

Village of Mukwonago  
**Notice of Meeting and Building & Grounds Committee Agenda**

**LIBRARY BOARD OF TRUSTEES MEETING**  
**Wednesday, July 13, 2022**

Time: **6:00 pm**

Place: **Mukwonago Community Library**

**1. Call to Order**

**2. Roll Call and Introduction of Guests**

**3. Approval of Minutes**

- 3.a Building & Grounds Committee Meeting Minutes from March 28, 2022  
[Building and Grounds Committee Minutes 20220328\\_unapproved.pdf](#)

**4. Discussion/Action Items**

4.a Phone System

Discussion and possible action on the costs and logistics with potentially adopting the Village's new phone system.

[VBCOrderPDF\\_Mukwonago.pdf](#)

4.b HVAC Emergency Repairs

Discussion and possible action on the emergency HVAC repairs from 2021 through today.

[HVAC Repair History 2021 through July 11 2022.pdf](#)

4.c Property Maintenance

Discussion and possible action on meeting property maintenance needs.

4.d Fire Control System

Discussion and possible action on updates about the fire control system.

4.e Community Room AV System

Discussion and possible action on updates about the community room AV system.

**5. Referral Items**

**6. Confirm Next Meeting Date**

**7. Adjourn**

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.

Village of Mukwonago  
**DRAFT Minutes of Building & Grounds Committee Agenda**  
**LIBRARY BOARD OF TRUSTEES MEETING**  
**Monday, March 28, 2022**

Time: **6:00 pm**

Place: **Mukwonago Community Library**

**1. Call to Order**

Committee Chair M. Penzkover called the meeting to order at 6:00pm.

**2. Roll Call and Introduction of Guests**

Committee Members Present

E. Brill  
J. Gasser  
H. Pringle  
M. Penzkover

Also Present

A. Armour, Library Director

**3. Approval of Minutes**

E. Brill motioned to approve the minutes from the December 9, 2021 Building and Grounds Committee meeting. H. Pringle seconded. Unanimously carried.

**4. Discussion/Action Items**

**4.a Security contract renewal**

Discussion and possible action on renewal of Johnson Controls contract for building security.

A. Armour presented a 3-year renewal contract for Johnson Controls. E. Brill motioned to recommend to Library Board to approve renewal of contract for \$7,223.28. J. Gasser seconded. Unanimously carried.

**4.b Install exterior outlet for smartlockers**

Discussion and possible action to install exterior outlet for smartlockers from proposal from Roman Electric.

A. Armour presented a contract from Roman Electric to install an exterior outlet for smartlockers. She explained that \$1,178 will be offset by another ARPA grant. Committee recommended that she ask for an updated quote that includes ethernet cable installation as well. J. Gasser motioned to recommend to the Library Board to approve the quote from Roman Electric with updated ethernet cable cost. H. Pringle seconded. Unanimously carried.

**4.c VFD Recontrol Proposal**

Discussion and possible action on Emcor proposal to install direct control wiring from VFDs to boiler pumps to eliminate lag time in system.

A. Armour presented recommendation and proposal from Emcor to directly wire VFDs to boiler pumps. E. Brill expressed interest in discussing this recommendation directly with Emcor. H. Pringle motioned to recommend to Library Board to approve proposal pending E. Brill's conversation with Emcor to clarify the project scope. J. Gasser seconded. Unanimously carried.

#### **4.d HVAC and Boiler update**

Discussion and possible action on continuous issues with HVAC and boiler system.

A. Armour shared the significant list of emergency repairs for the HVAC and boiler system. She showed the Committee the detailed reports the Ilingworth-Kilgust and Emcor contractors provide and reported that they are doing a meticulous job rooting out the core issues. She notified the Committee that she will be requesting the Library Board use WCCF funds to pay for these repairs. The Committee discussed the need to get ahead of issues and requested that she work with contractors to identify potential equipment failures and present those at the same time.

#### **5. Referral Items**

Revisit anything that was tabled during COVID-19 pandemic and personnel transitions. Put together conceptual capital plan with EOLs for technology and equipment.

#### **6. Confirm Next Meeting Date**

Meets as needed

#### **7. Adjourn**

Committee Chair M. Penzkofer adjourned the meeting at 6:50pm.

Minutes submitted by Abby Armour



## Sales Order

Sales Order #: Q-638165  
Customer: Village of Mukwonago, WI  
Customer Contact: Diana Dykstra  
Sales Order Valid for Customer Signature Until: Jun 30, 2022 at 11:59 pm (EST)  
Subscription Services Initial Term: 3 Year  
Subscription Service Term Start Date: 60 Days After Sales Order Acceptance  
Subscription Services Invoicing Frequency: Monthly  
Payment Terms: Due on receipt  
Sales Order Currency: USD

### Account Executive

**Nick Greer**  
[nick.greer@vonage.com](mailto:nick.greer@vonage.com)  
678-608-3976

Contact your Account Executive  
with any questions

### Included at no extra cost:

The "Vonage Business Cloud" Mobile app! Call and text using your personal business number on-the-go, check voicemails, access paid add-ons and more. Available on the App Store and Google Play. Mobile data charges may apply.

## Quote #Q-638165

Name	Address	One time	Initial discounted price ^
Mukwonago <span>Primary</span>	440 Rivercrest Ct MUKWONAGO, WI 53149 US	\$ 0.00	\$ 880.04

**Mukwonago**  
440 Rivercrest Ct, MUKWONAGO, WI 53149 US

### Purchase order:

#### One time set up charge^

Product	Quantity	Unit price	Subtotal
Location Activation	1	\$ 400.00	\$ 400.00
Location Activation Discount			(\$ 400.00)
<b>Product total</b>			<b>\$ 0.00</b>
<b>Shipping</b>			
Standard Shipping	76	\$ 0.00	\$ 0.00
State - Sales Tax			\$ 0.00
<b>Subtotal (excludes taxes)</b>			<b>\$ 0.00</b>

#### Monthly charge (upon activation)^

Product	Quantity	Unit price	Subtotal
Unlimited Extension	74	\$ 12.99	\$ 961.26
Unlimited Extension Discount			50% OFF FOR 360 DAYS

Local Company Number	6	\$ 0.25	\$ 1.50
Local Company Number Discount			50% OFF FOR 360 DAYS
Call Group	18	\$ 0.00	\$ 0.00
HT802 ATA - 2 Port Analog Telephone Adapter - Rental	5	\$ 0.00	\$ 0.00
Yealink DECT IP Phone W60 Package - Rental	15	\$ 4.99	\$ 74.85
Yealink DECT IP Phone W60 Package - Rental Discount			50% OFF FOR 360 DAYS
Yealink W56H - Rental	1	\$ 1.99	\$ 1.99
Yealink W56H - Rental Discount			50% OFF FOR 360 DAYS
Yealink SIP-T43U with Power Supply - Rental	51	\$ 0.00	\$ 0.00
Yealink SIP-T46U with Power Supply - Rental	2	\$ 3.99	\$ 7.98
Yealink SIP-T46U with Power Supply - Rental Discount			50% OFF FOR 360 DAYS
Yealink EXP43 Expansion Module - Rental	2	\$ 2.99	\$ 5.98
Yealink EXP43 Expansion Module - Rental Discount			50% OFF FOR 360 DAYS
<b>Fees</b>			
Recovery Fee			\$ 280.00
Emergency Services Fee			\$ 73.26
Subtotal ^			\$ 1,406.82
Discount			(\$ 526.78)
<b>Subtotal (including discounts) ^</b>			<b>\$ 880.04</b>

^ Taxes, Fees, Customs, Duty, Shipping and Handling and other surcharges not included.

Total (all locations)	One time	Initial discounted price ^
	\$ 0.00	\$ 880.04

^ Taxes, Fees, Customs, Duty, Shipping and Handling and other surcharges not included.

**Please note:**

1. Notwithstanding the then-current retention period (if any) for Customer Data; upon termination of the Agreement, Customer Data will be available to retrieve or download for a period of 30 days only. Thereafter, Vonage shall permanently delete all Customer Data. If termination occurs before the expiry of the then-current retention period (whether the standard inclusive period or extension to that period), no refund will be available to the Customer.

2. Payments are due in the currency and on the terms and frequency stated in this Sales Order.

3. Any applicable taxes and fees will be determined based on the laws and regulations of the applicable authority(ies) governing the provision of the Services and purchase of Vonage Equipment in the Country/Region/location provided by Customer on this Sales Order

**Validity and Authorized Signatures**

This Sales Order remains valid for acceptance by Customer until the Sales Order expiration date as detailed above. Upon Customer acceptance, this Sales Order constitutes the valid and binding agreement between Vonage and the Customer identified below to purchase and use the Vonage products and services specified in this Sales Order. This Sales Order, together with any terms or conditions set forth in any applicable amendment, addendum, exhibit or schedule to this Sales Order, is subject to and governed by the Terms of Service Agreement set forth at <https://www.vonage.com/legal/unified-communications/tos/global-vbc-tos/> (the "TOS"), which include provisions relating to payment, service term, early termination, limitations of liability and emergency services, and which are hereby made part of and incorporated by this reference into this Sales Order. Any capitalized terms not otherwise defined in this Sales Order shall have the meaning ascribed to such terms in the TOS. The Person who has accepted this Sales Order as stated below warrants that they are authorized to accept this Sales Order and to acknowledge and accept the TOS.

The authorized representative of Customer has accepted this Sales Order effective on the date below.

**Customer Information**

<b>Name:</b>	Diana Dykstra
<b>Email Address:</b>	ddykstra@villageofmukwonago.com
<b>Title:</b>	Owner/Partner
<b>Accepted On:</b>	Thu Jun 30 20:29:15 GMT 2022

Repair History for HVAC 2021 through July 11, 2022					
	2021		General Maintenance Repair	Repair due to Deferred Maintenance	Year Totals
2/19/2021	Hennes Services	Heating issues in MetaSpace	1679.00		
4/19/2021	Illingworth-Kilgust	Cross Connection Control Test	472.49		
5/25/2021	Hennes Services	Circulating pump issues	723.31		
6/1/2021	Hennes Services	Fix leak in pipe in CR ceiling	327.00		
11/5/2021	Hennes Services	Boiler Alarm	208.00		
11/5/2021	Hennes Services	Rewired Controller reset alarm	483.00		
11/5/2021	Hennes Services	Fixed Valves & Sensors		7634.95	
12/13/2021	Emcor Services	Replace Actuator		1009.00	
12/13/2021	Emcor Services	Troubleshoot Controls		910.00	
12/15/2021	Emcor Services	Replace VAV motors	3775.00		
12/15/2021	Emcor Services	Troubleshoot VAV issues	589.00		
12/15/2021	Emcor Services	Replace duct static pressure sensor		855.00	
12/15/2021	Emcor Services	Update set points		1957.00	
12/17/2021	Illingworth-Kilgust	Plumbing Code corrections	932.00		
<b>Year Totals</b>			<b>\$ 9,188.80</b>	<b>\$ 12,365.95</b>	<b>\$ 21,554.75</b>
<b>2022</b>					
3/1/2022	Illingworth-Kilgust	Boiler Repair	1342.50		
3/22/2022	Illingworth-Kilgust	Replace Programmer & Ignitor		2670.00	
3/29/2022	Illingworth-Kilgust	Replace Taco hot water pump		1285.41	
4/1/2022	Emcor Services	Troubleshoot Pump change	1517.00		
4/1/2022	Illingworth-Kilgust	Repair Liebert unit in Server room		3634.78	
4/1/2022	Illingworth-Kilgust	Replace Boiler pump motor and brushes		3725.42	
4/13/2022	Illingworth-Kilgust	Replace Capacitor on Boiler #2		900.86	
5/3/2022	Illingworth-Kilgust	Replace pump motor , seal, and starter on Boiler #2		3191.00	
5/9/2022	Illingworth-Kilgust	Extra repairs for Pump #8 and Boiler #2		1461.70	
5/27/2022	Emcor Services	Hard Wire Boiler controls	4113.00		
<b>Ongoing</b>					
	Illingworth-Kilgust	Replace Supply & Return Fan Bearings		3351.00	
	Illingworth-Kilgust	Replace and Install Pump motor bearings		5490.00	
	Illingworth-Kilgust	Liebert motor estimate		2500.00	
<b>Year Totals</b>			<b>\$ 6,972.50</b>	<b>\$ 28,210.17</b>	<b>\$ 35,182.67</b>
<b>Grand Totals</b>			<b>\$ 16,161.30</b>	<b>\$ 40,576.12</b>	<b>\$ 56,737.42</b>