	620-0000-215250	452.31
						<hr/> 5,870.10
11/21/2023	GEN	734 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - OCTOBER 2023	100-0000-215200	35,789.52
		734 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	14,446.74
		734 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	5,362.24
		734 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	500-0000-215200	7.48
		734 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	2,112.92
		734 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	3,484.46
						<hr/> 61,203.36
			TOTAL - ALL FUNDS	TOTAL OF 10 CHECKS		159,646.91

# ***Statewide Services, Inc.***

Claim Division

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

## **VIA E-MAIL ONLY**

November 7, 2023

Fork In The Road  
Attn: Ms. Theresa Hennessy  
215 N. Rochester St.  
Mukwonago, WI 53149

Regarding: Our Insured: Village of Mukwonago  
Claim No: WM000671530109  
Date/Loss: 09/29/2023

Dear Ms. Hennessy:

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which provides the insurance coverage for the Village of Mukwonago. We are in receipt of the above-captioned claim involving damage from a back-up of sewer water into your building.

As discussed, we have completed our investigation, and we recommend that the Village of Mukwonago disallow your claim. This unfortunate loss occurred when a section of the Village's sewer main collapsed; ; once said, the Village (staff ) is not liable for causing the collapse by any work on the sewer main, nor any work occurring near main. Finally, there is no evidence that the Village failed to adhere to any ministerial duties—or mandates—regarding the maintenance of the sewer; and absent a ministerial duty, WI Statute 893.80 affords the Village discretionary regarding the design, development and maintenance of the sewer main. Therefore, your claim is recommended for disallowance.

I am sorry that we cannot be of assistance to you, Theresa, and please do not hesitate to call me with any questions.

Best regards,

*Doug Detlie*

Douglass A. Detlie  
Casualty Claims Specialist  
Office: 608-828-5503  
Fax: 800-720-3512  
E-mail: [ddetlie@statewidesvcs.com](mailto:ddetlie@statewidesvcs.com)

Cc: Village of Mukwonago

# ***Statewide Services, Inc.***

Claim Division

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

## **VIA E-MAIL ONLY**

November 7, 2023

Mr. Lawrence Zimmer – KMIEC Law Office  
201 N. Rochester St.  
Mukwonago, WI 53149

Regarding:      Our Insured:      Village of Mukwonago  
                         Claim No:      WM000671530109  
                         Date/Loss:      09/29/2023

Dear Mr. Zimmer:

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which provides the insurance coverage for the Village of Mukwonago. We are in receipt of the above-captioned claim involving damage from a back-up of sewer water into your building.

As discussed, we have completed our investigation, and we recommend that the Village of Mukwonago disallow your claim. This unfortunate loss occurred when a section of the Village's sewer main collapsed; ; once said, the Village (staff ) is not liable for causing the collapse by any work on the sewer main, nor any work occurring near main. Finally, Sir, there is no evidence that the Village failed to adhere to any ministerial duties—or mandates—regarding the maintenance of the sewer; and absent a ministerial duty, WI Statute 893.80 affords the Village discretionary regarding the design, development and maintenance of the sewer main. Therefore, your claim is recommended for disallowance.

I am sorry that we cannot of assistance to you, and please do not hesitate to call me with any questions.

Best regards,

*Doug Detlie*

Douglass A. Detlie  
Casualty Claims Specialist  
Office: 608-828-5503  
Fax: 800-720-3512  
E-mail: [ddetlie@statewidesvcs.com](mailto:ddetlie@statewidesvcs.com)

Cc: Village of Mukwonago

**VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES**

---

**RESOLUTION 2023-72**

**A RESOLUTION ADOPTING THE 2024 ANNUAL TAX INCREMENT DISTRICT BUDGETS  
AND ESTABLISHING THE 2023 TAX INCREMENT FOR THE  
VILLAGE OF MUKWONAGO**

---

**WHEREAS**, the Village of Mukwonago prepared an annual budget for the 2024 fiscal year in accordance with Section 2-172 of the Village of Mukwonago Municipal Code; and

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

**WHEREAS**, a public hearing on the 2024 Annual Budget was held on November 15, 2023 after due and proper notice of said hearing having been given in accordance with Wis. Stat. Section 65.90; and

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

**WHEREAS**, tax increment calculations totaled \$1,332,875.97 for Waukesha County and \$622,075.13 for Walworth County to pay for TIF district project and debt service costs;

**NOW THEREFORE, BE IT RESOLVED** by the Village Board of Mukwonago, Wisconsin hereby approves the 2024 Tax Increment District Annual Budgets, as attached as Exhibit A, utilizing the tax increment levied against affected properties.

Passed and adopted this 20<sup>th</sup> day of December, 2023.

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

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

11/30/2023

BUDGET REPORT FOR VILLAGE OF MUKWONAGO  
Calculations as of 06/30/2023

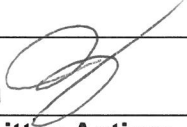
GL NUMBER	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 ACTIVITY THRU 06/30/23	2023 PROJECTED ACTIVITY	2024 DEPT REQUESTED BUDGET	2024 DEPT REQUESTED % CHANGE	2024 DEPT REQUESTED AMT CHANGE
Fund 220 - TID#3 - GENERAL								
ESTIMATED REVENUES								
4100 - TAXES	916,659	863,477	905,802	754,914	905,802	907,584	0.20	1,782
4200 - SPECIAL ASSESSMENTS	18,351	19,623	11,500	35,453	35,453	11,500		
4300 - INTERGOV T REVENUES	39,979	30,250	30,250	22,324	30,250	30,250		
4810 - INTEREST REVENUE	791	13,343	4,000	21,477	36,818	11,870	196.75	7,870
4900 - OTHER FINANCING SOURCES			218,160			217,049	(0.51)	(1,111)
TOTAL ESTIMATED REVENUES	975,780	926,693	1,169,712	834,168	1,008,323	1,178,253	0.73%	8,541
APPROPRIATIONS								
5140 - ADMINISTRATIVE & GENERAL	5,249	5,153	5,150	2,649	5,479	5,150		
5151 - INDEPENDENT AUDITING	3,382	3,962	3,500	1,641	3,500	3,500		
5800 - DEBT SERVICE	946,196	1,027,964	1,161,062	822,807	1,161,062	1,169,603	0.74	8,541
TOTAL APPROPRIATIONS	954,827	1,037,079	1,169,712	827,097	1,170,041	1,178,253	0.73%	8,541
NET OF REVENUES/APPROPRIATIONS - FUND 220	20,953	(110,386)		7,071	(161,718)			

GL NUMBER	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 ACTIVITY THRU 06/30/23	2023 PROJECTED ACTIVITY	2024 DEPT REQUESTED BUDGET	2024 DEPT REQUESTED % CHANGE	2024 DEPT REQUESTED AMT CHANGE
Fund 240 - TID#4								
ESTIMATED REVENUES								
4100 - TAXES	82,368	276,803	366,821	305,716	366,821	425,291	15.94	58,470
4810 - INTEREST REVENUE	82	2,845	1,500	9,973	17,096	6,674	344.93	5,174
TOTAL ESTIMATED REVENUES	82,450	279,648	368,321	315,689	383,917	431,965	17.28%	63,644
APPROPRIATIONS								
5140 - ADMINISTRATIVE & GENERAL	11,150	5,151	5,150	2,649	5,150	5,150		
5151 - INDEPENDENT AUDITING	3,678	388	4,300	438	4,300	4,300		
5800 - DEBT SERVICE	41,627	155,686	153,923	142,588	153,923	155,508	1.03	1,585
5900 - OTHER FINANCING USES			204,948			267,007	30.28	62,059
TOTAL APPROPRIATIONS	56,455	161,225	368,321	145,675	163,373	431,965	17.28%	63,644
NET OF REVENUES/APPROPRIATIONS - FUND 240	25,995	118,423		170,014	220,544			

GL NUMBER	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 ACTIVITY THRU 06/30/23	2023 PROJECTED ACTIVITY	2024 DEPT REQUESTED BUDGET	2024 DEPT REQUESTED % CHANGE	2024 DEPT REQUESTED AMT CHANGE
Fund 250 - TID #5								
ESTIMATED REVENUES								
4100 - TAXES	685,467	425,570	906,641	547,938	906,641	622,075	(31.39)	(284,566)
4200 - SPECIAL ASSESSMENTS		6,419	6,419	36,269	36,269		(100.00)	(6,419)
4810 - INTEREST REVENUE	2,013	38,886	12,000	60,724	104,098	48,332	302.77	36,332
4900 - OTHER FINANCING SOURCES	8,001,814	4,477,379	2,315,429		2,131,908	1,868,197	(19.32)	(447,232)
TOTAL ESTIMATED REVENUES	8,689,294	4,948,254	3,240,489	644,931	3,178,916	2,538,604	-21.66%	(701,885)
APPROPRIATIONS								
5130 - VILLAGE ATTORNEY	2,581	3,740		280	400			
5140 - ADMINISTRATIVE & GENERAL	46,592	45,154	55,150	2,649	5,150	5,150	(90.66)	(50,000)
5151 - INDEPENDENT AUDITING	2,715	5,730	4,500	11,215	15,000	4,500		
5335 - ENGINEERING	210,566	72,354	50,000	2,585	50,000		(100.00)	(50,000)
5670 - ECONOMIC DEVELOPMENT	245,000	3,033	5,000				(100.00)	(5,000)
5700 - CAPITAL OUTLAY EXPENDITURES	1,770	377,924	2,000,000	36,842	1,500,000	1,202,593	(39.87)	(797,407)
5800 - DEBT SERVICE	8,221,209	5,069,405	1,070,839	854,900	1,070,839	1,326,361	23.86	255,522
5805 - DEBT ISSUANCE/REFUNDING EXP	151,182	93,890	55,000		45,852		(100.00)	(55,000)
TOTAL APPROPRIATIONS	8,881,615	5,671,230	3,240,489	908,471	2,687,241	2,538,604	-21.66%	(701,885)
NET OF REVENUES/APPROPRIATIONS - FUND 250	(192,321)	(722,976)		(263,540)	491,675			



## Agenda Item Cover Report

<b>Date:</b> 11/30/23	<b>Committee/Board:</b> Judicial Committee
<b>Submitted by:</b> Diana Dykstra 	<b>Department:</b> Village Clerk-Treasurer
<b>Date of Committee Action:</b> December 6, 2023	<b>Date of Village Board Action:</b> December 20, 2023

**Subject:**

### Crush Wine Bar Reserve Liquor License

**Executive Summary:**

Crush LLC has applied for a Reserve Class B Combination Beer and Liquor License.

This is a \$10,000 initial issuance license under the Statutory Quota.

They are opening their business Crush Wine Bar and Craft Lounge at 110 Main Street.

The Police Department has completed their background and approval.

**Fiscal Impact:**

They will be paying the \$10,000 initial issuance fee along with a prorated annual license fee.

**Executive Recommendation/Action:**

Approve the application for Crush LLC at 110 Main Street.

 **Attachments Included**

License Fees	\$
Publication Fee	\$ 25.00
Background Check	\$ 10.00
<b>Total Fees</b>	\$

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) CRUSH, LLC		
2. Trade Name or DBA CRUSH WINE BAR AND CRAFT LOUNGE		
3. Premises Address 110 MAIN ST.		
4. County WAUKESHA	5. Municipality MUKWONAGO	6. Aldermanic District
7. Mailing Address (if different from premises address) [REDACTED] WA, WI. 53186		
8. FEIN 47-1749375	9. Wisconsin Seller's Permit Number 456-1028736202-02	
10. Premises Phone 262-227-7280	11. Premises Email JUDYLYNN@CRUSHWAUKESHA.COM	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> 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. MAIN FLOOR BAR BACK STORAGE ROOM BACK OFFICE BASEMENT		

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.

<b>Part C: For Corporate/LLC Applicants Only</b>	
1. State of Registration <i>WISCONSIN</i>	2. Date of Registration <i>09/09/2014</i>
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. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>	
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)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> If yes, please explain using the space below. Attach additional sheets if necessary.	
5. Agent's Last Name <i>KWIECIEN</i>	Agent's First Name <i>PAUL</i>
Phone 	

<b>Part D: Individual Information</b>
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
<i>ROSYNEK</i>	<i>JUDY</i>	<i>PRESIDENT/OWNER</i>	
<i>KWIECIEN</i>	<i>PAUL</i>	<i>VICE PRESIDENT/OWNER</i>	

<b>Part E: Attestation</b>	
Who must sign this application? • sole proprietor      • one general partner of a partnership      • one corporate officer      • one managing member of an LLC	
<b>READ CAREFULLY BEFORE SIGNING:</b> 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 <i>8/16/2023</i>
Name (Last, First, M.I.) <i>KWIECIEN, PAUL, L.</i>	
Title <i>VICE PRESIDENT/OWNER</i>	Email <i>PAUL.KWIECIEN@THAIVENT.COM</i>
Phone 	

<b>Part F: For Clerk Use Only</b>		
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		

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

Submit to municipal clerk.

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

To the governing body of: ☐ Town ☒ Village of MUKWONAGO County of WAUKESHA  
☐ City

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

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as CRUSH WINE BAR AND CRAFT LOUNGE  
(Trade Name)

located at 110 MAIN ST., MUKWONAGO, WI 53149

appoints PAUL L. KWIECIEN  
(Name of Appointed Agent)

[REDACTED], WI. 53186  
(Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 27 YRS / 6 MOS.

Place of residence last year [REDACTED] WI. 53186

For: CRUSH, LLC  
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]  
(Signature of Officer / Member / Manager)

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

## ACCEPTANCE BY AGENT

I, PAUL L. KWIECIEN, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

[Signature] 8/16/2023  
(Signature of Agent) (Date)

Agent's age [REDACTED]

[REDACTED] WI. 53186  
(Home Address of Agent)

Date of birth [REDACTED]

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

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

Approved on 11/09/23 by [Signature] Title CHIEF OF POLICE  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



## Agenda Item Cover Report

<b>Date:</b> 11/30/23	<b>Committee/Board:</b> Judicial Committee
<b>Submitted by:</b> Diana Dykstra	<b>Department:</b> Village Clerk-Treasurer
<b>Date of Committee Action:</b> December 6, 2023	<b>Date of Village Board Action:</b> December 20, 2023

**Subject:**

### Quick on 83 Alcohol License Application

**Executive Summary:**

SSSATHI Retail Stores LLC has applied for a Class A Combination Beer and Liquor License for retail sale (packaged goods to go) at 201 N Rochester St.

This is a Non-Quota License.

The Police Department has completed their background and approval.

**Fiscal Impact:**

They will be paying the prorated annual license fee.

**Executive Recommendation/Action:**

Approve the application for Quick on 83 at 201 N Rochester St.

☒ Attachments Included

Form  
AT-106

## Original Alcohol Beverage License Application

FOR CLERKS ONLY	
Municipality	Village of Mukwonago
License Period	23-24

### 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	\$ 25.00
Background Check	\$ 10.00
Total Fees	\$

### Part A: Premises/Business Information

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

SSSATHI RETAIL STORES LLC

2. Trade Name or DBA

SIP & SMOKE QUICK ON 83

3. Premises Address

201, N ROCHESTER STREET, MUKWONAGO, WI-53149

4. County

WAUKESHA

5. Municipality

VILLAGE MUKWONAGO

6. Aldermanic District

7. Mailing Address (if different from premises address)

201, N ROCHESTER STREET, MUKWONAGO, WI-53149

8. FEIN

93-4293183

9. Wisconsin Seller's Permit Number

10. Premises Phone

11. Premises Email

sipnsmoke201@gmail.com quickon83@gmail.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.

### 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.

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

1. State of Registration WISCONSIN		2. Date of Registration 11/07/2023	
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 NA		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 type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary. NA			
5. Agent's Last Name Gulati		Agent's First Name Naresh	Phone [REDACTED]

**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
Gulati	Naresh		[REDACTED]
Gulati	Naveen		[REDACTED]

**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 [Signature]		Date 11-13-2023	
Name (Last, First, M.I.) Gulati Naresh			
Title	Email [REDACTED]	Phone [REDACTED]	

**Part F: For Clerk Use Only**

Date application was filed with clerk 11-13-23	Date reported to governing body Dec 20 <sup>th</sup> VB	Date provisional license issued (if applicable) N/A
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk [Signature]		

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

Submit to municipal clerk.

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

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

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

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

SIP & SMOKE QUICK ON 83 NW  
(Trade Name)

located at 201 N Rochester Street, Mukwonago, WI-53149

appoints Naresh Gulati  
(Name of Appointed Agent)

[Redacted] ago, WI-53149.

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 agent resided continuously in Wisconsin? \_\_\_\_\_

Place of residence last year Mukwonago WI-53149

For: SSSATHI RETAIL STORES LLC  
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]  
(Signature of Officer / Member / Manager)

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

## ACCEPTANCE BY AGENT

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

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

[Signature] 11/1/2023 Agent's age [Redacted]  
(Signature of Agent) (Date)  
[Redacted] ago, WI-53149 Date of birth [Redacted]

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

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

Approved on 11/15/2023 by [Signature] Title CHIEF OF POLICE  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



**RESOLUTION 2023-65**

**A RESOLUTION ADOPTING VIDEO SURVEILLANCE POLICY  
FOR THE VILLAGE OF MUKWONAGO**

---

**WHEREAS**, in order to maintain safe and secure municipal buildings and property the Village of Mukwonago utilizes video surveillance; and

**WHEREAS**, selected public areas of municipal buildings and property may be under continuous video surveillance and recording; and

**WHEREAS**, Village Board is required to create a policy to establish storage, use, and retention periods for such records; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Village Board of the Village of Mukwonago does hereby approve the Video Surveillance Policy in Exhibit A.

Adopted this 20<sup>th</sup> day of December, 2023.

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

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



# **Village of Mukwonago**

## **Video Surveillance Policy**

### **Video Surveillance**

In order to maintain safe and secure municipal buildings and property, selected public areas of municipal buildings and property may be under continuous video surveillance and recording.

- A. Images from the Village of Mukwonago surveillance system may be stored digitally at secure locations around the Village. It is the intent of the Village of Mukwonago to retain all recorded images for a minimum of thirty (30) days, or until image capacity of the system is reached. Then the oldest stored images will be automatically deleted by system software to make room for new images.
- B. While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

### **Illegal Activity Prohibited and Not Protected**

Residents and visitors using municipal buildings and property may conduct only legal activity while using facilities, resources, and services. Nothing in this policy prevents Village of Mukwonago staff from exercising its right to protect its facilities, network and/or equipment from harm; or prevent the use of facilities and equipment for illegal purposes.

- A. Village of Mukwonago staff is authorized to take immediate action to protect the security of residents, visitors, staff, facilities, and property.
- B. Authorized staff may review surveillance recordings at any time and may contact law enforcement if illegal or dangerous behavior is suspected.
- C. Authorized staff may observe any meeting, program, or use of any municipal buildings and property at any time and reserve the right to ask residents and visitors to leave or to contact law enforcement when a violation of law or Village of Mukwonago policy is suspected.

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**RESOLUTION 2023-64**

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

---

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

**WHEREAS**, current inspectors appointed in 2021 terms expire on December 31, 2023; and

**WHEREAS**, the attached individuals on EXHIBIT A 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 run from January 1, 2024 to December 31, 2025:

Adopted this 20<sup>th</sup> day of December 2023.

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

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



# Village of Mukwonago

## Member Report



Appointed By	First Name	Last Name	Calculated Start Date	Calculated End Date	Title
Village Board	Kathy	Bourget	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Republican Party	Don	Braun	1/1/2024	12/31/2025	Election Inspector (Republican)
Village Board	Bobbie	Braun	1/1/2024	12/31/2025	Election Inspector (Republican)
Village Board	Harold	Casper	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Village Board	Joanne	Dehring	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Democratic Party	Rick	Dehring	1/1/2024	12/31/2025	Election Inspector (Democrat)
Village Board	Cyndi	Donahue	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Village Board	Susan	Groh	1/1/2024	12/31/2025	Election Inspector (Republican)
Village Board	Carla	Guckenberger	1/1/2024	12/31/2025	Election Inspector (Democrat)
Republican Party	Felicia	Hoffman	1/1/2024	12/31/2025	Election Inspector (Republican)
Village Board	Darlene	Holmstrom	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Democratic Party	John	Lepinski	1/1/2024	12/31/2025	Election Inspector (Democrat)
Democratic Party	Carren	Loredo	1/1/2024	12/31/2025	Election Inspector (Democrat)
Village Board	Joyce	Luebke	1/1/2024	12/31/2025	Election Inspector (Republican)
Village Board	Karen	Oblinski	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Village Board	Barbara	Pallan	1/1/2024	12/31/2025	Election Inspector (Republican)
Republican Party	Mary	Patz	1/1/2024	12/31/2025	Election Inspector (Republican)
Village Board	Rebecca	Phillips	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Village Board	Cindi	Presti	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Village Board	Micah	Roberts	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Village Board	David	Schultz	1/1/2024	12/31/2025	Chief Inspector
Village Board	Lois	Thompson	1/1/2024	12/31/2025	Election Inspector (Republican)
Village Board	Joanne	Tlachac-Hehn	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Republican Party	Gordon	Uhan	1/1/2024	12/31/2025	Election Inspector (Republican)
Village Board	Bob	Zautner	1/1/2024	12/31/2025	Election Inspector (Unaffiliated)
Appointed By	First Name	Last Name	Calculated Start Date	Calculated End Date	Title

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## Library Director Report: November 2023

### Director Meetings and Activities

On October 20 we held the final Staff Development Day of the year. Our main speaker was Dawn Koceja, Community Engagement & Advocacy Officer for the Milwaukee Public Museum. She presented on the topic “Creating Accessible Experiences for Visitors with Disabilities.” We will be doing some minor updates in response to some of the things she pointed out, including purchasing a wheelchair for the Library and rearranging the entryway so that the walkers are near the door and not 60 feet inside by the shelves. It was also a great foundation for the afternoon’s exercise where I *walked* the staff through a brainstorming around priorities in facilities updates—literally, we *walked* around the library and the staff did an excellent job of “putting on their customer hats” and identifying issues as a customer, then “putting on their staff hats” and identifying issues from a staff perspective. I will be reviewing and condensing these ideas for the Building & Grounds Committee next week per their request. It’s vital to have these staff development days to reinvigorate the staff, learn about how we can better serve the community, and to have uninterrupted time to think which is a must for innovation and improvement. I thank the Library Board for providing the means to hold these Staff Development Days—both financial and time—as it makes the Library a better place for both staff and users.

The equipment for our WiscNet is finally finished being updated. As we get all of our internet via a TEACH line from the state (except for phone service which is hosted by the Village’s internet), we needed to get our infrastructure updated when the state contract was bought by AT&T. Over the course of the last 6-months, various technicians have come in and prepared for the update and on October 18 Mellanie Mercier, the Assistant Director of the Bridges Library System, and I spent a couple hours in the server room with an AT&T technician for the final switchover. There was no interruption in service and we are now updated.

The Bridges Library System has been working for many months with the tech team at Waukesha County to develop a data dashboard for all member libraries to use. When finalized in the next couple of weeks, this will supplant the deluge of excel spreadsheets Mellanie Mercier generates for us about circulation, usage, and other important data. Instead, we will have a modern, user-friendly dashboard that updates daily and provides a variety of filters to help us sort and cross-reference data including historical data comparisons. I am extremely excited for this and very appreciative of the county and Bridges for pursuing this. Having high-quality data available any time will make it easier to make good, data-driven decisions. I anticipate with our reorganization emphasizing collection development, this dashboard will be used heavily to help us identify more accurately what is being used, how often it’s circulating, and where we should be spending our time and money—or not.

### Circulation (Emily Ceithamer)

This month Abby and I have signed up for a professional development course called Library Management Training that is offered through Library Journal. This is an eight-week course where we hear from guest speakers and have assignments and resources based on the topics

each week. Topics so far have included foundational management, equity-centered leadership, how to manage team meetings and reviews, and how to manage people in difficult situations. The speakers and assignments have been very helpful so far and I look forward to the class each week. I'm still in grad school too, but taking extra courses and training is always a high priority for myself. I always like to have a full schedule!

As for circulation, when we had staff development day, we went over new training and reminders in our circulation meeting. Along with the excellent training in the morning, the circ team all got together in the afternoon to bounce ideas around and learn from each other. I always enjoy our staff development days and this one was another success in my eyes.

### **Children's Department (Jane DeAngelis)**

Upcoming programs:

Wednesdays at 10:00 am—Family Storytime

Thursdays at 10:00 am—Discovery Time

Wednesday, November 1—Dino-Vember Storytime

Friday, November 3—Outreach to YMCA preschool

Wednesday, November 15—Thanksgiving Storytime

Wednesday, November 29—Storytime at the Tree Lighting

Thursday, November 30—Storytime at the Sensory Tree Lighting

In-Library Scavenger Hunt—Dinosaur Tracks: complete the hunt and earn a free book

Card for Vets: create handmade card for a chance to win a hatful of military Beanie Babies

Veterans Day Beanstack Activity Challenge

Craft bag—make a 'Thank You Veterans' pennant

Also—prepare book orders for school requests; finish spending the book budget; continue weeding the chapter book section.

### **Reference and Adult Services (Chris Stape)**

Several fun programs in October. A local garage band came for a performance and the turnout was great. They offered to play for no charge but the feedback was so positive, I think we'll have them back next year. Author Rod Vick returned for another of his "Murder Mystery" presentations. He always draws well, and the crowd loved it. October marked the end of our weekly visits from The Sandwich Sisters food truck, but they will return next spring. One interesting program was how to conduct online genealogy research. That type of program is one of our most requested. Unfortunately, not too many folks attended and ironically, that's been consistent for quite some time. Coming up we have a new adult book club starting as well as a monthly ukulele group that will meet here.

### **Technical Services and Thingery (Mary Jo Isely)**

404 new items were processed and cataloged in October. Kayaks & Paddleboards were pulled from the Thingery in early October. Additional seasonal items will be pulled in early November. New additions to the Thingery are the Knife Sharpener and a Scrapbooking Tool Kit. The Little

Sprouts collection added a Busy Fingers backpack which allows parent and child to develop fine motor skills using snaps, buckles, buttons, tying and lacing. There is finally some light at the end of the Fiction Weeding Project-- 2 alpha areas to be completed and then a shifting of the entire collection.

The Cataloging & Thingery manuals remain works in progress. Succession training continues-- reviewed vendor accounts, their websites and purchasing practices.

### **MetaSpace 511 & Technology (Nancy Aycock)**

We welcomed our new MetaSpace 511 Innovator in Residence Intern Cameron who started working in MetaSpace 511 at the beginning of October. We are excited to have them as part of our team! Cameron has been a familiar face in MetaSpace 511 for quite a while. They have been 3D printing, sewing, using the Cricut, learning how to make things on the laser, creating earrings with polymer clay, and they volunteered at several makerspace summer programs. We are excited for all the creative ideas and skills that Cameron brings to the makerspace.

One of the projects Cameron has been working on is creating 3D printed texture cubes for students who need a quiet fidget toy. Cameron is already working on helping to develop drop-in activities for teens to explore their creativity in the makerspace. With the addition of Cameron to the team we are looking forward to being able to add back some of our kids programs like LEGO Club and STEAM Design Lab.



We had fun and creative maker projects during October. We had 58 in attendance for the Homeschool Maker Program where adults, kids, and teens learned about the process of screen-printing, and then the kids and teens screen-printed and

decorated their own Trick-or-Treat bags.



Another annual favorite is Family Maker Day where we had 31 attendees come in on a Saturday to laser engrave pumpkins.



### **Community Engagement Coordinator (Eric Huemmer)**

Community Engagement: We were interviewed by The Waukesha Freeman at the beginning of the month and featured in a piece about the PokeWalk and Open Play program that Ms. Jane runs, which is open to families, and gave us the opportunity to highlight how our Library keeps tabs on what's popular in the community and how we'll tailor our collection and program around that. (See below)

Events & Programs: This was the second year the Library planned the community activity at the **Jack-o-Lantern Jaunt and Halloween Haunt**. Collaborating with the event organizers and the Mukwonago Rotary, we set up a "Top 5" writing activity for the community, encouraging people to share their favorites while reading recommendations from others on everything from Top 5 Books to Top 5 Places to Visit in Mukwonago. (Shout-out to the DPW crew for helping with transporting the boards!) The event unfortunately was rained out Friday, but reconvened Saturday. While the layout this year was not the best for the pavilion, we still had over 500 visitors.

Shortly afterward, was our third annual **Trick-or-Treat in the Library** as part of the Business Trick-or-Treat promoted by the Mukwonago Area Chamber. We set up seven stations around the Library for families to visit, helping the parents and kids explore the Library for those visiting for the first time. This year we had over 100 families totaling over 345 attendees, significantly growing from last year!

For both the JOL Jaunt and the Trick-or-Treat event, the Teen Advisory Board stepped up and these events would not have been successful without their support.

Partnering with the Mukwonago Area Chamber and the Autism Society of Southeastern Wisconsin, we have two events coming up in November: The **Annual Holiday Tree Lighting** (Nov. 29) and the **Sensory Friendly Tree Lighting** (Nov. 30). Like last year, the Sensory Friendly event will feature the same crafts and activities, but provide special considerations for neurodivergent attendees, such as a sensory room and trained Santa/helpers.



# STATISTICS OCTOBER 2023

## Physical Item Circulation



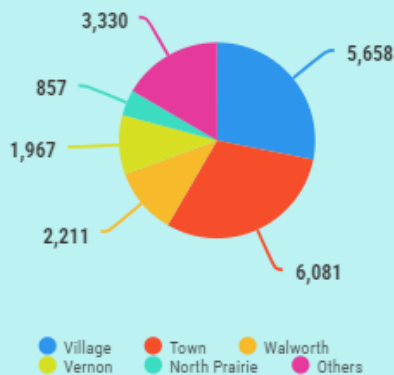
**20,104**

OCTOBER CIRCULATION 2%  
DECREASE OVER 2022

**217,056**

2023 YEAR-TO DATE  
CIRCULATION

### Circulation by Area



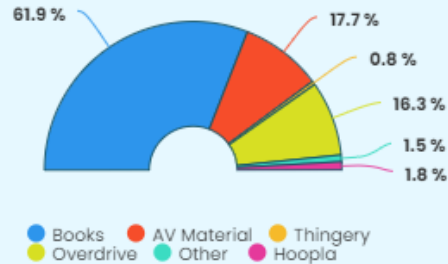
## Circulation Trends



**88**

new library  
cards this  
month

### All Circulation



### PROGRAMS

**69**

ATTENDANCE  
Adult 791  
Kids 622  
Young Adult 30



**296**

People used the  
Community and  
Study Rooms

### Locker Pick up

**1,800**

New Items  
Added

**404**

Renewals

**6230**

Items loaned to  
other Libraries

**3,265**



**9,254**

patron  
visits

### Peak times

10:00 - 11:00 PM Tuesdays: Avg 119 Checkouts

### Slowest times

6:00-7:00 PM Wednesdays: Average 18 Checkouts



# VILLAGE OF MUKWONAGO VILLAGE HALL TIME STUDY

**AUGUST 2023**



[www.villageofmukwonago.gov](http://www.villageofmukwonago.gov)

# Welcome and Overview

*Village of Mukwonago is located in the south central portion of Waukesha County and extends into Walworth County. The Village has prime access to metro areas at the intersection of I43 and Hwy 83.*

*The Village prides the “Small Town” atmosphere with an excellent mix of residential, commercial, and industrial properties. Historic Downtown central business center, extensive professional, civic, and social organizations, and promising parks and recreation opportunities, make the Village of Mukwonago an exceptional place to work, live or play.*

## WHY

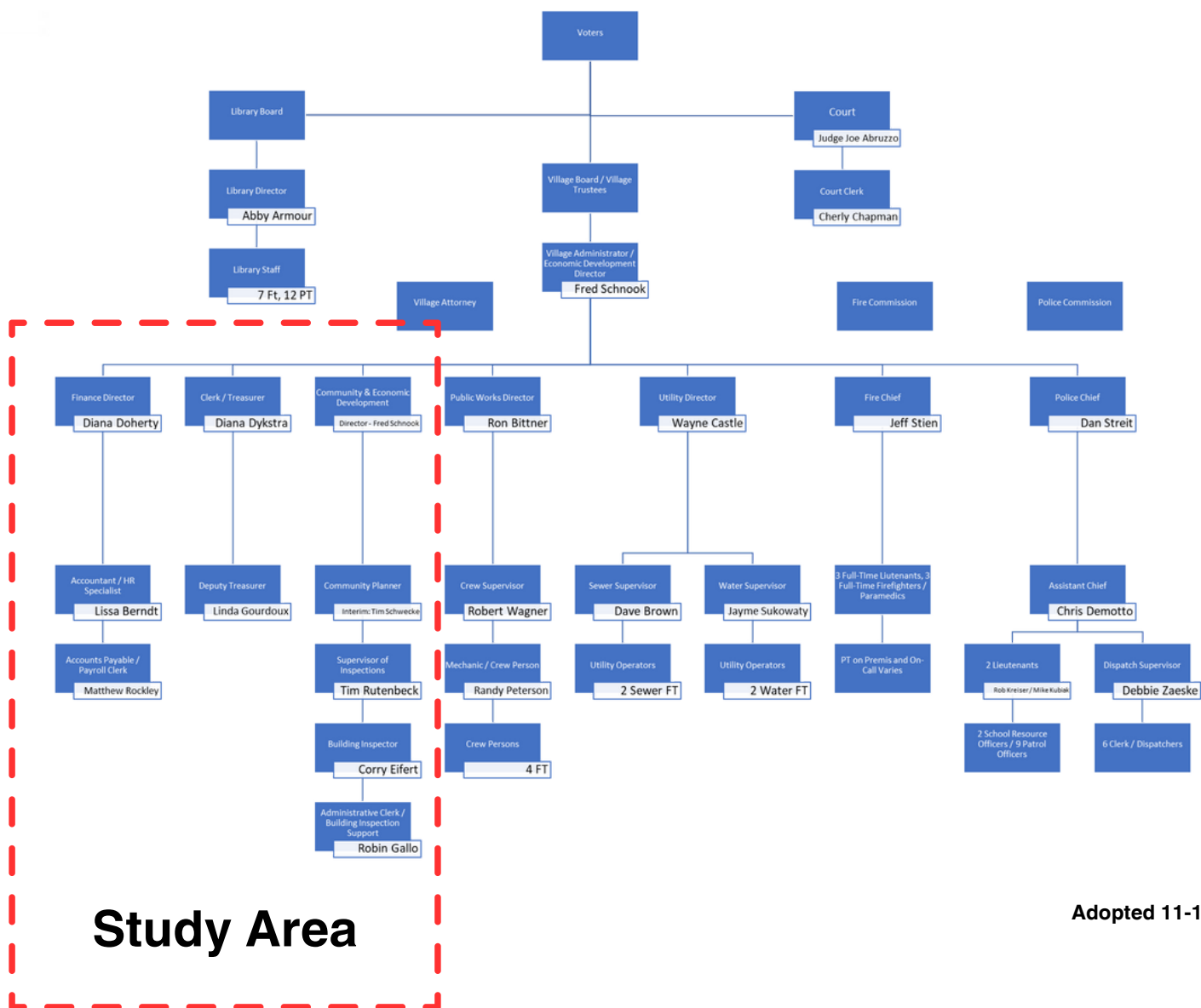
In anticipation of pending retirements, the purpose of this time study was to provide Village Administration the ability to assess workloads and functions to determine if there is a need for additional staffing, re-organization of current staffing, or identify areas for potential process improvements or better utilize the skillset of the current staff. In addition, it can provide guidance for future growth needs.

## HOW

Staff at Village Hall documented their own activities for two three week periods of time. This was based on the honor system with pre-determined subjects that departments submitted in which to record their time. The spreadsheets calculated the time they placed in those subjects and created an analysis that was purely based on the calculation of raw time. The study was completed during the months of July and August, which also are important in consideration of workflow cycles.



# CURRENT ORGANIZATIONAL CHART



Adopted 11-16-2022

Staff conducted a 6 week record of time tracking which was converted to an analysis to provide a breakdown calculation of where this position was spending a majority of their time . Then staff was asked to review and reflect on this. It would then allow us to see if we were missing certain functions due to training scheduled in this time frame or outside of the cycle of Elections or Taxes etc., or find where their skillset is better utilized.

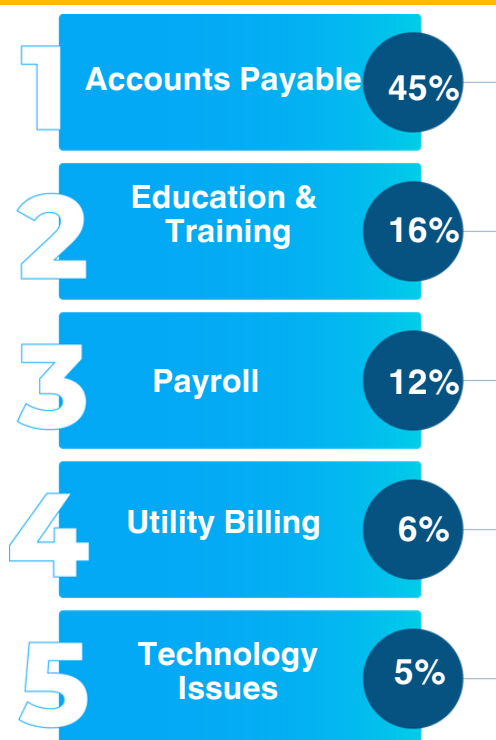
Employee Name:

MONDAY AUG 7					TUESDAY AUG 8					WEDNESDAY AUG 9					THURSDAY AUG 10					FRIDAY AUG 11				
Total Hours: 0.00					Total Hours: 0.00					Total Hours: 0.00					Total Hours: 0.00					Total Hours: 0.00				
Select Activity	Start Time	End Time	Total	Comments	Select Activity	Start Time	End Time	Total	Comments	Select Activity	Start Time	End Time	Total	Comments	Select Activity	Start Time	End Time	Total	Comments	Select Activity	Start Time	End Time	Total	Comments
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## Matthew Rockley

### Current Position: Front Desk/Accounts Payable (Hourly)

Accounts Payable (45.18%)  
 Education & Training (16.31%)  
 Payroll Processing (11.64%)  
 Utility Bill Processing (5.98%)  
 Technology Issues (5.13%)  
 Time Off/Vacation/Holidays (5.33%)  
 Customer Phone (2.09%) and Customer Counter (1.09%)  
 Mail Processing (2.09%)  
 Receipting (2.29%)  
 Parks & Recreation (.62%)

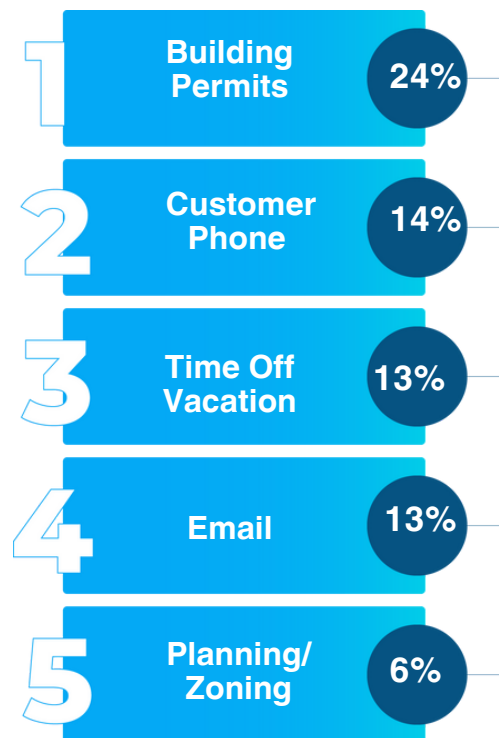


**Staff Personal Reflection:** During this time frame Matthew had a week long Training at the Clerk-Treasurer's Institute and a full day of WRS training. He noted that he normally would have a higher customer phone or counter rate. Additionally he enjoys assisting staff with technology issues and customers with Accounts Payable invoicing issues.

## Robin Gallo

### Current Position: Community and Economic Development Admin Clerk (Hourly)

Customer Phone (14.08%)  
 Email (12.54%)  
 Building - Permits (24.23%)  
 Planning/Zoning (6.37%)  
 Accounts Receivable (1.23%) and Accounts Payable (0.62%)  
 Time Off/Vacation/Holidays (13.43%)  
 Filing General (5.79%)  
 Customer Counter/Meeting (4.75%)  
 Department Meetings (4.75%)  
 Utility Billing (2.47%)  
 Special Assessment Letters (1.89%)



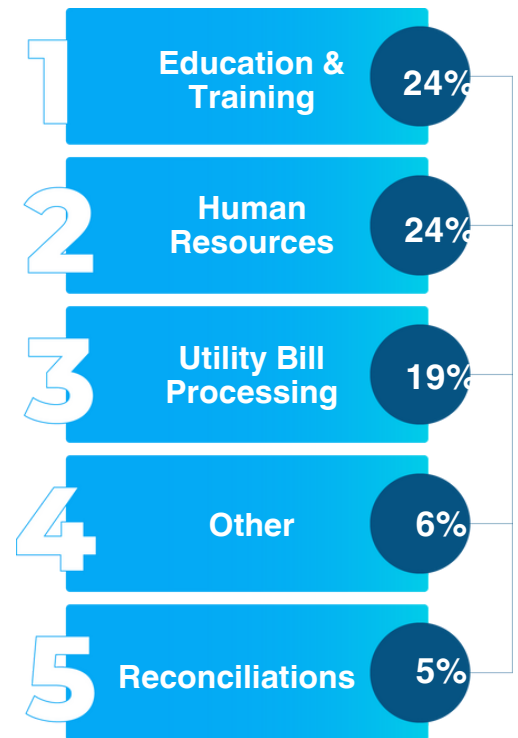
**Staff Personal Reflection:** Robin noted she enjoys being involved in the Building processes more and learning more about those functions. Department meetings do consume additional time, and reviewing emails.

**Note:** This position was previously 50/50 Building & Finance. This position is needed for Right of Way Permits, Garbage, and assistance with Clerk for functions

# Lissa Berndt

## Current Position: Accounting Utility Billing Clerk (Hourly)

Education & Training (23.82%)  
 Human Resources (23.67%)  
 Utility Bill Processing (19.48%)  
 Payroll Processing (3.93%)  
 Email (4.22%)  
 Accounts Payable (3.25%)  
 Reconciliations (4.95%)  
 Other (5.77%)

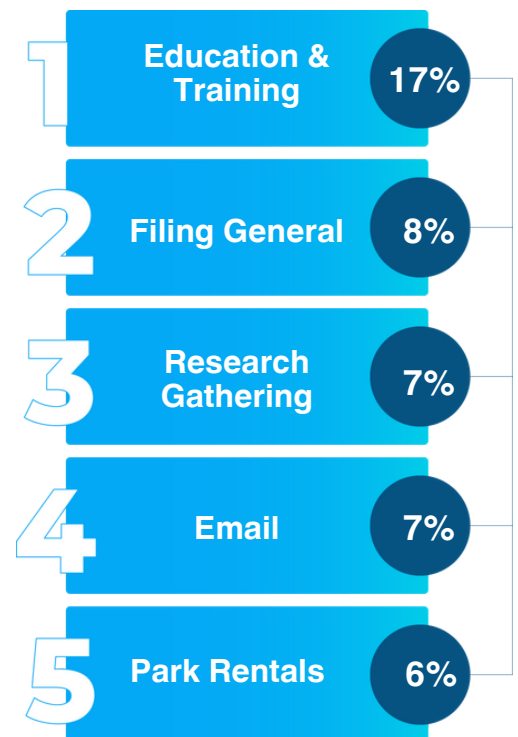


**Staff Personal Reflection:** During this timeframe there were two weeks that were vacation and one week of training at the Clerk-Treasurer's Institute. Human Resources although not her specialty, is difficult to manage and varies often. Utility Billing does consume a great deal of time. Lissa enjoys a variety of functions, but admits it can be overwhelming. She is most comfortable with Accounting and Utilities.

# Linda Gourdoux

## Current Position: Deputy Clerk-Treasurer (Hourly)

Education & Training (16.76%)  
 Email (7.19%)  
 Research Gathering (7.09%)  
 Filing General (8.38%)  
 Breaks (6.82%)  
 Other (5.98%)  
 Park Rentals - Stage/Park (5.60%)  
 Agendas & Minutes (4.39%)  
 Escrow/Letter of Credit Tracking (4.73%)  
 Customer Counter/Meeting (1.74%) and Customer Phone (1.52%)  
 Accounts Receivable (2.20%) and Accounts Payable (0.33%)  
 Board Committee Meeting Attend (0.47%)

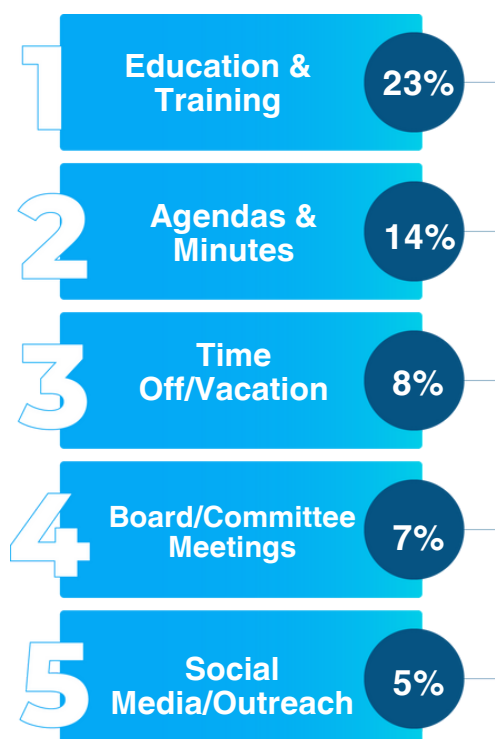


**Staff Personal Reflection:** During this study, there was a week of training which can change the outcome. The other duties that were not measured at this time due to cycles were Elections, Miscellaneous Receivables such as waste hauler invoicing, hydrant flushing, and other collections, also Tax Season becomes so busy it is about 90% of the time. Additionally, balancing cash drawer is a daily function. Note: There is important data on that about 6% of her time during the season is spent on park rentals.

# Diana Dykstra

**Current Position: Village Clerk-Treasurer (Salary)**

Agendas & Minutes (13.66%)  
 Education & Training (22.50%)  
 Email (4.52%)  
 Time Off/Vacation/Holidays (7.54%)  
 Board Committee Meeting Attend (6.83%)  
 Budgeting (4.20%)  
 Public Records Requests (3.34%)  
 Customer Phone (1.10%) and Accounts Payable (2.12%)  
 Taxes 2%  
 Elected Officials Meeting (3.42%) and Licensing (1.88%):  
 Social Media/Outreach 4.59%

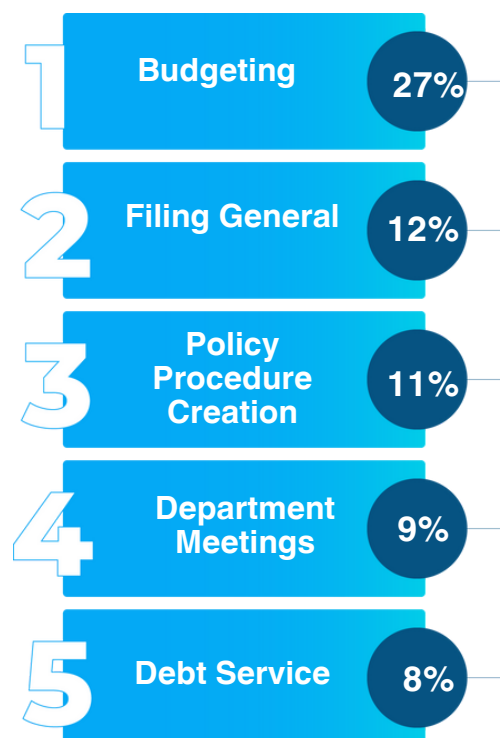


**Staff Personal Reflection:** Several important notes to consider is that this was not during a tax collection season or Election period. Much of the work is cyclical and dependent on time of year. I also had several training sessions and a vacation which wasn't normal for analysis. However, I would derive my duties are split too much in that I have many functions to handle that not one subject often gets a great deal of attention which is common as a Municipal Clerk. I love working with the public and helping them break through the red tape.

# Diana Doherty

**Current Position: Finance Director (Salary)**

Budgeting (26.63%)  
 Department Meetings (8.71%)  
 Email (7.48%)  
 Accounts Payable (3.48%)  
 Policy Procedure Creation/Updating (10.75%)  
 Filing General (11.81%)  
 Debt Service (7.89%)  
 Utility Bill Processing (2.87%)  
 Other (5.33%)  
 Reconciliations (2.77%)  
 Research Gathering (2.15%)  
 Time Off/Vacation/Holidays (3.89%)



**Staff Personal Reflection:** Her workflow is often cyclical. The busiest season is typically September through April between Budget, Year End and Audit. She enjoys what she does and has no serious complaints with workload or responsibilities.

## Fred Schnook

### Current Position: Administrator/Community and Economic Development Director (Salary)

Department Meetings (16.65%)

Email (13.32%)

Board Committee Meeting Attend (8.24%)

Human Resources (11.31%)

Budgeting (3.59%)

Other (10.69%)

Research/Info Gathering (9.82%)

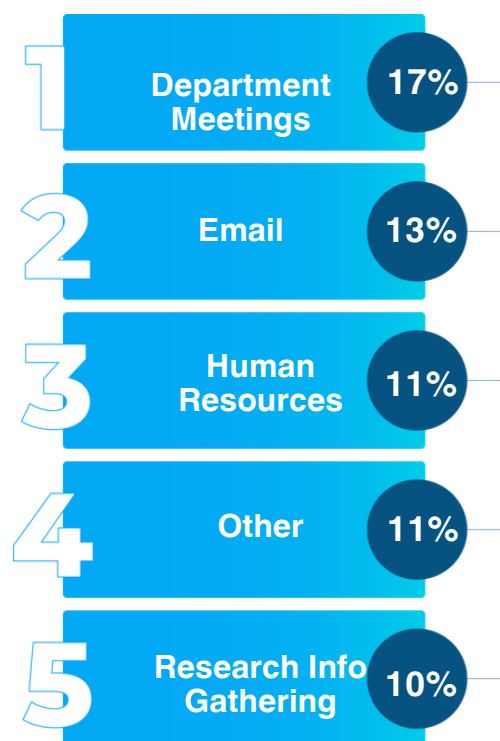
Elected Officials Meeting (2.10%)

Planning/Zoning (2.19%)

Time Off/Vacation/Holidays (5.96%)

Education & Training (7.19%)

Breaks (5.26%)



**Staff Personal Reflection:** He felt there should be a more robust breakdown of activities that better reflect his work items. He feels something he would change positive or negative would be surrounding the feeling he is being heard but not listened to. He most enjoys solving problems.

## Tim Ruttenbeck

### Current Position: Lead Building Inspector (Salary)

Inspections - Field (26.95%)

Customer Phone (14.75%)

Email (9.91%)

Department Meetings (13.89%)

Building - Permits (10.24%)

Education & Training (1.79%)

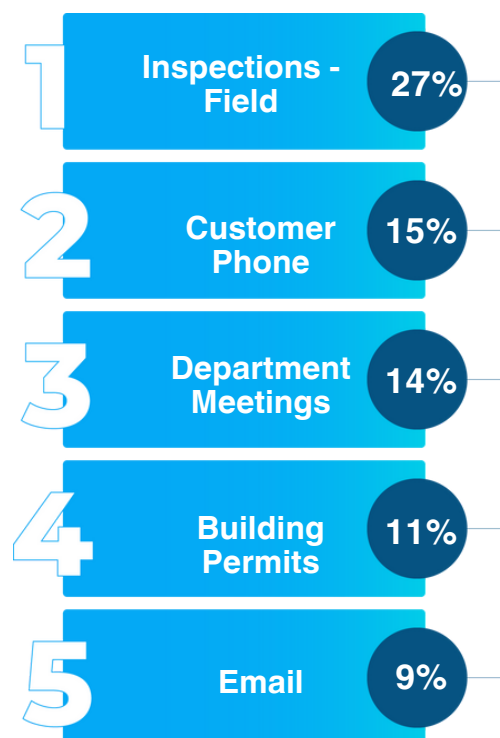
Code Enforcement (1.76%)

Board Committee Meeting Attend (1.36%)

Research/Info Gathering (5.00%)

Time Off/Vacation/Holidays (8.95%)

Breaks (2.78%)

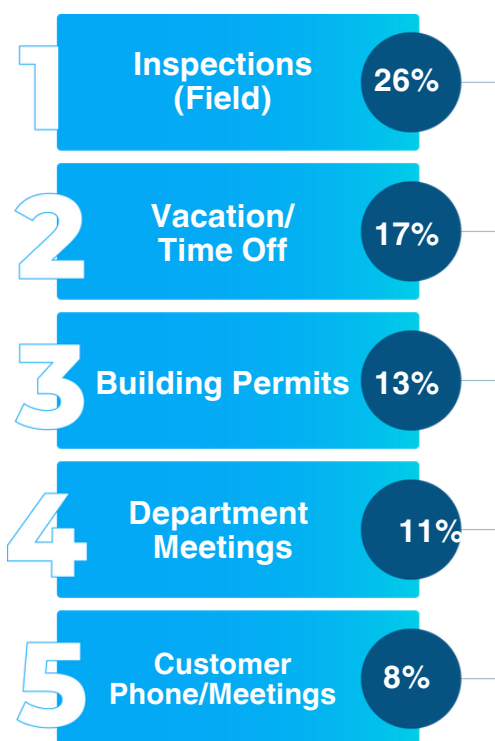


**Staff Personal Reflection:** Most important to Tim is providing exemplary customer service. Building Inspection is often not someone they want to talk to, so finding resolution to a problem is rewarding. Much of the activity is depending on permits and what is going on around us.

# Corry Eifert

## Current Position: Building Inspector (Salary)

Inspections - Field (25.78%)  
 Customer Phone (5.95%)  
 Customer Counter/Meeting (2.23%)  
 Department Meetings (11.06%)  
 Building - Permits (12.73%)  
 Email (3.24%):  
 Time Off/Vacation/Holidays (17.89%)  
 Policy & Procedure Updates (4.15%)  
 Education & Training (3.66%)  
 Code Enforcement (5.94%)

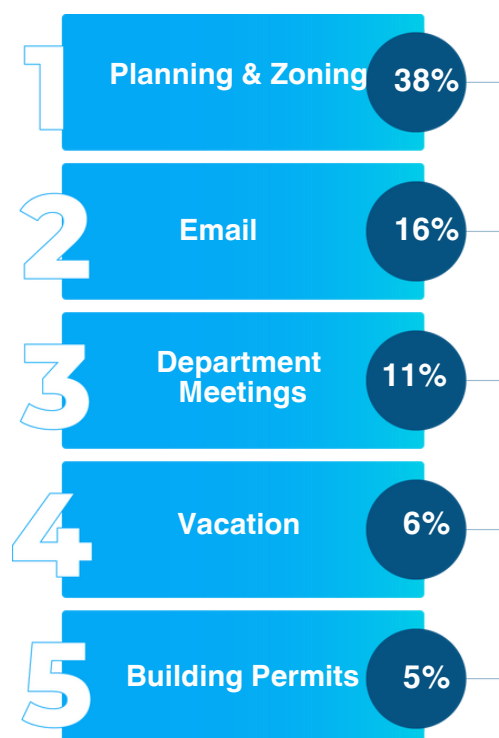


**Staff Personal Reflection:** Corry noted that he was on vacation during this time frame. There are many challenges with the BSA Software program that he is constantly trying to work through. He mostly enjoys inspections and least enjoys code enforcement.

# Erin Scharf

## Current Position: Planner & Zoning Administrator (Salary)

Planning/Zoning (38.60%)  
 Email (16.43%)  
 Department Meetings (10.82%)  
 Vacation (5.99%)  
 Building Permits (5.15%)  
 Board Committee Meeting Attend (2.07%)  
 Code Enforcement (2.42%)  
 Education & Training (2.14%)  
 Other (2.56%)  
 Customer Counter/Meeting (1.86%)  
 Unplanned Interruptions (3.27%)  
 Policy & Procedure Updates (2.87%)  
 Education & Training (2.14%)



**Staff Personal Reflection:** She would like to see more cross training out front. She would not change anything with her position, but would like to see Robin dedicated at 100% to their department and maybe add another part time person for busy times like tax collections and utility bills.

- Overall staff is working a majority of their documented time in the functional area they were hired. There was nothing abnormal or surprising derived from the data, however it was important to recognize a snapshot of their functions in relation to their position.
- Some employees may have some additional capacity to rearrange tasks to better utilize their skills and relieve other employees from being split in too many different directions.
- Some staff appear to have functions that are better fit with other staff skillsets, or are possibly overwhelmed. This would support the theory of re-organization to address those functional areas.
- We can see a change in the way we deliver services. There is a movement to electronic interactions via Email and less direct customer counter traffic. This is reflective of providing services in a different manner, as reflected in the percent of time you can see of employees responding to emails.
- We have a clear need for a single source of coordination of frontline employees vacations and time off while still providing the internal controls and cross training necessary. A need for coordination, cooperation, and consistency.

## Additional Areas for Improvement

### Email Management

While not the largest time allocation, managing email communication is still important for internal and external communication. Effective email management can help reduce interruptions and improve productivity, while still providing exceptional customer service.

### Technology Issues

Addressing technology issues is crucial for maintaining efficiency in a digital work environment. Ensuring that software and hardware work smoothly can prevent productivity disruptions. Providing an internal staff contact for miscellaneous minor needs such as password resets, software updates, web site maintenance, and telephone extension maintenance.

### Department Meetings

Active participation in department meetings is important for internal coordination and decision-making. To optimize time utilization and productivity, effective meeting management is necessary. Potentially placing a time limit on weekly meetings can be very beneficial to keep focus on assigned tasks.

### Training & Coverage

As we pointed out it can be difficult to cover frontline service if we are not cross trained and can have that single source for communication and scheduling.

**A. HIRE REPLACEMENT FOR RETIRING DEPUTY CLERK-TREASURER:** Continue the process of replacing the Deputy Clerk-Treasurer position in early 2024 due to retirement of current Deputy Clerk-Treasurer.

**B. FILL VACANT PART TIME POSITION:** Continue to fill a permanent part time role (Formerly Intern Position) for administrative assistance in the office which will help offset coverage issues, and take over minor time consuming tasks which allows you to gain the most from your trained staff.

**C. RE-ALIGN OFFICE:** Evaluate frontline positions and review tasks to align skillsets; Clarify positions in coordination with the adjusted functions that are associated with a Deputy Treasurer role, and a Deputy Clerk role respectively which will allow for a more broad correlation to the overall environment, and an investment in the duties that are being handled.

**D. INVESTMENT IN EMPLOYEES TRAINING:** Promote staff training to provide professional and personal growth to the team after realignment of shared roles and invest in potential educational certifications.

**E. FUTURE GROWTH:** Acknowledge future staff growth will be necessary in steps if additional services are going to be offered.

## Succession Planning Timeline

The Finance Director has provided advance opportunity for succession planning to occur in the Village Administrative Offices by releasing two subordinate positions to directly report back to the Village Clerk-Treasurer, while still having authority to provide directives.

The Deputy Clerk Treasurer will be retiring in April of 2024.

Together these situations provide opportunities to address our approach by providing services to the public without interruption, and to adjust duties to better represent and support functions of the Clerk-Treasurer's Office.

Additionally, we want to see a seamless transition. We have been asked to move the Deputy Clerk-Treasurer to the center cubicles to assist with the coverage issues and enhance communication.

Creating a timeline to ensure we stay on task will be important.

### **December 2023**

Village Board Reviews Potential Changes, and workspace changes can begin.

### **January 2024**

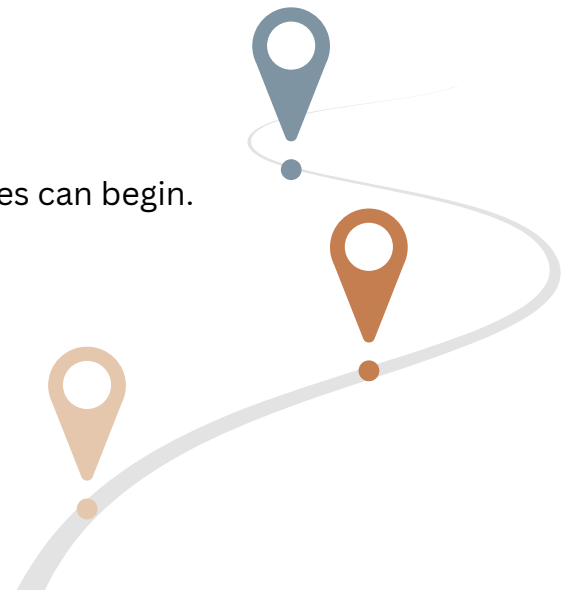
Creation of Advertisement for Deputy Clerk-Treasurer

### **February 2024**

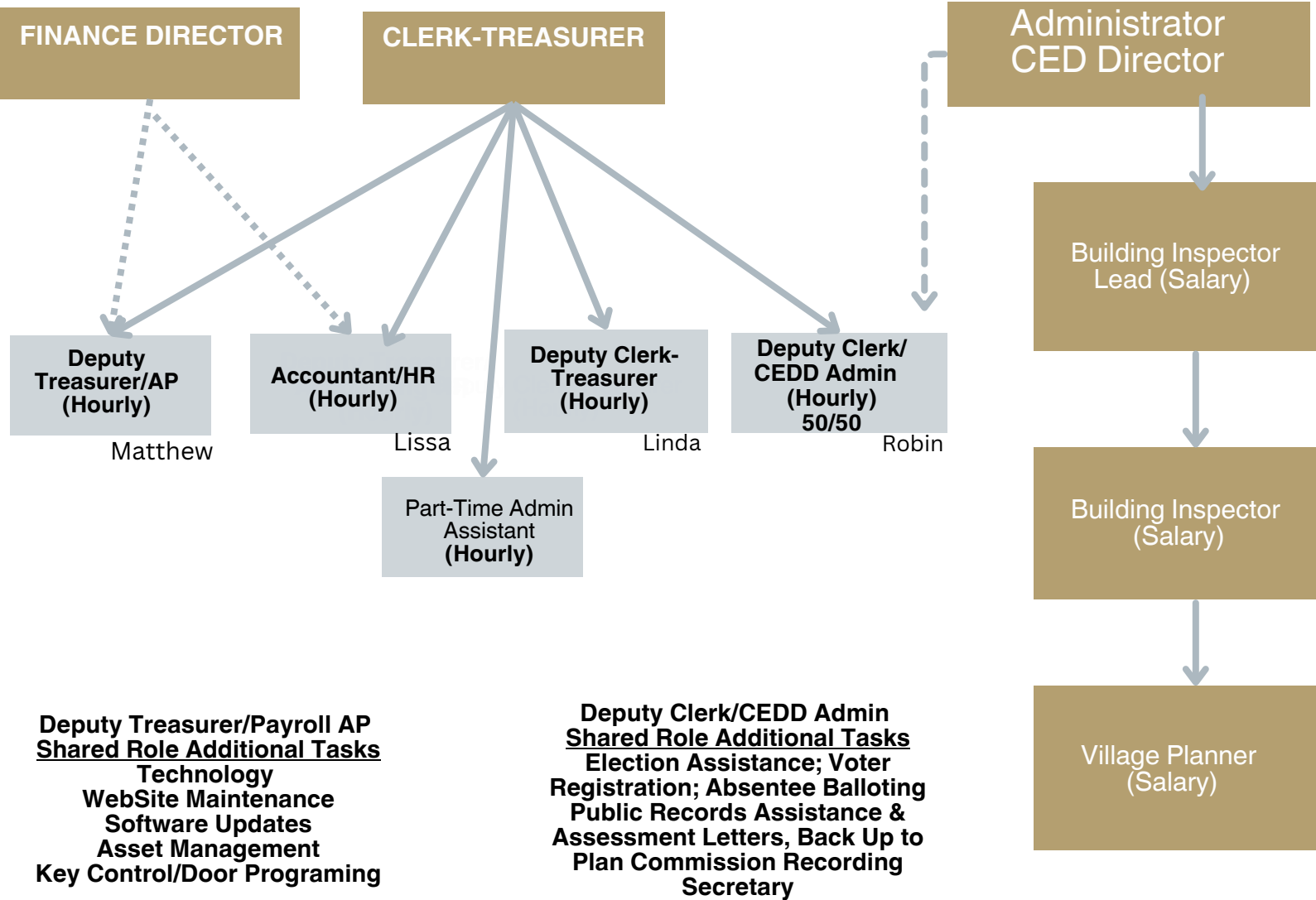
Interviews for Deputy Clerk-Treasurer

### **March 2024**

Potential Hiring & Overlap Training




Dotted Line Represents Shared Supervisory  
Solid Line Represents Direct Report Supervisor





## Agenda Item Cover Report

<b>Date:</b> 11/30/23	<b>Committee/Board:</b> Personnel Committee
<b>Submitted by:</b> Diana Dykstra 	<b>Department:</b> Village Clerk-Treasurer
<b>Date of Committee Action:</b> December 6, 2023	<b>Date of Village Board Action:</b> December 20, 2023

**Subject:**

### Adjusted Position Descriptions

**Executive Summary:**

Following the Time Study conducted at Village Hall, there were several suggested adjustments for the remaining positions in an effort to better utilize our resources. In addition, we wanted to be prepared for the pending retirement of the Deputy Clerk-Treasurer.

These position descriptions were reviewed during the process and discussed with the Personnel Chair and Administrator as a final step in the re-organizational process.

**Fiscal Impact:**

No wages or pay grades were changed.

**Executive Recommendation/Action:**

Approve the adjusted position description resolutions.

☒ **Attachments Included**

## **RESOLUTION 2023- 69**

### **VILLAGE OF MUKWONAGO, WISCONSIN DEPUTY CLERK-TREASURER Position Description**

**Title:** Deputy Clerk -Treasurer  
**Department:** Clerk-Treasurer  
**Reports to:** Clerk-Treasurer

**Status:** Full-Time Wage, Grade 3  
**Revision Date:** December 6, 2023  
**Adoption Date:** December 20, 2023

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- I. PRIMARY FUNCTION.** The Deputy Clerk-Treasurer performs a variety of clerical functions in the Village Clerk-Treasurer's office and assists with a variety of duties related to the open records law, open meetings law, elections, the issuance of permits and licenses, Real Estate and Personal Property Tax Collections, Utility Billing, and Bookkeeping, as authorized by the Village Board and Wisconsin State Statutes. This is considered a confidential position.
- II. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### **GENERAL DUTIES**

- Perform duties of Village Clerk in Clerk's absence pursuant to §61.25, Wis. Stats.
- Act as custodian of department documents and records.
- Assist in managing incoming mail for distribution.
- Receive the public and answer questions; respond to inquiries from employees, citizens, and others and refer, when necessary, to appropriate departments and provide backup support to the central telephone system in the absence of the Administrative Clerk.
- Act as complaint ombudsman and distribute complaints received to the appropriate department for processing.
- Maintain dog license records and prepare report for County Clerk Settlement between Walworth and Waukesha Counties.
- Type reports and letters as requested for various Village Departments, Boards, and Committees.
- Coordinate and assist in the preparation of agendas, and transcription of minutes for the Plan Commission and other boards, commissions, and committees as requested.
- Maintain filing system, computer files & filing cabinets of all material received by the Clerk/Treasurer's Office by subject matter.
- Maintain Ordinances, Resolutions, Village Board and/or other Committee books.
- Prepare public hearing/legal notices with accuracy and detail including any required notification of surrounding property owners.
- Maintain all miscellaneous billings through the financial software program.
- Manage and track all development escrow deposits and monthly billings.
- Assist Weed Commissioner and/or Public Works Director in issuing notification letters and follow-up information.
- Process Park reservations, maintain scheduling and community room rentals.

- Assist in the preparation of special assessment letters as requested by title companies.
- Assist with the maintenance and processing of all licenses issued by the Village.
- Assist in property tax collections, balancing and reporting to both Waukesha and Walworth Counties.
- Manage personal property tax bills and delinquent notices as necessary.
- Assist the Village Clerk-Treasurer with all Election related tasks including registration management, scheduling, training of poll workers, managing Election Day activities.
- Perform cash balancing, posting & deposit functions as documented in departmental procedures.
- Assist in collection of water/sewer bills, tax bills, permits, right-of-way permits, licenses, police and library deposits, and other cash receipts at the counter as a back up.
- Assist Village Clerk-Treasurer with tax exempt property records tracking, including requesting verification bi-annually and filing with state.
- Cross-train on other departmental functions to fill in as necessary.
- Perform Notary services.
- Assist the Clerk-Treasurer with work as requested and perform a variety of related tasks and duties as required by State Statute and Municipal Code.

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

- A. High School diploma or GED
- B. Knowledge of office procedures and terminology; calculators, electronic cash register, copy machine, and computer data entry.
- C. Preferred completion of an accredited two year college program or course(s) leading to a degree program, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- D. Any prior municipal experience is a plus.
- E. Enrollment in or ability to have successful completion of the Wisconsin Municipal Clerk and Treasurer's Institute, upon hire.

#### **IV. ESSENTIAL SKILLS OF THE JOB**

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

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

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

- A. Must be able to sit, stand, bend, walk and climb with or without back support.

- B. Able to lift up to 25 pounds.
- C. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- E. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24."

**VII. ADDITIONAL REQUIREMENTS.**

- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Must keep current with new computer technology which would benefit the Village and its residents.
- C. Take an oath of office.
- D. Implement the policy directives of the Village Board.

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

Adopted by the Village Board this December 20, 2023.

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Fred H. Winchowky, Village President

Attest:

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Diana Dykstra, Village Clerk-Treasurer

## **RESOLUTION 2023-70**

### **VILLAGE OF MUKWONAGO, WISCONSIN DEPUTY TREASURER/ADMINISTRATIVE PAYABLES CLERK Position Description**

**Title:** Deputy Treasurer/Administrative Payables Clerk  
**Department:** Clerk-Treasurer  
**Reports to:** Clerk-Treasurer

**Status:** Full-Time Wage, Grade 2  
**Comp Plan Grade:** 2  
**Revision Date:** December 6, 2023  
**Adoption Date:** December 20, 2023

- 
- I. PRIMARY FUNCTION.** Provide clerical and process support to all Village Hall departments with an emphasis on accounts payable and payroll processing. Assignments are generally recurring in nature, but the employee is expected to exercise judgment in dealing with unusual circumstances. This is considered a confidential position.
- II. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### **GENERAL DUTIES**

- Perform Accounts Payable function as documented in the departmental procedure, including coordinating appropriate approvals with the electronic financial system.
- Prepare report summarizing payment activity for Village Board approval, generating and posting checks as described in the standard operating procedures.
- Ensure invoices with pre-payment or early payment discount are paid on time, ensuring appropriate tax-exempt status, that no penalties accrue for late payments.
- Process manual checks as authorized by Finance Director.
- Issue 1099s to vendors at year end as appropriate.
- Perform bi-weekly Payroll processing function including; Review time sheets or reports signed and submitted by Department Heads for completeness and accuracy; confirm any if authorized or scheduled changes need to be made to pay; prepare necessary benefit-related disbursements; Run reports and review for errors including verifying any authorized changes are calculating properly; and transfer funds to checking account to cover the automatic withdrawal for direct deposit to employee accounts and tax payments.
- Maintain appropriate documentation and adequate explanations of any exception processing for financial or payroll process transactions.
- Perform Cash Receipt function as documented in departmental procedure including accurately receipting all forms of payments (cash, check or credit card) received in-person at Village Hall or via mail/drop box through the Point-of-Sale (POS) software capturing all data necessary to properly classify the payment into the correct General Ledger account.
- Access computerized financial information to answer general questions and those related to specific accounts.

- Reconcile monthly court sheet prior to issuing checks to County or State, maintain court partial payment records until authorized to release funds, and issue court checks for restitution payments or refunds of citation overpayments.
- Assist in opening and distributing incoming mail as a back up.
- Maintain Village Hall petty cash fund; reconcile petty cash activity from the Library and Police Department
- Cross-train on basic Building Inspection Support and Deputy Clerk-Treasurer duties to provide back-up for vacations and busy periods.
- Receive the public and answer questions; respond to inquiries from employees, citizens, and others or refer, when necessary, to appropriate persons.
- Assist Clerk-Treasurer with any election-related tasks as needed
- Act as complaint ombudsman and distribute complaints received to the appropriate department for resolution.
- Assist with the coordination of community room rentals, park rentals and sports team calendar as necessary.
- Perform notary services.
- Cross-train on other department functions to provide support as needed.
- Type and file a variety of records reports and letters; perform a variety of clerical support office functions for other departments as requested.
- Troubleshoot and resolve issues related to all forms of office equipment at Village Hall; maintain external contact information when issues can't be resolved internally.
- Serve as Information Technology assistant to provide general assistance to employees prior to requiring an IT ticket.
- Assist with web site maintenance under the direction of the Village Clerk-Treasurer.

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

- A. High School diploma or GED
- B. Completion of standard high school course(s) or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- C. Knowledge of office procedures and terminology; skill in the operation of electronic typewriters, calculators, electronic cash register, copy machine, and computer data entry.
- D. Willingness to pursue educational opportunities to enhance skills and suggest initiatives to streamline processes and make them more efficient and effective.

**IV. ESSENTIAL SKILLS OF THE JOB**

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

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

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

- A. Must be able to sit, stand, bend, walk and climb with or without back support.
- B. Able to lift up to 25 pounds.
- C. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- E. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24."

**VII. ADDITIONAL REQUIREMENTS.**

- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Must keep current with new computer technology which would benefit the Village and its residents.
- C. Implement the policy directives of the Village Board.

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

Adopted this 20<sup>th</sup> day of December 2023.

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Fred Winchowky, Village President

Attest:

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Diana Dykstra, Clerk-Treasurer

## **RESOLUTION 2023 - 71**

### **VILLAGE OF MUKWONAGO, WISCONSIN DEPUTY CLERK / COMMUNITY & ECONOMIC DEVELOPMENT Position Description**

**Title:** Deputy Clerk/Community & Economic Development    **Status:** Full-Time Wage, Grade2  
**Department:** Clerk-Treasurer    **Revision Date:** December 6, 2023  
**Reports to:** Clerk-Treasurer    **Adoption Date:** December 20, 2023

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- I. PRIMARY FUNCTION.** Provide clerical and process support to Village Hall through the Village Clerk-Treasurer's Office and be the first contact for Building Inspection & Community & Economic Development related information. Assignments are generally recurring in nature, but the employee is expected to exercise judgment in dealing with unusual circumstances. This is considered a confidential position.
- II. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### **DEPUTY CLERK DUTIES**

- Engage with the public, addressing inquiries and referring matters to appropriate departments when necessary.
- Serve as a complaint ombudsman, ensuring the distribution of complaints to relevant departments for resolution.
- Assist managing incoming mail for distribution.
- Assist with Tax Collections, Operator Licensing, and Dog Licensing
- Assist with associated Public Records requests as necessary.
- Handle special assessment inquiries, prepare requested letters as necessary
- Assist Utility Billing Clerk in processing Utility Bill Collections, inquiries, or complaints as able, folding and stuffing quarterly billing statements.
- Perform cash receipt functions as necessary when residents make payments either by drop box, in person, or electronically.
- Assist Deputy Clerk-Treasurer in coordinating community room rentals, park rentals as necessary.
- Offer Notary Services
- Efficiently file documents manually and utilizing the electronic depository.
- Assist Village Hall offices with various records, reports, letters, and other clerical support as necessary.
- Provide Village Clerk-Treasurer's office with support for Election Day, Absentee Balloting, and maintenance of the Statewide Voter Registration system.

#### **COMMUNITY AND ECONOMIC DEVELOPMENT SUPPORT**

- Provide clerical support to the building inspectors, planning and zoning administrator.
- Assist walk-in customers with permit questions or support with the electronic permitting software.

- Assist building inspectors schedule inspections, log inspections, reports and complete permitting processes.
- Assist monitoring permit information for reporting purposes, receipt permit payments, and file permits as necessary.
- Assist the zoning administrator and/or building inspectors with GIS property documentation.
- Assist the Assessor's office as required.
- Prepare Occupancy reports and provide to associated departments.

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

- A. High School diploma or GED
- B. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- C. Knowledge of office procedures and terminology; skill in the operation of electronic typewriters, calculators, electronic cash register, copy machine, and computer data entry.
- D. Ability to obtain Wisconsin Notary Public
- E. Desire to pursue educational opportunities to enhance skills as opportunities arise.

**IV. ESSENTIAL SKILLS OF THE JOB**

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

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

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

- A. Must be able to sit, stand, bend, walk and climb with or without back support.
- B. Able to lift up to 25 pounds.
- C. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- E. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24."

**VII. ADDITIONAL REQUIREMENTS.**

- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.

- B. Must keep current with new computer technology which would benefit the Village and its residents.
  - C. Implement the policy directives of the Village Board.
- 

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

Adopted by the Village Board this December 20, 2023.

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

Attest:

\_\_\_\_\_  
Diana Dykstra, Village Clerk-Treasurer

**VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES**

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**RESOLUTION 2023-67**

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

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**WHEREAS**, the Village of Mukwonago Board adopted the 2024 Village Budget on November 15, 2023; and,

**WHEREAS**, the adopted 2024 Village Budget includes a 3.00% increase for employee compensation; and,

**WHEREAS**, the Village's compensation policy provides for an annual CPI adjustment to the minimum and maximum ranges for positions that are classified within ranges; and,

**WHEREAS**, the CPI factor for the range adjustment is 6.04%; and,

**WHEREAS**, the following salary and hourly ranges are established for non-represented full-time and part-time positions for the calendar year 2024; and;

**1. Full-time Positions**

**A. Salaried**

Administrator	\$102,715 - \$138,665
Fire Chief	\$93,814 - \$126,647
Police Chief	\$93,814 - \$126,647
Assistant Police Chief	\$93,814 - \$126,647
Finance Director	\$85,284 - \$115,134
Police Lieutenant	\$85,284 - \$115,134
Public Works Director	\$85,284 - \$115,134
Utilities Director	\$85,284 - \$115,134
Clerk Treasurer	\$85,284 - \$115,134
Community Planner	\$73,066 - \$98,637
Lead Building Inspector	\$66,422 - \$89,671
Building Inspector	\$60,384 - \$81,519

**B. Hourly**

Lead Police Dispatcher/Clerk	\$31.93	-	\$43.11
Lead Utilities Operator	\$31.93	-	\$43.11
Public Works Crew Supervisor	\$31.93	-	\$43.11
Accountant/HR Specialist	\$29.03	-	\$39.19
Public Works Crew Mechanic	\$29.03	-	\$39.19
Utilities Operator	\$29.03	-	\$39.19
Deputy Clerk/Treasurer	\$24.21	-	\$32.68
Police Dispatcher/Clerk	\$24.21	-	\$32.68
Public Works Crewperson	\$24.21	-	\$32.68
Administrative Clerk/Payroll Specialist	\$22.52	-	\$30.40
Administrative Clerk/Building Support Specialist	\$22.52	-	\$30.40

**2. Part-time Positions**

**A. Hourly**

Accountant I	\$29.03	-	\$39.19
Court Clerk - I	\$22.52	-	\$30.40
Administrative Clerk	\$20.95	-	\$28.28

**WHEREAS**, the following are annual salaries for elected positions based on Village ordinance; and,

Municipal Judge	\$14,795
Village President	\$7,200
Village Trustee	\$4,200

**WHEREAS**, the following hourly wages or ranges are established for non-represented limited term employees based on Department Head recommendation of current hiring conditions.

Economic Development Intern	-	\$15.00
Firefighter/EMT Incident and Training POP	\$18.00	- \$23.25
Firefighter/EMT Incident and Training POC	\$16.00	- \$27.50
Firefighter Cadet	-	\$10.00
Relief Snowplow Operator	-	\$25.45
Public Works Crewperson	\$18.22	- \$32.68
Public Works Seasonal Help	\$10.93	- \$18.22
Utilities Summer Help	\$10.93	- \$18.22
Crossing Guard	-	\$20.00
Police Reserves	-	\$20.00
Chief Election Inspector	-	\$12.50
Assistant Election Inspector	-	\$11.50
Election Inspector	-	\$10.50

**WHEREAS**, the Personnel Committee reviewed this resolution on December 6, 2023 and recommended adoption.

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

**BE IT FURTHER RESOLVED**, the terms of this Resolution shall take effect on the 1<sup>st</sup> day of January 2024 for the 2024 Fiscal Year.

**ADOPTED** this 20<sup>th</sup> day of December 2023.

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

Attest:

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

**VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES**

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**RESOLUTION 2023-68**

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

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**WHEREAS**, the Village Board adopted the 2024 Village Budget on November 15, 2023; and,

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

**WHEREAS**, the Fire Chief has requested the continuation of these stipends and included them in the 2024 Fire Department budget.

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

1. For the year 2024, the Assistant Fire Chief and One Deputy Fire Chief shall receive a \$3,000 Annual Stipend, to be allocated among 26 pay periods, conditional upon the Town of Mukwonago's adoption of the same.
2. This Resolution shall be in full force and affect only upon adoption of these Stipends by the Town of Mukwonago.

**ADOPTED** this 20th day of December 2023.

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

Attest:

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



## Agenda Cover Report

<b>Date:</b> <b>11/16/23</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: 12/6/23</b>	<b>Date of Village Board Action: 12/20/23</b>

**Subject:**

E-Waste collection services for village residents.

**Executive Summary:**

COM2, an e-Waste recycler contacted the village and offered e-Waste collection and recycling. The village would not incur a fee for the disposal but would be responsible for administering, storing and any event coordination. The program offers the village flexibility on how we offer this service to residents. Collections could be one or two Saturday events or during normal DPW business hours, or a combination. This service would only be open to village residents and proof of residency will be required. Past collections were open to the local area because the village only hosted the contractor who staffed and charged people a per unit fee for the service.

**Fiscal Impact:**

Allocated Staff time depending on dates, times, and the frequency of events. A four-hour Saturday event would average a total of 10 hours of overtime between two staff members.

**Executive Recommendation/Action:**

Recommend entering into a service agreement with COM2 for e-Waste disposal after the final agreement is reviewed by the village attorney.

☐ Attachments Included

## COMPANY INTRODUCTION

### COM2 - We Provide Recycling Solutions that Save, Serve and Earn

In United States, 151.8 million electronics go silent every year and over 25 million TVs / LCDs go defunct as we continue to buy newer models and technology year on year. Subsequently, the UNEP has found that a huge volume of 53.6 million metric ton of electronic waste (e-waste) was produced in 2019 alone, globally.

These are the e-boom environmental challenges that we all face today. Reducing the size and depth of our electronic waste (e-waste) footprint is everyone's responsibility - worldwide.

#### COM2 Recycling – At a Glance:

- An internationally recognized recycling leader - focused on efficient & safe disposition of your unused or obsolete consumer & business electronics
- The 1<sup>st</sup> CRT (Cathode Ray Tube) Certified Plant in the State of Illinois, that now stands out as one of the largest CRT Processing Plants across North America and masters 'glass-to-frit' recycling with 100% automation.
- A recognized environment protector with a recycling recovery rate of 99%
- A valued partner of customers and communities alike; with a goal to reduce electronic waste while recovering valuable resources and ensuring data security – consistently
- An experienced Asset Recovery Company capable of turning your obsolete electronic equipment into revenue through processes that generate highest fair market value
- Honored recipient of R2 certification, ISO 14001 and ISO 45001
- Com2 is fully equipped & certified to deal with harmful substances such as PCB, mercury, lead, lithium etc.
- An expert at handling all your electronic waste needs including laptops, TVs, PCs, Cell Phones and more – we specialize in 360° Electronic Recycling



#### THE TSUNAMI OF eWASTE

**"With mounting volumes of production and disposal, the world faces what one recent international forum described as a mounting "tsunami of e-waste", putting lives and health at risk."**

**"In the same way the world has rallied to protect the seas and their ecosystems from plastic and microplastic pollution, we need to rally to protect our most valuable resource – health of our children – from the growing threat of e-waste."**

*- Dr Tedros Adhanom Ghebreyesus,  
W.H.O. Director-General, United Nations.*

Toll Free: 877-977- (Com2) 2662

Email: [info@com2recycling.com](mailto:info@com2recycling.com)

Local: 630-653-2662



## **VISION, MISSION & PHILOSOPHY**

### **COM2's Commitment: Keeping Environment & Relationships Healthy**

#### **COM2's Vision:**

##### **Insights into what is needed now and next**

COM2's objective is to reinforce and augment its position as North America's premier recycling service company, safeguarding the environment for the present and future generations. We will sustain this pre-eminent position by anticipating and meeting these evolving customer needs with innovative, proven and cost-effective recycling solutions.

#### **COM2's Mission:**

##### **Insights into what is needed now and next**

At COM2, our mission is to help create a healthier natural environment by promoting responsible recycling throughout the community while protecting our customer's sensitive data and controlling and minimizing environmental liabilities. We support economic development organically through the processing of recyclables and the harvesting of materials that is renewed and used in domestic manufacturing. At COM2, putting & keeping customer relationships on a healthy ground is 'function of conducting business' with honesty, integrity and excellence - as our core focus.

#### **COM2's Philosophy:**

**Exceptional Service to you is the result of us treating our people exceptionally well!**

Preservation and enhancement of the environment are the fundamental premises underlying our business. We recognize that achieving these goals begins with the highly trained COM2 people, who are driven to succeed and are fully supported in all aspects of their daily work @ COM2. This results in a level of service that exceeds expectations – the customer expectations, COM2's performance expectations and employee expectations for their individual growth. This creates a win-win situation for everyone involved in our routine business functions.

#### **Training & Development**

Com2 newbies go through a rigorous training program at the time of their induction. This Program is completed in two sections, that is, the classroom-based training and the On-job training.

These sessions are led by our SMEs (Subject Matter Experts) to ensure a clearer understanding of the topics covered. Both the sessions are carefully designed to assure continuous improvement of our human resource. The Trainees are then moved into their assigned teams to operate as one successful unit – The COM2 Team.

#### **OUR BUSINESS PHILOSOPHY**

**Protect our "Pale Blue Dot" (Earth)  
as referenced by Scientist Carl Sagan (NASA)**

COM2 is committed to the prevention of pollution, protection of biodiversity and ecosystems, and protecting the health and safety through responsible recycling.

COM2 is committed to manage used and end of life electronic equipment based on a reuse, refurbishment, recovery, disposal hierarchy including onsite management throughout the recycling chain while protecting client data.

**Toll Free: 877-977- (Com2) 2662**

**Email: [info@com2recycling.com](mailto:info@com2recycling.com)**

**Local: 630-653-2662**



## Recycling Solutions - Serve and Save

At our powerful recycling facilities, COM2 securely processes obsolete electronics. By allowing COM2 to safely process your e-waste, businesses & consumers gain peace of mind, confidence and meet their social & legal obligations. Furthermore, the raw materials can then be repurposed to be reused into the new material; instead of landing in a landfill. Thus, adhering to COM2's strong "No Landfill Policy" at all times.

### ILLINOIS

At Carol Stream IL., COM2 owns and operates a sizeable facility that is spread over approximately 12.5 Acres of Land. Functioning since 2001, it is a technologically advance recycling powerhouse that is fully monitored and stays secured 24/7, 365 days a year. We have 24-hour operations split into three (03) working shifts.



*A view of our Carol Stream, IL. Facility*

### CANADA

Com2's Canadian facility greatly extends our service capability. The Canadian counterparts iced up the R2 Certification awarded in Canada. We are also proud to be ISO 9001, ISO 14001, and ISO45001 Certified. Our Canadian facility accentuates the prolific contribution of COM2 in the handling of huge ewaste across North America.



*A View of our Canadian Facility*

### WISCONSIN

Once again, as a customer centric organization, we continue to facilitate our customers. Our business facility in Menomonee Falls, WI is an established pick up/drops off point, where the communities can conveniently reach out to us and enjoy our effective recycling solutions for their electronics. When you know that the useful life of your electronics has maxed out, you can reach us at COM2 for the best possible returns on your e-waste.



*A View of our Wisconsin Facility*

Feel free to Contact Us for your pick up / drop off appointments.

## Asset Retrieval that Rejuvenates Your Products

End-of-life products can yet earn a healthy return. Many clients work with us to help remove their obsolete electronics that is just taking up space being stacked in their storage areas. After removal, this space can be utilized by placing other things of value per clients' choice.

**Toll Free: 877-977- (Com2) 2662**

**Email: [info@com2recycling.com](mailto:info@com2recycling.com)**

**Local: 630-653-2662**



We pick these electronics, clean them up, erase the data thoroughly and resell these assets as a whole, as components or simply as de-manufactured for raw material. Our connections in all kinds of markets help us maximize your recovery rates. Partner with us for the end-of-life, revenue-renewal & enjoy our hassle-free solutions.

## **DATA SECURITY**

### **Your Data Security is our Top Priority**

**COM2's # 1 Priority is the Security of your Proprietary Information.** Thus, your data from each and every system that we recycle is thoroughly erased and destroyed. We have highly secure processes in place, advanced and diverse destruction methodologies and a rigorous standard – that we follow as our SOPs. COM2 not only guarantees that your data is gone & fully removed; but we also provide you with a proof in the form of a written *Certificate of Recycling*, that you receive upon the completion of our recycling process.

Irrespective of the media type — mini and standard hard drives, zip drives, tapes, SD cards, CD-ROMs, Thumb drives and beyond—we guarantee and certify complete erasure and purging using the US Department of Defense and NSA procedures. Our process is compliant with:

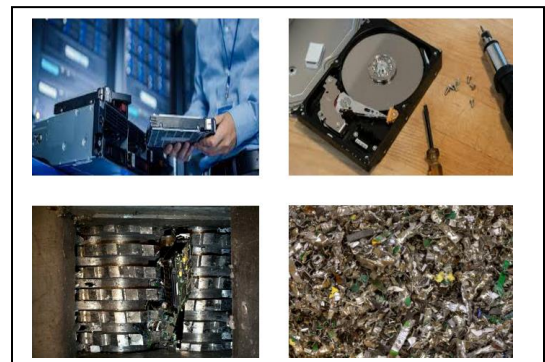
- Federal regulations, including the Federal Privacy Act
- HIPPA (Health Insurance Portability and Accountability Act)
- R2 Certification (Responsible Recycling)
- NAID (National Association for Information Destruction)
- State legislations
- The Graham-Leach Biley Act
- NIST (National Institute of Standards and Technology)
- DOD (Department of Defense) 5220.22 - M

### **Data Security – Right from the Start**

We manage each shipment based on your specific requirements / requests. We apply our standard procedures that further ensure data security. For example, every shipment containing data must first & foremost be processed within the Data Security Department to ensure the integrity of information security.

### **Our “Sanitizing” Software Destruction**

Data removal can occur electronically. COM2 has a licensed software technology that is approved as a “sanitizing” solution by the US Department of Defense, calibrating with the NIST standards of destruction. Each unit we receive is tracked based on the manufacturer and the serial numbers and to further ensure the data protection, all corporate identification tags are immediately removed. The Electronic (software) data removal permanently erases operating systems, program files and any user data present. Software based cleansing of hard drives is so thorough & trustworthy that the hard drives can even be used again.



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**Local: 630-653-2662**



## Physical Destruction

Our data security department uses an industrial shredder designed to process the Hard Drives (HDD). The smaller Hard drives are shredded whereas, the Hard drives of any other size or additional data media are shredded upon request. When physical destruction is a must, our process ensures complete destruction of each and every drive. You can request viewing of the shredding process - if you wish to. With every piece of equipment, COM2 leaves no doubt that the data is gone & out!

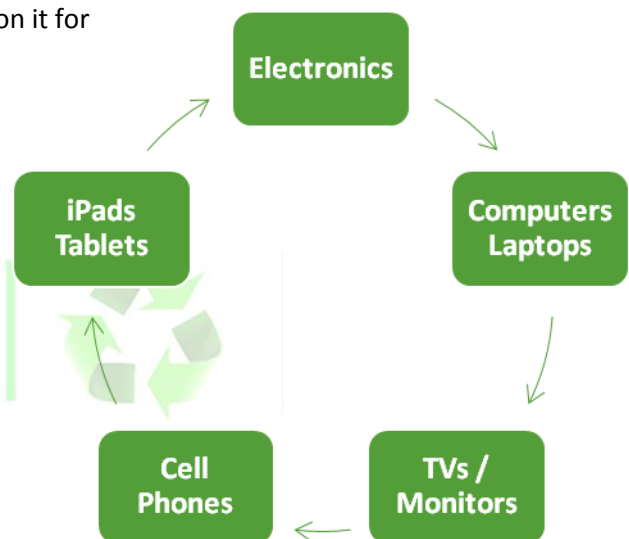
## ASSET MANAGEMENT

### Asset Management: Fresh Revenue from Your Obsolete Electronics

COM2 responds to your recycling and data-destruction needs in a heartbeat. As a perfect example, we bring your obsolete electronics and other office equipment back to the revenue-generating life. The computers, TVs, printers, cables, fax machines and even coax cable that is taking up space in your storage rooms or vacated offices has a value in the marketplace and COM2 helps capitalize on it for you.

Let us successfully liquidate these electronic assets for you to generate this unexpected and surprising revenue. Our Asset Management/Recovery services are of great value to:

- Any company that wants to turn excess, outdated, unused and unwanted equipment into money right away
- Companies that are Up-Grading electronics or their I.T. Infrastructure
- Companies that are facing foreclosure
- Downsizing companies
- Firms going out of business
- Businesses that are shifting premises / relocating
- Individuals with excess & obsolete electronics



You will benefit from COM2's processes and our full support at every step of the way. Starting from a **FREE** appraisal of your assets, Com2 then provides a wide range of options to the most suitable to fit your needs. We can remove all the assets, erase (sanitize data), then sell it as a whole, as parts, scrap or even as de-manufactured raw material. We partner with you to sell your equipment and share that revenue with you by promoting our worldwide contacts and knowledge of the primary & secondary markets, to ensure the best possible returns on your original investment. Why let these untapped resources and potential revenue go waste while it is taking up space, when you can earn a healthy return for that equipment with COM2 Asset Management Services.

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Email: [info@com2recycling.com](mailto:info@com2recycling.com)

Local: 630-653-2662



## Asset Recovery Services

Your obsolete electronics may still have some life left in them in terms of generating revenue. We can clean them up, safely erase all data and resell them as whole units, as parts, or as de-manufactured raw material. Our local, national and worldwide connections help maximize the recovery value for a wide range of electronic equipment, including:

**Networking & Servers**

**Data Storage Systems**

**Medical Systems**

**Copiers and Printers**

**Telecommunications**

**Point of Sale Systems**

**Computers & Laptops**

**Consumer Electronics**

**Switches & Boards**

**TVs / LCDs**

**iPads & Tablets**

**Monitors**

## CRT RECYCLING

### CRT Glass-to-Frit Recycling—A Clearly Better Solution

COM2 is the **First CRT Glass-to-Frit Processing Plant** in the State of Illinois. It stands out as one of the largest, certified Cathode Ray Tube (CRT) recyclers in North America today.

We are proud to provide innovative and environment-friendly solutions to a huge electronic disposal challenge: safely recycling millions of TVs and computer monitors that contain Cathode Ray Tubes (CRTs) with lead-based tube.

These ancient electronics have now become 'dinosaurs made extinct' by the introduction of millions of flat panel LCD/LED TVs and computer monitors offered each year. With their leaded glass, these relics have become dangerous & are not fit for disposal in landfills due to the prospect of *lead leaching* into the soil &/or water table and the unhealthy threat that they present to our communities, at large.

We Separate, Clean & blend our Glass with right ingredients required processing it into "FRIT", which is used for the manufacturing of Ceramic Tiles. Thus, providing the tile industry with the required raw materials while helping the organic growth of the economy.



Figure Com2 - Processing of Glass into Frit

Toll Free: 877-977- (Com2) 2662

Email: [info@com2recycling.com](mailto:info@com2recycling.com)

Local: 630-653-2662



## COM2 – IS THE ANSWER!

Turn to COM2 for your total CRT glass recycling needs and we will answer it by using our innovative, safe & efficient processing systems.

We re-engineer these old TV/Monitor tubes (CRTs) to create new value by separating the front panel non-lead glass from the lead-based tube found in the TVs and computer monitors. Our unique CRT glass processes sort and clean the glass to produce high quality Frit and provide value to the ceramic industry at large.

This valuable process helps us daily recover thousands of pounds of leaded glass, which substantially eliminates the danger of improper landfill disposal when processed and done the right way Inhouse – thus reflecting its COM2 quality.

## COM2 SERVICES

### Designed to Serve Customers and the Environment

Today, our love of the electronic devices we use is short-lived and this usually results in e-waste piling up in our business storage rooms and homes. Auspiciously, COM2 Recycling Solutions has a variety of solutions that can breathe a new life, repurpose and potentially gain revenue-returns from this electronic waste. These services accommodate our customers who want to dispose of their obsolete equipment easily and conveniently. COM2 Services also cater to the environment preservation as we recycle e-waste responsibly by using the disassembly and disposal methods, that pay detailed attention to the government policies, legislation and the needs of our customers – who want to dispose of their obsolete & out of use equipment easily & hassle-free.



### 360° - Comprehensive Recycling Services

You have electronic waste. We have the safe, convenient and cost-effective methods to recycle it. We offer Electronics Recycling FREE of charge to Residential, School and Non-Profit 503 (c) (3) customers in a broader area radius (Please check with us to see if we're able to provide this service to you)

COM2 helps companies fulfill their ethical, social and legal recycling obligations in the treatment of their end-of-life electronics. We then provide these useful and much needed raw materials to the relevant industries for consumption.

Please Contact Us for to schedule an appointment.

**Toll Free: 877-977- (Com2) 2662**

**Email: [info@com2recycling.com](mailto:info@com2recycling.com)**

**Local: 630-653-2662**



## What We Recycle

We recycle it all: the excess, obsolete and surplus computers, consumer electronics, household electronics, cell phones, cables, wires & several excess and plastic, metal parts and much more. Ask us about other items that may not be listed.

(If we cannot assure to fully recycle your equipment, we do not accept it. We do not landfill electronics or components).

Our team makes the customer service its top priority. We are a thriving team of professionals with strong work ethics and a customer centric approach. We tailor our services to our customers' needs and ensure to work in the way that we exceed your expectations.

With the continued success of COM2, we realize that our biggest asset is "our human capital". At COM2, we understand that our customers are satisfied today with the consistent performance delivered by our human resource – who are willing to go the extra mile and deliver up to the desired mark while setting new milestones each day.



## Our Service - Always Fresh and Original



## Community Recycling Events

As a responsible recycler, COM2 works with the local authorities, schools and businesses to support community Electronics Recycling Events, where, the residents can properly discard their end-of-life electronics. We are happy to extend these services on a frequent basis to educational institutes like schools and other organizations.

To make it easier to dispose of your e-waste, we run suitable drop off locations across North America. For the convenience of our customers, we have an established facility in Charleston, IL. Where we receive the drop-offs round the year - making it simpler for our customers to reach out to us.



We have delivered in our partnerships and are open to collaborations with municipals, schools, non-profits, residential and university town communities to hold recycling events in their respective areas, to achieve the goal of making "the environment greener".

Toll Free: 877-977- (Com2) 2662

Email: [info@com2recycling.com](mailto:info@com2recycling.com)

Local: 630-653-2662



Please **Contact Us** to help coordinate your next community electronics recycling event in your neighborhood / town via a call or an email.

**Corporate Office and Processing Facility:**

500 Kehoe Blvd, Carol Stream IL 60188

Tel 877-977-2662

Local 630-653-2662

Fax 630-690-2662

Email: [info@com2recycling.com](mailto:info@com2recycling.com)

**Canadian Processing Center**

1704 Meyerside Drive, Unit 7-8,

Mississauga, ON. L5T 1A3,

Canada

Toll free number: 855-977-2662

Tel: 905-670-3040, Fax: 905-670-3042

**Com2 - Menomonee WI Non R2**

W140N5958 Lilly Rd,

Menomonee Falls, WI 53051,

Tel 262-293-9079

Drop-off hours: Monday-Friday 9AM-6PM

Saturday 10AM-4PM

Toll Free: 877-977- (Com2) 2662

Email: [info@com2recycling.com](mailto:info@com2recycling.com)

Local: 630-653-2662



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

THIS AGREEMENT FOR ELECTRONICS COLLECTION AND RECYCLING (this "Agreement") is made and entered into as of \_\_\_\_\_, 2023, by and between the \_\_\_\_\_ ("\_\_\_\_\_") and COM2 Recycling Solutions, an Illinois limited liability company ("COM2").

### **RECITALS**

WHEREAS, \_\_\_\_\_ is a \_\_\_\_\_ corporation "\_\_\_\_\_"); and

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

WHEREAS, \_\_\_\_\_ coordinates a collection and processing program from its Member Communities for electronic wastes designated as Collector of Covered EEOL Products ("CEDs") under the Wisconsin E-Waste Law, statutes codified at WIS. STAT. §§ 287.17(1)-(11). (The "Wisconsin E-Waste Law"); and

WHEREAS, \_\_\_\_\_ has contracted with COM2 annually to collect, accept, transport, and recycle CEDs under the Wisconsin E-Waste Law since its implementation, and \_\_\_\_\_ has contracted with COM2 for similar services; and

WHEREAS, \_\_\_\_\_ 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 \_\_\_\_\_ and the residents of its Member Communities.

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 CEDs 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.

"CEDs" means Covered Electronics Devices from residents as defined in the Act 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 \_\_\_\_\_ may amend from time to time.

"Promotional Materials" means a listing on \_\_\_\_\_ website, an e-list distribution, or such other form of promotion as \_\_\_\_\_ or its Member Communities elects to utilize in the promotion of the Collection Services provided under this Agreement.

"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 unloading acceptable CEDs electronics from resident vehicles. Which also includes the collection, packaging, transportation, and recycling of CEDs from residents of \_\_\_\_\_ Member Communities.

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: 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 CED Items from the Event Site on the day of collection unless alternate arrangements are made with the Event Site or \_\_\_\_\_. If Accepted Items remain for removal from the Event Site after the day of the collection event, COM2 shall notify \_\_\_\_\_ 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 \_\_\_\_\_ to arrive 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 COM2 unloading from resident vehicles. COM2 shall recycle, or cause to be recycled, all CEDs 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 CEDs

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 \_\_\_\_\_ with a certificate of recycling for Items collected by COM2.

### 3. Responsibilities of \_\_\_\_\_

3.1 \_\_\_\_\_ shall be the primary contact for COM2 throughout the contract term.

3.2 \_\_\_\_\_ 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. \_\_\_\_\_ 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.

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

3.4 \_\_\_\_\_ 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.

3.5 \_\_\_\_\_ shall coordinate with Member Community staff regarding posting of the list of Accepted Items and participation limits in accordance with the Law.

3.6 \_\_\_\_\_ shall notify COM2 of any cancellation of Collection Services due to weather or other circumstances outside of \_\_\_\_\_'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.

3.7 \_\_\_\_\_ shall be responsible for communicating any changes in collection practices or Accepted Items to the Member Communities.

### 4. Term of the Agreement

4.1 The initial term of this Agreement shall commence on \_\_\_\_\_, 2023 and end on \_\_\_\_\_, 2023, unless terminated earlier in accordance with this Agreement or extended in writing by mutual agreement of the parties.

4.2 The Agreement may be automatically annually renewed or otherwise amended by mutual agreement of the Parties.

## 5. Indemnification

5.1 \_\_\_\_\_ to indemnify, defend and hold harmless COM2 and the Member Communities, and its and their respective officials, employees, agents, representatives and attorneys, in both their official and individual capacities (collectively, the "Indemnitees"), from and against any and all injuries, deaths, claims, losses, damages, suits, demands, actions and causes of actions, expenses, fees (including attorneys' fees and court costs) and costs which may be asserted against an Indemnatee in consequence of entering into this Agreement or which may result from or arise out of any action or omission of COM2, its officers, employees, agents or subcontractors under this Agreement.

## 6. Notice

6.1 Unless otherwise specified, any notices or communications required to be given to or served upon \_\_\_\_\_ - 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 \_\_\_\_\_:

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Attn: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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)

## 7. Miscellaneous.

7.1 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.

7.2 COM2 shall not assign this Agreement or any part thereof without the prior written consent of \_\_\_\_\_.

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

7.4 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.

7.5 \_\_\_\_\_ failure to act with respect to a breach by COM2 does not waive \_\_\_\_\_ right to act with respect to subsequent or similar breaches. The failure of \_\_\_\_\_ to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

7.6 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.

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

**By:**

\_\_\_\_\_

**Title:** \_\_\_\_\_

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

**COM2 RECYCLING SOLUTIONS**

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

**Title:** \_\_\_\_\_

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



1. **Town of Lyons** - **Walworth County**  
**Contact person:** - **Karla Hill**; Email: - [townoflyons@wi.rr.com](mailto:townoflyons@wi.rr.com), Cell: - 262-763-9936
2. **Town of Calumet** - **Fond Du Lac County**  
**Contact Person:** - **Don Breth**; Email: - [donbreth@gmail.com](mailto:donbreth@gmail.com) , Cell: - 847-867-6306,  
**Jeff Secord**; Email: - [jeffsecord@outlook.com](mailto:jeffsecord@outlook.com) , Cell: - 920-476-9042
3. **Town of Metomen** - **Fond Du Lac County**  
**Contact Person:** - **Jeff Amend**; Email: - [metomenchair@gmail.com](mailto:metomenchair@gmail.com) , Cell: - 920-428-5390
4. **Village of Lomira** - **Dodge County**  
**Contact Person:** - **Jenna Rhein**; Email: - [jrhein@villageoflomira.gov](mailto:jrhein@villageoflomira.gov), Office: 920-269-4112  
x2, Cell: 920-583-6049]
5. **Town of Har? ord** - **Washington County**  
**Contact Person:** - **Rebecca Schuster**; Email: - [clerk@townhar?ordwi.gov](mailto:clerk@townhar?ordwi.gov), Phone: - 262-673-7214 \*1
6. **Town of Hamburg** - **Vernon County**  
**Contact Person:** - **Jackie Stalsberg**; Email: - [hamburg@mwt.net](mailto:hamburg@mwt.net), Phone: - 608-769-0004  
**Eric**; Phone: - 608-483-2570//608-780-0452
7. **Village of Fredonia** - **Ozaukee County**  
**Contact Person:** - **Eric R Paulus**; Email: - [epaulus@village.fredonia.wi.us](mailto:epaulus@village.fredonia.wi.us); Office: - 262.692.9125; Cell: - 262.483.0275
8. **Village of Endeavor** - **Marque? e County**  
**Contact Person:** - **Kris Irwin**; Email: - [Voeclerk@villageofendeavor.org](mailto:Voeclerk@villageofendeavor.org); Phone: - 608-587-2486
9. **Town of Addison** - **Washington County**  
**Contact Person:** - **Wendy Fairbanks**; Email: - [clerk@addisonwi.gov](mailto:clerk@addisonwi.gov); Phone: (262)629-5420

Waiting to receive agreement: -

- |                              |   |                  |
|------------------------------|---|------------------|
| 10. Village of Iron Ridge    | - | Dodge County     |
| 11. Village of Harrison      | - | Calumet County   |
| 12. City of Brookfield       | - | Waukesha County  |
| 13. Village of Whitefish Bay | - | Milwaukee County |



COM2COM-01

CWALSH

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/4/2023

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

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

PRODUCER J. Krug & Associates, Inc. 1 Pierce Place Suite 1250W Itasca, IL 60143	CONTACT NAME:		
	PHONE (A/C, No, Ext): (847) 392-8585	FAX (A/C, No): (847) 392-8137	
	E-MAIL ADDRESS: certificates@jkrug.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Illinois Union Insurance Company		27960
	INSURER B : ACE American Insurance Company		22667
	INSURER C : Sirius America Ins Co		
	INSURER D : Admiral Insurance Company		
	INSURER E :		
	INSURER F :		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			G72577917 002	5/4/2023	5/4/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			H08882290 002	5/4/2023	5/4/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB G72577929 002	5/4/2023	5/4/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WC5290402	9/11/2022	9/11/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Pollution			FEI-EIL-27307-01	4/16/2023	4/16/2026	Occurrence 4,000,000
D	Pollution			FEI-EIL-27307-01	4/16/2023	4/16/2026	Aggregate 5,000,000

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

Errors &amp; Omissions Liability Limit - \$1,000,000

5/4/23 - 5/4/24

Markel

## CERTIFICATE HOLDER

## CANCELLATION

Evidence of Insurance

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



**PERRY JOHNSON  
REGISTRARS, INC.**

## *Certificate of Registration*

*Perry Johnson Registrars, Inc., has audited  
the Sustainable Electronics Reuse & Recycling (R2) Standard of  
**Com2 Computers and Technologies, LLC dba Com2 Recycling  
Solutions***

**500 Kehoe Boulevard, Carol Stream, IL 60188 United States**

*The organization has been audited by a certification body that is in conformance with ISO/IEC  
17021 requirements and applicable Accreditation Body requirements. The organization is found to be  
in conformance with the R2 Standard as applied by the R2 Code of Practices.*

### ***The Sustainable Electronics Reuse & Recycling (R2) Standard v3***

*This Registration is in respect to the following scope:*

***Downstream Vendor Management, Logical and Physical Data Sanitization, Testing and  
Repairing, and Materials Recovery of Electronics***

*This R2 Facility performs the following applicable R2 Process Requirements at this location(s) and has been audited to the requirements for each  
as identified.*

***Appendices (A) - Downstream Recycling Chain; (B) - Data Sanitization (Logical and Physical); (C) - Test and Repair; (E) - Materials Recovery are applicable to  
this Single Facility.***

*The certification referenced above is accomplished pursuant to SERI's R2 Code of Practices through an audit of a sample of the certificate holder's  
facilities and/or processes/activities within the limited written scope appearing on this certificate. Certification is not a comprehensive validation or  
verification of all conditions. The R2v3 Standard is offered "AS-IS" and without warranty, and any reliance otherwise, by the certificate holder  
or any third party, is expressly disclaimed by SERI. The use, display, and reference to the R2v3 Certification Mark printed on this certificate is  
governed by license agreement(s) entered between the certificate holder and SERI. Certificate authenticity and validity can be verified at  
<https://r2directory.org>.*

*This Registration is granted subject to the system rules governing the Registration referred to above, and the Organization hereby covenants with the  
Assessment body duty to observe and comply with the said rules.*



*Terry Boboige*  
Terry Boboige, President

Perry Johnson Registrars, Inc. (PJR)  
755 West Big Beaver Road, Suite 1340  
Troy, Michigan 48084  
(248) 358-3388

*The validity of this certificate is dependent upon ongoing surveillance.*

Effective Date:  
May 4, 2023

Expiration Date:  
May 3, 2026

Certificate No.:  
C2023-02258



## Agenda Item Cover Report

<b>Date: 11-27-23</b>	<b>Committee/Board: Finance</b>
<b>Submitted by: Wayne Castle</b>	<b>Department: Utilities- Wastewater</b>
<b>Date of Committee Action: 11-6-23</b>	<b>Date of Village Board Action: 12-20-23</b>

**Subject:**

Bassett Mechanical Maintenance Contract Renewal

**Executive Summary:**

Bassett Mechanical services some of the Wastewater Plant's crucial equipment. Some of the equipment includes the digester boiler, roof top HVAC equipment, make up air unit, and energy recover units. This maintenance contract provides timely maintenance to equipment that we do not have either the time or proper level of expertise to work on. The contract was reviewed by the attorney in a previous contract.

**Fiscal Impact:**

Monthly payment of \$1,105.00 a month for a total of \$13,260.00 for the year.

- Year 1: 01/01/2024 – 12/31/2024 = \$13,260
- Year 2: 01/01/2025 – 12/31/2025 = \$13,524
- Year 3: 01/01/2026 – 12/31/2026 = \$13,524

**Executive Recommendation/Action:**

For the Committee of the Whole to recommend to the Village Board to approve the Maintenance Contract renewal.

**Attachments Included**

- **3-Year Bassett Mechanical Maintenance Contract**



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▪ METAL FABRICATING ▪ SERVICE



**Partnering Together with Bassett Mechanical**

# HVAC Solutions

**Prepared For:**

Mukwonago Wastewater  
1200 Holz Parkway  
Mukwonago, Wisconsin 53149

Date: 11/8/2023

Proposal Number: P00411

*Creating Customers for Life®*



Creating Customers for Life®

## MAINTENANCE AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS

### Company

Bassett Mechanical  
1215 Hyland Ave  
Kaukauna, WI 54130

Proposal Date: 11/8/2023

Proposal Number: P00411

Agreement Number: C1925

Ph: 9204621964

Fax: 920-759-2525

Bill To Identity	Agreement Location
Mukwonago Wastewater 1200 Holz Parkway Mukwonago, Wisconsin 53149  Attn: Wayne Castle	Mukwonago Wastewater 1200 Holz Parkway Mukwonago, Wisconsin 53149  Attn: Wayne Castle

Bassett Mechanical will provide the services described in the maintenance program indicated below.

**MAINTENANCE PROGRAM:** Planned Maintenance (CPMII) **SCHEDULES:** \*Equipment Schedule \*Air Filter Service

Agreement coverage will commence on 1/1/2024.

The Agreement price is \$13,260.00 per year, payable in advanced installments of \$1,105.00 per Month beginning on the effective date of 1/1/2024 through 12/31/2026.

SEE SPECIAL PROVISION - MULTI-YEAR PAGE FOR 3-YEAR PRICING. BASSETT MECHANICAL WILL SCHEDULE A CARE MEETING BEFORE THE AGREEMENT RENEWS EACH YEAR. THIS IS A QUARTERLY PREVENTATIVE MAINTENANCE AGREEMENT.

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein.

### Company

\_\_\_\_\_  
Signature (Authorized Representative)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### Customer

\_\_\_\_\_  
Signature (Authorized Representative)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
PO #



### **Planned Maintenance (CPMII) Program**

This agreement is designed to provide the Customer with an ongoing maintenance agreement. This agreement will be initiated, scheduled, administered, monitored and updated by the Service Provider. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Service Provider's own experience.

**COMPLETE PROFESSIONAL MAINTENANCE:** Comprehensive maintenance program with computerized tasking to ensure the highest standards are followed, reducing breakdowns, providing equipment reliability, and helping to extend the life of your equipment.

**TEST AND INSPECT:** On-Site labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities could include:

\*TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); flue gas analysis; safety controls, combustion and draft; crankcase heaters, control system(s), etc.

\*INSPECTING for worn, failed or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

**PREVENTIVE MAINTENANCE:** On-Site labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities could include:

\*CLEANING coil surfaces; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, etc.

\*ALIGNING belt drives; drive couplings; coil fins, etc.

\*CALIBRATING safety controls; temperature and pressure controls, etc.

\*TIGHTENING electrical connections; mounting bolts; refrigerant piping fittings; damper sections, etc.

\*ADJUSTING belt tension; refrigerant charge; super heat; fan RPM; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.

\*LUBRICATING motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.

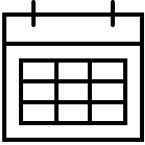
**PRIMARY TECHNICIAN:** An assigned primary and secondary technician for your facility.

**ASSIGNED PROJECT MANAGER:** An Assigned HVAC Specialist to assist you with future planning, budgeting, system upgrades and current project needs.

**DOCUMENTATION:** On-going communication regarding the history of your equipment as well as current performance of the system thru service reports and Bassett's web based reporting platform.

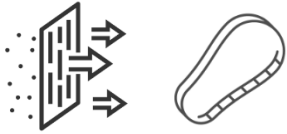
## Scope of Work

### Maintenance Intervals:



- Bassett will be onsite on a quarterly basis.

### Filter and Belt Replacement:



- Filters will be replaced by Bassett and provided by Bassett on a quarterly basis.
- Belts will be replaced by Bassett and provided by Bassett on an annual basis.

### Lifts:



- Lift rentals are not included in the scheduled preventative maintenance portion of this agreement.

### Coil Cleaning:



- Condenser coil cleaning will be done by Bassett on an annual basis.

## **CUSTOMIZED PROFESSIONAL MAINTENANCE PROGRAM II TERMS AND CONDITIONS**

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. This annual agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty one (31) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
7. This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates then in effect.
8. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
11. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
12. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
13. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
14. The Customer has the right to cancel this program at any time for any reason with a 30 day written notice of intent to cancel. If this action is taken, Bassett Mechanical may invoice at the preferred prevailing time and materials rates for any work that has been done which exceeds the amount(s) previously billed not to exceed the annual agreement price.
15. To the fullest extent permitted by law both customer and the contractor shall hold harmless the other party, its agent and employees from and against claims, damages, losses and expenses (including but not limited to attorney's fees) to the extent that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of the other party anyone directly or indirectly employed by that party, or anyone for whose acts that may be liable.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
18. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
19. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

# Inventory of Equipment

Qty	Equipment	Manufacturer	Model	Serial#	Location
1	2-ERU-01	RenewAire	HE2XIN	I18 0601C	Ground
1	5-EF-01	Greenheck			Exterior wall rear of building
1	5-EF-02	Greenheck			Exterior wall rear of building
1	5-ERU-01	RenewAire	HE2XIN		Ceiling
1	BLR 001	Envirex	504	80-206	Ground
1	EF BOILER	Twin City Fan	807F	18-737362-1-1	Top of boiler
1	PMP 001	Bell & Gossett			Top of boiler
1	EF1 - Blower Building	Greenheck	SOB 18 20	596125	Ceiling
1	EF2 M210	Greenheck	BSQ-160-15	108612730705	Ceiling
1	EUH1	Indeeco	233-FA-0106U-C1DKLST		Ceiling
1	MUA1	Greenheck			Roof
1	RTU 001	Carrier	48KCEA06A2M6A6 B0C0	3818C86949	Roof
1	WET WELL EF1	Greenheck	QEID-16		Inside ceiling
1	WET WELL EF2	Greenheck	QEID-20-55-AC30		Inside ceiling
1	WET WELL EF3	Greenheck	QEID-20-55-AC30		Inside ceiling

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# Filter Inventory

Assets				
Unit	Qty	Changes/Yr	Size	Type
2-ERU-01	4	4	20X20X2 NOVA SC PLEAT, MERV 8, SELF SUPPORTING	PLEATED
5-ERU-01	6	4	20X20X2 NOVA SC PLEAT, MERV 8, SELF SUPPORTING	PLEATED
MUA1	2	2	16X25X2 GALVANIZED STEEL WASHABLE	WASHABLE
RTU 001	4	4	16X16X2 NOVA SC PLEAT, MERV 8, SELF SUPPORTING	PLEATED

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# Equipment Tasking

Scheduled maintenance inspections are performed at various times throughout the year. Tasking Sheets provide an overview of the maintenance to be performed.

## ENERGY RECOVERY UNIT

- Examine disconnect for proper operation
- Inspect electrical connections
- Record motor operating amps(3 HP and above) #1
- Inspect motor mounts
- Visual inspect for oil or refrigerant leaks if applicable
- Inspect coils
- Inspect/test the operation of all pressure and temperature controls
- Check for unusual noise - vibration or excessive temperatures
- Inspect blower wheels housings and brackets for cracks or damage
- Inspect belts/pulleys and check alignment if applicable
- Lubricate bearings as needed
- Inspect wiring of electric heat if applicable
- Record operating amps of electric heat if applicable
- Inspect filter
- Clean condensate pan and drains if applicable
- Verify proper operation

## FAN EXHAUST/SUPPLY W/ BELT

- Check disconnect
- Tighten electrical connections
- Check all belts for proper wear and tension
- Inspect fan security to shaft
- Check damper operation clean and lubricate as needed if applicable
- Check pulleys for wear
- Check bearings for wear
- Lubricate bearings if applicable
- Check motor operation
- Verify proper operation

## BOILER HOT WATER

- Inspect all terminals & connectors for tightness and inspect wiring
- Inspect contactors for worn contacts
- Check all transformers for proper input/output voltage
- Check all fuses for proper size rating and fit
- Sequence test all components and burners
- Inspect draft fan for proper operation and lubricate as needed – if applicable



# Equipment Tasking

- Clean burners and burner compartment
- Inspect and clean pilot assemblies, ignitors and sensors
- Verify proper operation of all safety controls
- Record high/low gas pressure settings
- Check and set manifold pressure
- Visually check entire gas train
- Check and record flame signal
- Inspect all gauges
- Inspect for gas/water leaks
- Clean and check operation of low water cutoff
- Verify proper operation of the feed water system and clean strainer
- Inspect boiler venting connection
- Perform recommended manufacturer tasks
- Inspect refractory and firebrick for defect
- Inspect and clean fire tubes and heat exchangers
- Test operation of relief valves
- Clean trim lines – crosses and associated piping
- Flush and clean mud legs
- Perform combustion analysis

## BOILER TEARDOWN

- Inspect all terminals & connectors for tightness and inspect wiring
- Inspect contactors for worn contacts
- Check all transformers for proper input/output voltage
- Check all fuses for proper size rating and fit
- Sequence test all components and burners
- Inspect draft fan for proper operation and lubricate as needed - if applicable
- Clean burners and burner compartment
- Inspect and clean pilot assemblies, ignitors and sensors
- Verify proper operation of all safety controls
- Record high/low gas pressure settings
- Check and set manifold pressure
- Visually check entire gas train
- Check and record flame signal
- Inspect all gauges
- Inspect for gas/water leaks
- Clean and check operation of low water cutoff
- Verify proper operation of the feed water system and clean strainer
- Inspect stacks chimneys hoods and flues for cracks and weak spots.
- Perform recommended manufacturer tasks
- Inspect refractory and firebrick for defect
- Inspect and clean fire tubes and heat exchangers
- Test operation of relief valves
- Clean trim lines- crosses and associated piping
- Flush and clean mud legs
- Blow down all float chambers



# Equipment Tasking

## PUMP

- Electrical Disconnect - Verify Proper Operation
- Inspect motor starter & disconnect if applicable
- Check & tighten electrical connections if applicable
- Verify proper overload protection if applicable
- Check packing & seals for leaks
- Inspect coupling for wear & integrity if applicable
- Check pressure gauges & record operating pressure
- Lubricate motor if applicable
- Lubricate bearing assembly if applicable
- Verify proper operations and flow
- Check drive coupling & coupling alignment (If Applicable)

## FAN EXHAUST/SUPPLY W/O BELT

- Check disconnect
- Tighten electrical connections
- Inspect fan security to shaft
- Check damper operation clean and lubricate as needed if applicable
- Check bearings for wear
- Check motor operation
- Verify proper operation

## MAKE UP AIR DIRECT FIRED W/O COOLING

- Inspect all terminals and connectors for tightness
- Inspect contactors
- Check all transformers for proper input/output voltage
- Record amp draw (3 hp and higher)
- Check for unusual fan noise vibration or excessive temperatures
- Inspect belts, pulleys drive couplings and bearings for wear if applicable
- Lubricate bearings as required
- Clean burners and burner orifices
- Check flame condition
- Inspect and clean pilot assemblies igniters and sensors
- Inspect for gas leaks
- Verify proper operation of all safety controls
- Sequence test burners and all related controls
- Check for proper flame signal
- Check for proper gas pressures
- Visually inspect each gas train component
- Check that all valves - modulators - and regulators are functioning properly
- Verify proper operation of all dampers - lubricate as needed
- Inspect filters and/or intake screens - brush as needed



# Equipment Tasking

- Verify proper operation
- Record discharge air temp and ambient temp

## PACKAGED RTU GAS HEAT W/ ECON

### Spring Major

- Inspect all wiring terminals and connectors for tightness
- Inspect contactors
- Check all transformers for proper input/output voltage
- Sequence test all components
- Record blower amp draw (3 hp and higher)
- Check all fans for unusual noise or vibration
- Lubricate bearings as needed
- Check belts and bearings and pulleys for wear if applicable
- Inspect blower wheel housings and brackets - clean as needed
- Check belts for proper tension and alignment
- Sequence test economizer operating controls
- Check and set economizer minimum air
- Check economizer damper operation
- Check crankcase heaters if applicable
- Visually inspect for oil or refrigerant leaks
- Record ambient temp
- Record compressor suction pressure- discharge pressure- superheat- sub cooling- operating amps #1 & #2
- Check the operation of capacity controls if applicable
- Inspect all coil surfaces - brush as needed
- Inspect condensate pan and drain - clean as needed
- Check all unit compartments - clean as needed
- Inspect air filters and economizer filter
- Verify proper operation

### Fall Major

- Inspect all wiring terminals and connectors for tightness
- Inspect contactors
- Check all transformers for proper input/output voltage
- Sequence test all components
- Record blower amp draw (3 hp and higher)
- Check all fans for unusual noise or vibration
- Lubricate bearings as needed
- Check belts and bearings and pulleys for wear if applicable
- Inspect blower wheel housings and brackets - clean as needed
- Check belts for proper tension and alignment
- Sequence test economizer operating controls
- Check and set economizer minimum air
- Check economizer damper operation
- Check crankcase heaters if applicable



# Equipment Tasking

- Inspect draft fan for proper operation
- Clean burners and pilot assemblies igniters and sensors
- Check for gas leaks
- Verify proper operation of all safety controls
- Sequence test ignition and all related controls
- Check gas pressures
- Inspect condensate pan - clean as needed
- Inspect air filters and economizer filter
- Inspect heat exchanger
- Verify proper operation

## UNIT HEATER ELECTRIC

- Inspect all terminals and connectors
- Inspect contactors
- Check all transformers for proper input/output voltage.
- Sequence test all components
- Check fan for unusual noise - vibration or excessive temperatures
- Lubricate bearings if applicable
- Clean entire cabinet
- Record element amps
- Blow out coil as needed
- Verify operation

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# Special Provisions

## Special Provisions - CPMII:



- In addition to the scope of work disclosed within this agreement, Bassett Mechanical shall also provide annual belt replacement as well as annual coil cleaning on the equipment listed in the inventory section of this agreement.
- All parts, materials and service calls not specifically stated as covered under this service agreement shall be excluded and will be invoiced separately to customer upon receiving proper approval for the work to be performed.
- Excluded from this agreement shall be all system ductwork, system piping, variable frequency drives, water treatment and anything not specifically stated as covered within this agreement.
- Includes quarterly burner cleanings, 2 during the major teardowns, 2 during minor inspections
- Teardown and inspection scheduling:
  - Normal schedule 2024 and on:
    - January/September teardowns
    - April/May tuning inspection

## Special Provision - Addendum to Agreement Terms and Conditions or Other:



- Enter special T&Cs here

## Special Provision - Multi-Year Agreement:



- This is a multi-year agreement with the following prices:
  - Year 1: 01/01/2024 – 12/31/2024 = \$13,260
  - Year 2: 01/01/2025 – 12/31/2025 = \$13,524
  - Year 3: 01/01/2026 – 12/31/2026 = \$13,524



**RESOLUTION NO. 2023-66**

**A RESOLUTION TO APPROVE THE ELIMINATION IN THE LETTER OF  
CREDIT FOR HILL COURT RELOAD DEVELOPMENT  
IN THE VILLAGE OF MUKWONAGO**

---

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

**WHEREAS**, Briohn Building Corporation has requested a Letter of Credit elimination, and

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

**NOW, THEREFORE, BE IT RESOLVED** the Village Board of the Village of Mukwonago, Wisconsin, hereby approves a reduction in the Letter of Credit elimination for Hill Court Reload Development in TID #5.

Passed and dated this 20<sup>th</sup> day of December 2023.

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



Attest: \_\_\_\_\_  
Diana A Dykstra, MMC  
Village Clerk-Treasurer

November 27, 2023

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

Re: Hill Court Reload  
Letter of Credit Elimination

Dear Mr. Winchowky:


We have received a request from Briohn Building Corporation to eliminate the letter of credit in place for the Hill Court Reload Development in TID #5. All site infrastructure is completed, and the warranty period has expired. There are no outstanding items on the site, and we believe that eliminating the letter of credit in place for this development is the appropriate course of action.

We, therefore, recommend that the letter of credit in the value of \$54,505.00 be reduced to \$0.00 and eliminated for this project. Final lien waivers were previously provided with the letter of credit reduction that was completed in May 2023.

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

Respectfully,

RUEKERT & MIELKE, INC.

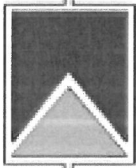


Peter W. Gesch, P.E., (WI)  
Project Engineer  
[pgesch@ruekert-mielke.com](mailto:pgesch@ruekert-mielke.com)

PWG:pwg

Enclosure(s)

cc: Fred Schnook, Village of Mukwonago  
Diana Dykstra, Village of Mukwonago  
Linda Gourdeaux, Village of Mukwonago  
Ron Bittner, Village of Mukwonago  
Wayne Castle, Village of Mukwonago  
Erin Scharf, Village of Mukwonago  
Tim Rutenbeck, Village of Mukwonago  
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.



# BRIOHN BUILDING CORPORATION

November 27, 2023

Peter W. Gesch, P.E.  
Ruekert & Mielke  
W233N2080 Ridgeview Parkway  
Waukesha, WI 53188

RE: Letter of Credit Reduction Request – 115 Hill Court, Mukwonago, WI

Dear Peter,

Briohn Building Corp. ("Briohn") has an Irrevocable standby letter of credit, number 9920, outstanding in the original amount of \$327,030.00 dated August 26, 2022 ("Letter of Credit") from Johnson Bank naming the Village of Mukwonago ("Mukwonago") as Beneficiary. On May 24, 2023, a letter was delivered to Mukwonago requesting a reduction by \$272,525.00; leaving the 20% contingencies in the amount of \$54,505.00. We are requesting a reduction of the letter of credit by \$54,505.00, to fully release the Letter of Credit.

On November 14, 2023, Briohn received confirmation from Ruekert & Mielke that all outstanding work has been satisfied. Briohn formally requests that Mukwonago notify Johnson Bank in writing that the Letter of Credit is being reduced to \$0.00 as all work completed by Briohn has been accepted by Mukwonago. Additionally, please present this request to the Committee of the Whole at the next meeting, scheduled to be held on December 6, 2023.

If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Caitlin LaJoie, Director of Land Development  
[clajoie@briohn.com](mailto:clajoie@briohn.com) | 262-307-8792

DESIGN / BUILD  
CONSTRUCTION

ARCHITECTURAL  
DESIGN

DEVELOPMENT

PROPERTY  
MANAGEMENT



## Agenda Item Cover Report

<b>Date:</b> 11-27-23	<b>Committee/Board:</b> Public Works
<b>Submitted by:</b> Wayne Castle	<b>Department:</b> Utilities- Water
<b>Date of Committee Action:</b> 12-6-23	<b>Date of Village Board Action:</b> 12-20-23

**Subject:**

HydroCorp 2024 Industrial and Commercial Cross Connection Contract Renewal

**Executive Summary:**

Water Utilities are required to do cross connection surveys on a schedule as determined by State code. This contract has received prior review by our lawyer and is simply a renewal with minor changes. Hydro Corp has done great work for us and has helped us stay compliant with our cross-connection program. This contract would be in place through the end of 2025.

**Fiscal Impact:**

\$1,413.00 per month for 24 months, a total of \$33,912.00- Water Utility Budget

**Executive Recommendation/Action:**

Request that the Committee make the recommendation to the Village Board to approve contract renewal with Hydro Corp for non-residential cross connection survey program.

**☒ Attachments Included**

**Hydro Corp Contract**

# PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this January 1<sup>st</sup> 2024 by and between the Village of Mukwonago organized and existing under the laws of the State of Wisconsin, referred to as “Utility”, and HydroCorp™ a Michigan Corporation, referred to as “HydroCorp”.

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HydroCorp to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Wisconsin and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

## ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users’ facilities, complete and accurate data is not always available.

## ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquiries, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the “Scope of Services”). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

**2.1 PROGRAM REVIEW/PROGRAM START UP MEETING.** HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
  - Inspection Notice
  - Compliance Notice
  - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility
- Prioritize Inspections (City buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities



- Establish facility inspection schedule
- Review/establish procedures and protocol for addressing specific hazards
- Review/establish high hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools
- Review/establish educational and public awareness brochures

**2.2 INSPECTIONS.** HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with Wisconsin Department of Natural Resources (DNR) Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (two, six or ten year re-inspection cycle).

**2.3 INSPECTION SCHEDULE.** HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility's designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

**2.4 PROGRAM DATA.** HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections
- Notify users of inspections, backflow device installation and testing requirements if applicable
- Monitor inspection compliance using the HydroCorp online software management program. (Note: WI Department of Safety & Professional Services (DSPS) manages backflow prevention assembly testing notification and compliance.)
- Maintain program to comply with all DNR regulations

**2.5 MANAGEMENT REPORTS.** HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

**2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE.** HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
- Penalties for noncompliance.



- 2.7 VACUUM BREAKERS.** Utility will provide up to six (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program including general awareness brochures and website cross connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website or email for the contract period.
- 2.10 FACILITY TYPES.** The facility types included in the program are as follows:
- Industrial
  - Institutional
  - Commercial
  - Miscellaneous Water users
  - Multifamily
- Complex Facilities.** Large industrial and high hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross connection control survey (at the business owner's expense) may be required at these larger/complex facilities and the results submitted to the Utility to help verify program compliance.
- 2.11 INSPECTION TERMS.** HydroCorp will perform **(178) Initial inspection, and up to (222)** total inspections over a (2) year contract period. The total inspections include all initial inspections, compliance and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show or refusal of onsite inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF NATURAL RESOURCES ADMINISTRATIVE CODE.** HydroCorp will assist in compliance with DNR and Wisconsin Administrative Code cross connection control program requirements for all commercial, industrial, institutional, multifamily and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross connection control policy manual/plan and submit to WI-DNR for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.
- 2.17 CROSS CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **178** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers compensation and errors and omissions insurance naming the Utility as an additional insured if required.



### ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format such as Microsoft Excel, etc. is required. An additional one-time fee to manually enter facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high quality image format for printing.)

### ARTICLE IV. Term, Compensation and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on January 1<sup>st</sup> 2024 and end **(2) years** from such date unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.3 BASE COMPENSATION.** From the Beginning thirty (30) days after execution of this Agreement, the Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, the sum of **\$1,413.00** per month **16,956.00** per year for a **(2) year** contract period totaling **\$33,912.00**.
- 4.4 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.
- 4.5 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the



Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.

- 4.6 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Wisconsin Public Records Law, Chapter 19, Wis. Stats. HydroCorp agrees to make available for inspection and copying all records (as defined in sec. 19.32 (2), Wis. Stats.) in its possession created, produced, collected or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Public Records Law and compliance under this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Public Records Law.
- 4.7 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.8 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

## **ARTICLE V. Risk Management and General Provisions**

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.
- 5.3 HYDROCORP INSURANCE.** HydroCorp currently maintains the following insurance coverage's and limits:
- |  | Occurrence  | Aggregate   |
|--|-------------|-------------|
| Comprehensive General Liability              | \$1 Million | \$2 Million |
| Excess Umbrella Liability                    | \$5 Million | \$5 Million |
| Automobile Liability (Combined Single Limit) | \$1 Million |             |
| Worker's Compensation/ Employer's Liability  | \$1 Million |             |
| Errors and Omissions                         | \$2 Million | \$2 Million |

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest on a primary and noncontributory basis under the general liability policy during the term of this agreement.

- 5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended



coverage for matters set forth in this Agreement.

- 5.5 RELATIONSHIP.** The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.
- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.11 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.12 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Wisconsin, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Wisconsin.
- 5.13 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.
- 5.14 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:



If to HydroCorp:

HydroCorp  
c/o Craig Wolf  
5700 Crooks Road, Ste. 100  
Troy, MI 48337  
(612) 850-8939

If to Utility:

Village of Mukwonago  
1200 Holz Parkway  
Mukwonago, WI, 53149

- 5.15 **SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

#### **SIGNATURES**

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

#### **Village of Mukwonago**

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

#### **HydroCorp**



\_\_\_\_\_  
By: Craig Wolf



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# Appendix

## Specific Qualifications & Experience

**HydroCorp™** is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost effective and professionally managed cross connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 30,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 35,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely and courtesy manner. Our administrative staff can answer most technical calls related to the cross connection control program and have attended basic cross connection control training classes.
- HydroCorp currently serves over 200 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.





## Agenda Item Cover Report

<b>Date: 11-27-23</b>	<b>Committee/Board: Public Works</b>
<b>Submitted by: Wayne Castle</b>	<b>Department: Water Utility</b>
<b>Date of Committee Action: 12-6-23</b>	<b>Date of Village Board Action: 12-20-23</b>

**Subject:**

Purchase of water meters for 2024

**Executive Summary:**

The Water Utility must change out meters on a schedule determined by the Public Service Commission. Currently, we change out .75" and 1" meters on a 20-year cycle. Every year we change approximately 5% of these size meters. This purchase will supply us with the meters necessary for this change out schedule with some extra stock for development and repairs as necessary.

**Fiscal Impact:**

Budgeted capital expense, \$77,300 from reserves.

**Executive Recommendation/Action:**

For the Committee to recommend to Village Board to approve purchase of water meters for 2024.

**Attachments Included**

- **2024 Water Meter Purchase**

Mukwonago 2024 Meter Purchase			
Quantity	Description	Price/Unit	Extended Price
200	IPERL 3/4S 6' 3W PE 1G SM 7WHL I2S4GBXX	\$170.00	\$34,000.00
10	Iperl 1 GAL 6' Cable 3W SM	\$255.00	\$2,550.00
200	510M S/Point M2 Wired SP HR&LD Stock Code	\$165.00	\$33,000.00
27	510M S/Point M2 Wired DP HR&LD Stock Code		
	53963537511204MI	\$210.00	\$5,670.00
1	3" C2 OMNI+ 10 Gal 17" lay length	\$2,080.00	\$2,080.00
		Total	\$77,300.00



## Agenda Cover Report

<b>Date:</b> <b>11/28/23</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: 12/6/23</b>	<b>Date of Village Board Action: 12/20/23</b>

**Subject:** Village Hall Community Room HVAC control upgrade.

**Executive Summary:** The community room HVAC controls are failing, and the software is unsupported. The control system is 23 years old and is exhibiting the same issues as the office area upstairs. The project includes installing a Proton system with a new unit controller and accompanying hardware. The system incorporates web-based software allowing for remote trouble shooting and adjustments.

**Fiscal Impact:** The 2024 Capital plan included \$17,000 in for the project and the proposal is for \$16,750.

**Executive Recommendation/Action:**

Recommend approving the purchase requisition for the community room HVAC upgrades in the amount \$16,750.00.


☐ **Attachments Included**

## VILLAGE OF MUKWONAGO PURCHASE REQUISITION

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

<b>DATE:</b>	11/28/23	<b>NUMBER:</b>	
--------------	----------	----------------	--

<b>VENDOR NAME &amp; ADDRESS:</b>	<b>SHIP TO:</b>
A/C Service INC. 2211-B South West Ave. Waukesha, WI 53189	DPW

<b>DEPT NAME:</b>	<b>SUGGESTED VENDOR</b>	<b>AUTHORIZED SIGNATURE</b>
DPW	AC Service 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		Village Hall community room HVAC Prolon System installation.			100-5700-573000
			<b>TOTAL</b>	\$16,750.00	

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

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November 28, 2023

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



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

**Proposal #1123-41011 Rev.1**

**RE: VILLAGE HALL LOWER LEVEL ZONE SYSTEM REPLACEMENT**

Dear Ron:

A/C Service Inc is pleased to provide you with a quote to replace the zone system that serves the Lower Level area at the Village Hall. We are proposing to install a new Proton zone system like we installed on the upper level office area.

**Scope of Work:**

- Remove and dispose of the old Carrier zone system
- Install 4 new Proton zone damper controllers on existing dampers
- Install 2 new actuators on existing bypass dampers
- Replace Carrier thermostats with new Proton digital thermostats
- Install necessary temperature and current sensors
- Replace existing low voltage transformers with new transformers
- Install interconnecting wiring and communication cabling
- Replace Carrier zone panel in basement with new Proton network controller
- Install a new Proton unit controller
- Program and commission new panel
- Start up and check system for proper operation

**We estimate the above installation to cost a sum of \$16,750.00, use tax included.**

*See Page Two*

Village of Mukwonago  
Quote #1123-41011 Rev.1  
November 28, 2023  
Page Two

**Notes:**

1. Freight not included
2. Any parts needed to get the unit to operate properly other than listed above will be additional
3. HVAC plans/permits not included
4. Does not include any additional material other than listed above
5. Electrician not included if needed
6. Does not include drywall or paint repairs if needed
7. Does not include any ductwork modifications
8. Does not include any work to existing HAVC equipment

**Terms:** 50% down with confirming purchase order; balance net 30.

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

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

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

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

Date of Acceptance \_\_\_\_\_ 20 \_\_\_\_\_ Note: This proposal may be withdrawn if not accepted within 30 days.

By \_\_\_\_\_

Submitted By: Michael R. Zeller  
Michael R. Zeller, President

A/C SERVICE INC. . . . WE PROVIDE SOLUTIONS!!



## 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

## Mukwonago Police - WI

<b>Specified For:</b>	Mukwonago	WI	53149	<b>Watson Rep Firm:</b>	Dick Buss & Associates
<b>Contact Name:</b>	Christopher DeMotto			<b>Watson Sales Rep:</b>	BJ Buss
<b>Phone Number:</b>	262-363-6436			<b>Phone Number:</b>	9208405205
<b>Email Address:</b>	cdemotto@mkpd.org				

**Project Summary:** 2 Mercury Pro Consoles

Dispatcher 1:

90"W Pro Worksurface – Height-Adjustable with Depth Adjustment, Environmental Control and In-Dash Power  
 - Environmental Control: Forced Air Heat, Cooling Fans, LED Ambient Lighting and Dimmable LED Task Lighting  
 - In-Dash Power: 2 Power Outlets  
 Single Tier Monitor Array – Height-Adjustable with Individually Adjustable Monitor Arms: (1) 24" over (4) 24"

Dispatcher 2:

96"W Pro Worksurface – Height-Adjustable with Depth Adjustment, Environmental Control and In-Dash Power  
 - Environmental Control: Forced Air Heat, Cooling Fans, LED Ambient Lighting and Dimmable LED Task Lighting  
 - In-Dash Power: 2 Power Outlets  
 Single Tier Monitor Array – Height-Adjustable with Individually Adjustable Monitor Arms: (5) 24"

Each Dispatcher Includes:

Technology Bridge Storage to Accommodate (2) Small Tower PC's (Max Dimensions per Unit: 7"W x 15"H x 11.5"D) with Cabinet Door Lighting  
 Personal Storage – Personal Base (Open Door Box), Personal Pallet Box and Shared Door Base Unit  
 Screens – 54"H Fabric with Clear Acrylic with Uplighting and Logo  
 Accessories – Grounding Bar, Status Light – Red / Yellow / Green / Blue with 12" Pole and Toggle Switch, Cup Holder and Qi Charger  
 Technology Ports Per Position - (6) USB-A Data I (1) USB-A+C Charging I (1) RJ45/CAT6 I (1) RJ11/Phone I (1) 35mm Audio

Shared Storage:

(2) Zone 1 Locker

\*Note on Logo: Vector File of Logo Required at Time of Order

**Finish Selection:** Worksurface: Carajillo, Storage Case: Charcoal, Storage Face: Carajillo, Fabric: Galvanize

### Installation:

Type of Site – Empty Room  
 Pre-Installation Site Prep – None  
 Location – 1st Floor  
 Prevailing Wage or Union – No  
 Additional Information – Electrical Source: Wall, 15AMP

<b>Quote Date:</b>	11/29/2023	<b>Quote Expiration</b>	3/1/2024	<b>Quote Revision:</b>	01	<b>Watson Account Manager:</b>	Megan Smith
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## Terms and Conditions

### Drawings and Floorplans

It is necessary that accurate room dimensions and features are provided to Watson for space planning and installation. Watson commits to providing product symbols that are correct in size. It is the responsibility of the customer to verify that the room dimensions and features provided to Watson are accurate prior to submitting a purchase order.

All purchase orders must be accompanied by the drawing and quote that has been approved for manufacture. Watson quotes are valid 90 days from the date of issue.

### Purchase Orders and Order Acknowledgments

Purchase orders should be submitted via email to:  
**orders@watsonfg.com**

All purchase orders must include the following information:

- Sold-to information including billing address and contact name with email and phone number
- Ship-to information including installation address and contact name with email and phone number
- Purchase order number
- Order total
- Final finish selections
- Approved final drawing and quote for manufacture (proposal and revision number must match across all pages)
- Requested delivery / installation date

Any omission may result in the delay of processing the order. All quotations, acknowledgments, and invoices are subject to corrections for errors or omissions.

All orders and subsequent change orders must be in writing. Watson will issue an acknowledgment of the order that includes estimated delivery date. The acknowledgment is the final agreement between Watson and the customer.

### Order Cancellations and Changes

Acknowledged orders may not be changed or canceled, in whole or in part, without prior written consent of Watson.

Orders for which production has started may not be canceled. Orders that include non-standard products and non-standard finishes may not be canceled. In the event of cancellations prior to the start of production, for standard products, the customer will be liable for cancellation charges of 25% of the order total.

Any approved order change will require the customer to resubmit the approved final drawing and quote reflecting the requested change. An order change may affect the delivery date. Expenses incurred because of order changes will be charged to the customer.

### Taxes

All sales, use, excise, and other applicable taxes are the purchaser's responsibility and will be invoiced to the purchaser. If purchaser claims an exemption from such taxes, it shall be the purchaser's responsibility to furnish an appropriate exemption certificate at the time the order is placed.

### Payment Terms

Orders are invoiced at time of shipment. Standard payment terms are 50% due at time of order and 50% due before shipment.

When credit is extended for net thirty 30 days, payment is due within 30 days of shipment. Past due accounts will be charged the lesser of 1-1/2% per month or the highest rate permitted by law plus all collection costs, including reasonable attorney's fees and expenses.

Credit card payments are accepted up to \$5,000. Payments above that amount can be made by check or ACH.

### Freight

Freight will be quoted on a per project basis considering destination location, order size and weight as well as the current freight market. Watson Console freight terms are FOB destination to all 50 US States.

Charges incurred by Watson complying with non-standard shipment requests such as inside delivery, expediting, redelivery, weekend delivery, unpacking, straight trucks, specific driver requests or temporary holding will be invoiced to the purchaser. Risk of loss shall pass to purchaser at the time Watson places the product(s) in the possession of a common carrier or at the time of delivery to the purchaser in the case of delivery by Watson vehicles.

### Freight Claim

We'll file the freight claim on your behalf. But to do that – we'll need your help.

**FREIGHT DAMAGE:** It is the customers responsibility to examine products upon receipt, note the damage or shortage on the bill of lading, and to notify Watson within 24 hours of delivery. Failure to provide notice within 24 hours constitutes acceptance of the product.

**CONCEALED DAMAGE:** Claims must be made by the customer in writing and with photographs within five (5) business days after delivery. Failure by the customer to make any concealed damage claim within five (5) business days constitutes acceptance of the product and a waiver of any apparent damages.

### Storage

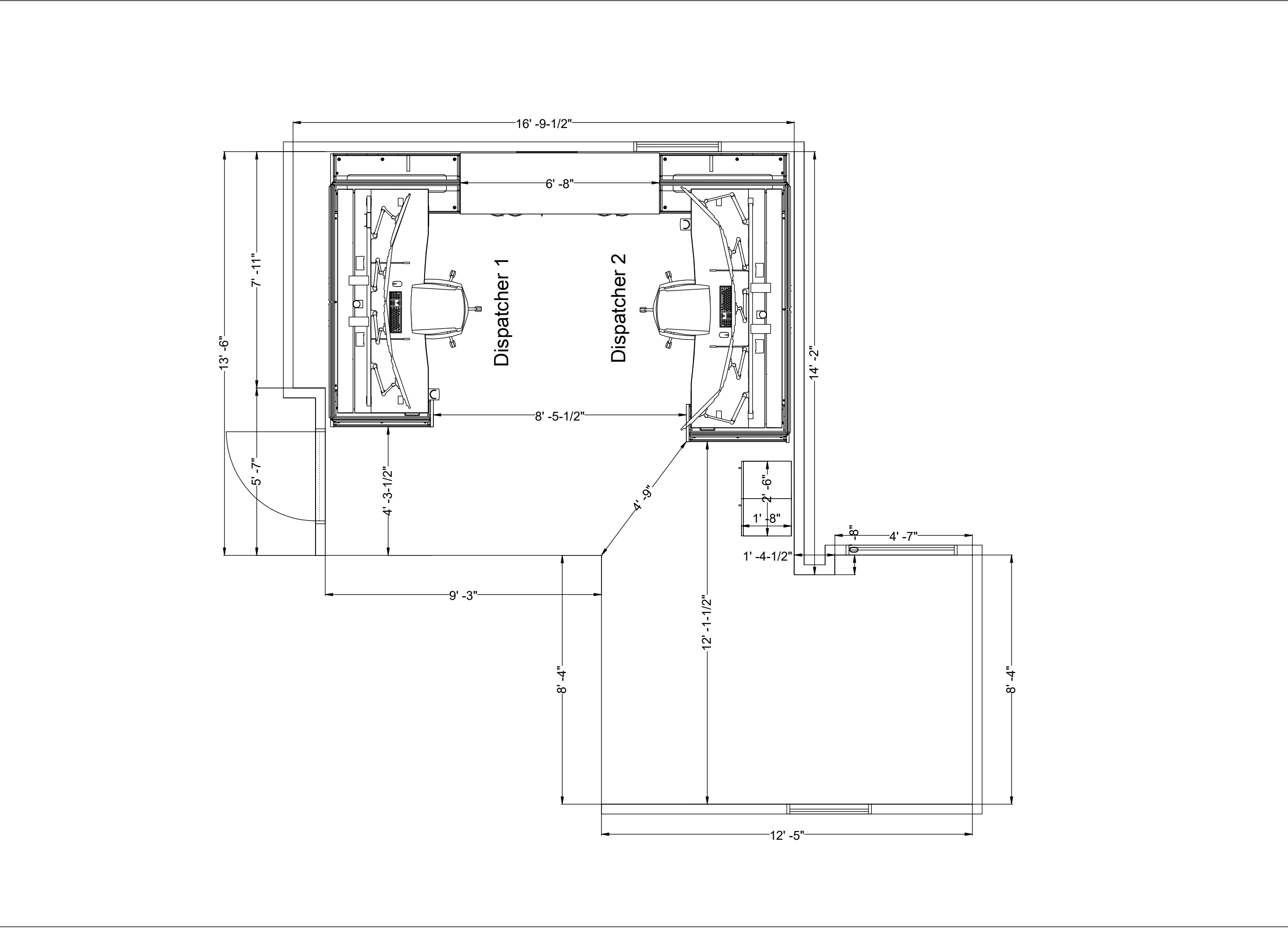
We understand that projects sometimes face unforeseen delays. If the request to move an order out is received more than 25 business days prior to the acknowledged ship date, we can likely accommodate that request without additional cost. If the request to move an order out is received less than 25 business days prior to the acknowledged ship date, customers may opt to contract storage with Watson for up to 30 days post-ship date. Watson charges a storage fee of \$1 per day per \$1,000 of the total order invoice. The minimum storage fee is \$250. When storage occurs, we will consider that the product has been delivered to the customer for all purposes, and invoicing will occur. Costs for storage will be subsequently invoiced to the customer.

### Force Majeure

Watson shall not be liable for any loss, damage, or delay resulting from forces beyond its reasonable control including fire, flood, strike or other labor difficulty, act of God, or due to any cause beyond its reasonable control. In the event of any such delay, delivery will be postponed by such length of time as may be reasonably necessary to accommodate for the delay.

### Governing and Binding Terms

Watson's Terms and Conditions supersede provisions in a customer Agreement only to the extent that these terms are not covered by the customer Agreement.



Project

Mukwonago Police - WI

Proposal 2

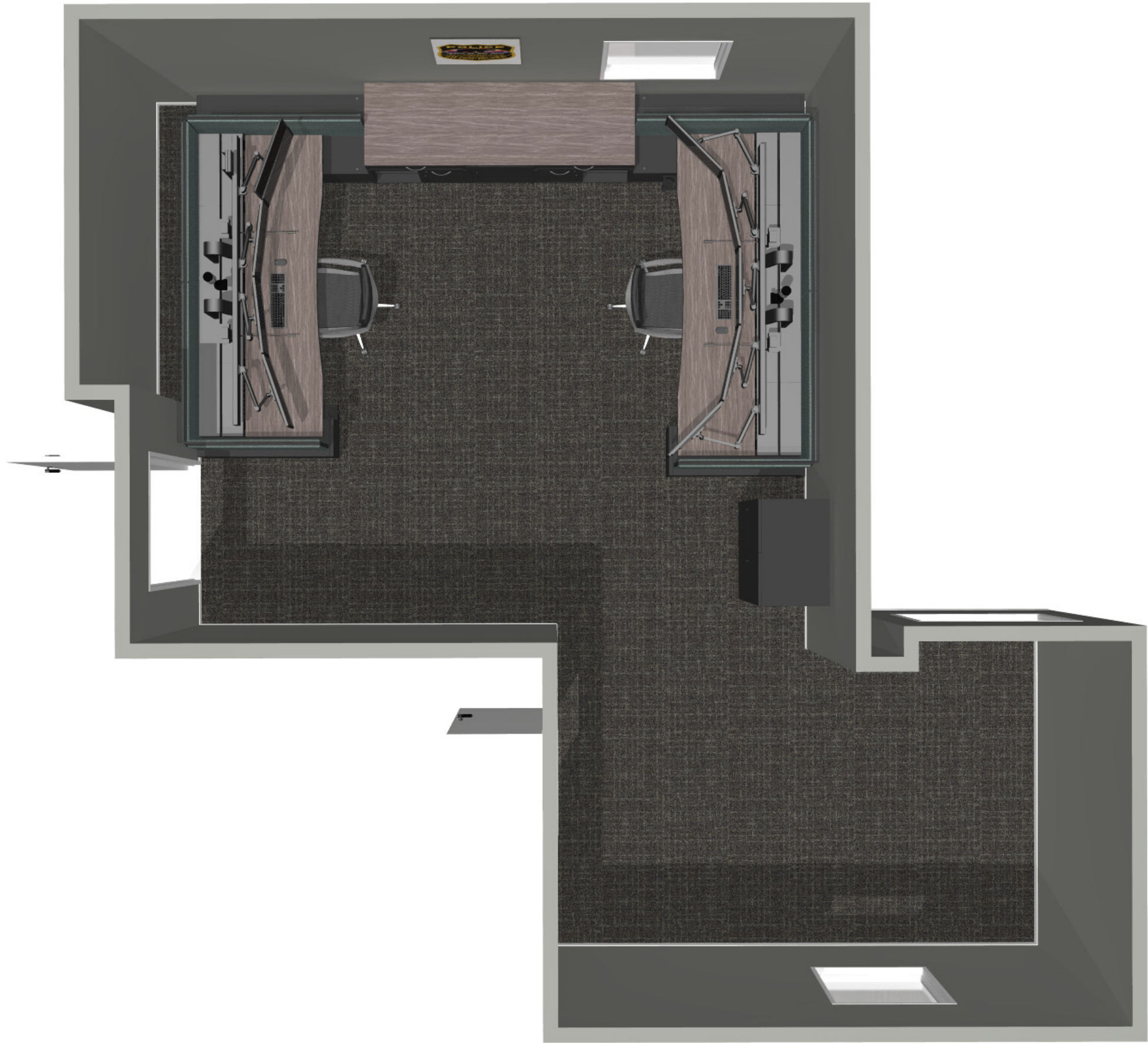
Quote Revision: 01  
Quote Date: 11/29/2023  
Drawn By: MS

Watson Sales Rep

BJ Buss

Watson Account Manager

Megan Smith



Project

Mukwonago Police - WI

Proposal 2

Quote Revision: 01  
Quote Date: 11/29/2023  
Drawn By: MS

Watson Sales Rep

BJ Buss

Watson Account Manager

Megan Smith



Project

Mukwonago Police - WI

Proposal 2

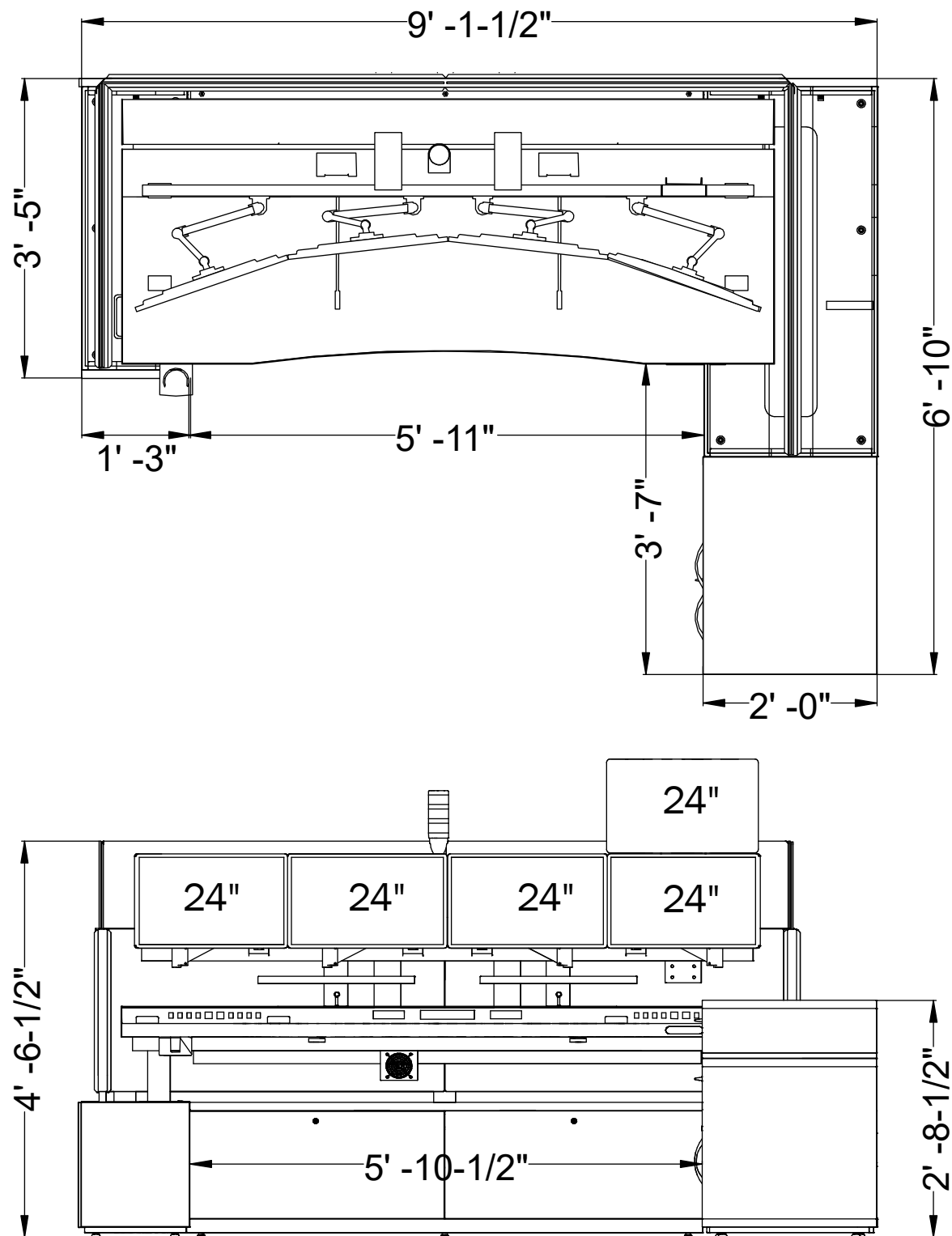
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Watson Account Manager

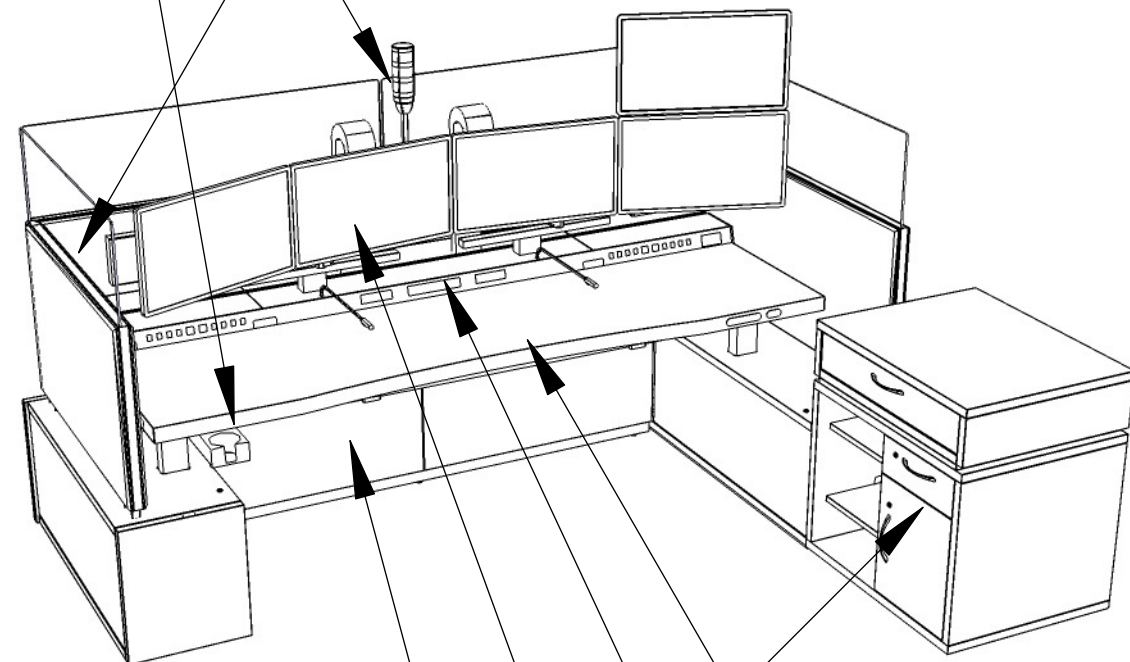
Megan Smith



Screens – 54”H Fabric with Clear Acrylic

Status Light

Cup Holder



90”W Pro Worksurface

Environmental Control

Single Tier Monitor Array

Technology Bridge

Personal Storage – Personal Base (Open Door Box) and Personal Pallet Box

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Poulsbo, WA 98370  
www.watsonconsoles.com 360.394.1300  
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**Project**

Mukwonago Police - WI

**Proposal 2**

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Drawn By: MS

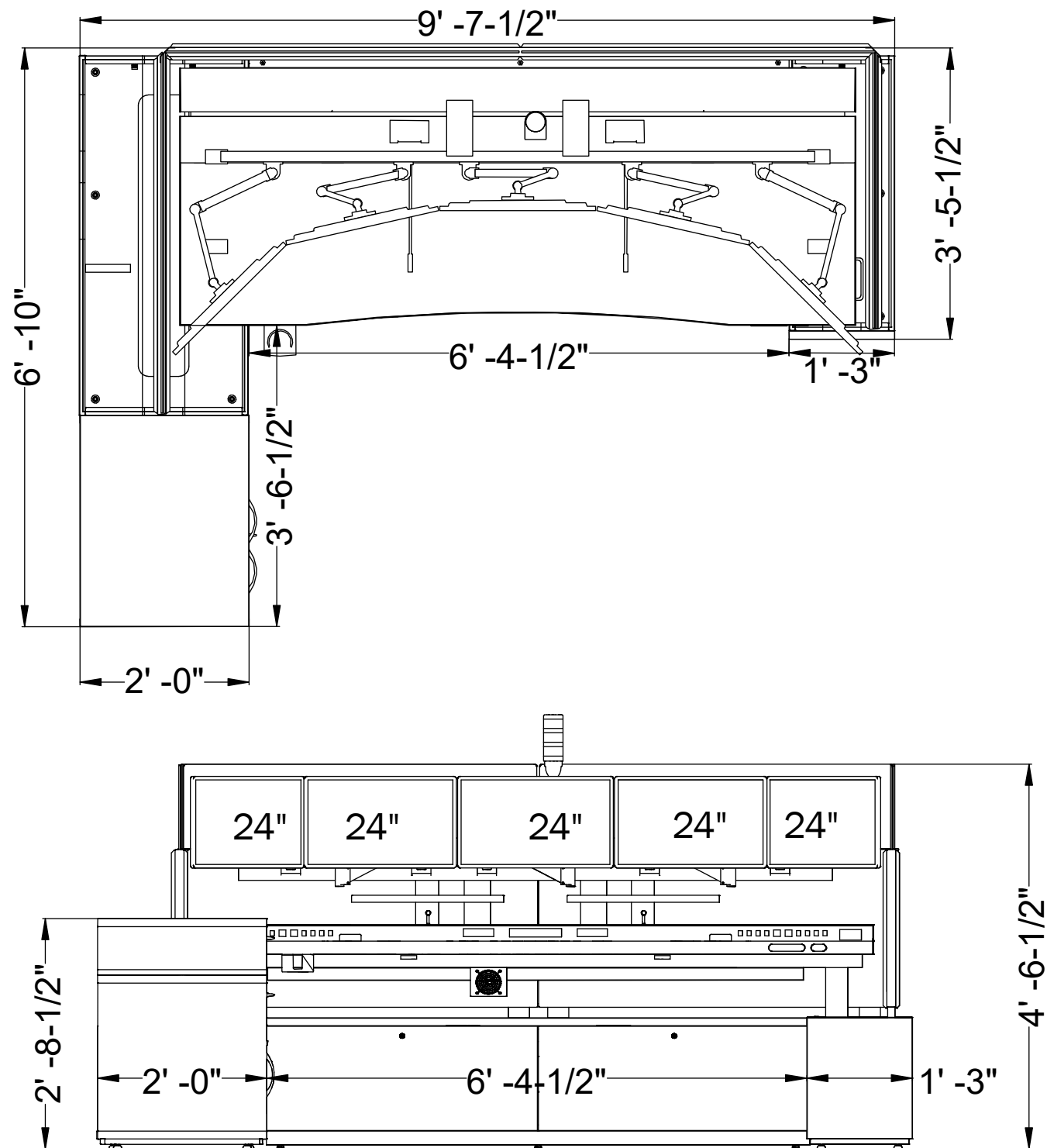
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**Watson Account Manager**

Megan Smith

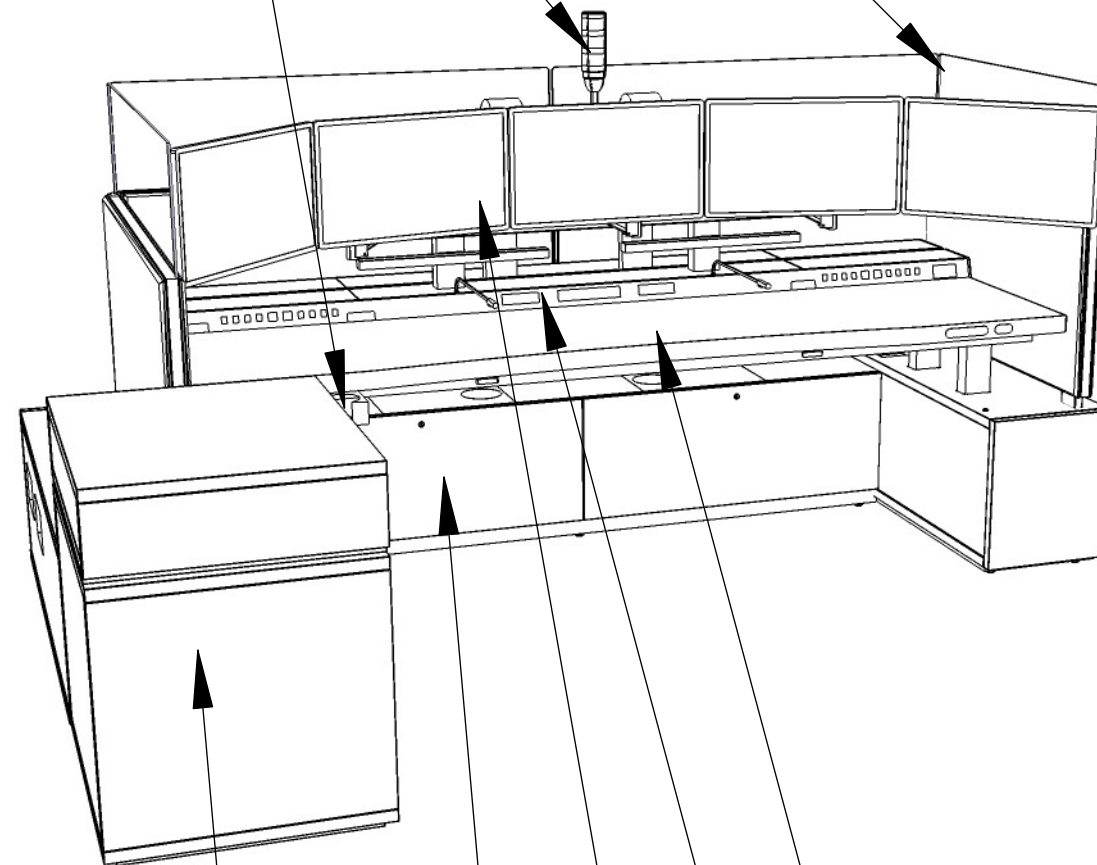
**Typical 2D & 3D**



Screens – 54”H Fabric with Clear Acrylic

Status Light

Cup Holder



96”W Pro Worksurface

Environmental Control

Single Tier Monitor Array

Technology Bridge

Personal Storage – Personal Base (Open Door Box) and Personal Pallet Box

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**Project**

Mukwonago Police - WI

**Proposal 2**

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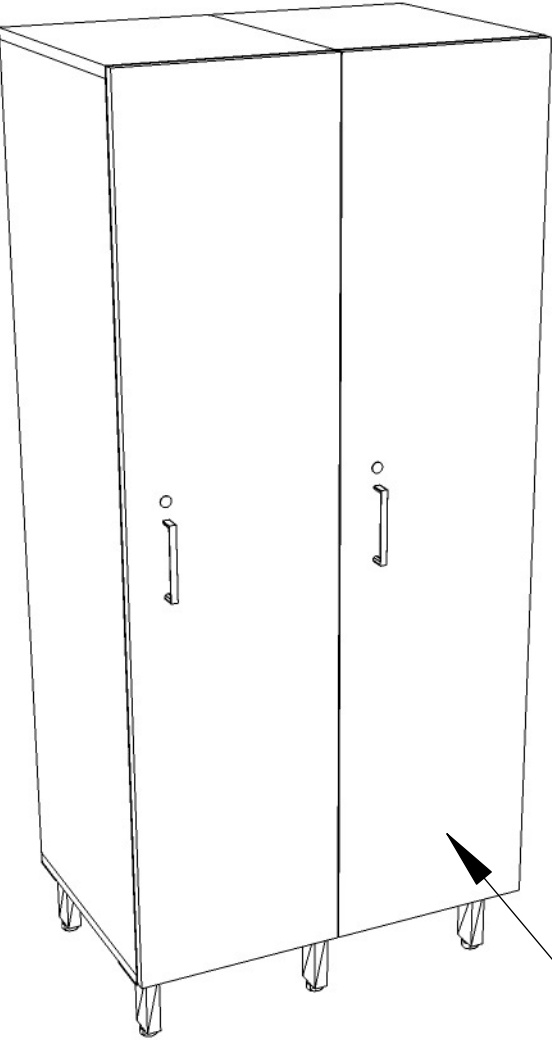
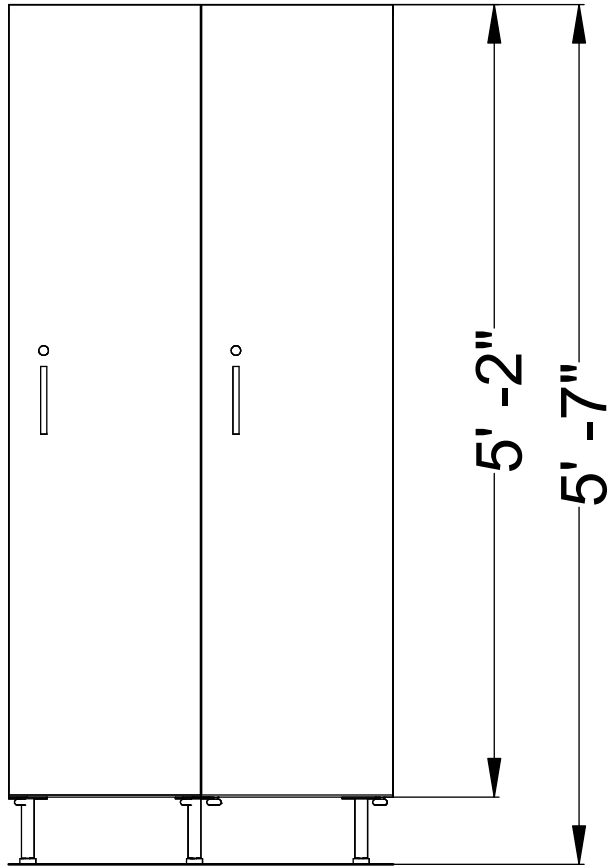
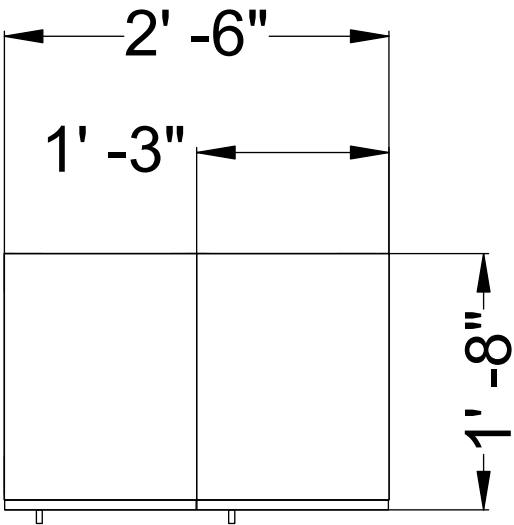
**Watson Sales Rep**

BJ Buss

**Watson Account Manager**

Megan Smith

**Typical 2D & 3D**



Zone 1 Locker

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Project

Mukwonago Police - WI

Proposal 2

Quote Revision: 01  
Quote Date: 11/29/2023  
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Watson Sales Rep

BJ Buss

Watson Account Manager

Megan Smith

Mercury Pro Dispatcher 1 & 2

Project

Mukwonago Police - WI

Proposal 2

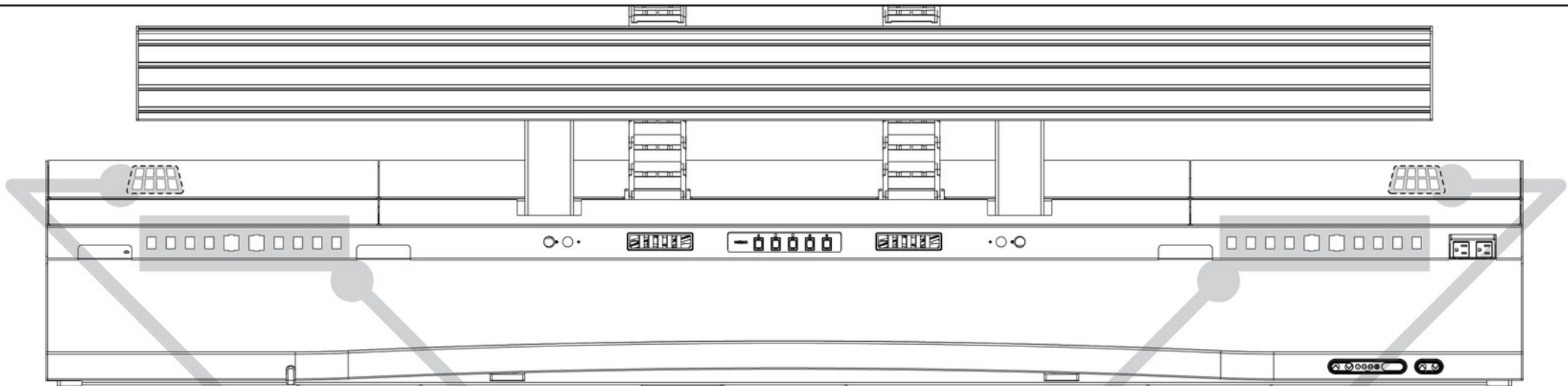
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Watson Sales Rep

BJ Buss

Watson Account Manager

Megan Smith



Left Rear Ports

Monitor data ports, speakers  
and/or video touchscreens.

Right Rear Ports

Monitor data ports, speakers  
and/or video touchscreens.

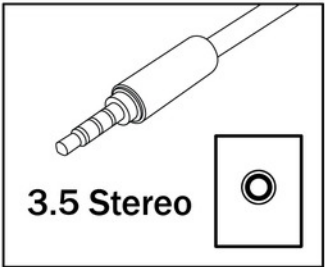
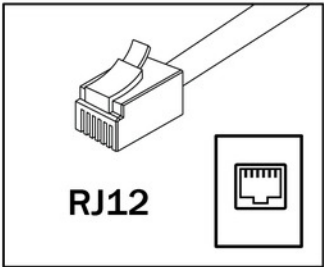
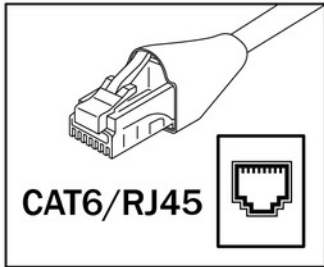
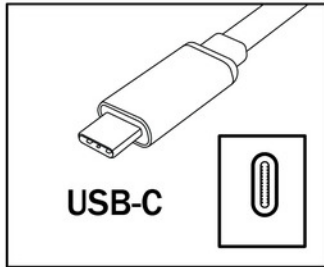
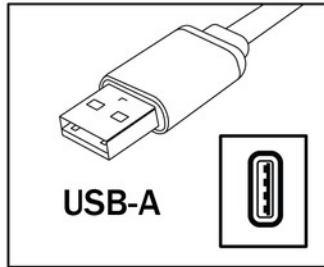
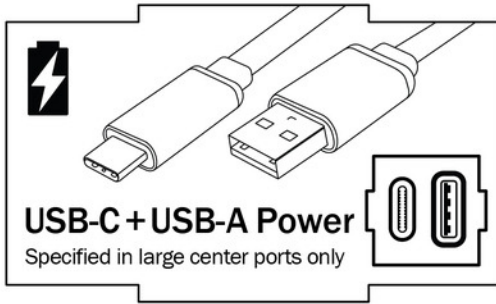
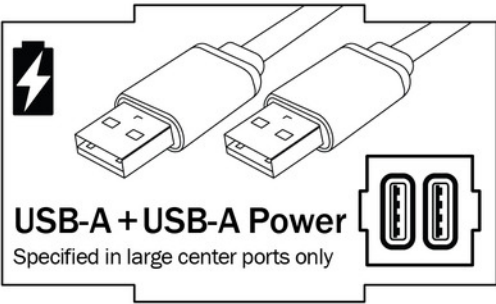
Left User Data Ports

USB power available in large ports only.

Right User Data Ports

USB power available in large ports only.

Data Port Types



# Bill of Material

Project: Mukwonago Police - WI

## Sold to

Company name: Mukwonago Police Department  
Contact Person: Christopher DeMotto  
Contact Phone: 262-363-6436  
Contact Fax:

## Distributor

Company name: Dick Buss & Associates  
Salesperson: BJ Buss  
Salesperson Phone: 9208405205  
Salesperson Fax:

**watson**

26246 Twelve Trees Lane NW Poulsbo, WA 98370  
360.394.1300 watsonfurniture.com

#	Qty	Part Number	Description	Sell	Ext. Sell
<b>Consoles</b>					
1	2	DADL	DUAL LOCK - SET OF THREE	\$25.00	\$50.00
2	1	HD6H153918L-N	MERCURY PRO HUB, 15"D x 39"W x 18"H, LEFT HAND, NO GROMMET	\$2,220.00	\$2,220.00
3	1	HD6H153918R-N	MERCURY PRO HUB, 15"D x 39"W x 18"H, RIGHT HAND, NO GROMMET	\$2,220.00	\$2,220.00
4	1	HD6H245118L-G	MERCURY PRO HUB, 24"D x 51"W x 18"H, LEFT HAND, WITH GROMMET	\$2,602.50	\$2,602.50
5	1	HD6H245118R-G	MERCURY PRO HUB, 24"D x 51"W x 18"H, RIGHT HAND, WITH GROMMET	\$2,602.50	\$2,602.50
6	1	HD6W3690S	MERCURY PRO WORKSURFACE WITH DEPTH ADJUSTMENT, 36"D x 90"W x 24-50"H, WITH CONTOUR EDGE, SINGLE TIER ARRAY	\$5,995.00	\$5,995.00
7	1	HD6W3696S	MERCURY PRO WORKSURFACE WITH DEPTH ADJUSTMENT, 36"D x 96"W x 24-50"H, WITH CONTOUR EDGE, SINGLE TIER ARRAY	\$6,040.00	\$6,040.00
8	1	HG6TS90G	MERCURY TECH BRIDGE, SINGLE SIDED 12" D X 18"H, FOR A 90"W CONSOLE, WITH GROMMET	\$867.50	\$867.50
9	1	HG6TS96G	MERCURY TECH BRIDGE, SINGLE SIDED 12" D X 18"H, FOR A 96"W CONSOLE, WITH GROMMET	\$897.50	\$897.50
10	1	HGA	MERCURY ARRAY	\$1,815.00	\$1,815.00
11	1	HGA	MERCURY ARRAY	\$2,235.00	\$2,235.00
12	1	HGBS1518D-L	MERCURY BRIDGE SPACER, 15"D x 18"H DUAL, LEFT HAND	\$60.00	\$60.00
13	1	HGBS1518D-R	MERCURY BRIDGE SPACER, 15"D x 18"H DUAL, RIGHT HAND	\$60.00	\$60.00
14	1	HGBS2418D-L	MERCURY BRIDGE SPACER, 24"D x 18"H DUAL, LEFT HAND	\$86.50	\$86.50
15	1	HGBS2418D-R	MERCURY BRIDGE SPACER, 24"D x 18"H DUAL, RIGHT HAND	\$86.50	\$86.50
16	1	HGPBD242030R	MERCURY PERSONAL BASE, DOOR, 24"D x 20"W x 30"H, RIGHT HAND	\$755.00	\$755.00
17	1	HGPBODB243024L	MERCURY PERSONAL BASE, OPEN DOOR BOX, 24"D x 30"W x 24"H, LEFT HAND	\$1,045.00	\$1,045.00
18	1	HGPBODB243024R	MERCURY PERSONAL BASE, OPEN DOOR BOX, 24"D x 30"W x 24"H, RIGHT HAND	\$1,045.00	\$1,045.00
19	1	HGPPB24308	MERCURY PERSONAL PALLET, BOX, 24"D x 30"W x 8"H	\$640.00	\$640.00
20	1	HGPPB24308	MERCURY PERSONAL PALLET, BOX, 24"D x 30"W x 8"H	\$640.00	\$640.00
21	2	HGSOCBKT42L	MERCURY OUTSIDE CORNER BRACKET, 42"H	\$32.50	\$65.00
22	2	HGSOCBKT42R	MERCURY OUTSIDE CORNER BRACKET, 42"H	\$32.50	\$65.00
23	2	HGSR3954FAC	MERCURY RETURN SCREEN, 39"W x 54"H, FABRIC AND 12" CLEAR ACRYLIC	\$825.00	\$1,650.00
24	2	HGSR5154FAC	MERCURY RETURN SCREEN, 51"W x 54"H, FABRIC AND 12" CLEAR ACRYLIC	\$870.00	\$1,740.00
25	1	HGSS9054FAC	MERCURY SPINE SCREEN, 90"W x 54"H, FABRIC AND 12" CLEAR ACRYLIC	\$1,440.00	\$1,440.00
26	1	HGSS9654FAC	MERCURY SPINE SCREEN, 96"W x 54"H, FABRIC AND 12" CLEAR ACRYLIC	\$1,650.00	\$1,650.00
27	2	HHC1518	MERCURY HUB COVER, 15"D x 18"H	\$43.50	\$87.00
28	8	S23-1914-LOGO	*NOT ORDERABLE UNTIL VECTOR LOGO SUPPLIED IN BOX* *BUYOUT PART - CUSTOM 8" X 8" VINYL LOGO FOR MUKWONAGO POLICE*	\$15.00	\$120.00
29	1	TOPO-CONFIGURABLE	CONFIGURABLE 1-2 PIECE TOP ONLY	\$490.00	\$490.00
30	2	TXXHGCHS	MERCURY SINGLE CUP HOLDER, 6.7"D X 4.5"W X 2.5"H	\$20.00	\$40.00
31	2	TXXSTATUS-3LPS	STATUS LIGHT R/Y/G WITH POWER SUPPLY	\$945.00	\$1,890.00
32	2	TXXTBLLDD	HG LRG DUAL DOOR TECH BRIDGE LIGHTS FOR 84-96W LINEAR	\$262.50	\$525.00

# Bill of Material

Project: Mukwonago Police - WI

## Sold to

Company name: Mukwonago Police Department  
Contact Person: Christopher DeMotto  
Contact Phone: 262-363-6436  
Contact Fax:

## Distributor

Company name: Dick Buss & Associates  
Salesperson: BJ Buss  
Salesperson Phone: 9208405205  
Salesperson Fax:

**watson**

26246 Twelve Trees Lane NW Poulsbo, WA 98370  
360.394.1300 [watsonfurniture.com](http://watsonfurniture.com)

#	Qty	Part Number	Description	Sell	Ext. Sell
33	1	TXXULALS3990W	HG WHITE UPLIT ACRYLIC LINEAR, 39 RET X 90 SPN	\$600.00	\$600.00
34	1	TXXULALS5196W	HG WHITE UPLIT ACRYLIC LINEAR, 51 RET X 96 SPN	\$630.00	\$630.00
35	1	TXXULARS39W	HG WHITE UPLIT ACRYLIC RETURN, 39 RET	\$155.00	\$155.00
36	1	TXXULARS51W	HG WHITE UPLIT ACRYLIC RETURN, 51 RET	\$175.00	\$175.00
37	1	TXXVARRAYSR	VERTICAL ARRAY MOUNTING ASSEMBLY, SINGLE MONITOR	\$525.00	\$525.00
				<b>Total Consoles</b>	<b>\$43,810.00</b>

## Shared Storage

38	2	WZ1L201562R	ZONE ONE STORAGE LOCKER, 20"D X 15"W X 62"H, RIGHT HAND	\$735.00	\$1,470.00
39	1	WZSLAF2	ZONE STORAGE LOCKER ACCESSORYRISER KIT, 2 LOCKERS, 5"H	\$230.00	\$230.00
				<b>Total Shared Storage</b>	<b>\$1,700.00</b>

## Tech Ports + Accessories

40	2	TXX4LM-KIT	2 – 4 LIGHT MANUAL SWITCH AND KIT - *NO POWER SUPPLY*	\$55.00	\$110.00
41	2	TXX4X6GROUND	MERCURY, GROUND BAR KIT 4" X 6"	\$115.00	\$230.00
42	2	TXXTECHAUDIO12	TECH LINK, 3.5MM STEREO AUDIO JACK, BLACK, 12' CORD	\$27.00	\$54.00
43	2	TXXTECHDATA15	TECH LINK, CAT6 / RJ45, DATA, BLACK, 15' CORD	\$32.50	\$65.00
44	2	TXXTECHPH14	TECH LINK, RJ11 / RJ12 PHONE JACK, BLACK, 14' CORD	\$16.50	\$33.00
45	12	TXXTECHUSB15	TECH LINK, SINGLE USB A, DATA, BLACK, 15' CORD	\$32.50	\$390.00
46	2	TXXTECHUSBP-ACB	TECH LINK, USB A+C, CHARGER, BLACK	\$130.00	\$260.00
47	2	TXXTSCQI	THROUGH SURFACE QI CHARGER	\$182.50	\$365.00
48	1	WAKEY-STD	MASTER KEY, STANDARD LOCK (082000)	\$25.00	\$25.00
49	1	WELCOMEPACKET	WATSON CONSOLES WELCOME PACKET	\$0.00	\$0.00
				<b>Total Tech Ports + Accessories</b>	<b>\$1,532.00</b>

<b>Product Subtotal</b>	<b>\$47,042.00</b>
Installation	\$8,333.00
Freight	\$3,640.00
<b>Grand Total</b>	<b>\$59,015.00</b>