

Village of Mukwonago
Notice of Meeting and Agenda

COMMITTEE OF THE WHOLE MEETING
Wednesday, September 2, 2020

Time: **5:30 pm**

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

1. Call to Order

2. Roll Call

3. Approval of Minutes

- 3.1 Approval of Minutes of August 5, 2020 Committee of the Whole.
[2020-08-05 COW Draft Minutes](#)

4. Downtown Development Committee, Trustee Walsh

- 4.1 Update of August 27, 2020 DDC Zoom Meeting
1. Update on Selection of Chair
 2. Redevelopment Resources, LLC
 - a. Downtown Mukwonago Vision Survey
 - b. Funding Mechanisms including BID & TID
 3. Report on August 24, 2020 Walking Tour and estimated costs of short term items
 4. Branding Comments and Color Poll results
 5. Report of DDC recommendations
- [AIRF 09-02-2020 COW DDC Agenda Item Request Form.pdf](#)
[DDC Village Downtown Econ 2020 Survey.pdf](#)

5. Finance Committee, Trustee Meiners

Discussion and action possible on the following items.

- 5.1 Monthly Treasurer Report and Revenue/Expenditure Guideline Report For July *(For information purposes only, no action required)*
[2020-07 July Revenue & Expenditure Report.pdf](#)
[2020-07 July Treasury Report.pdf](#)
- 5.2 Discussion and possible recommendation to approve Vouchers in the amount of \$2,928,310.73.
[2020-09-02 COW AP Packet.pdf](#)
- 5.3 Discussion and possible recommendation to approve reallocating funds within the Police Capital Budget to defer the impound garage project and use the funds to replace the dispatch center's roof-top HVAC unit.
[Martens proposal - roof unit.pdf](#)

- 5.4 Discussion and possible recommendation to approve moving forward with the purchase of a Laserfiche Cloud Document Management System with General Code at a cost not to exceed \$10,000, and seek reimbursement under the Roads to Recovery Grant.

[Cover Page](#)

[Under 10k Laserfiche Cloud Site Package](#)

[GC Municipal Cloud Express Overview](#)

[GC Solution Provider of Choice](#)

- 5.5 Discussion and possible recommendation to approve the remaining contract amount for Zoning Code and Sign Code Re Write to Civitek Consulting, Inc. for \$52,200.

[Agenda Item Request Form - Civi Tek contract](#)

[Contract](#)

- 5.6 Discussion and possible recommendation whether to pursue reimbursement under the Roads to Recovery Grant on audio and visual upgrades to the Board Room for video streaming of meetings, or to include as a project in the 2021 Annual Budget.

[AIRF Video Live Stream](#)

- 5.7 Discussion and possible recommendation to approve Resolution 2020-42 a Resolution that exempts the Library from the County Library Levy.

[Co Library Tax Exemption Letter to Municipalities 2020 for 2021 \(1\) \(00000002\).pdf](#)

[RESOLUTION 2020 \(Library Expenditure Resolution\)](#)

- 5.8 Downtown TIF Redevelopment Presentation

[Downtown Tax Increment Financing TIF Policies](#)

[Redevelopment TIF Downtown Mukwonago](#)

[Tax Incremental Financing TIF Policy 1-24-17 Draft](#)

[Village of Mukwonago TIF Developer Application 1-24-17 Draft](#)

6. Health and Recreation Committee, Trustee Decker

- 6.1 Discussion and possible recommendation to approve the Art Fair at the Square event application for Saturday, September 19, 2020 from 10:00AM to 4:00PM.

[Art Fair at the Square.pdf](#)

[Art Fair at the Square Plan of Operation.doc](#)

[Art Fair Vendor Form-4.pdf](#)

- 6.2 Discussion and possible recommendation to approve the annual Fall Fest Special Event Application from the Chamber of Commerce for September 26, 2020.

[Chamber Fall Fest 9-26-20.pdf](#)

7. Judicial Committee, Trustee Walsh

- 7.1 Discussion and possible recommendation on an Ordinance to allow for backyard Chickens.
[AIRF Chickens](#)
[Suggested Chicken Ordinance](#)
[Chicken_Forms Suggestion](#)
- 7.2 Discussion and possible recommendation on an application for Temporary Class "B" Retailers License from the Son's of the American Legion Post #375 at the Mukwonago Chamber of Commerce Fall Fest on September 26, 2020.
[Application](#)
- 7.3 Discussion and possible recommendation on Ordinance 982 prohibiting signage from being hung on village property or fencing.
[ORDINANCE 982 Amending 64-13 prohibit signage from being hung on Village property or fencing](#)
- 7.4 Discussion and possible recommendation to approve public comment periods at all publicly noticed commission and committee meetings including the Committee of the Whole and Historic Preservation Commission (HPC).
[AIRF 09-02-2020 Public Comments Agenda Item Request Form.pdf](#)

8. Personnel Committee, Trustee Johnson

- 8.1 Discussion and possible action to recommend approval of a complaint procedure and form for the Village of Mukwonago, concerning conduct of Village Officials, Officers and Employees.
[Complaint Procedure with Changes 8-27 \(00636180xBE4A3\).docx](#)
[Village Complaint Intake Form - WORD \(00627456-2xBE4A3\).docx](#)

9. Public Works Committee, Trustee Brill

- 9.1 Discussion and possible recommendation on additional Well #3 Capacity Test with SUEZ in the amount of \$45,000.
[AIRF Well 3 Additional Capacity Test.docx](#)
[Well 3 Additional Capacity Test.pdf](#)
- 9.2 Discussion and possible recommendation to approve a Letter of Credit Reduction for Orchards of Mukwonago Addition #2 to a new value of \$51,944.28 contingent upon completing required punch list repairs identified by Staff.
[Orchards of Mukwonago Addn 2-Letter of Credit Reduction #6](#)
- 9.3 Discussion and possible authorization to request Village Attorney draft necessary documents to accept the public storm sewer and roadway infrastructure, contingent upon completion of all punch list items.
[Orchards of Mukwonago Addn 2-Storm Sewer and Roadway Infrastructure Acceptance](#)

- 9.4 Discussion and possible recommendation to release the Letter of Credit with Super Products, LLC.

[Super Products Release of LOC](#)

- 9.5 Discussion and possible recommendation to approve [Task Order # 2020-09 Atkinson Pump Station Design, Bidding and Construction Services](#).
[2020-09 Atkinson Street Pump Station Design Bidding and Construction Engineering.pdf](#)
[Agenda Item Request Form Atkinson Street Pump Station Design Bidding and Construction Engineering Services.docx](#)

- 9.6 Discussion and possible recommendation to approve a declaration of emergency per Wis Stats Sect 62.15(1b) thus eliminating the public bidding requirements and approving the contracts to hire Staab Construction Corporation in the amount of \$46,770 to replace the north dam gate, along with [Task Order 2020-11](#) with R & M to support engineering in the amount of \$6,500 for the project. The overall project budget also includes \$2,500 for We Energies to temporally remove the overhead electrical line over the top of the dam.
[DAM-Agenda Item Request Form.docx](#)
[Resolution for Emergency Action](#)
[DAM Staab Proposal.pdf](#)
[Dam-2020-11 Mukwaongo River Dam North Gate Replacement.pdf](#)

10. 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.

COMMITTEE OF THE WHOLE MEETING

Wednesday, August 5, 2020

Time: **5:30 pm**

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

Call to Order

Meeting was called to order by President Winchowky at 5:30pm at Mukwonago Municipal Building/Board Room, 440 River Crest Court

Roll Call

Board Members Present:

Daniel Adler
Eric Brill
James Decker
John Meiners
Roger Walsh
Fred Winchowky

Excused: Darlene Johnson

Also Present:

Diana Dykstra, Clerk/Treasurer
Ron Bittner, DPW Director
David Brown, Utility Director
Kevin Schmidt, Police Chief
Mark Blum, Village Attorney
Jerad Wegner, Village Engineer
Diana Doherty, Finance Director (arrived at 5:36pm)

Approval of Minutes

Motion to approve Committee of the Whole Minutes of July 1, 2020

Decker/Brill motion to approve Committee of the Whole Minutes of July 1, 2020

Downtown Development Committee, Trustee Walsh

Downtown Streetscaping and Wayfinding Walgreens Property Owner Feedback

Trustee Walsh noted he was asked to reach out to Walgreens, and he has reached out and set up a meeting for August 12, 2020.

Wisconsin Department of Transportation Streetscaping/Wayfinding Conference Call with Village of Mukwonago Representatives

Trustee Walsh noted he had a telephone conference with the Department of Transportation. They needed clarification on a few items and Engineers will draw up dimensions and get back to them.

Discussion and possible recommendation to the Village Board to appoint Village Administrator John Weidl to the Downtown Development Committee as a non-voting member for a term limit to be determined by the Village President.

Trustee Walsh noted the committee was planning to meet at the end of August. The ordinance calls for the Village Planner or the Village Administrator as a non-voting member. They would request the Village President appoint the Village Administrator. Walsh/Brill motion to request the Village President appoint John Weidl to the Downtown Development Committee as a non-voting member. It was noted the term limit is to be determined by the Village President. Unanimously carried.

Finance Committee, Trustee Meiners

Monthly Treasurer Report and Revenue/Expenditure Guideline Report for June.

Reports were placed on file. No action was necessary.

Discussion and possible recommendation to the Village Board to approve Vouchers in the amount of \$674,027.58.

Meiners/Decker motion to recommend approval of Vouchers in the amount of \$674,027.58. Unanimously carried.

Discussion and possible recommendation to the Village Board to approve the purchase requisition of Liquid Road asphalt sealer with Tracy Sealcoating Service in the amount of \$24,999.00.

Meiners/Decker motion to recommend approval of the purchase requisition of Liquid Road asphalt sealer with Tracy Sealcoating Service in the amount of \$24,999.00.

DPW Director Bittner noted this is liquid road product that was used last year and he would like to continue to use.

Unanimously carried.

Discussion and possible recommendation to authorize the 2nd of 3 payments of the total developer grant amount in accordance with the performance of Developers Agreement with The Pointe Apartments LLC.

Meiners/Decker motion to recommend approval of the 2nd of 3 payments of the total developer grant amount in accordance with the performance of Developers Agreement with The Pointe Apartments LLC in the amount of \$383,333.33.

Unanimously carried.

Discussion and possible recommendation on the Flex Patch purchase requisition for Fahrner Asphalt Sealers in the amount of \$22,050.00.

Meiners/Decker motion to recommend approval on the Flex Patch purchase requisition for Fahrner Asphalt Sealers in the amount of \$22,050.00. DPW Director Bittner noted the Flex Patch is another tool used to patch alligator areas where the road is still sound but the alligator cracks are allowing moisture in.

Unanimously carried.

Discussion and possible recommendation for the Police Department LED information display sign purchase requisition to the Village Board pending Plan Commission approval for Look Creative in the amount of \$24,311.00.

Meiners/Decker motion to recommend approval for the Police Department LED information display sign purchase requisition to the Village Board pending Plan Commission approval for Look Creative in the amount of \$24,311.00. Chief Schmidt

noted there were three bids and this was best option which allows for keeping the current design and adding an LED board.
Unanimously carried.

Discussion and possible recommendation to the Village Board to approve a residential refund of private fire protection services incorrectly billed in the amount of \$9,982.25

Meiners/Decker motion to recommend approval of a residential refund of private fire protection services incorrectly billed in the amount of \$9,982.25. Unanimously carried.

Health and Recreation Committee, Trustee Decker

Discussion and possible recommendation on review of the placement of flags, banners, or signs on the Village fencing at Field Park.

Trustee Decker noted this issue has been raised before. There has been no action to create a policy.

Attorney Blum reviewed the issue and how to regulate signage in general while maintaining compliance with first amendment rights. They Board could restrict no signs at the park in general, which might conflict with the village placing their own signs. They could restrict fabric placement which will include all flags. However, the easiest way to manage would be to restrict any signage at field park.

After further discussion it was determined a policy is necessary.

Decker/Brill motion to recommend the Police Chief and Attorney review the issue, draft an ordinance to remove signs at any park and bring to the September Committee Meeting. Unanimously carried.

Judicial Committee, Trustee Walsh

Discussion and possible recommendation to the Village Board on the adoption of a policy regarding how an Elected Official can place items on an agenda.

Trustee Walsh noted he had reviewed the ordinance language and materials. Trustee Decker asked if it can be added to provide notice to the chairperson of the committee.

The following language was requested

The Village President may have any item placed on the agenda. Chairperson for each committee can place items on their respective committee agenda (7) days in advance of said meeting. Other items may be added to the agenda by the filing of a written request by at least two trustees with the Village Clerk, a minimum of (7) days in advance of the meeting, with notice to the committee chair.

Agenda requests may only be made with less notice than as provided for above, if good cause is shown for the need to action the matter by the date of the requested agenda placement. Said determination shall be made by the Village President.

In the event there is a desire for a matter to be placed on the agenda in Closed Session, one Trustee shall be required to request such action and he or she shall consult with the Village Attorney and Village Clerk as to whether statutory basis exists for the Closed Session for the subject desired.

Walsh/Adler motion to recommend approval of the adoption of a policy regarding how an Elected Official can place items on an agenda with the adjusted stated language, and placed in the Elected Officials Handbook. Unanimously carried.

Discussion and possible recommendation to the Village Board to approve Resolution 2020-35 A resolution amending our listing of certain highways and streets where parking, stopping or certain standing is prohibited, Section 82-178 of the Village of Mukwonago Municipal Code.

It was noted this adds Chapman Boulevard and Boxhorn.

Walsh/Decker motion to recommend approval of Resolution 2020-35 A resolution amending our listing of certain highways and streets where parking, stopping or certain standing is prohibited, Section 82-178 of the Village of Mukwonago Municipal Code. Unanimously carried.

Discussion and possible recommendation on providing direction to the Village Attorney to create an ordinance regarding electronic participation for Elected Officials.

Attorney Blum noted that there isn't a current policy that addresses this subject. There are certain conditions that should be considered such as if there is a certain number required to be physically present, or a cap on the number who can be virtual, what notification requirements need to be met, and if the Village has the technology to allow for the participation to not violate the open meetings law. He noted it is at the discretion of the Village Board to allow this.

Clerk Dykstra noted there was a test of the Zoom platform using the Board Room TV monitors and the video worked well, but did not show the audience, and there were sound issues from the participants.

Trustee Adler questioned if it is possible to use Zoom video and conference calling.

Attorney Blum also noted a policy would be required.

Trustee Walsh asked for further direction of the Board.

Trustee Brill felt it was worth exploring, and possibly budgeting for the equipment.

Trustee Meiners commented if the money isn't available, they would have to drop the idea for now.

Trustee Walsh noted he would like to find out more information on the technology aspect and have the Village IT personnel look into it.

It was determined to bring this item back to the October Committee of the Whole for review of the technology and the fiscal impact, along with a sample of what a policy would look like from the Attorney.

No further action was required.

Discussion and possible recommendation on the creation of an Ordinance regarding the keeping of Chickens.

Trustee Adler presented information and research on backyard chickens, noting there were quite a few residents hoping to have 2-4 chickens. He presented an ordinance mirroring Pewaukee that provides in depth safe and happy environment to raise chickens. He noted they are not free range, and provided sample coop photos. He reviewed the requirement to trace this livestock with the Department of Agriculture by registering them. He noted there is some information from Trustee Johnson about hygiene and addressed the cleanliness issues. He implored the Board not to hold any preconceived notions regarding chickens and allow 2-4 backyard chickens. He provided a list of signatures, along with another 150 signatures from an online petition. He noted that chickens are already in almost every neighborhood in the Village at this time, and by creating consistency to the rules will assist in keeping a safe environment.

Walsh/Adler motion to recommend the Village Attorney create an ordinance regarding the keeping of chickens. Trustee Decker questioned the sample ordinance provided allows for running free and would like to see #12 removed. President Winchowky asked who would be checking on them. Trustee Adler noted they would be handled on a complaint basis. Chief

Schmidt noted if there was an issue regarding the animal, they would call HAWS. Trustee Brill noted that there was a minimum lot size in some sample ordinances however this ordinance allows for any lot size.

Attorney Blum noted that Pewaukee has since altered there ordinance to remove some of their restrictions such as Conditional Use.

President Winchowky asked if the coops would require a building permit, a license fee similar to a dog license, and how would it be monitored.

Trustee Meiners commented he appreciated the work on it however he will not be convinced this is a good idea.

Roll Call: "Yes" Trustee Adler, Brill, Walsh. "No" Trustee Decker, Meiners, and Winchowky. Tie Vote. Motion fails.

Personnel Committee, Trustee Johnson

Announcement the complaint procedure and form for the Village of Mukwonago, concerning conduct of Village Officials, Officers and Employees will be presented to the September Committee of the Whole.

Public Works Committee, Trustee Brill

Discussion and possible recommendation to the Village Board to approve the 2020 crack sealing contract with Thunder Road LLC in the amount \$62,386.00.

Brill/Decker motion to recommend approval of the 2020 crack sealing contract with Thunder Road LLC in the amount \$62,386.00. Unanimously carried.

Discussion and possible recommendation to recommend authorizing the Village President to sign the WE Energies lighting agreement for street lights on Mukwonago Dr.

Brill/Decker motion to recommend approval to authorize the Village President to sign the WE Energies lighting agreement for street lights on Mukwonago Dr. Unanimously carried.

Discussion and possible recommendation to the Village Board to authorize the Village President to sign the WE Energies lighting agreement #4373983 and #4373985 for street lights in and around the Chapman Villas Project.

Brill/Decker motion to recommend approval to authorize the Village President to sign the WE Energies lighting agreement #4373983 and #4373985 for street lights in and around the Chapman Villas Project. Unanimously carried.

Discussion and possible recommendation to the Village Board to approve Task Order Amendment No. 2019-18A1 from Ruekert Mielke, Inc. for the additional construction related services for the construction of River Park Estates Rehabilitation Phase 2 in the amount of \$28,790.

Brill/Decker motion to recommend approval of **Task Order Amendment No. 2019-18A1** from Ruekert Mielke, Inc. for the additional construction related services for the construction of River Park Estates Rehabilitation Phase 2 in the amount of \$28,790. Unanimously carried.

Village President

Discussion and possible recommendation on a request from Resident Colleen Farmer regarding an appeal under Wis. Stats. 70.57 (1b) to ask the Department of Revenue to make a correction to its determination of equalized value prior to publishing its final report. Attorney Blum noted there are several statutes that allow the Village to raise an issue of an error. Everyone received the letter from Mrs. Farmer who has raised an objection to the increase in values as inconsistent. An appeal would show cause or reason to believe there is an error, which he doesn't believe the Village has at this point. Finance Director Doherty noted that at 5:50pm the Village received an email from the Department of Revenue that they went ahead and reviewed those values based on her letter and did not find any errors. No further action is required by the Village.

Select date for additional strategic planning sessions with Board and Department Heads. President Winchowky asked to hold this item over for September Committee discussion and ask the Village Administrator why these additional sessions would be necessary.

Adjournment

Meeting was adjourned at 7:25pm.

Respectfully Submitted,

Diana Dykstra, CMC
Village Clerk/Treasurer



Committee/Board:	COTW September 2, 2020
Topic:	DDC
From:	Roger Walsh Village Trustee
Department:	
Presenter:	
Date of Committee Action (if required):	For discussion & possible recommendation or action
Date of Village Board Action (if required):	

Information

Subject: Update of August 27,2020 DDC Zoom Meeting

Background Information/Rationale:

Downtown Development Committee informational updates provided to the Mukwonago Village Board for possible discussion and action.

Several topics of interest were discussed at the DDC August 27, 2020 public meeting regarding selection of Committee Chair, funding and future focus and direction of the committee. The four core objectives of the 2018 Downtown Strategic Plan are Business Development, Pedestrian Friendly, Historic Preservation, and Culture & Recreation

Key Issues for Consideration: (Informational Topics)

1. Update on Selection of Chair
2. Redevelopment Resources, LLC
 - a. Downtown Mukwonago Vision Survey
 - b. Funding Mechanisms including BID & TID
3. Report on August 24, 2020 Walking Tour & estimated costs of short-term items
4. Branding Comments and Color Poll results
5. Report of DDC recommendations if applicable.

Fiscal Impact (If any): To be Determined Subject to Board Approval

Requested Action by Committee/Board: To be determined

Attachments

To be added by Village Clerk-Treasurer from DDC Meeting Packet



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Copy of Downtown Mukwonago Vision Survey
Walking Tour Cost Estimates Subject to Availability

The Village of Mukwonago has engaged Redevelopment Resources to provide strategic economic development recommendations based on market analysis and stakeholder feedback. As the downtown is the heart of every city by providing a glimpse at the community's identity, we are asking you to respond to the following questions regarding your perceptions of the downtown and its future.

1. Please select the description that best describes your relationship with the downtown district:

- ☐ Property Owner: I am leasing my downtown property to a tenant
- ☐ Property Owner: I own vacant downtown property
- ☐ Tenant: I operate/manage a business downtown
- ☐ Owner/Operator: I operate a business out of property that I own downtown
- ☐ Other (please specify)

2. Which industry best describes the type of business you operate as a tenant or that is operating in your property? If you have more than one business or business tenant, please select the industry which reflects the largest operating business. (Select one.)

- ☐ Accommodation and food services
- ☐ Finance, Insurance, Real Estate
- ☐ Government Entity
- ☐ Health Care and Social Services
- ☐ Information
- ☐ Mixed-use (Commercial and residential leasing)
- ☐ Non-profit
- ☐ Professional Services (e.g. legal, architectural, engineering, design, marketing, consulting services)
- ☐ Retail
- ☐ Other (please specify)

Business Development

3. What business development services would you like to have developed? (Check all that apply.)

- ☐ Small Business and Entrepreneurship Trainings
- ☐ Staff to conduct business retention and attraction visits with business operators
- ☐ Marketing and promotion of area amenities
- ☐ I'm happy with the way things are
- ☐ Other (please specify)

Community Development

4. Active art and culture venues downtown can add a sense of vibrancy. Given limited resources, which one of the following strategies do you believe would be most beneficial to improving arts and culture in downtown Mukwonago? (Select one.)

- ☐ More/improved visual art classes
- ☐ More/improved art galleries displaying works by local artists
- ☐ More/improved public art displays
- ☐ More/improved visual art events (e.g. "meet the artist," book signings, etc.)
- ☐ Other (please specify)
- ☐ Ethnic events (Irish fest, Polish fest, Native American Indian historical presentations, etc.)
- ☐ Live outdoor music or market venues
- ☐ I'm happy with the way things are

5. If you believe that increasing the quality or frequency of festivals and events may assist you in attracting a tenant or customers to your business, which types of events listed below do you believe would be most beneficial? (Select all that apply.)

- ☐ Holiday Events (e.g. Halloween Hunt, Jolly Jingle, Independence Day Parade, etc.)
- ☐ Food & Beverage Oriented Events (e.g. food truck fair, Restaurant Week, wine walks, etc.)
- ☐ Art & Culture Festivities (e.g. ethnic festivals, Concerts on the Square, classic car shows, etc.)
- ☐ Retail Sale Events (e.g. sidewalk sales, Ultimate Ladies Day, Small Business Saturday, etc.)
- ☐ I'm happy with the way things are
- ☐ Other (please specify)

6. If you believe more/improved marketing of downtown shops and events would help you attract tenants/customers, which of the strategies listed below do you believe would be most beneficial?

- ☐ Collaborative marketing with district brand identity
- ☐ Secret Shopper Program (i.e. provides business owners with feedback on the quality of customer service their employees are providing)
- ☐ Buy Local Program
- ☐ Downtown Gift Certificates
- ☐ New Resident/Employee Packages
- ☐ I'm happy with the way things are
- ☐ Other (please specify)

7. Please rank the following services or amenities you feel are in most need of improvement in downtown Mukwonago over the next five years.



More/Improved arts & culture (e.g. art education, ethnic education, ethnic art, performing arts, etc.)



More/Improved festivals & events (e.g. Irish fest, networking events, sidewalk sales, etc.)



More/Improved information/marketing of downtown shops and events (i.e. map of downtown businesses, downtown brand identity, social media marketing, coupons, etc.)



More/Improved aesthetic appeal (e.g. seasonal lighting, hanging flower baskets, graffiti removal, power washed sidewalk, etc.)



More/Improved safety measures (e.g. lighting, increased security during events, snow removal, etc.)

Organizational Leadership

8. If an organization were to be created to provide these services, who would you prefer to preside over the organization?

- ☐ An Executive Director and Board of downtown business and property owners
- ☐ Village Staff
- ☐ Chamber of Commerce Staff
- ☐ Not applicable
- ☐ Other (please specify)

Real Estate Development

9. What are the biggest hurdles to real estate development in the downtown? Rank 1 (biggest) – 7 (smallest).



Acquisition/rent costs



Building rehabilitation costs



Access to capital to fund projects



Absentee property owners



Municipal regulations



Parking



I'm happy with the way things are

Funding

Grants are pools of money that must be periodically replenished as funds are distributed. Once capitalized, revolving loan funds are regenerated as loans are paid back. Possible funding sources for grant funds and revolving loan funds include private financial institutions, foundations, local government (i.e. general fund, TID closure funds, etc.), Community Development or Redevelopment Authorities (sale of publicly owned land), state and federal governments.

Business Improvement Districts (BIDs) are geographically defined areas specially assessed to contribute to programs aimed at promotion, management, maintenance and development of that district. Assessments are restricted to commercial and industrial properties within an assessment district that are subject to real estate tax. Property owners must agree on an operating plan which outlines the budget expenditures and uses.

Tax Increment Financing (TIF) is a financing option that allows a municipality (town, village or city) to fund infrastructure and other improvements, through property tax revenue on newly developed property. After the project costs are paid, the municipality closes the Tax Increment District (TID).

Note: The municipality must believe that without TIF the development would never happen.

10. In order to achieve the downtown strategic goals identified, they must be funded. Which funding sources would you be in favor of utilizing? (Check all that apply.)

☐ Facade Improvement and Sign Grant

☐ Creation of a TID

☐ Revolving Loan Fund

☐ I'm happy with the way things are

☐ Creation of a BID

☐ Other (please specify)

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 07/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	22,000.00	10,524.95	11,475.05	47.84
PTAX	GENERAL PROPERTY TAX	2,671,895.00	2,260,866.98	411,028.02	84.62
UNCLASSIFIED	Unclassified	0.00	10,257.59	(10,257.59)	100.00
TAXES	OTHER TAXES	392,000.00	246,730.86	145,269.14	62.94
IGOVTRV	INTERGOVERNMENTAL REVENUES	861,478.00	537,780.54	323,697.46	62.43
LICPER	LICENSES & PERMITS	337,597.00	190,879.21	146,717.79	56.54
LAWORD	FINES & FORFEITURES	165,000.00	97,523.60	67,476.40	59.11
PUBCHGS	PUBLIC CHARGES FOR SERVICES	38,817.00	22,120.14	16,696.86	56.99
LEISURE	LEISURE ACTIVITIES	98,000.00	22,635.09	75,364.91	23.10
IGOVTC	INTERGOVERNMENTAL CHARGES	209,200.00	64,964.53	144,235.47	31.05
INVTINC	INVESTMENT INCOME	86,500.00	44,786.33	41,713.67	51.78
TOTAL REVENUES		4,882,487.00	3,509,069.82	1,373,417.18	71.87
Expenditures					
5111	VILLAGE BOARD	54,829.00	51,709.16	3,119.84	94.31
5112	HISTORIC PRESERVATION	290.00	0.00	290.00	0.00
5120	MUNICIPAL COURT	44,630.00	25,706.85	18,923.15	57.60
5130	VILLAGE ATTORNEY	78,780.00	59,355.50	19,424.50	75.34
5141	VILLAGE ADMINISTRATION/FINANCE	196,369.00	112,078.14	84,290.86	57.08
5142	CLERK-TREASURER	224,096.00	117,305.20	106,790.80	52.35
5144	ELECTIONS	23,400.00	12,135.25	11,264.75	51.86
5151	INDEPENDENT AUDITING	13,000.00	9,215.38	3,784.62	70.89
5153	ASSESSMENT OF PROPERTY	19,850.00	10,141.76	9,708.24	51.09
5154	RISK & PROPERTY INSURANCE	132,800.00	71,009.43	61,790.57	53.47
5160	VILLAGE HALL	56,133.00	32,441.06	23,691.94	57.79
5191	UNCOLLECTED TAX	0.00	26,737.89	(26,737.89)	100.00
5211	POLICE ADMINISTRATION	1,205,935.00	631,589.43	574,345.57	52.37
5212	POLICE PATROL	976,998.00	546,655.50	430,342.50	55.95
5213	CRIME INVESTIGATION	241,298.00	131,694.58	109,603.42	54.58
5215	POLICE TRAINING	12,000.00	3,852.03	8,147.97	32.10
5220	FIRE STATION (VILLAGE)	8,198.00	848.27	7,349.73	10.35
5235	EMERGENCY GOVERNMENT	2,350.00	16.79	2,333.21	0.71
5241	BUILDING INSPECTOR	231,858.00	120,043.48	111,814.52	51.77
5247	BOARD OF APPEALS	1,000.00	0.38	999.62	0.04
5254	DAMS	7,652.00	4,429.41	3,222.59	57.89
5300	DPW GENERAL ADMINISTRATION	341,556.00	210,918.13	130,637.87	61.75
5323	GARAGE	49,502.00	35,539.74	13,962.26	71.79
5324	MACHINERY & EQUIPMENT	87,848.00	53,002.82	34,845.18	60.33
5335	ENGINEERING	50,000.00	26,397.29	23,602.71	52.79
5341	STREETS & ALLEYS	24,298.00	8,340.13	15,957.87	34.32
5342	STREET LIGHTING	172,500.00	101,064.85	71,435.15	58.59
5343	CURBS GUTTERS & SIDEWALKS	25,526.00	97.00	25,429.00	0.38
5344	STORM SEWER	16,208.00	8,459.45	7,748.55	52.19
5345	STREET CLEANING	11,438.00	2,659.52	8,778.48	23.25
5346	BRIDGES & CULVERTS	5,033.00	0.00	5,033.00	0.00
5347	SNOW & ICE CONTROL	126,777.00	71,599.31	55,177.69	56.48
5348	STREET SIGNS & MARKINGS	10,776.00	11,523.97	(747.97)	106.94
5362	GARBAGE COLLECTION	4,293.00	1,031.69	3,261.31	24.03
5431	ANIMAL POUND	2,750.00	2,420.00	330.00	88.00
5512	MUSEUM	11,000.00	3,694.65	7,305.35	33.59
5521	PARKS	173,872.00	111,482.29	62,389.71	64.12
5522	CELEBRATIONS	4,119.00	2,898.20	1,220.80	70.36
5611	FORESTRY	30,555.00	10,331.56	20,223.44	33.81
5613	WEED CONTROL	1,618.00	12.56	1,605.44	0.78
5632	PLANNING DEPARTMENT	123,658.00	65,898.21	57,759.79	53.29
5660	STORMWATER MASTER PLAN	12,000.00	1,160.00	10,840.00	9.67
5670	ECONOMIC DEVELOPMENT	65,694.00	28,959.13	36,734.87	44.08
TOTAL EXPENDITURES		4,882,487.00	2,724,455.99	2,158,031.01	55.80
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		4,882,487.00	3,509,069.82	1,373,417.18	71.87
TOTAL EXPENDITURES		4,882,487.00	2,724,455.99	2,158,031.01	55.80
NET OF REVENUES & EXPENDITURES		0.00	784,613.83	(784,613.83)	100.00

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 07/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	0.00	23,728.50	(23,728.50)	100.00
PTAX	GENERAL PROPERTY TAX	222,854.00	129,998.19	92,855.81	58.33
EBIX	EBIX REVENUES	1,034,294.00	645,699.55	388,594.45	62.43
IGOVTRV	INTERGOVERNMENTAL REVENUES	6,000.00	0.00	6,000.00	0.00
PUBCHGS	PUBLIC CHARGES FOR SERVICES	1,500.00	385.00	1,115.00	25.67
IGOVTC	INTERGOVERNMENTAL CHARGES	222,854.00	129,998.19	92,855.81	58.33
INVTINC	INVESTMENT INCOME	1,000.00	409.31	590.69	40.93
TOTAL REVENUES		1,488,502.00	930,218.74	558,283.26	62.49
Expenditures					
5140	ADMINISTRATIVE & GENERAL	26,361.00	15,377.25	10,983.75	58.33
5221	FIRE ADMINISTRATION	939,371.00	523,889.08	415,481.92	55.77
5222	FIRE SUPPRESSION	62,798.00	26,792.66	36,005.34	42.66
5223	FIRE TRAINING	42,478.00	15,320.94	27,157.06	36.07
5231	AMBULANCE	328,347.00	211,199.69	117,147.31	64.32
5232	AMBULANCE TRAINING	22,601.00	7,741.53	14,859.47	34.25
5700	CAPITAL OUTLAY EXPENDITURES	34,000.00	10,666.35	23,333.65	31.37
5900	OTHER FINANCING USES	32,546.00	0.00	32,546.00	0.00
TOTAL EXPENDITURES		1,488,502.00	810,987.50	677,514.50	54.48
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		1,488,502.00	930,218.74	558,283.26	62.49
TOTAL EXPENDITURES		1,488,502.00	810,987.50	677,514.50	54.48
NET OF REVENUES & EXPENDITURES		0.00	119,231.24	(119,231.24)	100.00

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 07/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	100.00	0.00	100.00	0.00
UTILREV	UTILITY REVENUES	2,002,653.00	946,711.81	1,055,941.19	47.27
CONTRIB	CONTRIBUTED CAPITAL	100,000.00	52,629.80	47,370.20	52.63
MISCINC	MISC INCOME UTILITIES	137,000.00	111,181.62	25,818.38	81.15
IGOVTC	INTERGOVERNMENTAL CHARGES	1,500.00	(24.08)	1,524.08	(1.61)
INVTINC	INVESTMENT INCOME	52,100.00	13,294.22	38,805.78	25.52
TOTAL REVENUES		2,293,353.00	1,123,793.37	1,169,559.63	49.00
Expenditures					
5140	ADMINISTRATIVE & GENERAL	200.00	117.73	82.27	58.87
5900	OTHER FINANCING USES	267,896.00	10,000.00	257,896.00	3.73
6200	PUMPING OPERATIONS	112,320.00	70,487.98	41,832.02	62.76
6210	PUMPING MAINTENANCE	189,232.00	66,799.80	122,432.20	35.30
6300	WATER TREATMENT OPERATIONS	68,537.00	38,433.79	30,103.21	56.08
6310	WATER TREATMENT MAINTENANCE	13,838.00	12,324.97	1,513.03	89.07
6450	T&D-DISTR RSRVR/STNDP MAINT	21,740.00	17,385.66	4,354.34	79.97
6451	T&D-MAINS MAINTENANCE	54,847.00	15,894.98	38,952.02	28.98
6452	T&D-SERVICES MAINTENANCE	39,152.00	11,026.42	28,125.58	28.16
6453	T&D-METERS MAINTENANCE	20,166.00	15,168.52	4,997.48	75.22
6454	T&D-HYDRANTS MAINTENANCE	35,162.00	4,532.80	30,629.20	12.89
6901	METER READING LABOR	3,532.00	4,710.67	(1,178.67)	133.37
6902	ACCOUNTING & COLLECTING LABOR	73,400.00	45,740.19	27,659.81	62.32
6920	ADMINISTRATIVE & GENERAL EXP	995,777.00	505,817.22	489,959.78	50.80
6950	YEAR END ACCOUNTING ADJUSTMENT	397,554.00	0.00	397,554.00	0.00
TOTAL EXPENDITURES		2,293,353.00	818,440.73	1,474,912.27	35.69
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,293,353.00	1,123,793.37	1,169,559.63	49.00
TOTAL EXPENDITURES		2,293,353.00	818,440.73	1,474,912.27	35.69
NET OF REVENUES & EXPENDITURES		0.00	305,352.64	(305,352.64)	100.00

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 07/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 620 - SEWER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	1,500.00	0.00	1,500.00	0.00
UNCLASSIFIED	Unclassified	10,000.00	10,000.00	0.00	100.00
UTILREV	UTILITY REVENUES	1,590,640.00	787,320.12	803,319.88	49.50
LICPER	LICENSES & PERMITS	101,600.00	37,273.60	64,326.40	36.69
CONTRIB	CONTRIBUTED CAPITAL	80,000.00	19,445.60	60,554.40	24.31
MISCINC	MISC INCOME UTILITIES	250,000.00	123,875.79	126,124.21	49.55
INVSTINC	INVESTMENT INCOME	41,175.00	35,004.00	6,171.00	85.01
TOTAL REVENUES		2,074,915.00	1,012,919.11	1,061,995.89	48.82
Expenditures					
5140	ADMINISTRATIVE & GENERAL	120.00	14,503.49	(14,383.49)	2,086.24
5900	OTHER FINANCING USES	88,014.00	0.00	88,014.00	0.00
8010	WWTP-TREATMENT/DISPOSAL/GP	564,304.00	262,537.41	301,766.59	46.52
8020	LIFT STATIONS/PUMPING EQUIP	31,499.00	8,613.67	22,885.33	27.35
8030	WASTEWATER COLLECTION SYSTEM	105,867.00	26,423.97	79,443.03	24.96
8300	ACCOUNTING/COLLECTING	73,400.00	43,429.34	29,970.66	59.17
8400	ADMINISTRATIVE & GENERAL	576,232.00	307,107.40	269,124.60	53.30
8900	YEAR END ACCOUNTING ADJUSTMENT	635,479.00	0.00	635,479.00	0.00
TOTAL EXPENDITURES		2,074,915.00	662,615.28	1,412,299.72	31.93
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		2,074,915.00	1,012,919.11	1,061,995.89	48.82
TOTAL EXPENDITURES		2,074,915.00	662,615.28	1,412,299.72	31.93
NET OF REVENUES & EXPENDITURES		0.00	350,303.83	(350,303.83)	100.00
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		10,739,257.00	6,576,001.04	4,163,255.96	61.23
TOTAL EXPENDITURES - ALL FUNDS		10,739,257.00	5,016,499.50	5,722,757.50	46.71
NET OF REVENUES & EXPENDITURES		0.00	1,559,501.54	(1,559,501.54)	100.00

TREASURERS REPORT		Jul-2020	TOTAL	Citizens	LGIP	Long Term Investments - Johnson Bank & ADM
GENERAL VILLAGE						
100-111xxx	General Fund	2,195,647.20	14,703.87	1,123,461.74	1,057,481.59	
100-111005/020/033	Checking/MRA/Accrued Sick	986,684.28	581,609.71	295,591.18	109,483.39	
150-111300	Fire Department	303,039.83	303,039.83			
200-110xxx	Community Development (Deback)	1,233,387.90	143,141.74	1,090,246.16		
210-111xxx	Wisc Development - RLF	216,805.29			216,805.29	
220-111xxx	TID#3-General	1,074,200.82	99,697.35	961,101.91	13,401.56	
240-111xxx	TID#4-General	870,877.98	70,697.31	800,180.67		
250-111xxx	TID#5-General	3,525,516.56	54,953.65	3,470,562.91		
300-111xxx	Debt Service	2,360,018.98	133,325.74	2,226,693.24		
320-111300	Fire Department Designated	257,420.92	132,987.42	124,433.50		
340-111xxx	Village Designated Funds	330,382.84	210,383.48	119,999.36		
410-111300	Recycling	228,647.85	189,695.64	38,952.21		
430-111300	Capital Equipment	389,723.49	4,633.09	385,090.40		
440-111xxx	Library	331,897.76	321,728.62	10,169.14		
480-111xxx	Capital Improvement Funds	3,063,700.97	89,604.01	2,735,822.11	238,274.85	
500-111300	Stormwater District #1	67,163.64	67,163.64			
600-111xxx	Impact Fees	168,630.04	38,482.12	130,147.92		
720-111xxx	Taxroll	2,435,977.64	1,026,112.39	1,409,865.25		
810-111xxx	Parkland Site	340,567.83	104,026.46	236,541.37		
TOTAL		20,380,291.82	3,585,986.07	15,158,859.07	1,635,446.68	
WATER UTILITY						
610-111300	Cash	195,574.35	195,574.35			
610-111200	Bonds & Unrestricted Cash	166,235.05		166,235.05		
610-111400	Long Term Debt	89,141.10			89,141.10	
610-111050	Current Year Debt Reserve	394,341.08	394,341.08	-		
610-111060	Required Debt Reserve	602,441.33	-	177,601.17	424,840.16	
610-111080	Impact Fee	56,478.83	52,978.83	3,500.00		
610-111033	Accrued Sick Pay	5,612.62			5,612.62	
TOTAL		1,509,824.36	642,894.26	347,336.22	519,593.88	
SEWER UTILITY						
620-111300	Cash	231,307.93	231,307.93			
620-111200	Bonds & Unrestricted Cash	460,999.18		460,999.18		
610-111400	Long Term Debt	21,295.50			21,295.50	
620-111030	Reserve Capacity Assessment	658,891.87	39,167.33	619,724.54	-	
620-111060	Required Debt Reserve	719,865.08	-	-	719,865.08	
620-111050	Current Year Debt Reserve	374,583.14	374,583.14	-		
620-111070	Equipment Replacement Fund	727,711.05	-	532,791.19	194,919.86	
620-111080	Impact Fee	655,511.87	19,671.31	635,840.56		
620-111033	Accrued Sick Pay	5,562.81		5,562.81	-	
TOTAL		3,855,728.43	664,729.71	2,254,918.28	936,080.44	
GRAND TOTAL		25,745,844.61	4,893,610.04	17,761,113.57	3,091,121.00	
Prepared by Diana Doherty				balance check	25,745,844.61	-

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	9/3/2020	\$	1,386,182.53
Library Accounts Payable		\$	22,167.66
Spectrum (ach withdrawal)		\$	3,009.92
WE Energies (ach withdrawal)		\$	37,598.98
US Bank (ach withdrawal)		\$	15,012.64
Manual Checks or E-checks issued	Tax Settlements	\$	1,319,373.36
Manual Checks or E-checks issued	8/5/2020	\$	5,441.66
Manual Checks or E-checks issued	8/6/2020	\$	7,915.54
Manual Checks or E-checks issued	8/19/2020 Echecks	\$	71,942.68
Manual Checks or E-checks issued	8/19/2020 Manual Checks	\$	5,611.06
Manual Checks or E-checks issued	8/24/2020	\$	2,500.00
Manual Checks or E-checks issued	8/25/2020	\$	51,554.70
Total for Approval:		\$	<u>2,928,310.73</u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

08/27/2020 09:57 AM
User: mschneider
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 09/03/2020 - 09/03/2020
UNJOURNALIZED OPEN
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

Page: 1/7

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: ALSCO					
IMIL1597221	AUGUST 13 MAT CLEANING SERVICE	100-5211-539400	43.89	43.89	POLICE
TOTAL VENDOR ALSCO				43.89	
VENDOR NAME: ASSOCIATED TRUST CO.					
16839	UTILITY BOND FEES	610-6920-693000	237.50	475.00	FINANCE
		620-8400-856000	237.50		
16840	UTILITY BOND FEES	610-6920-693000	237.50	475.00	FINANCE
		620-8400-856000	237.50		
TOTAL VENDOR ASSOCIATED TRUST CO.				950.00	
VENDOR NAME: AT & T MOBILITY					
287291370101X08152	AUGUST CELLULAR & AIR CARD BILL	100-5211-522500	580.89	580.89	POLICE
TOTAL VENDOR AT & T MOBILITY				580.89	
VENDOR NAME: BAYSIDE PRINTING LLC					
137350	WATER CCR DISTRIBUTION	610-6920-692300	1,505.12	1,505.12	UTILITIES
TOTAL VENDOR BAYSIDE PRINTING LLC				1,505.12	
VENDOR NAME: BEDROCK SEWER & WATER					
2212	WATER REPAIR BROKEN CURB STOP BOX	610-6452-665200	1,719.26	1,719.26	UTILITIES
TOTAL VENDOR BEDROCK SEWER & WATER				1,719.26	
VENDOR NAME: BOUND TREE MEDICAL LLC					
83732227	EMS SUPPLIES	150-5231-531100	124.95	124.95	FIRE
TOTAL VENDOR BOUND TREE MEDICAL LLC				124.95	
VENDOR NAME: BUTLER ELECTRIC					
2020 AUG 08	INSTALL NEW CAMERA CONTROL SWITCH FOR IN	100-5211-539500	440.00	440.00	POLICE
TOTAL VENDOR BUTLER ELECTRIC				440.00	
VENDOR NAME: C & M AUTO PARTS INC					
6079-322469 DPW	MISC SHOP SUPPLIES	100-5323-531100	82.77	82.77	DPW
6079-322469 UTILITI	WATER GENERATOR REPAIR WELL 5	610-6200-662500	10.49	10.49	UTILITIES
6079-323058	COIL CLEANER	100-5323-531100	7.62	7.62	DPW
TOTAL VENDOR C & M AUTO PARTS INC				100.88	
VENDOR NAME: CENTRAL OFFICE SYSTEMS					
69177703	COPIER INVOICE	150-5221-531100	92.00	92.00	FIRE

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: CENTRAL OFFICE SYSTEMS					
69172638	LEASE PAYMENT	100-5142-531200	23.10	165.00	ALLOCATE
		150-5221-531100	21.45		
		220-5140-531200	1.65		
		410-5363-531200	3.30		
		440-5511-531200	8.25		
		500-5344-531200	1.65		
		610-6902-690300	54.45		
		620-8400-851000	51.15		
TOTAL VENDOR CENTRAL OFFICE SYSTEMS				257.00	
VENDOR NAME: CENTRALOFFICE SYSTEMS					
IN226018	COPIER INVOICE	150-5221-531100	89.10	89.10	FIRE
TOTAL VENDOR CENTRALOFFICE SYSTEMS				89.10	
VENDOR NAME: CINTAS					
4058746797	UNIFORM SERVICE	610-6920-693000	67.88	135.75	UTILITIES
		620-8010-827000	67.87		
4058746844	STAFF UNIFORMS	100-5323-531100	98.52	98.52	DPW
4059380927	SATFF UNIFORMS	100-5323-531100	98.52	98.52	DPW
4059380943	UNIFORM SERVICE	610-6920-693000	40.00	79.75	UTILITIES
		620-8010-827000	39.75		
TOTAL VENDOR CINTAS				412.54	
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY					
BCJ 3150	OFFICER KUBIAK CLASS BCJ 3150 THROUGH CO	100-5212-516300	705.00	705.00	POLICE
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY				705.00	
VENDOR NAME: CONLEY MEDIA, LLC					
6362410820	CLERK AUGUST PRIMARY LEGAL NOTICES	100-5144-531200	39.76	39.76	CLERK
6362410820	UTILITIESWATER ADVERTISEMENT CCR	610-6920-693000	93.25	93.25	UTILITIES
6362410820	DPW BEACH HOUSE BID AD	480-5700-584900	146.45	146.45	DPW
6362410820	PLANNER PHANTOM LAKES PUBLIC HEARING	100-5632-531200	33.03	33.03	PLANNER
TOTAL VENDOR CONLEY MEDIA, LLC				312.49	
VENDOR NAME: CORRECTIVE ASPHALT MATERIALS LLC					
20079N	ECLAMITE ASPHALT SEALER	480-5700-584000	22,744.82	22,744.82	DPW
TOTAL VENDOR CORRECTIVE ASPHALT MATERIALS LLC				22,744.82	
VENDOR NAME: COUNTY WIDE EXTINGUISHER, INC					
20167	FIRE DEPARTMENT RANGE HOOD INSPECTION	100-5220-539400	126.25	126.25	DPW
TOTAL VENDOR COUNTY WIDE EXTINGUISHER, INC				126.25	
VENDOR NAME: CUMMINS SALES AND SERVICE					
F6-65526	WELL 4 GENERATOR TROUBLE SHOOT OIL LEAK	610-6200-662500	752.20	752.20	UTILITIES
TOTAL VENDOR CUMMINS SALES AND SERVICE				752.20	

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT
VENDOR NAME: DORNER COMPANY					
153817-IN	DAM ACCUATOR REPAIR	100-5254-521900	2,126.00	2,126.00	DPW
TOTAL VENDOR DORNER COMPANY				2,126.00	
VENDOR NAME: EHLERS					
84298	WALWORTH COUNTY TAX QUESTIONS	100-5141-521900	600.00	600.00	ADMIN
TOTAL VENDOR EHLERS				600.00	
VENDOR NAME: ENVIRONMENT CONTROL					
15211-613	VILLAGE HALL CLEANING SERVICES	100-5160-521900	298.00	298.00	DPW
TOTAL VENDOR ENVIRONMENT CONTROL				298.00	
VENDOR NAME: EXCEL BUILDING SERVICES LLC					
3550	AUGUST CLEANING SERVICE FOR PD	100-5211-539400	975.00	975.00	POLICE
TOTAL VENDOR EXCEL BUILDING SERVICES LLC				975.00	
VENDOR NAME: FASTENAL COMPANY					
WIMUK83743	WWTF SAFETY GLASSES	620-8010-827000	8.96	8.96	UTILITIES
WIMUK83674	WWTF C FOLD HAND TOWELS	620-8010-827000	29.52	29.52	UTILITIES
WIMUK83667	WWTF SAFETY GLASSES	620-8010-827000	4.48	4.48	UTILITIES
WIMUK83643	MARKING PAINT	100-5341-539500	26.38	26.38	DPW
WIMUK83624	WATER MAINTENANCE OF MAIN VALVES	610-6451-665100	11.49	11.49	UTILITIES
WIMUK83601	WATER WELL 7 CL2 ANALYSER GAUGE MOUNTS	610-6300-663200	4.97	4.97	UTILITIES
WIMUK83598	WWTF BATTERIES	620-8010-827000	19.50	19.50	UTILITIES
TOTAL VENDOR FASTENAL COMPANY				105.30	
VENDOR NAME: FRIESEMA DAVID					
000964715	FRIESEMA EDUCATION- EMERGENCY SERVICES I	150-5221-533500	143.40	143.40	FIRE
TOTAL VENDOR FRIESEMA DAVID				143.40	
VENDOR NAME: GENERAL FIRE EQUIPMENT CO					
142875 SHIPPING	SHIPPING COSTS FOR PREVIOUS ORDER	100-5212-531100	12.19	12.19	POLICE
TOTAL VENDOR GENERAL FIRE EQUIPMENT CO				12.19	
VENDOR NAME: GETZ FIRE EQUIPMENT					
172-003247	FIRST AID SUPPLIES	100-5323-534800	34.85	34.85	DPW
TOTAL VENDOR GETZ FIRE EQUIPMENT				34.85	
VENDOR NAME: GLOBE CONTRACTORS INC					
12-10133.300 PMNT	1CTH LO SANITARY SEWER REHAB	620-0000-000111	152,862.34	152,862.34	FINANCE
TOTAL VENDOR GLOBE CONTRACTORS INC				152,862.34	
VENDOR NAME: HAWKINS WATER TREATMENT					
4772616	WATER CHEMICAL PUMP FITTINGS	610-6300-663200	33.16	33.16	UTILITIES
4773553	WATER WELL 7 CL2 ANALYSER	610-6300-663200	456.08	456.08	UTILITIES
4764818	WWTF POLYMER FOR SLUDGE THICKENING	620-8010-825000	2,028.60	2,028.60	UTILITIES
4771672	WATER WELL 7 CL2 ANALYSER VALVE	610-6300-663200	255.44	255.44	UTILITIES
4772743	WATER CL2 FOR TREATMENT	610-6300-663100	1,331.45	1,331.45	UTILITIES
TOTAL VENDOR HAWKINS WATER TREATMENT				4,104.73	
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,					

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VENDOR NAME: HIPPENMEYER, REILLY, BLUM, 49850 MISC MATTERS					
		100-5130-521900	3,035.00	3,491.25	FINANCE
		250-5130-521900	456.25		
49848 CHAPMAN VILLAS - INTERNAL REQUEST					
49847	PROSECUTIONS	100-5130-521900	35.00	35.00	FINANCE
		100-5130-521900	1,455.00	1,455.00	FINANCE
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				4,981.25	
VENDOR NAME: IAFC MEMBERSHIP					
2020 MEMBERSHIP	STIEN IAFC TWO YEAR MEMBERSHIP EXP 10-20	150-5221-532400	450.00	450.00	FIRE
TOTAL VENDOR IAFC MEMBERSHIP				450.00	
VENDOR NAME: JOHNSON CONTROLS					
34668190	VH SECURITY QUARTERLY CHARGE	100-5160-521900	662.81	662.81	DPW
TOTAL VENDOR JOHNSON CONTROLS				662.81	
VENDOR NAME: LA FORCE INC					
1140008	WELL 5 DOOR REPLACEMENTS	610-6210-662500	9,985.00	9,985.00	UTILITIES
1139120	WATER WELL 4 DOORS REPLACEMENT	610-6210-662500	9,995.00	9,995.00	UTILITIES
TOTAL VENDOR LA FORCE INC				19,980.00	
VENDOR NAME: LYNCH CHRYSLER DODGE					
1C4SDJFTXLC369648	2020 DODGE DURANGO FOR NEW SUPERVIO SR	SQ 430-5700-571100	32,347.00	32,347.00	POLICE
TOTAL VENDOR LYNCH CHRYSLER DODGE				32,347.00	
VENDOR NAME: MACQUEEN EQUIPMENT					
P16242	SWEEPER PARTS	100-5345-539500	1,411.93	1,411.93	DPW
TOTAL VENDOR MACQUEEN EQUIPMENT				1,411.93	
VENDOR NAME: MESSAGEUS.COM					
202130134	PHONE SERVICE	620-8400-851000	15.16	15.16	UTILITIES
TOTAL VENDOR MESSAGEUS.COM				15.16	
VENDOR NAME: MUDTECH LLC					
12-10086.200	PMNT PICK 'N SAVE POND, PAYMENT #2	480-5700-584800	52,666.13	52,666.13	FINANCE
TOTAL VENDOR MUDTECH LLC				52,666.13	
VENDOR NAME: MUKWONAGO AUTO PARTS - GENERAL					
110593	NITRLE GLOVES	100-5521-531100	58.47	58.47	DPW
110350	WATER WELL 7 GENERATOR MAINTENANCE	610-6200-662500	35.52	35.52	UTILITIES
110502	WWTF GENERATOR REPAIR PARTS	620-8010-827000	3.69	3.69	UTILITIES
110447	WWTF GENERATOR REPAIR	620-8010-827000	19.95	19.95	UTILITIES
110501	WWTF GENERATOR REPAIR	620-8010-827000	12.49	12.49	UTILITIES
110395	NAPA INVOICE	150-5231-539500	8.99	23.96	FIRE
		150-5222-539500	14.97		
TOTAL VENDOR MUKWONAGO AUTO PARTS - GENERAL				154.08	
VENDOR NAME: NORTHERN LAKE SERVICE INC					
383920	WWTF LAB TESTING	620-8010-826000	334.00	334.00	UTILITIES

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VENDOR NAME: NORTHERN LAKE SERVICE INC					
383929	WWTF LAB TESTING	620-8010-826000	288.00	288.00	UTILITIES
384245	WWTF TOTAL COLIFORM TEST	620-8010-826000	26.00	26.00	UTILITIES
384405	WWTF LAB TESTING	620-8010-826000	314.00	314.00	UTILITIES
384394	WWTF LAB TESTING	620-8010-826000	334.00	334.00	UTILITIES
383739	WATER LAB TESTING	610-6300-663200	1,359.00	1,359.00	UTILITIES
TOTAL VENDOR NORTHERN LAKE SERVICE INC				2,655.00	
VENDOR NAME: OFFICE PRO					
0396805-001	WIRED KEYBOARDS ELECTION POLLBOOKS	100-5144-531100	66.72	66.72	CLERK
0397129-001	WIRED KEYBOARD AND GLUE STICKS	100-5144-531100	25.87	25.87	CLERK
TOTAL VENDOR OFFICE PRO				92.59	
VENDOR NAME: PORT-A-JOHN, INC					
1317160-IN	PORTABLE REST ROOMS	100-5521-531100	88.00	88.00	DPW
TOTAL VENDOR PORT-A-JOHN, INC				88.00	
VENDOR NAME: PRECISE ALIGNMENT INC					
19216	A3452 ALIGNMENT	150-5231-539500	77.95	77.95	FIRE
TOTAL VENDOR PRECISE ALIGNMENT INC				77.95	
VENDOR NAME: QUILL LLC					
9271563	PD SUPPLIES & CLEANING EQUIPMENT	100-5211-531100	49.78	180.05	POLICE
		100-5211-539400	130.27		
9638110	4 CONTAINERS OF CLOROX WIPES FOR DEPARTM	100-5211-539400	20.56	20.56	POLICE
9417524	MUSEUM SUPPLIES	100-5512-531100	76.57	76.57	DPW
TOTAL VENDOR QUILL LLC				277.18	
VENDOR NAME: REINDERS, INC.					
1846659-00	SEAL KIT 5910 TORO	100-5324-539500	68.10	68.10	DPW
TOTAL VENDOR REINDERS, INC.				68.10	
VENDOR NAME: RICOH USA, INC					
33914505	COPIER LEASE PAYMENT	100-5142-531200	23.88	170.61	FINANCE
		150-5221-531100	22.18		
		220-5140-531200	1.71		
		410-5363-531200	3.41		
		440-5511-531200	8.53		
		500-5344-531200	1.71		
		610-6902-690300	56.30		
		620-8400-851000	52.89		
TOTAL VENDOR RICOH USA, INC				170.61	
VENDOR NAME: RUTENBECK, TIM					
2020 08 11 ELECTION	DRINKS FOR ELECTION WORKERS	100-5144-531100	31.58	31.58	CLERK
TOTAL VENDOR RUTENBECK, TIM				31.58	
VENDOR NAME: SAN-A-CARE					

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VENDOR NAME: SAN-A-CARE					
525523	SANITATION SUPPLIES	100-5512-531100	114.30	240.42	DPW
		100-5521-531100	126.12		
TOTAL VENDOR SAN-A-CARE				240.42	
VENDOR NAME: SCAN GROUP					
203611	ENVELOPES & LETTERHEAD	100-5120-531100	557.00	557.00	FINANCE
TOTAL VENDOR SCAN GROUP				557.00	
VENDOR NAME: SHERWIN-WILLIAMS					
2734-3	LINE PAINTER SPRAYER PARTS	100-5324-539500	217.99	217.99	DPW
TOTAL VENDOR SHERWIN-WILLIAMS				217.99	
VENDOR NAME: SHI INTERNATIONAL CORP					
B12103686	ANNUAL VEEAM BACKUP	100-5120-522500	5.85	796.04	FINANCE
		100-5141-522500	35.12		
		100-5142-522500	52.68		
		100-5211-522500	193.16		
		100-5241-522500	11.71		
		100-5323-522500	46.83		
		100-5632-522500	5.85		
		150-5221-522500	280.96		
		440-5511-522500	122.92		
		610-6920-692100	17.56		
		620-8400-851000	23.40		
TOTAL VENDOR SHI INTERNATIONAL CORP				796.04	
VENDOR NAME: SHRED-IT USA					
8180299529	2020 08 VH SHREDDING SERVICES	100-5141-531100	185.02	370.04	ALLOCATE
		100-5142-531100	92.51		
		100-5632-531100	92.51		
TOTAL VENDOR SHRED-IT USA				370.04	
VENDOR NAME: SOMAR ENTERPRISES					
101989	CHIEF SCHMIDT'S UNIFORM ALLOWANCE - 1 PA	100-5211-534600	79.99	79.99	POLICE
101995	2020 UNIFORM ALLOWANCE - KREISER - TASER	100-5212-534600	48.99	48.99	POLICE
101996	2020 UNIFORM ALLOWANCE - PETTED - KEY HO	100-5212-534600	20.00	20.00	POLICE
101997	NAME TAG FOR NEW DISPATCHER - K. REDLING	100-5211-534700	14.20	14.20	POLICE
101998	WEAPON HOLSTER AND TASER HOLSTER FOR NEW	100-5212-534700	160.98	160.98	POLICE
102007	NAME TAGS FOR NEW POLICE RESERVE OFFICER	100-5212-534700	28.40	28.40	POLICE
TOTAL VENDOR SOMAR ENTERPRISES				352.56	
VENDOR NAME: STRYKER SALES CORP					
2917927M	STRYKER LUCAS 3 CAPITAL PURCHASE	430-5700-571400	15,508.30	15,508.30	FIRE
3112518M	EMS SUPPLIES	150-5231-531100	482.83	482.83	FIRE
TOTAL VENDOR STRYKER SALES CORP				15,991.13	

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VENDOR NAME: TOWN OF VERNON				
6912	ABSENTEE PUBLICATION NOTICE	100-5144-531200	22.99	22.99 CLERK
TOTAL VENDOR TOWN OF VERNON				22.99
VENDOR NAME: TRIPLE CROWN PRODUCTS				
254677 PD	YELLOW NECK FACE COVERINGS WITH VILLAGE	100-5212-531100	159.00	159.00 POLICE
254677 UTILITIES	COVID MASKS	620-8010-827000	397.50	397.50 UTILITIES
254677 DPW	FACE COVERS/GATORS	100-5323-534800	238.50	238.50 DPW
253657	DEPARTMENT BASEBALL STYLE HAT FOR NEW RE	100-5212-534700	18.31	18.31 POLICE
TOTAL VENDOR TRIPLE CROWN PRODUCTS				813.31
VENDOR NAME: VERIZON WIRELESS				
9860686395	2020 AUGUST CELL BILL ACCT#885503900-000	100-5141-522500	133.86	702.84 MULTIPLE
		100-5241-522500	137.15	
		150-5221-522500	7.80	
		100-5211-522500	2.74	
		100-5323-522500	131.47	
		610-6920-692100	144.91	
		620-8400-851000	144.91	
9860686397	2020 AUGUST CELL BILL ACCT#885503900-000	150-5221-522500	357.11	357.11 FIRE
9860686396	2020 AUGUST CELL BILL ACCT#885503900-000	150-5221-522500	20.76	275.92 MULTIPLE
		100-5323-522500	20.76	
		610-6920-692100	117.20	
		620-8400-851000	117.20	
TOTAL VENDOR VERIZON WIRELESS				1,335.87
VENDOR NAME: WCTC				
S0723018	WCTC INVOICE FIRE TRAINING COURSES	150-5223-533500	695.36	695.36 FIRE
TOTAL VENDOR WCTC				695.36
VENDOR NAME: WISCONSIN ELEVATOR INSPECTION INC				
14006	ELEVATOR INSPECTION	100-5160-521900	95.00	95.00 DPW
TOTAL VENDOR WISCONSIN ELEVATOR INSPECTION INC				95.00
VENDOR NAME: WISCONSIN IMAGING SOLUTIONS LLC				
AR46113	WWTF COPIER	620-8400-851000	38.50	38.50 UTILITIES
TOTAL VENDOR WISCONSIN IMAGING SOLUTIONS LLC				38.50
VENDOR NAME: WOLF PAVING				
12-10128.300 PMNT	RIVER PARK ESTATES PHASE 2, PAYMENT #3	480-5700-586100	1,056,400.75	1,056,400.75 FINANCE
TOTAL VENDOR WOLF PAVING				1,056,400.75
GRAND TOTAL:				1,386,182.53

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2035250409 42207	BAKER & TAYLOR INC. BOOKS 440-5700-532800	05/20/2020 CKIM	08/14/2020	10.63 10.63	0.00	Paid	Y 08/03/2020
2035343585 42208	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/07/2020 CKIM	08/14/2020	408.63 408.63	0.00	Paid	Y 08/03/2020
2035343586 42209	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/07/2020 CKIM	08/14/2020	23.51 23.51	0.00	Paid	Y 08/03/2020
2035353846 42210	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/11/2020 CKIM	08/14/2020	47.10 47.10	0.00	Paid	Y 08/03/2020
2035353847 42211	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/11/2020 CKIM	08/14/2020	28.32 28.32	0.00	Paid	Y 08/03/2020
2035353848 42212	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/11/2020 CKIM	08/14/2020	76.08 76.08	0.00	Paid	Y 08/03/2020
2035353849 42213	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/11/2020 CKIM	08/14/2020	3.77 3.77	0.00	Paid	Y 08/03/2020
2035353850 42214	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/11/2020 CKIM	08/14/2020	15.19 15.19	0.00	Paid	Y 08/03/2020
2035353851 42215	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/11/2020 CKIM	08/14/2020	33.96 33.96	0.00	Paid	Y 08/03/2020
2035373088 42319	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/21/2020 CKIM	08/14/2020	489.76 489.76	0.00	Paid	Y 08/03/2020

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2035372471 42320	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/21/2020 CKIM	08/14/2020	74.38 74.38	0.00	Paid	Y 08/03/2020
2035372472 42321	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/21/2020 CKIM	08/14/2020	3.14 3.14	0.00	Paid	Y 08/03/2020
2035372473 42322	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/21/2020 CKIM	08/14/2020	55.09 55.09	0.00	Paid	Y 08/03/2020
2035372474 42323	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/21/2020 CKIM	08/14/2020	266.71 266.71	0.00	Paid	Y 08/03/2020
2035372475 42324	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/21/2020 CKIM	08/14/2020	18.84 18.84	0.00	Paid	Y 08/03/2020
2035372476 42325	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/21/2020 CKIM	08/14/2020	786.79 786.79	0.00	Paid	Y 08/03/2020
2035388764 42326	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/28/2020 CKIM	08/14/2020	8.80 8.80	0.00	Paid	Y 08/03/2020
2035388765 42327	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/28/2020 CKIM	08/14/2020	25.16 25.16	0.00	Paid	Y 08/03/2020
2035388766 42328	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/28/2020 CKIM	08/14/2020	49.48 49.48	0.00	Paid	Y 08/03/2020
2035388767 42329	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/28/2020 CKIM	08/14/2020	49.25 49.25	0.00	Paid	Y 08/03/2020

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2035388768 42330	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/28/2020 CKIM	08/14/2020	112.92 112.92	0.00	Paid	Y 08/03/2020
2035388769 42331	BAKER & TAYLOR INC. BOOKS 440-5700-532800	07/28/2020 CKIM	08/14/2020	158.57 158.57	0.00	Paid	Y 08/03/2020
2035401912 42364	BAKER & TAYLOR INC. BOOKS 440-5700-532800	08/04/2020 CKIM	08/14/2020	21.40 21.40	0.00	Paid	Y 08/06/2020
2035401913 42365	BAKER & TAYLOR INC. BOOKS 440-5700-532800	08/04/2020 CKIM	08/14/2020	9.49 9.49	0.00	Paid	Y 08/06/2020
2035401914 42366	BAKER & TAYLOR INC. BOOKS 440-5700-532800	08/04/2020 CKIM	08/14/2020	14.45 14.45	0.00	Paid	Y 08/06/2020
2035401915 42367	BAKER & TAYLOR INC. BOOKS 440-5700-532800	08/04/2020 CKIM	08/14/2020	13.99 13.99	0.00	Paid	Y 08/06/2020
2035401916 42368	BAKER & TAYLOR INC. BOOKS 440-5700-532800	08/04/2020 CKIM	08/14/2020	8.80 8.80	0.00	Paid	Y 08/06/2020
2035401917 42369	BAKER & TAYLOR INC. BOOKS 440-5700-532800	08/04/2020 CKIM	08/14/2020	57.73 57.73	0.00	Paid	Y 08/06/2020
2035401918 42370	BAKER & TAYLOR INC. BOOKS 440-5700-532800	08/04/2020 CKIM	08/14/2020	305.56 305.56	0.00	Paid	Y 08/06/2020
2035401919 42371	BAKER & TAYLOR INC. BOOKS 440-5700-532800	08/04/2020 CKIM	08/14/2020	30.46 30.46	0.00	Paid	Y 08/06/2020

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6816072 42221	DEMCO TECH SERVICES SUPPLIES 440-5511-531100 SUPPLIES	07/10/2020 CKIM	08/14/2020	271.85 271.85	0.00	Paid	Y 08/03/2020
6821077 42347	DEMCO PROCESSING SUPPLIES 440-5511-531100 SUPPLIES	07/27/2020 CKIM	08/14/2020	116.95 116.95	0.00	Paid	Y 08/03/2020
6824283 42394	DEMCO PROCESSING SUPPLIES 440-5511-531100 SUPPLIES	08/04/2020 CKIM	08/14/2020	217.80 217.80	0.00	Paid	Y 08/07/2020
71053134 42372	CENGAGE LEARNING BOOKS 440-5700-532800 BOOKS	08/03/2020 CKIM	08/14/2020	144.75 144.75	0.00	Paid	Y 08/06/2020
71053177 42373	CENGAGE LEARNING BOOKS 440-5700-532800 BOOKS	08/03/2020 CKIM	08/14/2020	58.47 58.47	0.00	Paid	Y 08/06/2020
8419873 42218	QUILL LLC ENVELOPES 440-5511-531100 SUPPLIES	07/08/2020 CKIM	08/14/2020	39.83 39.83	0.00	Paid	Y 08/03/2020
8852657 42317	QUILL LLC OFFICE SUPPLIES 440-5511-531100 SUPPLIES	07/22/2020 CKIM	08/14/2020	45.42 45.42	0.00	Paid	Y 08/03/2020
8805935 42318	QUILL LLC DISINFECTANT 440-5511-531100 SUPPLIES	07/21/2020 CKIM	08/14/2020	37.56 37.56	0.00	Paid	Y 08/03/2020
8984847 42341	QUILL LLC PROGRAM SUPPLIES 440-5511-533100 PROGRAMMING	07/27/2020 CKIM	08/14/2020	11.03 11.03	0.00	Paid	Y 08/03/2020
8939425 42345	QUILL LLC INK 440-5511-531100 SUPPLIES	07/24/2020 CKIM	08/14/2020	159.95 159.95	0.00	Paid	Y 08/03/2020

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9025573 42350	QUILL LLC CLEANING & PAPER PRODUCTS 440-5511-531100	07/28/2020 CKIM	08/14/2020	209.76 209.76	0.00	Paid	Y 08/05/2020
9020482 42351	QUILL LLC BATTERIES 440-5511-531100	07/28/2020 CKIM	08/14/2020	18.42 18.42	0.00	Paid	Y 08/05/2020
9021301 42352	QUILL LLC CLEANING & PAPER SUPPLIES 440-5511-531100	07/28/2020 CKIM	08/14/2020	63.49 63.49	0.00	Paid	Y 08/05/2020
33168 42201	RINDERLE DOOR CO TOUCHLESS DOOR SYSTEMS 440-5511-539500	07/20/2020 CKIM	08/14/2020	4,026.78 4,026.78	0.00	Paid	Y 08/03/2020
JULY 42314	LAURA FRISCH LIBRARY ERRANDS 440-5511-533200	07/29/2020 CKIM	08/14/2020	236.43 236.43	0.00	Paid	Y 08/03/2020
JUNE 42315	LAURA FRISCH LIBRARY ERRANDS 440-5511-533200	07/29/2020 CKIM	08/14/2020	105.90 105.90	0.00	Paid	Y 08/03/2020
JULY 42200	MUKWONAGO ROTARY CLUB BREAKFAST & DUES 440-5511-533300	07/01/2020 CKIM	08/14/2020	138.50 138.50	0.00	Paid	Y 08/03/2020
AR117507 42204	OFFICE COPYING EQUIPMENT 6/12/20-7/11/20 440-5511-531000	07/13/2020 CKIM	08/14/2020	170.88 170.88	0.00	Paid	Y 08/03/2020
B5931466 42216	BRODART BOOKS 440-5700-532800	07/06/2020 CKIM	08/14/2020	68.85 68.85	0.00	Paid	Y 08/03/2020
B5937411 42217	BRODART BOOKS 440-5700-532800	07/15/2020 CKIM	08/14/2020	333.28 333.28	0.00	Paid	Y 08/03/2020

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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
B5945925 42346	BRODART BOOKS 440-5700-532800	07/28/2020 CKIM	08/14/2020	284.94 284.94	0.00	Paid	Y 08/03/2020
B5942534 42353	BRODART BOOKS 440-5700-532800	07/22/2020 CKIM	08/14/2020	105.79 105.79	0.00	Paid	Y 08/05/2020
JULY 42316	THE APPOINTED HOUSEWIFE RESTROOM CLEANING 440-5511-531000	07/31/2020 CKIM	08/14/2020	455.00 455.00	0.00	Paid	Y 08/03/2020
34546792 42205	JOHNSON CONTROLS SECURITY 8/1/20 - 10/31/20 SERVICE 440-5511-522000	07/11/2020 CKIM	08/14/2020	1,656.51 1,656.51	0.00	Paid	Y 08/03/2020
JULY 42219	OLIVER DEAN ZIMMERMANN MILEAGE 440-5511-533200	07/07/2020 CKIM	08/14/2020	48.30 48.30	0.00	Paid	Y 08/03/2020
29087 42354	AMERICA AQUARIA AUG FISH TANK CLEANING 440-5511-531000	07/31/2020 CKIM	08/14/2020	85.00 85.00	0.00	Paid	Y 08/05/2020
INV-US-48431 42206	ENVISIONWARE, INC SYSTEM MAINTENANCE RENEWAL 440-5511-522000	07/02/2020 CKIM	08/14/2020	4,640.26 4,640.26	0.00	Paid	Y 08/03/2020
INV-US-48720 42388	ENVISIONWARE, INC RFID READER 440-5700-581100	06/30/2020 CKIM	08/14/2020	965.64 965.64	0.00	Paid	Y 08/07/2020
B11962540 42203	SHI INTERNATIONAL CORP PALO THREAT PREVENTION & SUPPORT 440-5511-522000	07/08/2020 CKIM	08/14/2020	379.00 379.00	0.00	Paid	Y 08/03/2020
522743 42343	STATE OF WI ELEVATOR PERMIT 440-5511-522000	07/29/2020 CKIM	08/14/2020	50.00 50.00	0.00	Paid	Y 08/03/2020

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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
14007 42199	WISCONSIN ELEVATOR INSPECTION INC ANNUAL INSPECTION 440-5511-522000	07/20/2020 CKIM CONTRACTUAL SERVICES	08/14/2020	95.00 95.00	0.00	Paid	Y 08/03/2020
IMIL157968 42220	ALSCO DUSTERS & MATS 440-5511-531100	07/16/2020 CKIM SUPPLIES	08/14/2020	43.36 43.36	0.00	Paid	Y 08/03/2020
7-WMA2UGAFS 42355	MICROSOFT CORPORATION HOLOLENS 2 440-5890-580600	07/14/2020 CKIM DONATED FUND EXPENDITURES	08/14/2020	3,675.00 3,675.00	0.00	Paid	Y 08/05/2020
# of Invoices:	63	# Due:	0	Totals:	22,167.66	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				22,167.66	0.00		

--- TOTALS BY GL DISTRIBUTION ---

440-5511-522000	CONTRACTUAL SERVICES	6,820.77
440-5511-531000	OUTSIDE SERVICES	710.88
440-5511-531100	SUPPLIES	1,224.39
440-5511-533100	PROGRAMMING	11.03
440-5511-533200	MILEAGE	390.63
440-5511-533300	OUTREACH	138.50
440-5511-539500	REPAIRS & MAINTENANCE	4,026.78
440-5700-532800	BOOKS	4,204.04
440-5700-581100	EQUIPMENT (NON-CAPITALIZED)	965.64
440-5890-580600	DONATED FUND EXPENDITURES	3,675.00

--- TOTALS BY FUND ---

440 - LIBRARY FUND	22,167.66	0.00
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--- TOTALS BY DEPT/ACTIVITY ---

5511 - LIBRARY SERVICES	13,322.98	0.00
5700 - CAPITAL OUTLAY EXPENDITURES	5,169.68	0.00
5890 - USE OF DESIGNATED FUNDS	3,675.00	0.00

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date

AUG2020

42485	TIME WARNER CABLE	08/10/2020	08/14/2020	3,009.92	0.00	Paid	Y
	MONTHLY BILL	rgallo					08/11/2020
	100-5120-522500	TELEPHONE		80.39			
	100-5141-522500	TELEPHONE		89.58			
	100-5142-522500	TELEPHONE		161.63			
	100-5144-521900	PROFESSIONAL SERVICES		26.45			
	100-5211-522500	TELEPHONE		850.81			
	100-5241-522500	TELEPHONE		45.60			
	100-5323-522500	TELEPHONE		82.37			
	100-5512-522500	TELEPHONE		166.96			
	150-5221-522500	TELEPHONE		810.22			
	220-5140-522500	TELEPHONE		2.61			
	410-5363-522500	Telephone		5.21			
	440-5511-522500	TELEPHONE		596.86			
	500-5344-522500	Telephone		2.61			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		44.31			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		44.31			

# of Invoices:	1	# Due:	0	Totals:	3,009.92	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:

3,009.92	0.00
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--- TOTALS BY GL DISTRIBUTION ---

100-5120-522500	TELEPHONE	80.39
100-5141-522500	TELEPHONE	89.58
100-5142-522500	TELEPHONE	161.63
100-5144-521900	PROFESSIONAL SERVICES	26.45
100-5211-522500	TELEPHONE	850.81
100-5241-522500	TELEPHONE	45.60
100-5323-522500	TELEPHONE	82.37
100-5512-522500	TELEPHONE	166.96
150-5221-522500	TELEPHONE	810.22
220-5140-522500	TELEPHONE	2.61
410-5363-522500	Telephone	5.21
440-5511-522500	TELEPHONE	596.86
500-5344-522500	Telephone	2.61
610-6920-692100	OFFICE SUPPLIES & EXPENSES	44.31
620-8400-851000	OFFICE SUPPLIES & EXPENSES	44.31

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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			1,503.79	0.00		
	150 - FIRE/AMBULANCE FUND			810.22	0.00		
	220 - TID#3 - GENERAL			2.61	0.00		
	410 - RECYCLING FUND			5.21	0.00		
	440 - LIBRARY FUND			596.86	0.00		
	500 - STORM WATER UTILITY			2.61	0.00		
	610 - WATER UTILITY FUND			44.31	0.00		
	620 - SEWER UTILITY FUND			44.31	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5120 - MUNICIPAL COURT			80.39	0.00		
	5140 - ADMINISTRATIVE & GENERAL			2.61	0.00		
	5141 - VILLAGE ADMINISTRATION/FINA			89.58	0.00		
	5142 - CLERK-TREASURER			161.63	0.00		
	5144 - ELECTIONS			26.45	0.00		
	5211 - POLICE ADMINISTRATION			850.81	0.00		
	5221 - FIRE ADMINISTRATION			810.22	0.00		
	5241 - BUILDING INSPECTOR			45.60	0.00		
	5323 - GARAGE			82.37	0.00		
	5344 - STORM SEWER			2.61	0.00		
	5363 - RECYCLING			5.21	0.00		
	5511 - LIBRARY SERVICES			596.86	0.00		
	5512 - MUSEUM			166.96	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			44.31	0.00		
	8400 - ADMINISTRATIVE & GENERAL			44.31	0.00		

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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
20200817 42673	WE ENERGIES 6819-119-729 Hall 100-5160-522200	08/17/2020 rgallo 6819-119-729 Hall	09/02/2020	1,123.76 1,123.76	0.00	Paid	Y 08/28/2020
20200817 42674	WE ENERGIES 6819-119-729 Hall Gas 100-5160-522400	08/17/2020 rgallo 6819-119-729 Hall Gas	09/02/2020	17.24 17.24	0.00	Paid	Y 08/28/2020
20200817 42675	WE ENERGIES 0437-358-622 Flashers 100-5211-522200	08/17/2020 rgallo 0437-358-622 Flashers	09/02/2020	9.64 9.64	0.00	Paid	Y 08/28/2020
20200817 42676	WE ENERGIES 5000-725-767 PD Tower meter #05662 100-5211-522200	08/17/2020 rgallo 5000-725-767 PD Tower meter #05662	09/02/2020	45.71 45.71	0.00	Paid	Y 08/28/2020
20200817 42677	WE ENERGIES 8818-483-919 Tower Radio Bldg 100-5211-522200	08/17/2020 rgallo 8818-483-919 Tower Radio Bldg	09/02/2020	22.36 22.36	0.00	Paid	Y 08/28/2020
20200817 42678	WE ENERGIES 7410-051-890 Police 100-5211-522200	08/17/2020 rgallo 7410-051-890 Police	09/02/2020	1,301.44 1,301.44	0.00	Paid	Y 08/28/2020
20200817 42679	WE ENERGIES 8011-380-768 Police Garage 100-5211-522200	08/17/2020 rgallo 8011-380-768 Police Garage	09/02/2020	36.16 36.16	0.00	Paid	Y 08/28/2020
20200817 42680	WE ENERGIES 7879-450-073 Mukw Dam 100-5254-522200	08/17/2020 rgallo 7879-450-073 Mukw Dam	09/02/2020	24.10 24.10	0.00	Paid	Y 08/28/2020
20200817 42681	WE ENERGIES 3893-949-966 DPW Elec 100-5323-522200	08/17/2020 rgallo 3893-949-966 DPW Elec	09/02/2020	324.01 324.01	0.00	Paid	Y 08/28/2020
20200817 42682	WE ENERGIES 3608-115-165 DPW Gas 100-5323-522400	08/17/2020 rgallo 3608-115-165 DPW Gas	09/02/2020	25.50 25.50	0.00	Paid	Y 08/28/2020

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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
20200817 42683	WE ENERGIES 5001-021-384 Street Lights 100-5342-522200	08/17/2020 rgallo	09/02/2020	10,464.49	0.00	Paid	Y 08/28/2020
	5001-021-384 Street Lights			10,464.49			
20200817 42684	WE ENERGIES 8808-380-714 Street Lights 100-5342-522200	08/17/2020 rgallo	09/02/2020	2,913.84	0.00	Paid	Y 08/28/2020
	8808-380-714 Street Lights			2,913.84			
20200817 42685	WE ENERGIES 1438-746-449 Street Lights 100-5342-522200	08/17/2020 rgallo	09/02/2020	49.85	0.00	Paid	Y 08/28/2020
	1438-746-449 Street Lights			49.85			
20200817 42686	WE ENERGIES 0647-211-550 School Crossing Lights 100-5342-522200	08/17/2020 rgallo	09/02/2020	16.25	0.00	Paid	Y 08/28/2020
	0647-211-550 School Crossing Lights			16.25			
20200817 42687	WE ENERGIES 0659-874-941 Museum 100-5512-522200	08/17/2020 rgallo	09/02/2020	164.14	0.00	Paid	Y 08/28/2020
	0659-874-941 Museum			164.14			
20200817 42688	WE ENERGIES 2405-680-633 Andrews St. 100-5521-522200	08/17/2020 rgallo	09/02/2020	102.94	0.00	Paid	Y 08/28/2020
	2405-680-633 Andrews St.			102.94			
20200817 42689	WE ENERGIES 8046-699-403 Field Park 100-5521-522200	08/17/2020 rgallo	09/02/2020	118.51	0.00	Paid	Y 08/28/2020
	8046-699-403 Field Park			118.51			
20200817 42690	WE ENERGIES 8658-233-953 Fld Prk Baseball Lights 100-5521-522200	08/17/2020 rgallo	09/02/2020	196.66	0.00	Paid	Y 08/28/2020
	8658-233-953 Fld Prk Baseball Lights			196.66			
20200817 42691	WE ENERGIES 6837-391-587 Parks 100-5521-522200	08/17/2020 rgallo	09/02/2020	60.97	0.00	Paid	Y 08/28/2020
	6837-391-587 Parks			60.97			
20200817 42692	WE ENERGIES 5864-823-491 Concession Building 100-5521-522200	08/17/2020 rgallo	09/02/2020	231.95	0.00	Paid	Y 08/28/2020
	5864-823-491 Concession Building			231.95			

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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
20200817 42693	WE ENERGIES 2054-702-968 Parks 100-5521-522200	08/17/2020 rgallo	09/02/2020	0.00 0.00	0.00	Paid	Y 08/28/2020
20200817 42694	WE ENERGIES 3277-621-318 F. Park Sump Pump 100-5521-522200	08/17/2020 rgallo	09/02/2020	18.92 18.92	0.00	Paid	Y 08/28/2020
20200817 42695	WE ENERGIES 1610-585-380 Parks 100-5521-522200	08/17/2020 rgallo	09/02/2020	94.26 94.26	0.00	Paid	Y 08/28/2020
20200817 42696	WE ENERGIES 3051-426-864 Miniwaukan Pavilion 100-5521-522200	08/17/2020 rgallo	09/02/2020	22.11 22.11	0.00	Paid	Y 08/28/2020
20200817 42697	WE ENERGIES 6881-040-700 Miniwauken Park 100-5521-522200	08/17/2020 rgallo	09/02/2020	27.54 27.54	0.00	Paid	Y 08/28/2020
20200817 42698	WE ENERGIES 7698-426-664 Fire 150-5221-522200	08/17/2020 rgallo	09/02/2020	1,115.67 1,115.67	0.00	Paid	Y 08/28/2020
20200817 42699	WE ENERGIES 9248-740-506 Library Elec 440-5511-522200	08/17/2020 rgallo	09/02/2020	3,861.63 3,861.63	0.00	Paid	Y 08/28/2020
20200817 42700	WE ENERGIES 4843-559-306 Library Gas 440-5511-522400	08/17/2020 rgallo	09/02/2020	39.77 39.77	0.00	Paid	Y 08/28/2020
20200817 42701	WE ENERGIES 9069-575-087 Well #3 Elec 610-6200-662200	08/17/2020 rgallo	09/02/2020	96.92 96.92	0.00	Paid	Y 08/28/2020
20200817 42702	WE ENERGIES 4400-457-029 Well #3 Gas 610-6200-662200	08/17/2020 rgallo	09/02/2020	10.23 10.23	0.00	Paid	Y 08/28/2020

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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
20200817 42703	WE ENERGIES 2409-366-321 Well #4 Elec 610-6200-662200	08/17/2020 rgallo	09/02/2020	722.76	0.00	Paid	Y 08/28/2020
	2409-366-321 Well #4 Elec			722.76			
20200817 42704	WE ENERGIES 0465-443-270 Well #4 Gas 610-6200-662200	08/17/2020 rgallo	09/02/2020	9.90	0.00	Paid	Y 08/28/2020
	0465-443-270 Well #4 Gas			9.90			
20200817 42705	WE ENERGIES 0801-988-732 Well #5 610-6200-662200	08/17/2020 rgallo	09/02/2020	1,851.91	0.00	Paid	Y 08/28/2020
	0801-988-732 Well #5			1,851.91			
20200817 42706	WE ENERGIES 4607-813-092 Well #6 610-6200-662200	08/17/2020 rgallo	09/02/2020	741.77	0.00	Paid	Y 08/28/2020
	4607-813-092 Well #6			741.77			
20200817 42707	WE ENERGIES 3234-559-591 Well #7 610-6200-662200	08/17/2020 rgallo	09/02/2020	1,703.11	0.00	Paid	Y 08/28/2020
	3234-559-591 Well #7			1,703.11			
20200817 42708	WE ENERGIES 9291-834-028 Greenwald 610-6200-662200	08/17/2020 rgallo	09/02/2020	147.05	0.00	Paid	Y 08/28/2020
	9291-834-028 Greenwald			147.05			
20200817 42709	WE ENERGIES 8016-691-668 Booster Station 610-6200-662200	08/17/2020 rgallo	09/02/2020	279.65	0.00	Paid	Y 08/28/2020
	8016-691-668 Booster Station			279.65			
20200817 42710	WE ENERGIES 3068-463-180 Tower 610-6200-662200	08/17/2020 rgallo	09/02/2020	32.04	0.00	Paid	Y 08/28/2020
	3068-463-180 Tower			32.04			
20200817 42711	WE ENERGIES 7843-678-578 Atkinson Pump 620-8020-821000	08/17/2020 rgallo	09/02/2020	493.88	0.00	Paid	Y 08/28/2020
	7843-678-578 Atkinson Pump			493.88			
20200817 42712	WE ENERGIES 8238-765-652 Fox River View 620-8020-821000	08/17/2020 rgallo	09/02/2020	107.11	0.00	Paid	Y 08/28/2020
	8238-765-652 Fox River View			107.11			

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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
20200817 42713	WE ENERGIES 6478-966-911 1224 Riverton 620-8020-821000	08/17/2020 rgallo	09/02/2020	61.33 61.33	0.00	Paid	Y 08/28/2020
20200817 42714	WE ENERGIES 8051-462-203 1240 N. Rochester 620-8020-821000	08/17/2020 rgallo	09/02/2020	80.13 80.13	0.00	Paid	Y 08/28/2020
20200817 42715	WE ENERGIES 7282-806-809 Holz Elec 620-8010-821100	08/17/2020 rgallo	09/02/2020	8,708.68 8,708.68	0.00	Paid	Y 08/28/2020
20200817 42716	WE ENERGIES 2404-776-809 Holz Gas 620-8010-821200	08/17/2020 rgallo	09/02/2020	10.56 10.56	0.00	Paid	Y 08/28/2020
20200817 42717	WE ENERGIES 9276-498-259 Digester Gas 620-8010-821200	08/17/2020 rgallo	09/02/2020	71.25 71.25	0.00	Paid	Y 08/28/2020
20200817 42718	WE ENERGIES 2008-500-143 Parks-200 S Rochester 100-5342-522200	08/17/2020 rgallo	09/02/2020	21.29 21.29	0.00	Paid	Y 08/28/2020
20200817 42719	WE ENERGIES 6482-485-554 police-CTH E N of 100-5211-522200	08/17/2020 rgallo	09/02/2020	19.99 19.99	0.00	Paid	Y 08/28/2020

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

# of Invoices:	47	# Due:	0	Totals:	37,598.98	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					37,598.98	0.00

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	6819-119-729 Hall	1,123.76
100-5160-522400	6819-119-729 Hall Gas	17.24
100-5211-522200	0437-358-622 Flashers	1,435.30
100-5254-522200	7879-450-073 Mukw Dam	24.10
100-5323-522200	3893-949-966 DPW Elec	324.01
100-5323-522400	3608-115-165 DPW Gas	25.50
100-5342-522200	5001-021-384 Street Lights	13,465.72
100-5512-522200	0659-874-941 Museum	164.14
100-5521-522200	2405-680-633 Andrews St.	873.86
150-5221-522200	7698-426-664 Fire	1,115.67
440-5511-522200	9248-740-506 Library Elec	3,861.63
440-5511-522400	4843-559-306 Library Gas	39.77
610-6200-662200	9069-575-087 Well #3 Elec	5,595.34
620-8010-821100	7282-806-809 Holz Elec	8,708.68
620-8010-821200	2404-776-809 Holz Gas	81.81
620-8020-821000	7843-678-578 Atkinson Pump	742.45

--- TOTALS BY FUND ---

100 - GENERAL FUND	17,453.63	0.00
150 - FIRE/AMBULANCE FUND	1,115.67	0.00
440 - LIBRARY FUND	3,901.40	0.00
610 - WATER UTILITY FUND	5,595.34	0.00
620 - SEWER UTILITY FUND	9,532.94	0.00

--- TOTALS BY DEPT/ACTIVITY ---

5160 - VILLAGE HALL	1,141.00	0.00
5211 - POLICE ADMINISTRATION	1,435.30	0.00
5221 - FIRE ADMINISTRATION	1,115.67	0.00
5254 - DAMS	24.10	0.00
5323 - GARAGE	349.51	0.00
5342 - STREET LIGHTING	13,465.72	0.00
5511 - LIBRARY SERVICES	3,901.40	0.00
5512 - MUSEUM	164.14	0.00
5521 - PARKS	873.86	0.00
6200 - PUMPING OPERATIONS	5,595.34	0.00
8010 - WWTP-TREATMENT/DISPOSAL/GP	8,790.49	0.00
8020 - LIFT STATIONS/PUMPING EQUIP	742.45	0.00

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AUGUST2020 42507	EAST TROY SCHOOL DISTRICT AUGUST 2020 TAX SETTLEMENT 720-0000-246200	08/11/2020 rgallo	08/14/2020	30,636.67	0.00	Paid	Y 08/12/2020
	EAST TROY SCHOOL TAX AUG 2020			30,636.67			
AUGUST2020 42509	MUKWONAGO AREA SCHOOLS AUGUST 2020 TAX SETTLEMENT 720-0000-246000 720-0000-246000	08/11/2020 rgallo	08/14/2020	955,709.61	0.00	Paid	Y 08/12/2020
	MUKW SCHOOL TAX AUGUST 2020-WAUKESHA			955,069.48			
	MUKW SCHOOL TAX AUGUST 2020-WALWORTH			640.13			
AUGUST2020 42510	PHANTOM LAKES MGMT DISTRICT AUGUST 2020 TAX SETTLEMENT 720-0000-245000	08/11/2020 rgallo	08/14/2020	6,397.65	0.00	Paid	Y 08/12/2020
	PHANTOM LAKES MGT DISTRICT TAX			6,397.65			
AUGUST2020 42513	WCTC AUGUST 2020 TAX SETTLEMENT 720-0000-246100	08/11/2020 rgallo	08/14/2020	44,599.44	0.00	Paid	Y 08/12/2020
	WAUKESHA TECH COLLEGE TAX			44,599.44			
AUGUST2020 42511	WALWORTH CTY TREASURER AUGUST 2020 TAX SETTLEMENT 720-0000-243110 720-0000-243110 720-0000-243110 720-0000-121000 720-0000-121000	08/11/2020 rgallo	08/14/2020	53,955.56	0.00	Paid	Y 08/12/2020
	WALWORTH COUNTY TAX			11,510.84			
	CDEB			1,362.39			
	STATE			0.23			
	SCHOOL CREDIT			36,550.76			
	FIRST DOLLAR CREDIT			4,531.34			
AUGUST2020 42512	WAUKESHA CTY TREASURER AUGUST 2020 TAX SETTLEMENT 720-0000-243100	08/11/2020 rgallo	08/14/2020	225,344.66	0.00	Paid	Y 08/12/2020
	WAUKESHA COUNTY TAX			225,344.66			
AUGUST2020 42508	GATEWAY TECHNICAL COLLEGE AUGUST 2020 TAX SETTLEMENT 720-0000-246300	08/11/2020 rgallo	08/14/2020	2,729.77	0.00	Paid	Y 08/12/2020
	GATEWAY COLLEGE TAX AUGUST 2020			2,729.77			

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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

# of Invoices:	7	# Due:	0	Totals:	1,319,373.36	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					1,319,373.36	0.00	

--- TOTALS BY GL DISTRIBUTION ---

720-0000-121000	SCHOOL CREDIT	41,082.10
720-0000-243100	WAUKESHA COUNTY TAX	225,344.66
720-0000-243110	WALWORTH COUNTY TAX	12,873.46
720-0000-245000	PHANTOM LAKES MGT DISTRICT TAX	6,397.65
720-0000-246000	MUKW SCHOOL TAX AUGUST 2020-WAUKESHA	955,709.61
720-0000-246100	WAUKESHA TECH COLLEGE TAX	44,599.44
720-0000-246200	EAST TROY SCHOOL TAX AUG 2020	30,636.67
720-0000-246300	GATEWAY COLLEGE TAX AUGUST 2020	2,729.77

--- TOTALS BY FUND ---

720 - TAX ESCROW AGENCY FUND	1,319,373.36	0.00
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--- TOTALS BY DEPT/ACTIVITY ---

0000 - BALANCE SHEET ACCOUNT	1,319,373.36	0.00
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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
SURA MATTHEW J 42726	US BANK CREDIT CARD REFUND FOR TAX CHARGED 150-5231-531100	07/31/2020 rgallo	08/25/2020	(119.20) (119.20)	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42786	US BANK REFUND FOR WALMART MOVIE 440-5890-580600	07/18/2020 rgallo	08/25/2020	(15.12) (15.12)	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42789	US BANK REFUND DVD FROM WALMART 440-5890-580600	07/17/2020 rgallo	08/25/2020	(9.21) (9.21)	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42841	US BANK REFUND CREDIT FOR AMAZON 440-5511-531100	07/16/2020 rgallo	08/25/2020	(20.88) (20.88)	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42842	US BANK REFUND CREDIT DUNHAMS 440-5890-580600	07/28/2020 rgallo	08/25/2020	(120.00) (120.00)	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42843	US BANK REFUND CREDIT AMAZON 440-5511-531100	08/16/2020 rgallo	08/25/2020	(8.99) (8.99)	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42844	US BANK REFUND CREDIT FOR WALMART STORE 440-5511-531100	08/16/2020 rgallo	08/25/2020	(4.42) (4.42)	0.00	Paid	Y 08/18/2020
CASTLE WAYNE A 42535	JASPERSON SOD SERVIC WEGNER AVE. WATER SERVICE REPAIR 610-6452-665200	07/16/2020 rgallo	08/25/2020	99.00 99.00	0.00	Paid	Y 08/18/2020
CASTLE WAYNE A 42536	RIVER S EDGE WASH & LUBE WWTF PICKUP OIL CHANGE 620-8030-828000	08/05/2020 rgallo	08/25/2020	68.24 68.24	0.00	Paid	Y 08/18/2020
DELIKAT CODY 42537	RIVER S EDGE WASH & LUBE WATER SERVICE TRUCK WASH 610-6920-693300	07/23/2020 rgallo	08/25/2020	15.00 15.00	0.00	Paid	Y 08/18/2020

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DELIKAT CODY 42538	NORTHERN TOOL EQUIP WATER TOOLS FOR SERVICE TRUCK 610-6920-693000	08/10/2020 rgallo	08/25/2020	228.54 228.54	0.00	Paid	Y 08/18/2020
	MISC GENERAL EXPENSES						
DELIKAT CODY 42539	NORTHERN TOOL EQUIP WWTFTOOLS FOR SHOP 620-8010-827000	08/10/2020 rgallo	08/25/2020	57.99 57.99	0.00	Paid	Y 08/18/2020
	OPERATION SUPPLY/EXPENSE						
DELIKAT CODY 42540	USPS PO 5657100149 WATER SHIPPING FOR WATER SAMPLES 610-6300-663200	08/13/2020 rgallo	08/25/2020	3.80 3.80	0.00	Paid	Y 08/18/2020
	OPERATION SUPPLY/EXP-TREATMENT						
DOHERTY DIANA 42541	LEAGUE OF WISCONSIN MUNIC LOCAL GOV VIRTUAL WORKSHOP 100-5141-533500	07/27/2020 rgallo	08/25/2020	70.00 70.00	0.00	Paid	Y 08/18/2020
	TRAINING & TRAVEL						
DOHERTY DIANA 42542	INTERNATION IMCA MEMBERSHIP 100-5141-532400	08/10/2020 rgallo	08/25/2020	200.00 200.00	0.00	Paid	Y 08/18/2020
	MEMBERSHIP DUES						
DYKSTRA DIANA 42543	AMZN MKTP US*MV6TX4LW0 DISPOSABLE FACE MASKS 100-5241-531100	07/17/2020 rgallo	08/25/2020	31.62 31.62	0.00	Paid	Y 08/18/2020
	SUPPLIES						
DYKSTRA DIANA 42544	AMZN MKTP US*MF8GO7EL1 COVID FACE MASKS FOR ELECTION DAY 100-5144-531100	07/31/2020 rgallo	08/25/2020	35.16 35.16	0.00	Paid	Y 08/18/2020
	COVID FACE MASKS FOR ELECTION DAY						
DYKSTRA DIANA 42545	AMZN MKTP US*MF6X13UH2 AM DUAL MONITOR BRACKET FOR FINANCE 100-5141-531100	08/13/2020 rgallo	08/25/2020	54.99 54.99	0.00	Paid	Y 08/18/2020
	SUPPLIES						
DYKSTRA DIANA 42546	AMZN MKTP US*MF64C6K90 LABELS FOR ABSENTEE BALLOTS 100-5144-531100	08/13/2020 rgallo	08/25/2020	29.90 29.90	0.00	Paid	Y 08/18/2020
	LABELS FOR ABSENTEE BALLOTS						
DYKSTRA DIANA 42547	AMZN MKTP US*MM15133C1 DISINFECTING WIPES 100-5241-531100	08/13/2020 rgallo	08/25/2020	28.62 28.62	0.00	Paid	Y 08/18/2020
	SUPPLIES						

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DYKSTRA DIANA 42548	AMAZON PRIME*MM10B9AU1 PRIME MEMBERSHIP FOR ALL DEPTS 100-5111-532400 100-5142-532400	08/14/2020 rgallo PRIME MEMBERSHIP DUES PRIME MEMBERSHIP DUES	08/25/2020	119.00 59.50 59.50	0.00	Paid	Y 08/18/2020
DYKSTRA DIANA 42549	AMZN MKTP US*MM3GY3CZ2 AM ABSENTEE LABELS 100-5144-531100	08/15/2020 rgallo ABSENTEE LABELS	08/25/2020	59.80 59.80	0.00	Paid	Y 08/18/2020
DYKSTRA DIANA 42550	AMZN MKTP US*MF8BI6IZ0 WEB CAM FOR MONITOR 100-5142-531100	08/15/2020 rgallo WEB CAM FOR MONITOR	08/25/2020	49.99 49.99	0.00	Paid	Y 08/18/2020
DYKSTRA DIANA 42551	AMZN MKTP US*MM9SU8C22 DUAL MONITOR AND STAND 100-5142-531100	08/15/2020 rgallo DUAL MONITOR AND STAND	08/25/2020	189.94 189.94	0.00	Paid	Y 08/18/2020
DYKSTRA DIANA 42552	AMZN MKTP US*MM71J3O42 AM DUAL MONITORS FOR FINANCE DIRECTOR 100-5141-531100	08/16/2020 rgallo SUPPLIES	08/25/2020	219.98 219.98	0.00	Paid	Y 08/18/2020
DYKSTRA DIANA 42553	AMZN MKTP US*MM3FO7F82 AM WEBCAM FOR FINANCE DIRECTOR 100-5141-531100	08/16/2020 rgallo SUPPLIES	08/25/2020	42.49 42.49	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42554	AMZN MKTP US*MV11J0T51 BRUSH ROLLER 440-5511-531100	07/15/2020 rgallo SUPPLIES	08/25/2020	37.49 37.49	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42556	AMZN MKTP US*MV5403AE1 PROGRAM SUPPLIES 440-5511-533100	07/16/2020 rgallo PROGRAMMING	08/25/2020	117.42 117.42	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42557	AMZN MKTP US*MJ4M45IT2 BELT FOR VAC 440-5511-531100	07/16/2020 rgallo SUPPLIES	08/25/2020	19.83 19.83	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42558	AMZN MKTP US*MV68S6LX2 PROGRAM SUPPLIES 440-5511-531400	07/19/2020 rgallo META SPACE EQUIPMENT & SUPPLIE	08/25/2020	75.83 75.83	0.00	Paid	Y 08/18/2020

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FRISCH LAURA L 42559	AMZN MKTP US*MV47965D1 PROGRAM SUPPLIES 440-5511-533100	07/19/2020 rgallo	08/25/2020	37.35 PROGRAMMING 37.35	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42560	WM SUPERCENTER #1571 RIBBON 440-5511-531100	07/21/2020 rgallo	08/25/2020	10.88 SUPPLIES 10.88	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42561	AMAZON.COM*MV6S57Q10 AMZN FLASH DRIVE 440-5511-531100	07/26/2020 rgallo	08/25/2020	33.98 SUPPLIES 33.98	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42562	WM SUPERCENTER #1571 PROGRAM SUPPLIES 440-5511-533100	07/27/2020 rgallo	08/25/2020	8.94 PROGRAMMING 8.94	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42564	DUNHAMS 186 KAYAKS 440-5890-580600	07/28/2020 rgallo	08/25/2020	559.96 DONATED FUND EXPENDITURES 559.96	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42565	LOWES #02545* LAWN CARE 440-5511-531100	07/28/2020 rgallo	08/25/2020	67.33 SUPPLIES 67.33	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42566	LOWES #00907* TILES FOR PROGRAM 440-5511-533100	07/29/2020 rgallo	08/25/2020	17.41 PROGRAMMING 17.41	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42567	LOWES #02545* LYSOL 440-5511-531100	07/30/2020 rgallo	08/25/2020	18.21 SUPPLIES 18.21	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42568	WM SUPERCENTER #1571 PROGRAM SUPPLIES 440-5511-533100	08/02/2020 rgallo	08/25/2020	31.40 PROGRAMMING 31.40	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42569	PAYPAL *EBAY EBAY EBAY PROGRAM SUPPLIES 440-5511-533100	08/02/2020 rgallo	08/25/2020	32.00 PROGRAMMING 32.00	0.00	Paid	Y 08/18/2020

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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
FRISCH LAURA L 42570	FLEET FARM 5000 BAGS 440-5511-531100	08/04/2020 rgallo	08/25/2020	18.88 18.88	0.00	Paid	Y 08/18/2020
	SUPPLIES						
FRISCH LAURA L 42571	FLEET FARM ECOM 4000 PROGRAM SUPPLIES 440-5511-533100	08/05/2020 rgallo	08/25/2020	37.76 37.76	0.00	Paid	Y 08/18/2020
	PROGRAMMING						
FRISCH LAURA L 42572	MEIJER # 276 PROGRAM SUPPLIES 440-5511-533100	08/05/2020 rgallo	08/25/2020	11.84 11.84	0.00	Paid	Y 08/18/2020
	PROGRAMMING						
FRISCH LAURA L 42573	D J*WALL-ST-JOURNAL SUBSCRIPTION 440-5511-532700	08/06/2020 rgallo	08/25/2020	128.97 128.97	0.00	Paid	Y 08/18/2020
	NEWSPAPERS						
FRISCH LAURA L 42574	STAPLS0185423273000001 OFFICE SUPPLIES 440-5511-531100	08/08/2020 rgallo	08/25/2020	9.80 9.80	0.00	Paid	Y 08/18/2020
	SUPPLIES						
FRISCH LAURA L 42575	AMZN MKTP US*MF3SY4HO2 AM PROGRAM SUPPLIES 440-5511-533100	08/09/2020 rgallo	08/25/2020	27.48 27.48	0.00	Paid	Y 08/18/2020
	PROGRAMMING						
FRISCH LAURA L 42576	AMZN MKTP US*MF08F1YI1 3D PRINTER 440-5511-531400	08/10/2020 rgallo	08/25/2020	469.99 469.99	0.00	Paid	Y 08/18/2020
	META SPACE EQUIPMENT & SUPPLIE						
FRISCH LAURA L 42577	MAILCHIMP *MONTHLY MONTHLY NEWSLETTER 440-5511-534000	08/10/2020 rgallo	08/25/2020	59.99 59.99	0.00	Paid	Y 08/18/2020
	DIGITAL MATERIALS						
FRISCH LAURA L 42578	PICK N SAVE #384 STAMPS 440-5511-531500	08/11/2020 rgallo	08/25/2020	22.00 22.00	0.00	Paid	Y 08/18/2020
	POSTAGE						
FRISCH LAURA L 42579	WM SUPERCENTER #1571 PROGRAM SUPPLIES 440-5511-531400	08/11/2020 rgallo	08/25/2020	23.88 23.88	0.00	Paid	Y 08/18/2020
	META SPACE EQUIPMENT & SUPPLIE						

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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
FRISCH LAURA L 42580	DISPLAYS2GO SIGN HOLDERS 440-5511-531100	08/12/2020 rgallo	08/25/2020	144.04 144.04	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42581	EVERYLIBRARY CONFERENCE 440-5511-533500	08/12/2020 rgallo	08/25/2020	75.00 75.00	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42582	THE HOME DEPOT #4921 PROGRAM SUPPLIES 440-5511-531400	08/12/2020 rgallo	08/25/2020	6.68 6.68	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42583	WAL-MART #1571 PROGRAM SUPPLIES 440-5511-533100	08/14/2020 rgallo	08/25/2020	14.09 14.09	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42586	WM SUPERCENTER #1571 BAGS 440-5511-531100	08/16/2020 rgallo	08/25/2020	26.52 26.52	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42587	AMZN MKTP US*MM6T090T2 PROGRAM SUPPLIES 440-5511-533100	08/16/2020 rgallo	08/25/2020	64.95 64.95	0.00	Paid	Y 08/18/2020
FRISCH LAURA L 42588	AMZN MKTP US*MF0F79YI0 ESCAPE ROOM SUPPLIES 440-5511-533100	08/17/2020 rgallo	08/25/2020	129.36 129.36	0.00	Paid	Y 08/18/2020
GOURDOUX LINDA 42589	TLF*AMERICANA FLOWER STAT FLOWERS TRUSTEE JOHNSON 100-5111-539900	08/05/2020 rgallo	08/25/2020	68.32 68.32	0.00	Paid	Y 08/18/2020
GOURDOUX LINDA 42590	KWIK TRIP 28200002824 COFFEE POLLWORKERS 100-5144-531100	08/11/2020 rgallo	08/25/2020	5.99 5.99	0.00	Paid	Y 08/18/2020
GOURDOUX LINDA 42591	COUSINS SUBS #9160 LUNCH FOR POLLWORKERS SINGLE SERVED 100-5144-531100	08/11/2020 rgallo	08/25/2020	90.70 90.70	0.00	Paid	Y 08/18/2020

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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
HARLEY ROBERT J 42592	DOA E PAY DOC SALES STATE SEALS FOR NEW HOMES 100-5241-532400	07/27/2020 rgallo	08/25/2020	829.54 829.54	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42595	AMAZON.COM*MV0AR9QG1 AMZN DVD 440-5700-532900	07/21/2020 rgallo	08/25/2020	11.99 11.99	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42596	WAL-MART #1571 BACK PACK 440-5511-533000	07/22/2020 rgallo	08/25/2020	22.42 22.42	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42597	WM SUPERCENTER #1571 BACK PACK 440-5511-533000	07/22/2020 rgallo	08/25/2020	9.97 9.97	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42598	AMAZON.COM*MV68Q3Q60 AMZN BOOK 440-5700-532800	07/26/2020 rgallo	08/25/2020	13.59 13.59	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42599	AMZN MKTP US*MV4524YI1 AM PORTABLE DVD PLAYER 440-5511-533000	07/26/2020 rgallo	08/25/2020	55.98 55.98	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42600	AMZN MKTP US*MV10E4Y51 AM THINGERY ITEMS & SUPPLIES 440-5511-533000	07/26/2020 rgallo	08/25/2020	470.13 470.13	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42601	AMAZON.COM*MV6XX5622 AMZN DVD 440-5700-532900	07/27/2020 rgallo	08/25/2020	99.86 99.86	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42602	AMAZON.COM*MV6LO5SP2 AMZN BOOKS 440-5700-532800	07/27/2020 rgallo	08/25/2020	40.47 40.47	0.00	Paid	Y 08/18/2020
ISELY MARY JO 42603	AMZN MKTP US*MV0TH3SX0 DVD 440-5700-532900	07/27/2020 rgallo	08/25/2020	16.99 16.99	0.00	Paid	Y 08/18/2020

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ISELY MARY JO 42604	AMZN MKTP US*MV8G48SA2 AM DUFFLE BAG 440-5511-533000	07/28/2020 rgallo	08/25/2020	14.95	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES			14.95			
ISELY MARY JO 42605	AMAZON.COM*MV00X4SQ2 AMZN DVD 440-5700-532900	07/28/2020 rgallo	08/25/2020	186.04	0.00	Paid	Y 08/18/2020
	AV MATERIAL			186.04			
ISELY MARY JO 42606	AMZN MKTP US*MV4NX0KW0 AM MEMORY CARD 440-5511-533000	07/28/2020 rgallo	08/25/2020	82.26	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES			82.26			
ISELY MARY JO 42607	AMZN MKTP US*MV8VO2K42 AM CARRYING CASE 440-5511-533000	07/28/2020 rgallo	08/25/2020	17.99	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES			17.99			
ISELY MARY JO 42608	AMZN MKTP US*MF8EI94G1 LAWN DARTS 440-5511-533000	07/28/2020 rgallo	08/25/2020	29.99	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES			29.99			
ISELY MARY JO 42609	AMZN MKTP US*MV0H85272 DVD 440-5700-532900	07/28/2020 rgallo	08/25/2020	12.37	0.00	Paid	Y 08/18/2020
	AV MATERIAL			12.37			
ISELY MARY JO 42610	AMAZON.COM*MV2XE6KY2 AMZN BOOK 440-5700-532800	07/29/2020 rgallo	08/25/2020	15.99	0.00	Paid	Y 08/18/2020
	BOOKS			15.99			
ISELY MARY JO 42611	NETFLIX.COM STREAMING SERVICES 440-5511-534000	08/01/2020 rgallo	08/25/2020	15.99	0.00	Paid	Y 08/18/2020
	DIGITAL MATERIALS			15.99			
ISELY MARY JO 42612	AMAZON.COM*MF1347A72 AMZN DVD 440-5700-532900	08/05/2020 rgallo	08/25/2020	19.95	0.00	Paid	Y 08/18/2020
	AV MATERIAL			19.95			
ISELY MARY JO 42613	ACORN TV MONTHLY MONTHLY SERVICE FEE 440-5511-534000	08/08/2020 rgallo	08/25/2020	6.29	0.00	Paid	Y 08/18/2020
	DIGITAL MATERIALS			6.29			

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ISELY MARY JO 42614	AMZN MKTP US*MF9ZK0I81 NINTENDO SWITCH 440-5511-533000	08/08/2020 rgallo	08/25/2020	79.99	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES			79.99			
ISELY MARY JO 42615	AMAZON.COM*MF11E4R21 AMZN DVD 440-5700-532900	08/09/2020 rgallo	08/25/2020	19.96	0.00	Paid	Y 08/18/2020
	AV MATERIAL			19.96			
ISELY MARY JO 42616	AMZN MKTP US*MF7HR95Q0 THINGERY SUPPLIES 440-5511-533000	08/09/2020 rgallo	08/25/2020	18.88	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES			18.88			
ISELY MARY JO 42617	AMZN MKTP US*MF9SJ15N0 THINGERY SUPPLIES 440-5511-533000	08/09/2020 rgallo	08/25/2020	78.79	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES			78.79			
ISELY MARY JO 42618	AMZN MKTP US*MF86B95T0 CARRYING CASE 440-5511-533000	08/09/2020 rgallo	08/25/2020	39.00	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES			39.00			
ISELY MARY JO 42619	AMZN MKTP US*MF9710DX0 XBOX CONTROLLER 440-5511-533000	08/12/2020 rgallo	08/25/2020	64.99	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES			64.99			
ISELY MARY JO 42620	AMAZON.COM*MM33W8FL2 AMZN DVD 440-5700-532900	08/16/2020 rgallo	08/25/2020	58.48	0.00	Paid	Y 08/18/2020
	AV MATERIAL			58.48			
ISELY MARY JO 42621	AMZN MKTP US*MM1ZS2PO1 DVD 440-5700-532900	08/16/2020 rgallo	08/25/2020	201.68	0.00	Paid	Y 08/18/2020
	AV MATERIAL			201.68			
ISELY MARY JO 42622	AMZN MKTP US*MM55P5P61 DVD 440-5700-532900	08/16/2020 rgallo	08/25/2020	263.24	0.00	Paid	Y 08/18/2020
	AV MATERIAL			263.24			
KINDER MATTHEW 42623	OFFICEMAX/DEPOT 6747 WWTF SCADA BATTERY BACKUP 620-8010-833000	07/14/2020 rgallo	08/25/2020	250.76	0.00	Paid	Y 08/18/2020
	MAINT-TREATMENT/DISPOSAL PLANT			250.76			

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KINDER MATTHEW 42624	SHOPBACKFLOW.COM WWTF BACKFLOW PREVENTER TESTER 620-8010-833000	07/17/2020 rgallo	08/25/2020	124.08 124.08	0.00	Paid	Y 08/18/2020
MILLER KENNETH 42625	AMZN MKTP US*MV4VW7490 WATER ROPE FOR ROOF MAINTENANCE WELL 610-6310-663500	07/16/2020 rgallo	08/25/2020	52.63 52.63	0.00	Paid	Y 08/18/2020
MILLER KENNETH 42626	THE HOME DEPOT #4921 WWTF NEW WEED TRIMMER HEAD 620-8010-827000	07/16/2020 rgallo	08/25/2020	19.97 19.97	0.00	Paid	Y 08/18/2020
MILLER KENNETH 42627	AMZN MKTP US*MV1PZ4SZ0 WWTF SAFETY TRAILER FLOOR ELECTRICAL 620-8020-827000	07/27/2020 rgallo	08/25/2020	19.99 19.99	0.00	Paid	Y 08/18/2020
MILLER KENNETH 42628	THE HOME DEPOT #4921 WATER WELL 7 CHLORINE METER REPAIR 610-6300-663200	08/03/2020 rgallo	08/25/2020	3.03 3.03	0.00	Paid	Y 08/18/2020
MILLER KENNETH 42629	THE HOME DEPOT #4921 WELL 4 PUMP ROOM INSULATION 610-6310-663500	08/04/2020 rgallo	08/25/2020	15.12 15.12	0.00	Paid	Y 08/18/2020
MILLER KENNETH 42630	THE HOME DEPOT #4921 WATER SERVICE REPAIR 604 CRESTVIEW 610-6452-665200	08/06/2020 rgallo	08/25/2020	174.28 174.28	0.00	Paid	Y 08/18/2020
MILLER KENNETH 42631	CPI*COLEPARMERINSTRUMT WATER WELL 7 CL2 METER REPAIR 610-6300-663200	08/07/2020 rgallo	08/25/2020	29.89 29.89	0.00	Paid	Y 08/18/2020
PETERSON RANDY 42632	RITTER TECH PEWAUKEE HYDRAULIC LINE 100-5324-539500	07/31/2020 rgallo	08/25/2020	46.50 46.50	0.00	Paid	Y 08/18/2020
PETERSON RANDY 42633	GETZ FIRE EQUIPMENT CO FIRST AID SUPPLIES 100-5323-534800	08/12/2020 rgallo	08/25/2020	34.85 34.85	0.00	Paid	Y 08/18/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
SCHMIDT KEVIN B 42634	STAPLS0185111405000001 1 PACK OF POP-UP PADS, 3 NEW 100-5211-531100 SUPPLIES	07/25/2020 rgallo	08/25/2020	14.17 14.17	0.00	Paid	Y 08/18/2020
SCHMIDT KEVIN B 42635	STAPLS0185338491000001 3 CARTONS OF MULTIFOLD PAPER TOWELS 100-5211-531100 SUPPLIES	08/06/2020 rgallo	08/25/2020	48.75 48.75	0.00	Paid	Y 08/18/2020
STIEN JEFFREY R 42636	WAL-MART #1571 OFFICE SUPPLIES 150-5221-531100 SUPPLIES	07/17/2020 rgallo	08/25/2020	32.09 32.09	0.00	Paid	Y 08/18/2020
STIEN JEFFREY R 42637	THE HOME DEPOT #4921 FIRE SUPPLIES 150-5222-531100 SUPPLIES	07/20/2020 rgallo	08/25/2020	8.42 8.42	0.00	Paid	Y 08/18/2020
STIEN JEFFREY R 42638	WAL-MART #1571 FIRE SUPPLIES 150-5222-531100 SUPPLIES	07/29/2020 rgallo	08/25/2020	47.52 47.52	0.00	Paid	Y 08/18/2020
STIEN JEFFREY R 42639	AMZN MKTP US*MF6VL2M20 PAGER BATTERIES 150-5222-539500 REPAIRS & MAINTENANCE	08/08/2020 rgallo	08/25/2020	111.93 111.93	0.00	Paid	Y 08/18/2020
STREIT DANIEL 42640	DISCOUNTMUGS.COM 50 FACE MASKS WITH DEPARTMENT BADGE 100-5212-531100 SUPPLIES	07/15/2020 rgallo	08/25/2020	274.05 274.05	0.00	Paid	Y 08/18/2020
STREIT DANIEL 42641	AMAZON.COM*MF1FJ3ZIO AMZN 1 BATTERY FOR DISPATCH RADIO HEADSET 100-5211-539500 REPAIRS & MAINTENANCE	08/02/2020 rgallo	08/25/2020	27.75 27.75	0.00	Paid	Y 08/18/2020
STREIT DANIEL 42642	AMAZON.COM*MF4RS65J2 AMZN 3 BATTERIES FOR DISPATCH RADIO 100-5211-539500 REPAIRS & MAINTENANCE	08/09/2020 rgallo	08/25/2020	83.25 83.25	0.00	Paid	Y 08/18/2020
SURA MATTHEW J 42644	AMZN MKTP US*MF75N3JKO REPLACEMENT SPEAKERS 150-5222-539500 REPAIRS & MAINTENANCE	08/03/2020 rgallo	08/25/2020	1,026.00 1,026.00	0.00	Paid	Y 08/18/2020

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WEGNER ANDREW P 42645	ACTIVE911 INC ACTIVE911 ANNUAL SUBSCRIPTION 150-5221-532400 MEMBERSHIP DUES	07/31/2020 rgallo	08/25/2020	611.00 611.00	0.00	Paid	Y 08/18/2020
WEIDL JOHN S 42646	SQ *ESPRESSO LOVE COFFEE ROTARY MEETING 100-5141-533500 TRAINING & TRAVEL	07/15/2020 rgallo	08/25/2020	6.35 6.35	0.00	Paid	Y 08/18/2020
WEIDL JOHN S 42647	TAYLOR S PEOPLES PARK WALKING TOUR DOWNTOWN 100-5670-533500 TRAINING & TRAVEL	07/16/2020 rgallo	08/25/2020	23.92 23.92	0.00	Paid	Y 08/18/2020
WEIDL JOHN S 42648	DAVID ALAN ALAN S SMOKEHO LUNCH WITH BRIOHN 100-5670-533500 TRAINING & TRAVEL	07/17/2020 rgallo	08/25/2020	15.56 15.56	0.00	Paid	Y 08/18/2020
WEIDL JOHN S 42649	E AND S SWEETS THANK YOU BASKET - RR INC 100-5670-521900 PROFESSIONAL SERVICES	07/29/2020 rgallo	08/25/2020	94.72 94.72	0.00	Paid	Y 08/18/2020
WEIDL JOHN S 42650	AMZN MKTP US*MF92Q34I0 WEBCAM COVERS DESKTOP/ZOOM 100-5141-531100 SUPPLIES	08/01/2020 rgallo	08/25/2020	50.38 50.38	0.00	Paid	Y 08/18/2020
WEIDL JOHN S 42651	AMZN MKTP US*MF9K904Y0 EARBUDS FOR LAPTOP 100-5670-531100 SUPPLIES	08/01/2020 rgallo	08/25/2020	37.79 37.79	0.00	Paid	Y 08/18/2020
WEIDL JOHN S 42652	THE BUSINESS JOURNALS NEWSPAPER RENEWAL - AUTO RECURRING 100-5141-532400 MEMBERSHIP DUES	08/03/2020 rgallo	08/25/2020	125.00 125.00	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42653	123RF.COM WEBSITE WORK 440-5890-580600 DONATED FUND EXPENDITURES	07/23/2020 rgallo	08/25/2020	649.00 649.00	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42654	EB RESILIENT TOGETHER CLASS 440-5511-533500 TRAINING & TRAVEL	07/23/2020 rgallo	08/25/2020	237.24 237.24	0.00	Paid	Y 08/18/2020

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ZIMMERMANN ANGE 42655	AMZN MKTP US*MV6B94G02 WEBCAM 440-5511-533100	07/23/2020 rgallo	08/25/2020	92.58 92.58	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42656	AMZN MKTP US*MV03W87R1 FACE MASK 440-5511-531100	07/23/2020 rgallo	08/25/2020	129.95 129.95	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42657	AMZN MKTP US*MV3V23MP0 FACE MASK 440-5511-531100	07/23/2020 rgallo	08/25/2020	98.97 98.97	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42658	AMZN MKTP US*MV7XC8MS2 FACE MASK 440-5511-531100	07/24/2020 rgallo	08/25/2020	185.40 185.40	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42659	TIDIO COMMUNICATOR CHAT COMMUNICATOR 440-5511-534000	07/25/2020 rgallo	08/25/2020	18.00 18.00	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42660	AMZN MKTP US*MV8Q26WE1 TRIPOD 440-5511-533100	07/26/2020 rgallo	08/25/2020	39.96 39.96	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42661	USPS PO 5657100149 MAIL PACKAGE 440-5511-531500	07/27/2020 rgallo	08/25/2020	26.35 26.35	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42662	CUSTOMINK LLC FACE MASKS 440-5890-580600	07/27/2020 rgallo	08/25/2020	209.58 209.58	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42663	CUSTOMINK LLC FACE MASKS 440-5890-580600	07/27/2020 rgallo	08/25/2020	486.11 486.11	0.00	Paid	Y 08/18/2020
ZIMMERMANN ANGE 42664	AMZN MKTP US*MV4YO47X0 LAWN DARTS 440-5511-533000	07/28/2020 rgallo	08/25/2020	43.55 43.55	0.00	Paid	Y 08/18/2020

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ZIMMERMANN ANGE 42665	WAVE - *TIFFANY KELLS PHO LIBRARY PHOTOGRAPHY 440-5890-580600	07/28/2020 rgallo	08/25/2020	315.30 315.30	0.00	Paid	Y 08/18/2020
	DONATED FUND EXPENDITURES						
ZIMMERMANN ANGE 42666	AMZN MKTP US*MV1N07752 MOTOR SET 440-5511-533000	07/29/2020 rgallo	08/25/2020	37.00 37.00	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES						
ZIMMERMANN ANGE 42667	AMZN MKTP US*MF48H2NQ1 FABRIC FOR MASKS 440-5890-580600	07/29/2020 rgallo	08/25/2020	58.50 58.50	0.00	Paid	Y 08/18/2020
	DONATED FUND EXPENDITURES						
ZIMMERMANN ANGE 42668	AMZN MKTP US*MF30Q6JF1 THINGERY GAMES 440-5511-533000	07/30/2020 rgallo	08/25/2020	149.77 149.77	0.00	Paid	Y 08/18/2020
	THINGERY PURCHASES						
ZIMMERMANN ANGE 42669	MOBILE BEACON HOTSPOT 440-5700-581100	07/31/2020 rgallo	08/25/2020	1,910.00 1,910.00	0.00	Paid	Y 08/18/2020
	EQUIPMENT (NON-CAPITALIZED)						
ZIMMERMANN ANGE 42670	AMZN MKTP US*MF49S2EG0 AM HEADSET 440-5511-533100	08/04/2020 rgallo	08/25/2020	77.35 77.35	0.00	Paid	Y 08/18/2020
	PROGRAMMING						
ZIMMERMANN ANGE 42671	SHOCKBYTE SHOCKBYTE MINECRAFT HOST 440-5511-531400	08/04/2020 rgallo	08/25/2020	5.00 5.00	0.00	Paid	Y 08/18/2020
	META SPACE EQUIPMENT & SUPPLIE						
ZIMMERMANN ANGE 42672	UWEX REGISTRATION CLASS 440-5511-533500	08/05/2020 rgallo	08/25/2020	225.00 225.00	0.00	Paid	Y 08/18/2020
	TRAINING & TRAVEL						
# of Invoices:	131	# Due:	0	Totals:	15,310.46	0.00	
# of Credit Memos:	7	# Due:	0	Totals:	(297.82)	0.00	
Net of Invoices and Credit Memos:				15,012.64	0.00		

--- TOTALS BY GL DISTRIBUTION ---

100-5111-532400	PRIME MEMBERSHIP DUES	59.50
100-5111-539900	FLOWERS TRUSTEE JOHNSON	68.32
100-5141-531100	SUPPLIES	367.84

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
100-5141-532400	MEMBERSHIP DUES			325.00			
100-5141-533500	TRAINING & TRAVEL			76.35			
100-5142-531100	WEB CAM FOR MONITOR			239.93			
100-5142-532400	PRIME MEMBERSHIP DUES			59.50			
100-5144-531100	COVID FACE MASKS FOR ELECTION DAY			221.55			
100-5211-531100	SUPPLIES			62.92			
100-5211-539500	REPAIRS & MAINTENANCE			111.00			
100-5212-531100	SUPPLIES			274.05			
100-5241-531100	SUPPLIES			60.24			
100-5241-532400	MEMBERSHIP DUES			829.54			
100-5323-534800	SAFETY SUPPLIES			34.85			
100-5324-539500	REPAIRS & MAINTENANCE			46.50			
100-5670-521900	PROFESSIONAL SERVICES			94.72			
100-5670-531100	SUPPLIES			37.79			
100-5670-533500	TRAINING & TRAVEL			39.48			
150-5221-531100	SUPPLIES			32.09			
150-5221-532400	MEMBERSHIP DUES			611.00			
150-5222-531100	SUPPLIES			55.94			
150-5222-539500	REPAIRS & MAINTENANCE			1,137.93			
150-5231-531100	SUPPLIES			(119.20)			
440-5511-531100	SUPPLIES			766.99			
440-5511-531400	META SPACE EQUIPMENT & SUPPLIE			581.38			
440-5511-531500	POSTAGE			48.35			
440-5511-532700	NEWSPAPERS			128.97			
440-5511-533000	THINGERY PURCHASES			1,215.66			
440-5511-533100	PROGRAMMING			739.89			
440-5511-533500	TRAINING & TRAVEL			537.24			
440-5511-534000	DIGITAL MATERIALS			100.27			
440-5700-532800	BOOKS			70.05			
440-5700-532900	AV MATERIAL			890.56			
440-5700-581100	EQUIPMENT (NON-CAPITALIZED)			1,910.00			
440-5890-580600	DONATED FUND EXPENDITURES			2,134.12			
610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT			36.72			
610-6310-663500	MAINTENANCE-WATER TREATMENT			67.75			
610-6452-665200	MAINTENANCE-SERVICES			273.28			
610-6920-693000	MISC GENERAL EXPENSES			228.54			
610-6920-693300	TRANSPORTATION EXPENSES			15.00			
620-8010-827000	OPERATION SUPPLY/EXPENSE			77.96			
620-8010-833000	MAINT-TREATMENT/DISPOSAL PLANT			374.84			
620-8020-827000	OPERATION SUPPLY/EXPENSE			19.99			
620-8030-828000	TRANSPORTATION EXPENSE			68.24			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			3,009.08	0.00		
	150 - FIRE/AMBULANCE FUND			1,717.76	0.00		
	440 - LIBRARY FUND			9,123.48	0.00		
	610 - WATER UTILITY FUND			621.29	0.00		
	620 - SEWER UTILITY FUND			541.03	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5111 - VILLAGE BOARD			127.82	0.00		
	5141 - VILLAGE ADMINISTRATION/FINA			769.19	0.00		
	5142 - CLERK-TREASURER			299.43	0.00		
	5144 - ELECTIONS			221.55	0.00		
	5211 - POLICE ADMINISTRATION			173.92	0.00		
	5212 - POLICE PATROL			274.05	0.00		
	5221 - FIRE ADMINISTRATION			643.09	0.00		
	5222 - FIRE SUPPRESSION			1,193.87	0.00		
	5231 - AMBULANCE			(119.20)	0.00		
	5241 - BUILDING INSPECTOR			889.78	0.00		
	5323 - GARAGE			34.85	0.00		
	5324 - MACHINERY & EQUIPMENT			46.50	0.00		
	5511 - LIBRARY SERVICES			4,118.75	0.00		
	5670 - ECONOMIC DEVELOPMENT			171.99	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			2,870.61	0.00		
	5890 - USE OF DESIGNATED FUNDS			2,134.12	0.00		
	6300 - WATER TREATMENT OPERATIONS			36.72	0.00		
	6310 - WATER TREATMENT MAINTENANCE			67.75	0.00		
	6452 - T&D-SERVICES MAINTENANCE			273.28	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			243.54	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			452.80	0.00		
	8020 - LIFT STATIONS/PUMPING EQUIP			19.99	0.00		
	8030 - WASTEWATER COLLECTION SYSTE			68.24	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0366			270.00			
	0960			4,994.61			
	1051			374.84			
	2365			1,968.23			
	2380			353.72			
	2544			861.49			
	3167			611.00			
	4366			305.33			
	4746			1,026.00			
	4952			829.54			

08/27/2020 10:31 AM
User: rgallo
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 08/25/2020 - 08/25/2020
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	5538			385.05			
	6347			165.01			
	6370			199.96			
	6639			167.24			
	7940			2,339.26			
	8378			62.92			
	8389			314.91			
	9625			81.35			

08/21/2020 02:18 PM
User: lberndt
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 08/05/2020 - 08/05/2020

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/05/2020	GEN	197 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 080720	100-0000-215250	500.00
		197 (E)		RETIREMENT PR 080720	150-0000-215250	213.04
		197 (E)		RETIREMENT PR 080720	610-0000-215250	100.00
		197 (E)		RETIREMENT PR 080720	620-0000-215250	100.00
						<hr/> 913.04
08/05/2020	GEN	198 (E)	PAYROLLDATA.COM	PAYROLL PROCESSING FEE PR 08/07/20	100-5111-539900	32.62
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5120-539900	9.32
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5141-539900	30.12
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5142-539900	9.32
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5144-521900	27.50
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5211-539900	46.60
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5212-539900	74.90
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5213-521900	9.32
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5241-539900	9.32
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5300-539900	51.26
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5632-539900	4.66
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	100-5670-521900	4.66
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	150-5221-539900	190.85
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	440-5511-539900	101.27
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	610-6902-690300	22.05
		198 (E)		PAYROLL PROCESSING FEE PR 08/07/20	620-8300-840000	17.39
						<hr/> 641.16
08/05/2020	GEN	30213	VANTAGEPOINT TRANSFER AGENTS	RETIREMENT PR 08/07/20 ACCT 305155	100-0000-215250	2,866.00
		30213		RETIREMENT PR 08/07/20 ACCT 305155	440-0000-215250	465.59
		30213		RETIREMENT PR 08/07/20 ACCT 305155	610-0000-215250	357.15
		30213		RETIREMENT PR 08/07/20 ACCT 305155	620-0000-215250	198.72
						<hr/> 3,887.46
TOTAL - ALL FUNDS				TOTAL OF 3 CHECKS		5,441.66

08/06/2020 04:32 PM
User: lberndt
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 30291 - 30295

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/06/2020	GEN	30291	PATRICK MCDONOUGH	MUKV 1963-088	720-0000-121100	1,260.46
08/06/2020	GEN	30292	MUKWONAGO AREA SCHOOLS	RESTITUTION PAYMENT FOR J SINGSIME	100-0000-233000	500.00
08/06/2020	GEN	30293	MUKWONAGO MUNICIPAL COURT	REFUND FOR J SINGSIME RESTITUTION	100-0000-233000	437.00
08/06/2020	GEN	30294	TREASURER STATE OF WI	STATE JAIL FINES JULY 2020	100-0000-242400	4,372.08
08/06/2020	GEN	30295	TREASURER WAUKESHA COUNTY	WAUK COUNTY JAIL FINES	100-0000-243240	1,346.00
			TOTAL - ALL FUNDS	TOTAL OF 5 CHECKS		7,915.54

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User: lberndt
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 201 - 204

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/19/2020	GEN	201 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - JULY	100-5142-539900	5.81
		201 (E)		INVOICE CLOUD MONTHLY FEES - JULY	100-5241-539900	11.62
		201 (E)		INVOICE CLOUD MONTHLY FEES - JULY	410-5363-539900	62.02
		201 (E)		INVOICE CLOUD MONTHLY FEES - JULY	610-6902-690300	62.03
		201 (E)		INVOICE CLOUD MONTHLY FEES - JULY	620-8300-840000	62.02
						<hr/> 203.50
08/19/2020	GEN	202 (E)	EMPLOYEE TRUST FUNDS	SEPTEMBER 2020 PREM HEALTH INSURANCE	100-0000-215300	45,878.12
		202 (E)		SEPTEMBER 2020 PREM HEALTH INSURANCE	150-0000-215300	9,131.84
		202 (E)		SEPTEMBER 2020 PREM HEALTH INSURANCE	440-0000-215300	7,379.26
		202 (E)		SEPTEMBER 2020 PREM HEALTH INSURANCE	610-0000-215300	4,201.26
		202 (E)		SEPTEMBER 2020 PREM HEALTH INSURANCE	620-0000-215300	3,816.74
						<hr/> 70,407.22
08/19/2020	GEN	203 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR082120	100-0000-215250	500.00
		203 (E)		RETIREMENT PR082120	150-0000-215250	213.04
		203 (E)		RETIREMENT PR082120	610-0000-215250	100.00
		203 (E)		RETIREMENT PR082120	620-0000-215250	100.00
						<hr/> 913.04
08/19/2020	GEN	204 (E)	PAYROLLDATA.COM	PAYROLL PROCESING FEE PR 8/21/20	100-5111-539900	23.46
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	100-5120-539900	6.70
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	100-5141-539900	20.11
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	100-5142-539900	6.70
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	100-5211-539900	33.51
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	100-5212-539900	36.86
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	100-5213-521900	6.70
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	100-5241-539900	6.70
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	100-5300-539900	36.86
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	100-5670-521900	3.35
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	150-5221-539900	130.72
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	440-5511-539900	77.08
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	610-6920-693000	16.76
		204 (E)		PAYROLL PROCESING FEE PR 8/21/20	620-8400-856000	13.41
						<hr/> 418.92

TOTAL - ALL FUNDS

TOTAL OF 4 CHECKS

71,942.669

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User: lberndt
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 08/19/2020 - 08/19/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/19/2020	GEN	30403	MINNESOTA LIFE INSURANCE	SEPTEMBER 2020 PREM LIFE INSURANCE	100-0000-215301	1,289.14
		30403		SEPTEMBER 2020 PREM LIFE INSURANCE	150-0000-215301	125.42
		30403		SEPTEMBER 2020 PREM LIFE INSURANCE	440-0000-215301	202.46
		30403		SEPTEMBER 2020 PREM LIFE INSURANCE	610-0000-215301	89.92
		30403		SEPTEMBER 2020 PREM LIFE INSURANCE	620-0000-215301	58.24
						<hr/> 1,765.18
08/19/2020	GEN	30404	VANTAGEPOINT TRANSFER AGENTS	RETIREMENT PR 08/21/20 ACCT 305155	100-0000-215250	2,833.18
		30404		RETIREMENT PR 08/21/20 ACCT 305155	440-0000-215250	465.59
		30404		RETIREMENT PR 08/21/20 ACCT 305155	610-0000-215250	266.60
		30404		RETIREMENT PR 08/21/20 ACCT 305155	620-0000-215250	280.51
						<hr/> 3,845.88
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		5,611.06

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/24/2020	GEN	205 (E)	HASLER MAILING SOLUTIONS	POSTAGE	100-5142-531500	2,500.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		2,500.00

08/27/2020 08:13 AM
User: mschneider
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 08/25/2020 - 08/25/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/25/2020	GEN	206 (E)	DELTA DENTAL OF WISCONSIN	SEPTEMBER 2020 DENTAL PREMIUMS	100-0000-215304	327.46
08/25/2020	GEN	207 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - AUGUST 2020	100-0000-215200	29,376.50
		207 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	8,409.35
		207 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	5,069.76
		207 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	2,224.14
		207 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	2,137.82
						<hr/> 47,217.57
08/25/2020	GEN	30405	AFLAC	ACCOUNT# V1553 AUGUST PREMS	100-0000-215302	312.55
		30405		ACCOUNT# V1553 AUGUST PREMS	150-0000-215302	249.50
		30405		ACCOUNT# V1553 AUGUST PREMS	610-0000-215302	50.76
		30405		ACCOUNT# V1553 AUGUST PREMS	620-0000-215302	50.74
						<hr/> 663.55
08/25/2020	GEN	30406	MUKWONAGO PROFESSIONAL	AUGUST 2020 UNION DUES	150-0000-215500	270.00
08/25/2020	GEN	30407	MUKWONAGO PROFESSIONAL POLICE	AUGUST 2020 POLICE UNION DUES	100-0000-215500	550.00
08/25/2020	GEN	30408	VILLAGE OF MUKWONAGO MRA	AUGUST 2020 FSA	100-0000-215350	2,076.90
		30408		AUGUST 2020 FSA	150-0000-215350	425.38
		30408		AUGUST 2020 FSA	440-0000-215350	23.84
						<hr/> 2,526.12
			TOTAL - ALL FUNDS	TOTAL OF 6 CHECKS		51,554.70

AGENDA ITEM REQUEST FORM

Committee/Board:	Committee of the Whole
Topic:	Discussion and possible recommendation to approve reallocating funds within the Police Capital Budget to defer the impound garage project and use the funds to replace the dispatch center's roof-top HVAC unit.
From:	Kevin Schmidt
Department:	Police
Presenter:	Police Chief Kevin Schmidt
Date of Committee Action (if required)	September 2, 2020
Date of Village Board Action (if required)	September 16, 2020

Information

Subject:

Discussion and possible recommendation to approve reallocating funds within the Police Capital Budget to defer the impound garage project and use the funds to replace the dispatch center's roof-top HVAC unit.

Background Information/Rationale:

We have \$50,000 in the capital budget for new siding and roof on the police impound garage. After speaking with DPW Director Bittner, he feels this may not be enough money. His concern is the building was built in 1985. When they pull the siding and roofing off, they may find damage to the wood studs. His recommendation is to tear it down and build a new pole barn. We have included a new impound garage later in the 5 year capital plan.

The heat/air conditioner unit on the north end of the roof has gone out twice this year. The unit was installed in 2000. We spent over \$1800 on the unit in 2016 for a new heat exchanger. This summer so far, we have spent \$400 for Marten's Plumbing and Heating to get the unit working again. However, they advised the unit needs to be replaced. The current unit is drawing more amps than it should. We received a quote of \$ 8,719.00 for a new unit.

Key Issues for Consideration:

The unit supplies heat and air conditioning to the dispatch center.

Fiscal Impact (if any):

Transfer \$ 8,800 from police capital budget to police operating budget.

Requested Action by Committee/Board:

Transfer \$8,800 from the police capital fund for the police impound garage to the police operating budget building repairs and maintenance account.

Attachments

[Martens proposal - roof unit.pdf](#)



Martens Plumbing & Heating, Inc.
117 MacArthur Drive
Mukwonago, WI 53149
ph262-363-7146 fx262-363-2033
www.martensplumbing.com

PROPOSAL

8/22/2020

21953

VILLAGE OF MUKWONAGO POLICE
 DEPARTMENT
 PO BOX 96
 627 ROCHESTER STREET
 MUKWONAGO, WI 53149

(262) 363-6435

Description	
<p>RE: NORTH ROOFTOP HVAC (DISPATCH AREA)</p> <p>WE PROPOSE TO FURNISH AND INSTALL AS LISTED:</p> <p><ROOFTOP UNIT> BRYANT, 577CNWC24040, 40,000 BTU INPUT HEATING, 2 TON COOLING, 230 V. / 1- PHASE, NATURAL GAS ROOFTOP UNIT ECONOMIZER WARRANTY: 10 YEARS HEAT EXCHANGER / 5 YEARS COMPRESSOR / 1 YEAR PARTS / 1 YEAR LABOR</p> <p><CURB ADAPTER> CURB ADAPTER - TRANE TO BRYANT SEAL AS NEEDED</p> <p><SMEAL LIFT> REMOVE EXISTING ROOFTOP UNIT FROM ROOF AND REMOVE FROM SITE LIFT NEW ROOFTOP INTO PLACE</p> <p><WIRING> CONNECTION TO THE EXISTING: OUTDOOR DISCONNECT OUTLET</p> <p>CONNECTION TO THE EXISTING: THERMOSTAT LINE AND LOW VOLTAGE WIRING NATURAL GAS PIPING ROOF CURB SUPPLY AND RETURN AIR DUCTWORK WITH REGISTERS</p>	



Martens Plumbing & Heating, Inc.
117 MacArthur Drive
Mukwonago, WI 53149
ph262-363-7146 fx262-363-2033
www.martensplumbing.com

PROPOSAL

8/22/2020

21953

VILLAGE OF MUKWONAGO POLICE
DEPARTMENT
PO BOX 96
627 ROCHESTER STREET
MUKWONAGO, WI 53149

(262) 363-6435

Description	
<p>SCOPE: PROTECT ROOF RECOVER REFRIGERANT FROM EXISTING ROOFTOP UNIT</p> <p>DISCONNECT: ROOFTOP UNIT ELECTRICAL WIRING (LINE AND LOW VOLTAGE) NATURAL GAS PIPING</p> <p>REMOVE EXISTING ROOFTOP UNIT FROM SITE</p> <p>INSTALL MATERIAL AS LISTED START AND CHECK OPERATION</p> <p>PERMIT ALLOWANCE.....\$200.00 COMPLETE MATERIAL, PERMIT AND LABOR: TERMS: DUE AT COMPLETION</p> <p>**NO CHARGE FOR 8-12-2020 DATE OF SERVICE UPON ACCEPTANCE...\$200.00 (DOUBLE POLE CONTACTOR REPLACEMENT)</p> <p>DATE _____ ACCEPTED BY _____</p> <p>DATE _____ ACCEPTED BY _____</p> <p>MARTENS PLUMBING & HEATING, INC.</p> <p>WE APPRECIATE THE OPPORTUNITY TO QUOTE THIS PROJECT.</p> <p>THANK YOU, JEFF MARTENS</p>	<p>8,719.00</p>



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Finance Committee
Topic:	Record Retention
From:	Diana Dykstra
Department:	Clerk-Treasurer
Presenter:	
Date of Committee Action (if required):	9/2/20
Date of Village Board Action (if required):	9/16/20

Information

Subject: Purchase of Laserfiche Record Retention Program

Background Information/Rationale:

The Village is in need of a true retention system for official records. I was directed immediately upon hire this was a priority.

I have interviewed several companies. We reviewed the current system, the use of a license system, and subscription cloud based system.

We focused our interest to a Cloud Based Document Management System which will allow employees either onsite or offsite to access documents on any device, to monitor, and store original without alteration documents. This would not be restricted to the number of users or licenses as we have had in the past, or require servers and periodic upgrades.

The software itself does not change based on the vendor, but the cost will vary and the vendor needs to be able to provide training and top notch support. This was another trait we felt very strongly about.

We interviewed and worked with MCCI, CT Access, Municode, and General Code. Some continue to offer onsite license programs which require our own servers and maintenance. Some offer varying users from 5-25 authorized users. All of these options were reviewed and we felt it was in the best interest that we are able to provide access to all our staff onsite and offsite, and not restrict ourselves.

I am recommending General Code Corporation's quote for Laserfiche Cloud Document Management System.

This program will also integrate with BSA software which is what we currently use for licenses, finance, cash receipting, invoicing, and building & zoning.

General Code has a new promotion rolling out in September. This is due to the increase in necessity with smaller municipalities under 10,000 in population due to the current environment. This program would provide us up to 100 full users, and includes a public portal for read only access if we wish to use. This system does not require any computer equipment or server for the Village. I additionally verified with our IT personnel this was acceptable for our needs.



I verified with the Finance Director there is room for us to submit this item for reimbursement under the Wisconsin Road to Recovery Grant.

Examples of other communities that use General Code as a vendor for their Laserfiche systems include:

City of Burlington, WI <https://www.burlington-wi.gov/>

Shorewood, WI <https://www.villageofshorewood.org/>

City of Edgerton <https://www.cityofedgerton.com/>.

Key Issues for Consideration:

During periods of unrest in our state, and the need for emergency preparedness, there is nothing more important than securing our data. I feel this is going to be one of the most important advancements we will make this year. If anything ever happens to public buildings or to our computer equipment, our records will continue to be accessible from anywhere. During the Covid crisis and the need to be able to work virtually, if necessary, would also bring this to eligibility for grant funds through Roads to Recovery. Laserfiche does also team up with FEMA for the CARES grant funding should we need to choose that route.

Fiscal Impact (If any):

The cost for this project is \$5,000 per year and will require additional \$3-4,000 in training costs. The exact final cost would depend on the amount of training we require, but more than likely it would be \$3,500. I have placed a "not to exceed" amount to keep us in line with their cost estimates.

Requested Action by Committee/Board:

Request to move forward with the purchase of the Laserfiche Cloud Document Management System from General Code at a cost not to exceed \$10,000, and seek reimbursement from the Roads to Recovery Grant.

Attachments

Laserfiche Cloud Site License for Under 10k Populations

The Laserfiche Cloud site license introduces a straightforward software license that includes a wide variety of features to benefit all departments of the municipality. The General Code package includes document management automation, a public portal to host public records and all training necessary to get started. All of this is hosted on Amazon Web Services, so no internal IT resources are required.

While many features are available, listed below, we start with this base package and provide the training and resources to get you started. As you become more familiar, we can add automation, integrations with 3rd party applications and more.

Laserfiche Cloud Features

Features		Cloud Add-Ons	
Full Users	Up to 100	Quick Fields Complete with Agent	10+
100 GB storage per user	✓	Workflow Bots for Process Automation	1+
Document Management	✓	Public Portal	Unlimited +
Audit Trail	Advanced with Watermarks	Forms Portal	Unlimited +
Direct Share	✓	Participant or Community Users	Can be Purchased
Data Encrypted at Rest	✓	Cloud Integrations	
Automated and Encrypted Backups	✓	Microsoft 365 Integration w/ Co-Editing	✓
Automated Text Extraction (OCR)	✓	Integration with DocuSign	✓
Import Agent with Email Archiving	✓		
Connector	✓		
Surveys	✓		
Records Management	✓		

*As a cloud based system, updates and new features are automatically pushed out, no IT involvement.

General Code Municipal Package

This is a base package General Code has created for municipal governments designed to be a cost effective tool to digitize records, maintain compliance with records retention laws and provide incredible efficiency to save you hours of work each month.

- **Pre-Built Templates & Folder Structure:** Designed to have you up and running from day 1, with the flexibility to design based on your specific needs.
- **Automated File Naming and Storage:** Easily capture digital or paper documents and the system will automatically name and store them in the appropriate folder so you never lose a document. This feature is for Contracts, Meeting Minutes, Property Records and AP Documents.
- **Public Portal:** We will set up a portal so constituents can find certain types of documents online.
- **Expert Training:** You will feel comfortable using the system in the first day.
- **Options:** The Laserfiche Cloud has many options to expand your use of the system as needs arise.

General Code Pricing Options		
Required	Annual Software and Support Cost (3 yr. contract)	\$5,000.00
Required	Initial Training (Document Management & Public Portal)	\$3,500.00
Optional	Module Training	\$150/hr
Optional	Automation Configuration w/ Laserfiche Process Automation Tools	\$175/hr
Optional	Custom Development Work	\$200/hr

Annual Software and Support

The contract is for 3 years with a locked in price of \$5,000 per year, paid annually before the renewal date. This is the only annually recurring cost for the base package and covers all support as well as access to the software, upgrades and new features.

Initial Training

We will train you on the core functionality of Laserfiche, both as an administrator and end user. A complete training list is in the addendum, and the highlights include:

- Document management automation (naming and storing documents automatically)
- Public Portal set up and training to enable specific folders to be accessible to the public.
- Core features like document capture, searching and working with documents.

Module Training

The Laserfiche site license comes with the ability to create online forms and Surveys, use Laserfiche Connector to manipulate data in 3rd party programs, use Quick Fields to capture batches of documents to save time, and much more. Some of these modules are easy to learn in 1-2 hours while others may take 4-6. We will work with you to determine the amount of hours of training you would like before proceeding with any training.

Automation Configuration w/ Laserfiche Process Automation Tools

Tools included with the Laserfiche Cloud include Workflow, Robotic Process Automation, online Forms, and more. We work to understand your process and use the existing tool set to build automation suited specifically to your environment. All projects will be scoped out ahead of time and the hours/price agreed to before beginning the work.

Custom Development Work

Sometimes, custom coding and development work are required to interface with 3rd party systems. We have the expertise to tackle these projects as well.

Addendum: Training

We start with a pre-installation teleconference and technical review with your designated contact person to establish the agenda for the configuration and training. We then provide customized, hands-on training sessions to ensure that your users keep pace with “best practices” and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

BASIC LASERFICHE CLOUD TRAINING INCLUDES (but not limited to):

Administrative Training:

- User and Groups – Review of:
 - User set up and groups and assigning security rights and privileges
- Fields and Templates (Metadata) – Review of
 - Templates/field setup and field types (including multi-value fields, and dynamic fields)
 - Recycle Bin
- Security – Review of
 - Access rights and folder level permissions
- Audit Trail Review
- Public Portal set up and training
- LF Connector:
 - Installing, configuring and sharing Connector profiles.
- Demonstration on how to use Help Files (context-sensitive)
- Settings

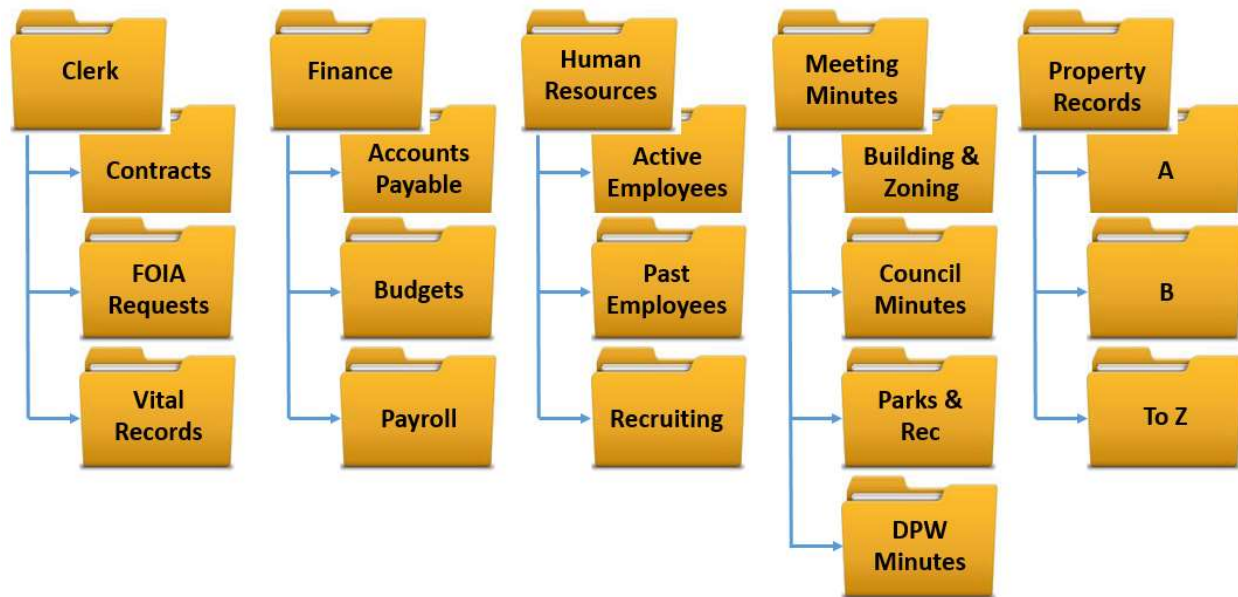
End User Training:

- Laserfiche Repository Overview/Database
- Web Access Interface
 - File Sharing via email
 - Templates and Field Data
 - Copy, cut & paste
 - Importing via Snapshot, Drag and Drop and Scanning
- Document Interface
 - Annotations
- Searching (General and Refined Searches)
- Saved searches
- Microsoft Office Integration

You will also have access to training videos and other resources to help after the initial training.

Addendum: General Code Pre-Configured Items

Pre-Built Folder Structure



Pre-Built Templates to Automate and enhance search ability:

1. AP Documents
 - a. Company Name Text
 - b. AP Document Type List
 - i. Purchase Order, Invoice, Check
 - c. AP Document Date Date
 - d. Invoice Number Text
 - e. PO Number Text
 - f. Check Number Text
 - g. Total \$ Amount Number
2. Meeting Minutes
 - a. Meeting Minute Type List
 - i. Council Minutes, DPW Minutes, Building and Zoning Minutes, Parks and Rec Minutes
 - b. Meeting Date Date
3. Employee File
 - a. First Name Text
 - b. Last Name Text
 - c. Document Type List
 - i. Benefits, Employment Contract, I-9, Medical Records, Onboarding Docs, PTO Requests, W-2
 - d. Social Security Number Text

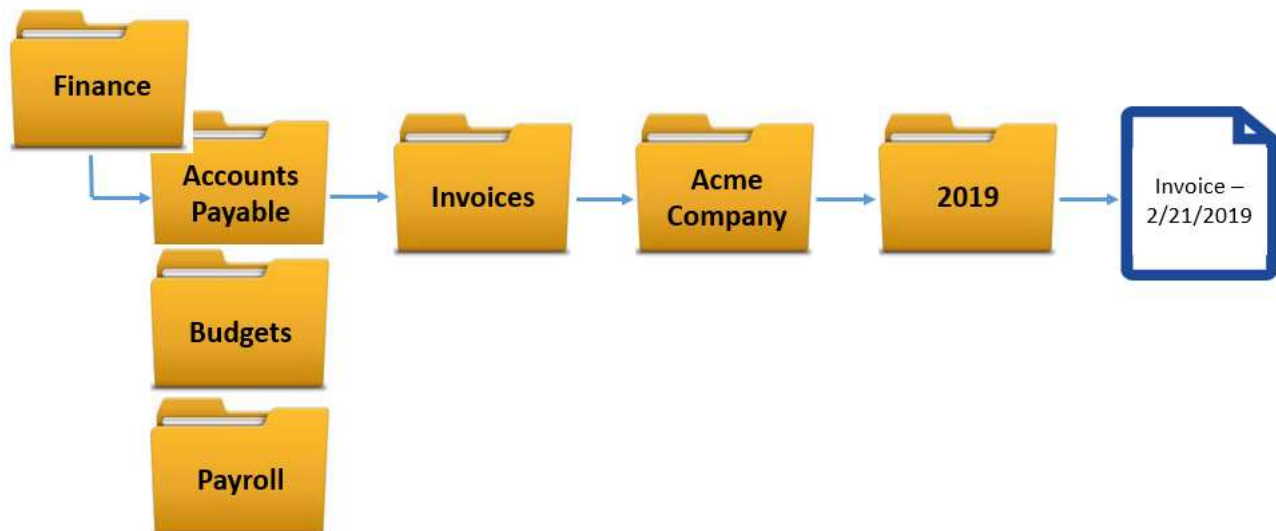
- | | |
|--|------|
| e. Employee Position | List |
| f. Hire Date | Date |
| 4. Property Records | |
| a. Street Number | Text |
| b. Street Name | Text |
| c. Parcel ID | Text |
| d. Property Document Type | List |
| i. Permit, Violation/Complaint, Inspection Report, | |
| 5. Contracts | |
| a. Company/Entity | Text |
| b. Contract Effective Date | Date |
| c. Contract Expiration Date | Date |
| d. Contract Type | Text |

Automated File Naming and Storage

You will be trained to bring documents into the “_Incoming” folder for each of these workflows. Using the Template and Field data, Laserfiche will rename the document, then route it for final storage in the appropriate sub-folder.

1. **Contracts** will be stored in a Vendor Name folder and renamed “*Vendor Name-Contract Type*”.
2. **Meeting Minutes** will be stored in the Department Folder, then a Year folder, and renamed as “*Department Minutes – Date of Meeting*”
3. **Property Records** will be stored in the folder with the first letter of the street name and renamed “*Document Type-Street Number Street Name*”.
4. **AP Documents** will be stored in the Document Type Folder, then Vendor Name Folder, then Year Folder and renamed “*Document Type – Date of Document*”

Example:



Laserfiche Cloud Document Management System



Bryan Fatka
Solutions Account Executive
248-320-3948
BFatka@generalcode.com

**GENERAL
CODE**
CMS Division

LASERFICHE CLOUD LICENSE OVERVIEW

The Laserfiche Cloud license introduces a straightforward software license, hosted storage, technical support and software updates. The licensing option provides a Software as a Service (SaaS) solution hosted on Amazon Web Services.

Laserfiche Cloud Feature Descriptions

Laserfiche Cloud provides a central digital repository accessible from anywhere. With Laserfiche Cloud you can upload, view, and modify content within a streamlined fully responsive web interface. In addition to the central repository, below are some of the great features that come with Laserfiche Cloud.

- **Storage:** Each full user add 100 GB of shared storage to the account.
- **Web Access:** Enables user to access content through a web browser.
- **Microsoft Office Integration:** Integration with Microsoft Office® Suite allows for direct content import as well as indexing capabilities. As a part of this integration, emails and attachments stored in Outlook can be imported to the repository with a single click and auto-indexed with information such as sender, subject, time received, etc.
- **Records Management:** Process records and record folders according to a life cycle, through creation, retrieval, storage, and disposition.
- **Forms:** Create and publish customized e-forms that require no coding or scripting.
- **Business Processes:** Diagram and automate business processes through the process modeler which is based on business process model and notation (BPMN) standards.
- **Import Agent:** Monitors network folders and imports files into the Laserfiche System. Upon import, this utility can perform OCR as well as index and route documents based on the Window's file path or file name.
- **Audit Trail:** Auditing user actions helps to show compliance with legal regulations and contributes to the security of the Laserfiche repository.
- **Laserfiche Connector:** Provides a non-code means for integrating Laserfiche with other applications.
- **Built-In Disaster Recovery:** Documents are backed up 6xs a day with the most recent 3 backups available for a minimum of 14 days.
- **Digital Signatures:** Post signing requests to DocuSign® to sign documents directly from Laserfiche Cloud.

Updates

On a monthly basis Laserfiche adds features and performance enhancements to an existing version of its software known as "updates." Licensee will receive all updates as released.

The *GC Streamline* Cloud Express Package

This is a pre-packaged system General Code has created for municipal governments. This system is designed to be a cost effective tool to digitize records, maintain compliance with Records Retention laws and provide incredible efficiency to save you hours of work each month.

- **Pre-Built Folder Structure:** Designed to have you up and running from day 1 ([see appendix](#)).
- **Pre-Built Templates:** Easily organize your documents with template data similar to an existing metal file cabinet folder structure.
- **Automated File Naming and Storage:** Easily capture digital or paper documents and the system will automatically name them and store them in the appropriate folder so you never lose a document. This feature is for Contracts, Meeting Minutes, Property Records and AP Documents.
- **Expert Training:** You will feel comfortable using the system in the first day.
- **Options:** The Laserfiche Cloud has many options to expand your use of the system as needs arise.

Pre-Installation Teleconference and Technical Review

We will work with your designated contact person to establish the agenda for the configuration and training.

Training Provided

CUSTOMIZED, HANDS-ON-TRAINING

General Code provides practical hands-on training sessions to ensure that your users keep pace with “best practices” and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

BASIC LASERFICHE CLOUD TRAINING INCLUDES:

Administrative Training:

- User and Groups – Review of:
 - User set up and groups and assigning security rights and privileges
- Fields and Templates (Metadata) – Review of
 - Templates/field setup and field types (including multi-value fields, and dynamic fields)
 - Recycle Bin
- Security – Review of
 - Access rights and folder level permissions
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 - Installing, configuring and sharing Connector profiles.
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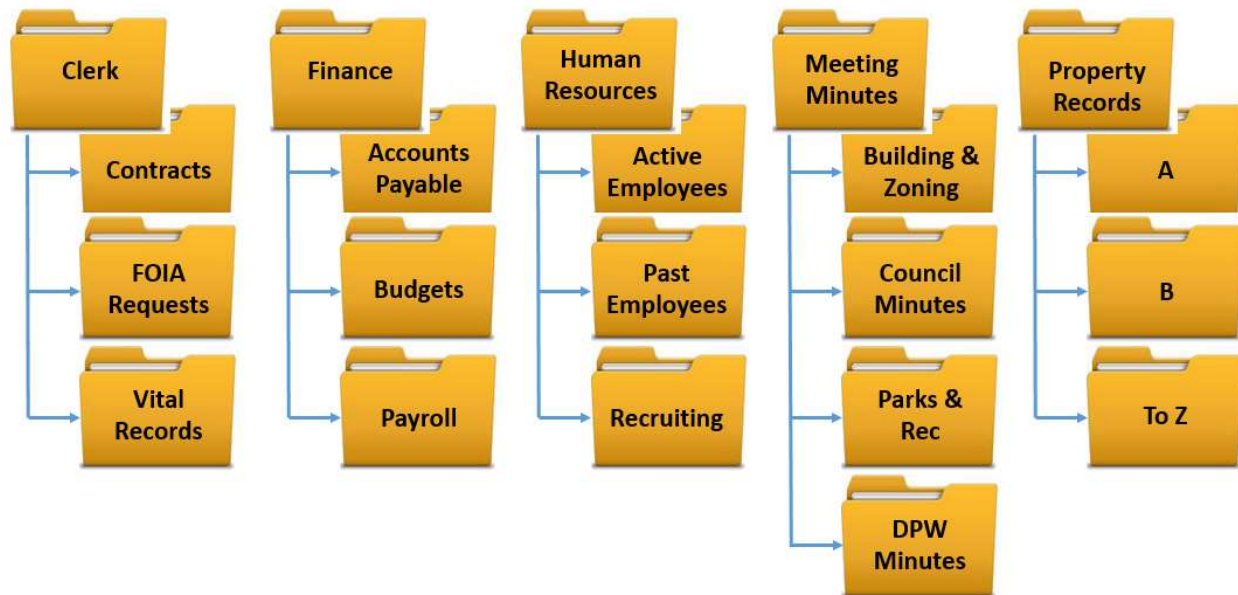
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Pre-Configured Items

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 - a. First Name Text
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 - i. Benefits, Employment Contract, I-9, Medical Records, Onboarding Docs, PTO Requests, W-2
 - d. Social Security Number Text

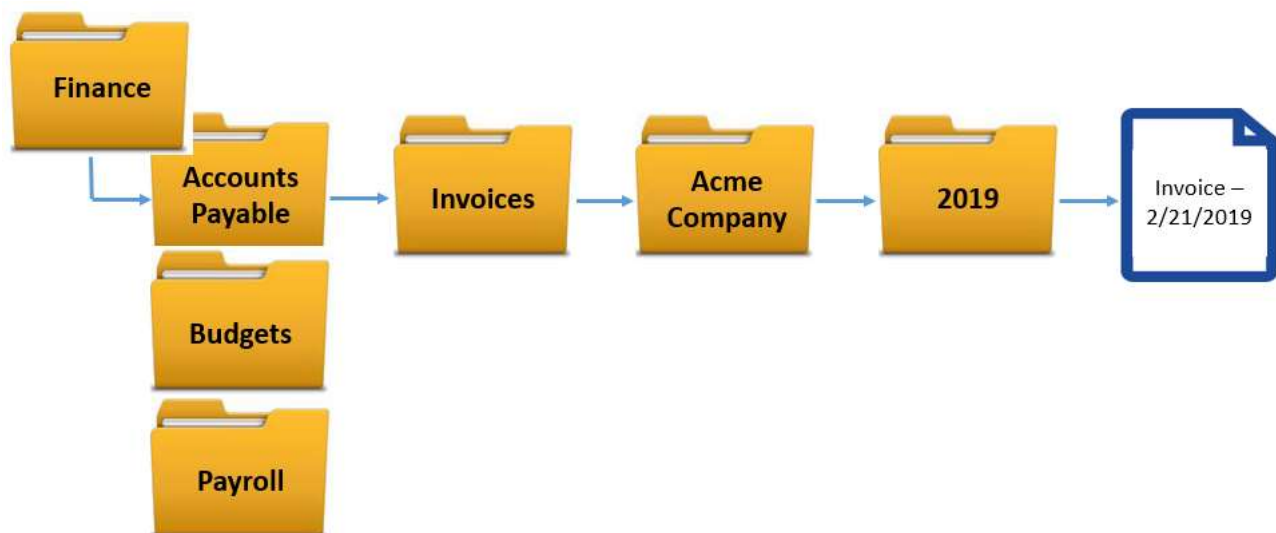
- e. Employee Position List
- f. Hire Date Date
- 4. Property Records
 - a. Street Number Text
 - b. Street Name Text
 - c. Parcel ID Text
 - d. Property Document Type List
 - i. Permit, Violation/Complaint, Inspection Report,
- 5. Contracts
 - a. Company/Entity Text
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 - c. Contract Expiration Date Date
 - d. Contract Type Text

Automated File Naming and Storage for Contracts, Meeting Minutes, Property Records and AP Documents

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Example:



General Code: The Best Laserfiche Solution Provider for Government

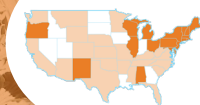
Not all Laserfiche Solution Providers are equal. General Code's added value comes from our experience serving over 2,700 municipal governments. We are experts in organizing information and providing the best tools and solutions for records management and process automation.



Celebrating 55 years of serving local governments
Our primary focus.



A Laserfiche Solution Provider for 20 years
And we are a Platinum Certified Reseller. This credential indicates that we possess an in-depth understanding of ECM solutions and practical applications of Laserfiche to solve government needs.



General Code has more than 400 Public Sector Clients across the U.S.
Including 26 counties, 52 cities, 230 towns and townships, and 72 villages.



A Laserfiche Support Staff of more than 20 People
Installers, trainers, project managers, programmers, helpdesk, technical architects, and solution account executives.



In-depth Understanding of Government Processes...and How to Automate Them
General Code has developed applications to automate Freedom of Information Requests, Accounts Payable, Human Resources, Contract Management, Compliance Tracking, Asset Management, and much more.



Integrations
Our staff is experienced with integrating many applications with Laserfiche to speed content onboarding and access to add value to existing assets. Proven integrations with BS&A, Tyler Munis, New World, JIS, GIS, PACC/PAAM ACT and more.



In Michigan - Avoid RFPs by using the Oakland County G2G Marketplace
"Piggyback" on an established contract. You can avoid issuing an RFP/RFQ, get the best pricing, and expedite the purchasing process.



Government Records Management Experts
We have years of tried-and-true experience working with the published State schedules and requirements and have already incorporated the retention schedules and disposition instructions into Laserfiche for many customers.



User Workshops
We regularly conduct free live, in-person user workshops focused on best practices and region specific information. Attendance at these events enhance Laserfiche skills and improve your organization's operational processes.



Project Delivery

We offer the best practices for delivering, implementing, and integrating your Laserfiche installation. Our full-service approach includes:

- Consulting
- Solution Architecture Review
- Project Management
- Integration Development
- Data Conversions
- Programming
- Workflow Development
- eForm Development
- Records Management Deployment
- Off-Hours Upgrades
- Grant Writing Support



Training

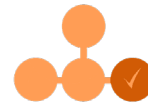
We offer various ways for you and your users to learn more about your Laserfiche system:

- Administration Training
- User Training
- Module Training
- Web Training Videos



Webinars

Log-in to one of our live webinars to learn more about the various applications of our Content Management Solutions for specific roles within organizations.



Laserfiche Certified Professional Program (CPP)

We offer our clients the opportunity to take on-line, step-by-step training courses on setting up, using and optimizing Laserfiche software.



Laserfiche Empower Conference

Empower is the premier Laserfiche conference and largest networking event in the ECM industry. We cover the registration fees for about 20 customers every year to attend this conference in California.



CMS News

You'll receive our e-newsletter that connects you with the latest trends in Content Management.

Bryan Fatka
Solutions Account Executive
248.320.3948

781 Elmgrove Road
Rochester, NY 14624
Toll Free: 855.436.2633
cms.generalcode.com

 Helpdesk: 855.436.5500

**GENERAL
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Content Management

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Committee/Board:	Committee of the Whole
Topic:	Contract with Civi Tek Consulting for the Zoning Code and Sign Code Rewrite Project
From:	_JSW_
Department:	Planning & Zoning
Presenter:	TS
Date of Committee Action (if required):	September 2, 2020
Date of Village Board Action (if required):	September 16, 2020

Information

Subject:

Motion to fully fund the contract with Civi Tek Consulting for \$68,800 (lump sum) for the Zoning Code and Sign Code Rewrite Project.

Background Information/Rationale:

The JUDICIAL COMMITTEE on April 1, 2020 recommended approval of award of the Civi Tek Consulting contract in the amount of \$68,800.

The VILLAGE BOARD considered a motion at their meeting on April 15, 2020 to award a contract to Civi Tek Consulting for a zoning code and sign code rewrite. The contract was awarded, but the Board elected to authorize an expenditure of \$14,500 for the sign code portion of the contract and to evaluate the effects of Covid-19 on municipal finances before authorizing the remaining amount of \$54,300.

The VILLAGE BOARD in May authorized a contract amendment in the amount of \$2,100 for the preparation of a code amendment to address matters relating to conditional uses.

The proposed motion will authorize remaining balance of \$54,300, to fully fund the project as set forth in the contract.

Key Issues for Consideration:**Fiscal Impact (If any):**

Funds have been budgeted for this project.

Requested Action by Committee/Board:

Attachments

AGREEMENT BETWEEN VILLAGE OF MUKWONAGO AND CIVI TEK CONSULTING, LLC

This agreement is between the Village of Mukwonago (Client) and Civi Tek Consulting LLC (Consultant) of 610 S Ferry Drive; Lake Mills, Wisconsin; 53551.

Article 1 Description of Services

- A. **Services provided as part of this agreement.** The Consultant will perform the services and submit the deliverables described in Attachment A, attached hereto.
- B. **Additional services.** The scope of services in this agreement is intended to cover services normally required for this type of project. However, occasionally events occur beyond the control of the Consultant or the Client that create a need for additional services. The Consultant and/or Client shall promptly and in a timely manner bring to the attention of the other the potential need to change the scope of services as set forth above. Such a change shall be approved by both parties. Charges for additional services shall be based on the Consultant's wage and expense schedules in effect at the time those services are requested.
- C. **Excluded services.** The following are specifically not included:
1. detailed studies or investigations not specifically provided for in part A of this article
 2. verification or authentication of work supplied to the Consultant by others
 3. collection of additional information at the Client's instruction
- D. **Standard of service.** Consultant agrees to provide those professional services covered by this agreement in accordance with generally accepted standards of its profession.

Article 2 Client's Responsibilities

- A. Client shall perform the following tasks with regard to this project:
- Provide background information and documents as may be required
 - Offer continuous feedback to the project team
 - Review and submit comments on various drafts
 - Participate in working sessions with the project team
 - Provide notices and secure venues for public meetings
 - Give the consultant team a tour of the Village
 - Serve as a liaison between the public and consultant
- B. Client agrees to provide Consultant with all information, surveys, reports, and professional recommendations and any other related items requested by Consultant in order to provide its professional services. Consultant may rely on the accuracy and completeness of these items. Client agrees to provide this information in a timely manner so as not to delay the orderly and sequential progress of Consultant's services.
- C. Client agrees to promptly advise Consultant of any issue that could affect the performance of the Consultant in completing the scope of services.
- D. Client agrees to render decisions in a timely manner so as not to delay the orderly and sequential progress of Consultant's services.

AGREEMENT BETWEEN VILLAGE OF MUKWONAGO AND CIVI TEK CONSULTING, LLC

Article 3 Schedule

Consultant will immediately commence work on this project and shall continue to work on the project consistent with the timeline set forth below. While the Consultant will perform all work accordingly, the Client understands that there may be unforeseen events which may impact the project's timeline. In all circumstances, the Consultant and Client will remain in close communication.

Key Tasks	Month											
	1	2	3	4	5	6	7	8	9-10	11-12	13-14	15-16
1. Public Participation Plan	■											
2. Project Orientation and Kick-off Meeting	■											
3. Continuing Coordination	■	■	■	■	■	■	■	■	■	■	■	■
4. Issue Identification (Project Scoping)	■	■	■									
5. Background Analysis/Evaluation	■	■	■									
6. Annotated Outline			■	■								
7. Preliminary Discussion Draft (Draft 1)				■	■	■	■					
8. Final Discussion Draft (Draft 2)								■	■			
9. Open house									■			
10. Public Hearing Draft (Draft 3)										■		
11. Public Hearing											■	■
12. Code Adoption												■
13. Training												■

To avoid any confusion on the part of residents and property owners, the Consultant will ensure that all documents and materials created over the course of the project are clearly marked as "Draft" or "Proposed." The intent of this is to ensure the public understands that discussed changes to the zoning code will not be adopted until final action is taken by the Village Board.

Article 4 Compensation and Payments

- A. Consultant will complete the project as described herein for a fixed-fee amount of \$68,800.
- B. Consultant shall bill Client once a month for services rendered during that period. Unless otherwise notified, payments will be made payable to Civi Tek Consulting (EIN #20-4424424) and mailed to 610 S. Ferry Drive; Lake Mills, Wisconsin 53551.
- C. All payments are due Consultant upon receipt of invoice. If payments are not made within 45 days from the date of the invoice, Consultant has the right to (1) withhold all work products, (2) stop work on the project until payment is received, (3) modify any agreed upon schedule by extending such deadlines by an amount of time equal to the number of days payment has been delayed past the due date, and (4) charge an additional amount (i.e., above and beyond any agreed upon not-to-exceed limits or other contract amounts) required to prepare additional notices, letters, and related accounting documents. Invoices not paid within 60 days will be subject to an additional late fee of 1 percent per month of the unpaid balance.

AGREEMENT BETWEEN VILLAGE OF MUKWONAGO AND CIVI TEK CONSULTING, LLC

Article 5 Termination

In the event of termination by Client for other than breach by Consultant, Consultant shall be entitled to payment for all services rendered and expenses incurred prior to the date of termination.

Article 6 Dispute Resolution

Client and Consultant agree to mediate claims or disputes arising out of or relating to this agreement before initiating litigation. The mediation shall be conducted by a mediation service acceptable to both parties pursuant to such rules and terms agreeable to both parties. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and the parties agree to mediate in good faith. In no event shall any demand for mediation be made after such claim or dispute would be barred by applicable law. Mediation fees shall be shared equally.

Article 7 Use and Ownership of Consultant's Documents

Upon completion of this project or termination, and upon payment due Consultant, all work products shall become the property of the Client, with the exception of any web services used for hosting the zoning code and/or sign code.

Article 8 Miscellaneous Provisions

- A. This agreement is governed by the law of the state in which the project is located.
- B. This agreement is the entire and integrated agreement between Client and Consultant and supersedes all prior negotiations, statements or agreements, either written or oral. The parties may amend this agreement only by a written instrument signed by both Client and Consultant.
- C. In the event that any term or provision of this agreement is found to be unenforceable or invalid for any reason, the remainder of this agreement shall continue in full force and effect, and the parties agree that any unenforceable or invalid term or provision shall be amended to the minimum extent required to make such term or provision enforceable and valid.
- D. Neither Client nor Consultant shall assign this agreement without the written consent of the other.
- E. Client and Consultant waive consequential damages for any claims, disputes or other matters in question arising out of or relating to this agreement. Consultant's waiver of consequential damages, however, is contingent upon the Client requiring contractor and its subcontractors to waive all consequential damages against Consultant for claims, disputes or other matters in question arising out of or relating to the project.
- F. Nothing in this agreement shall create a contractual relationship for the benefit of any third party.
- G. With the approval of the Client, Consultant may include descriptions, including graphics, of the project in its promotional and professional materials, including professional resumes and proposals to other municipalities.
- H. Client understands that the Consultant may use subconsultants to perform various parts of the work. Consultant is responsible for all work prepared by the subconsultant. The subconsultants include the following:

- 1. Attorney John Macy (Arenz, Molter, Macy, Riffle, & Larson, S.C.) for legal review

AGREEMENT BETWEEN VILLAGE OF MUKWONAGO AND CIVI TEK CONSULTING, LLC

2. Nicholas Zukauska for illustrations and related graphics
3. Geographic Marketing Advantage (Todd Niedermeyer) for GIS and related mapping

In the event, Consultant wishes to work with any other subconsultants (not listed above), Consultant shall obtain the approval of the Client.

- I. Notwithstanding any other clause written herein, Consultant understands and agrees that the Village is a municipal entity and therefore, is subject to the Wisconsin Public Records Law. Wisconsin Statute Sec. 19.36(3) requires governmental entities to make available for inspection and copying any records produced or collected under a contract entered into by the municipal entity to the same extent as if the record were maintained by the municipality. Therefore, in the event there is a request for any of the documentation pertaining to this agreement, the Consultant shall provide the information as requested and charge no more than the cost to copy said information.
- J. Consultant agrees to indemnify and hold harmless the Client as and against any and all claims, demands, actions or causes of action, including actual attorney fees, which may arise from the Consultant's performance of the terms and conditions of this agreement.
- K. In the event the Consultant misappropriates a trademark and/or copyright as part of this project, the Consultant hereby indemnifies the Client of any resulting claims.
- L. As set forth in the attached scope of services, the Consultant will update the Village's existing ZoningHub site with the applicable parts of the adopted zoning/sign code. The Client is responsible for the annual subscription cost, and has the ability to not renew such subscription at its discretion.

Article 9 Authorization and Date of Agreement

This agreement will become effective when signed by both parties on the date of the last signature.

Consultant

Civi Tek Consulting, LLC



Tim Schwecke, AICP

03-20-2020

Date

Client

Village of Mukwonago

Name and Title

Date

Attachment A. Scope of Services and Deliverables

Scope of Services

Task 1 – Public Participation Plan

We will develop a public participation plan that describes the ways in which the public and others will be involved in the preparation, review, and adoption of the zoning ordinance. This plan needs to be realistic and solicit public input in cost-effective and meaningful ways.

Deliverables: Public participation plan for Village review and approval.

Task 2 – Project Orientation and Kick-off Meeting

At the onset of the project we will conduct an orientation and kick-off meeting with Village staff, the Plan Commission, and others. Our intent is to confirm the goals of the project, review the timeline for the project, and to identify specific issues the project will need to address.

Deliverables: All required meeting materials, visual presentations, or any other resources or materials.

Meetings: One meeting

Task 3 – Continuing Coordination. We will maintain constant contact with Village staff and others throughout the process to ensure the project is moving forward consistent with the adopted timeline and resolve any issues that arise during the project. We will provide regular updates and maintain regular contact.

Task 4 – Issue Identification (Project Scoping)

In this task, we will actively solicit input from a wide variety of people and groups regarding current zoning code requirements, administration procedures, zoning code deficiencies, suggested changes and implementation procedures.

4.1 – Stakeholder Listening Sessions. We will conduct confidential listening sessions with key stakeholders, which could include elected and appointed officials, department staff, and representatives of civic organizations, the local chamber of commerce, business groups, neighborhood groups, and the like. We will work with you to identify a list of potential participants.

4.2 – Scoping Session with Village Staff. In this subtask, we will meet with Village staff to identify issues and concerns they may have regarding the code rewrite.

4.3 – General Scoping Session. The consultant team will conduct a workshop for the Plan Commission, and other invited participants to identify issues the new zoning code should address in new or different ways. After that initial exercise, we will work with the workshop participants to identify and evaluate alternative solutions to the key issues. The purpose of this exercise is to develop consensus on what needs to be addressed in the rewrite and sufficient direction to begin drafting the zoning ordinance.

Deliverables: (1) All required meeting materials; (2) one original and 25 copies of a draft and final memorandum summarizing input received during this task; and (3) electronic files (Microsoft Word and PDF) of the draft and final memorandum.

Meetings: Eight stakeholder listening sessions, one work session with Village staff, and one meeting for the general scoping session.

Task 5 – Background Analysis/Evaluation

5.1 – Review of Comprehensive Plan and other Plans. We will review the Village's adopted comprehensive plan to determine the extent to which the current zoning code conforms to the Village's plan and analyze and document where it does not conform. For those areas of conflict or potential conflict, recommended alternative solutions are sought. Part of this analysis will include the review of the Village's current zoning map to identify areas where there is an inconsistency between the zoning district designation and the desired future land use as recommended in the plans. Part of the following tasks will include proposed "up zonings" and "down zonings" to better conform. Finally, the project team will review the Village's comprehensive plan to determine whether there are regulatory frameworks that would help implement those plans.

5.2 – Review of other Municipal Ordinances. We review other Village regulations (e.g., subdivision and platting, historic preservation, building, utilities and others) to identify potential inconsistencies and gaps. There is a large interest in reviewing other Village regulations pertaining to Planned Unit Developments and finding models which may streamline, as much as possible, the review procedures and timeline to find a process which simplifies the process. The overall intent is to ensure consistency and integration. Recommendations will be provided to address any deficiencies identified in this step.

5.3 – Field Study. The consultant team will complete an on-the-ground visual assessment of the Village to fully understand current land uses and development patterns. It is anticipated that Village staff or another person will take the consultant team on a tour to assist with this task.

5.4 – Review Land Use Decisions Made Under the Existing Code. We will work with Village staff to review a number of recent development projects that were relatively controversial, did not proceed efficiently through the development review process, faced a legal challenge or threats of a legal challenge, or resulted in an undesirable end product. The intent of this task is to identify areas where the current zoning code functions well and where the new code needs to do things differently.

Deliverables: (1) one original and 25 copies of the report and (2) electronic (PDF) file of report.

Meetings: One meeting with the Plan Commission is anticipated to review the written report.

Task 7 – Annotated Outline

We will identify and evaluate new zoning concepts and approaches for potential inclusion in the draft zoning code, with special attention given to addressing the project objectives and the results of the issue identification and zoning code analysis tasks previously described. Based on this information, we will prepare an annotated outline that includes a chapter-by-chapter description of the proposed new zoning code, an overview of the proposed structure and substance of the new zoning code, a discussion of zoning options, and a commentary explaining the rationale for the recommended approach to drafting the zoning code. The annotated outline will include examples of how the new zoning code would be used to implement the recommendations of the comprehensive plan, overlay districts, and neighborhood plans, if any.

The proposed annotated outline will be submitted to Village staff, the Plan Commission, and other Village boards and commissions as deemed appropriate by the Village and others for review and comment. After obtaining general agreement on the contents of the initial draft of the annotated outline, we will prepare a final annotated outline, based on the comments received.

Deliverables: (1) All required meeting materials; (2) one original and 25 copies of the annotated outline; and (3) electronic (PDF) files of all documents.

Meetings: One meeting with the Plan Commission is anticipated to review the annotated outline and solicit feedback.

Task 7 – Preliminary Discussion Draft of Zoning Code (Draft 1)

We will prepare a discussion draft of the zoning code based on the final annotated outline. The new zoning code will be organized into logical topics, which will help create a user-friendly code. The code will include extensive use of graphics, tables, flow charts, matrices, and other methods for facilitating easy use and understanding of the zoning code.

The discussion draft will be presented in distinct modules that will permit easy review. As part of this task, we will evaluate, test, and revise the discussion draft.

Deliverables: (1) All required meeting materials; (2) one original and 20 copies of the preliminary discussion draft of the zoning code; (3) an electronic (PDF) file of the preliminary discussion draft of the zoning code; and (4) an electronic file (ArcGIS) of the zoning map.

Meetings: Five meetings with the Plan Commission are anticipated to review the preliminary discussion draft.

Task 8 – Final Discussion Draft of Zoning Code (Draft 2)

Based on input received from Village staff and Plan Commission, a final draft of the zoning code will be prepared. This draft will be widely distributed to the public for review and comment. Various public meetings will be held to solicit input from the general public, stakeholders, and others.

Deliverables: (1) All required meeting materials; (2) one original and 20 copies of the final discussion draft zoning code text; (3) an electronic (PDF) file of the final discussion draft zoning code text; and (4) and electronic file of zoning map.

Meetings: One meeting is anticipated

Task 9 – Open House

An open house will be held to create an informal setting for residents and others to learn more about the zoning code and to offer their suggestions and comments. Poster sessions will be used to describe the code and what it is intended to accomplish. A formal presentation may be given to highlight the key aspects of the proposed code. Comments collected from this session will be organized and submitted to the Plan Commission for review and consideration. At this point, we would suggest that the open house be held on a weekday from late afternoon into the evening hours to fit the schedule of more residents. Residents tend to like this format because they are able to focus in on those areas that interest them and have their questions answered quickly and efficiently.

Deliverables: All required meeting materials, visual presentations, or any other resources or materials.

Meetings: Open house

Task 10 – Public Hearing Draft Zoning Code (Draft 3)

In this step, we will prepare a public hearing draft zoning code and map based on input from the previous steps. In addition, we will prepare an executive summary explaining the public hearing draft and map and changes from the discussion draft and map. The executive summary will be distributed to the general public and the media prior to the public hearing.

Deliverables: (1) One original and 20 copies of the public hearing draft of the zoning code; (2) one original and 20 copies of the public hearing draft zoning code executive summary; (3) electronic (PDF) file of the public hearing draft zoning code and executive summary; and (4) electronic file of the public hearing draft zoning code map.

Meetings: One work session with the Plan Commission

Task 11 – Public Hearing

The consultant team will attend the public hearing at which time the public hearing draft of the proposed zoning code and map will be presented and public input accepted. We will give a presentation regarding the project, explain the proposal, and respond to questions.

Deliverables: None anticipated

Meetings: One public meeting is anticipated

Task 12 – Code Adoption

Civi Tek will attend a Village Board meeting to present the consensus zoning code and map, as recommended by the Plan Commission.

Deliverables: (1) One reproducible copy of the adopted zoning code; (2) an electronic file of the adopted zoning code; and (3) electronic file of the adopted zoning code map in a format acceptable to the Village.

Meetings: One meeting is anticipated.

Task 13 – Training

We will conduct a training session for the staff (up to 15 hours) and also the Plan Commission (up to 10 hours) with the goal of giving staff and commissioners a working knowledge of the code and administrative requirements. The actual number of hours allocated to each will be determined by the Plan Commission in consultation with staff.

Meetings: Up to two work sessions with staff and up to two meetings with the Plan Commission, depending on absences or need to accommodate schedules.

Deliverables

1 – Application Forms. For each of the various types of development review, we will prepare an application form that asks for the type of information required by the zoning code. These will include examples such as for wetland setback variance application forms, tree removal permit application forms and all associated forms to accomplish the mandated Zoning code inclusions. To complete this task, we will work with the Village's current online application provider, BSA Software, to ensure the proposed applications mirror the online applications and changes are completed to reflect the applications created by the consultant.

2 – Sample Documents. Zoning codes often refer to various documents that may be used or that are required. We will provide samples of each. These may include cross-access agreement, shared parking agreement, letter of credit, flooding easement, and more resulting from the outcome of the Scope of Services and resultant code provisions.

3 – Style Guide. One of the reasons many zoning codes read differently over time is that drafting rules (e.g., word usage and capitalization, etc.) are not followed when amendments are made. To help minimize this tendency, we will provide you with a style guide that we used in writing the code. Ideally, this style guide would be referred to when amendatory ordinances are drafted in the future.

4 – Inventory of Nonconformities. Although one of the goals of drafting a new zoning code is to avoid creating nonconformities, it is inevitable that some nonconforming situations may arise. It is important to document known nonconformities as soon as they are discovered. For this task, we will create a database of nonconformities. Data will be derived from existing sources of information, GIS analysis, and information discovered during the public participation process. Once this task is complete, Village staff will then be able to add new records to the database and revise existing records.

5 – Permanent Zoning Code Website

Once the Village Board adopts the zoning code, we will create a permanent ZoningHub website.

6 – Interactive Sign Code

As an additional feature, the essential elements of the Village's new sign code (i.e., what's allowed where) will be integrated into the Village's ZoningHub website. It will be map-based and fully interactive. That means a person will be able to get zoning details **AND** sign code requirements in the same easy-to-use interface.

7 – Digital File

Upon adoption of the final zoning/sign code, the Consultant will provide a digital file of the entire code to the Client, which can be sent to Municode for codification.



Committee/Board:	Finance Committee
Topic:	Video & Audio Technology Upgrades
From:	Diana Dykstra
Department:	Clerk-Treasurer
Presenter:	Diana Dykstra
Date of Committee Action (if required):	9/2/20
Date of Village Board Action (if required):	9/16/20

Information

Subject: Video and Audio Technology Upgrades Discussion

Background Information/Rationale:

There have been many questions posed to me regarding the ability for the village to video tape meetings as well and produce quality sound and technology for electronic participation.

With the recent pandemic, it has become even more important to have a profound digital presence. We need to be thinking of alternate methods of citizen engagement, without causing more staff time. Our agenda management software company Granicus has a product for Government Transparency Suite which includes Live Streaming of meetings which would integrate with on our web site, and an archival of those videos to be posted similar to our minutes.

The purchase of the required A/V equipment and subscription of three years to provide streaming is estimated to have a flat cost of \$16,700. We would need to add about \$1,500 to this for incidental wiring, possible electrician to install receptacle or mounting.

After the three years, the annual cost would be the subscription to be budgeted in the operations budget at around \$4,400.

Some sample of the types of other Wisconsin Communities that use this service include the below:

Waukesha, WI http://waukesha.granicus.com/MediaPlayer.php?view_id=1&clip_id=3842

Greenville, WI: https://greenvillewi.granicus.com/player/clip/329?view_id=1&redirect=true

Janesville, WI: https://janessville.granicus.com/player/clip/2892?view_id=5&redirect=true

Milwaukee, WI: http://milwaukee.granicus.com/MediaPlayer.php?view_id=2&clip_id=2385

Audio and Visual upgrades for the Board meetings can be reimbursable under the Roads to Recovery or the CARES grant funds. That would mean it is possible we could get reimbursed for 100%. This is not an automatic, but I did confirm with the Finance Director we have some room to submit for additional funds.

My question to the Board is if this is an upgrade is something you want to pursue prior to budget time and request a transfer of funds now, or if you feel this should just be something we include in the 2021 Capital Budget Program.



Key Issues for Consideration: The Board should determine if this upgrade should take place prior to 2021, even if it is not possible to be reimbursed through the grant.

Fiscal Impact (If any): If the funds are reimbursed, then it would be no impact. If the funds are budgeted for 2021 or not reimbursed the impact would be estimated at \$17,700.

Requested Action by Committee/Board:

Determine if this is a project to pursue immediately and seek reimbursement under the Roads to Recovery Grant, or move forward to inclusion in the 2021 Annual Budget.

Attachments



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Chief Elected Officials/Administrators in Municipalities with Libraries, Library Directors
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Tax Exemption Notice
Date: August 17, 2020

Annually Waukesha County sets a special levy for library services. The funds are distributed to the county's public libraries to compensate them for use by non-residents. State law (ss. 43.64(2) Wisc. Statutes) provides that municipalities with libraries may avoid double taxation and exempt themselves from this special levy if they meet certain conditions:

- Exempting library municipalities must levy and expend an amount equal to or greater than the mill rate set by Waukesha County in the preceding year with the exception of joint libraries whose participating municipalities have an alternate option for exempting which is to levy and expend an amount not less than the average of the previous 3 years (ss.43.64 (2)(c)).
- Exempting library communities are required to provide written notification to the county annually.
- The County Code requires that the notification be from the **local governing body** rather than from the clerk alone.
- The County Code also requires a deadline of September 30 so that the County Executive Budget available to supervisors and the general public can properly reflect the county library taxation levels in the Adopted Budget in November.
- Exempting communities must also have a library that meets or exceeds minimum service levels and quality assurance standards (**as revised by the new county library plan and formally adopted by the Waukesha County Board of Supervisors in 2017**) which are certified by the library board. (The libraries have already received their standards certification letters.)

If you would like to exempt your municipality from the Waukesha County library tax, the form (on page 2), ***Request for Exemption from Waukesha County Library Levy 2020 Tax for 2021 Purposes*** must be completed, approved by the Municipality's governing body, signed, and returned to Bridges Library System no later than September 30, 2020. A copy of your adopted municipal ordinance or resolution certifying that your library appropriation meets or exceeds the requirements is also required. Email submission is acceptable as long as the form includes the actual signature.

Thank you for providing library services to our citizens. Strong libraries build strong communities and your commitment to support your library is vital and valued!

**Request for Exemption from Waukesha County Library Levy
2020 Tax for 2021 Purposes**

Name of Community:

Name of library:

We recognize that, pursuant to 43.64 of Wisconsin Statutes, to obtain an exemption from the 2020 county library levy for 2021 purposes, the municipality must certify that during budget year 2021, its library will be provided and be allowed to expend no less than the county library tax rate in the prior year, \$0.245221 per \$1,000 Equalized Value.

In the case of a joint library, an alternate exemption option exists pursuant to ss 43.64 (2) (c). Under this language, each participating municipality in the joint library has the option to certify that during its budget year 2021, the library will be provided and allowed to expend no less than the average of the funding levels of the previous 3 years.

We further recognize that, pursuant to state law, listed funding must be only from municipal sources, not the entire library budget. Reported amounts must exclude fines, fees, and other revenues. Capital expenditures are excluded as well.

I am authorized to certify that the governing body of the municipality has enacted an ordinance or resolution pledging that it will appropriate and allow the library to expend no less than a rate of **\$0.245221** per \$1,000 of the actual state Equalized Value amount for the community that was published by the state on August 14, 2020 or, in the case of a joint library whose municipality may choose this option, that the participating municipality will appropriate and allow the library to expend no less than the average of the funding levels of the previous 3 years.

The community meets its requirement stated above and is therefore eligible for exemption from the 2020 Waukesha County library levy.

Name and Title of Person filling out this form:

Signature

Date

This form, along with a copy of the municipal resolution/ordinance, must be filed no later than September 30, 2020.

Send to:

Bridges Library System

741 N. Grand Avenue, Suite 210

Waukesha, WI 53186

Or email to kkennedy@bridgeslibrarysystem.org

**A RESOLUTION TO CERTIFY THAT THE VILLAGE
SHALL PROVIDE FOR AND ALLOW THE LIBRARY TO EXPEND
NO LESS THAN THE COUNTY RATE IN THE PRIOR YEAR**

WHEREAS, Wisconsin Statutes Section 43.64 provides that certain municipalities may be exempt from the county library levy, and:

WHEREAS, it is the intention of the Village of Mukwonago, by this Resolution, to provide written notice to the Waukesha County Board that the Village of Mukwonago shall appropriate and allow the Mukwonago Community Library to spend a sum at least equal to an amount set forth in Wisconsin Statutes Section 43.64(2)(b)1&2.

NOW THEREFORE BE IT RESOLVED that the Village Board hereby certifies that it shall authorize an appropriation for the Mukwonago Community Library for the year 2020 in an amount at least equal to the amount as set forth in Wisconsin Statutes Section 43.64(2)(b)1&2.

This action is dated and adopted this 16th day of September, 2020.

Fred H. Winchowky, Village President

Diana A. Dykstra, Village Clerk-Treasurer



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	COTW
Topic:	Downtown Tax Increment Financing/ TIF Policies
From:	JSW
Department:	Administration/Finance/Economic Development
Presenter:	JSW
Date of Committee Action (if required):	
Date of Village Board Action (if required):	

Information

Subject: Downtown Tax Increment Financing PowerPoint

Background Information/Rationale: Economic Development Goal number 1 from the Village Board is to “Work with the elected officials to workshop downtown TIF recommendations including review and recommendation on TIF policies.”

Key Issues for Consideration: This included presentation is a basic Q&A regarding the potential use of Tax Increment Financing as a tool for downtown development. This is for information and discussion only at this point.

Later this year, the elected officials will receive a market strategies report that will outline findings, if any, pertaining to the potential of this tool specifically applied to the Village’s downtown area – based on survey data and market analysis.

Please also see the sample TIF policy, provided by the Finance Director. We both believe it is good practice to have a set of policies for any created TIF and tax increment financing use in general. Policies typically cover allowable uses, developer requirements, and the process for receiving and routing a request for the use of TIF monies. This issue was discussed by previous board before the creation of TIDs #4 and 5. At that time, the elected officials decided they wanted flexibility in decision-making that is often constrained by an adopted policy.

Fiscal Impact (If any): None at this time.

Requested Action by Committee/Board: Please review PPT document and sample TIF policy document for discussion.

Attachments

Redevelopment TIF PPT
Sample TIF Policy



Redevelopment Tax Increment Financing District

Mukwonago Village Board
Downtown Redevelopment TIF



What is TIF?

Economic development tool used in Wisconsin and many other states

Allows cities to capture incremental property tax revenue from growth in defined area and use that revenue to benefit that area

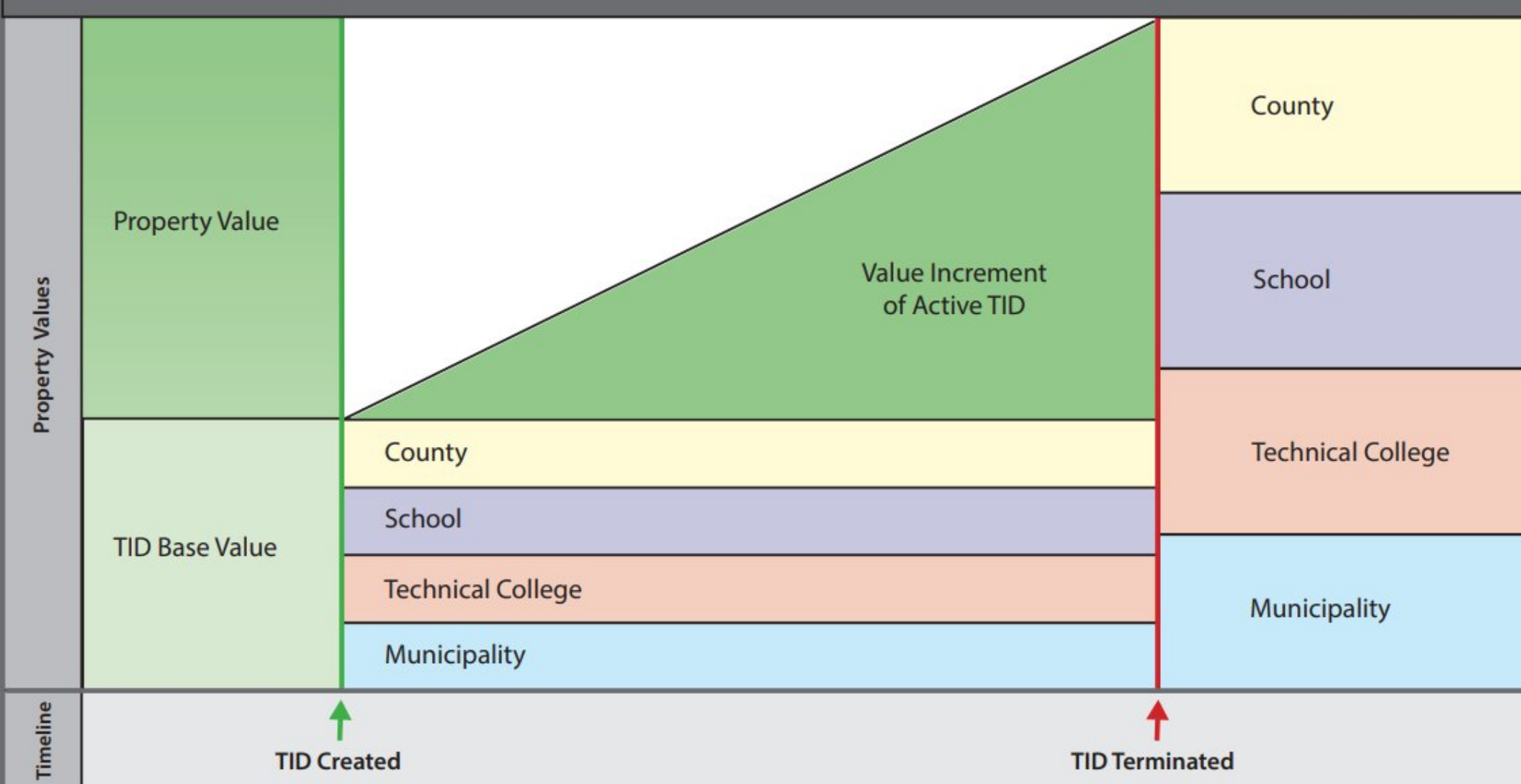
“But For” the use of Tax Increment Financing (TIF), the development expected in the Tax Increment District (TID) would not occur as proposed

Key acronyms: TIF = Tax Increment Financing (the tool) TID = Tax Increment District (where the tool is used - boundary)

TID Requirements

1. Combination of increment value of existing TID(s) and proposed base value of new district(s) CANNOT exceed 12% of total Equalized Value
2. At least 50% of land area in proposed TID is:
 - Blighted
 - In need of Conservation/Rehabilitation
 - In need of Environmental Remediation
 - Suitable and zoned for Industrial development
 - Suitable for Mixed-Use development as determined by any combination of:
 - Industrial
 - Commercial
 - “Qualifying” Residential (limited to 35% of total area newly platted)
3. Property must represent contiguous area and cannot extend beyond corp limits

TID Value Growth and Tax Sharing



Maximum Life of TID

	TID Creation Date		
Type of District	Prior to Oct. 1, 1995	Oct. 1, 1995 - Sept. 30, 2004	Oct. 1, 2004 or Later
Blight Elimination	27 Years	27 Years (+4)*	27 Years (+3)*
Conservation or Rehabilitation	27 Years	27 Years (+4)*	27 Years (+3)*
Industrial	27 Years	23 Years	20 Years (+3)*
Mixed Use	NA	NA	20 Years (+3)*
Town	NA	NA	Exp. Period + 11 Years (16 Years Max.)
*District eligible to receive an extension to maximum life			



Oconomowoc TID #5

21 parcels base value - \$5,681,800

- Façade improvements
- Parking and water access improvements
- Streetscape improvements
- Pedestrian amenities
- Development incentives

Oconomowoc TID #5



12 of 21 units sold and residents currently occupy units
 Restaurant Lago Su Bella in operation
 American Legion Post 91



Historic restoration as a public/private partnership between the building owner, City of Oconomowoc and the WI Economic Development Corporation.



17 of 18 units sold
 Occupancy to occur in late summer 2019

Oconomowoc TID #4

- Goals

1. attracting a diverse residential population back to downtown
2. maintaining the downtown as a center for commerce education and culture and
3. promoting the downtown as an area with a dynamic mix of retail restaurants and entertainment

- How?

- Locations for downtown commercial development should be provided through reinvestment into existing structures and the redevelopment of underutilized sites or vacant lands
- The residential component should be provided by redeveloping suitable underutilized land for relatively high-density apartment and condominium dwelling units



Oconomowoc TID #4

- Below market rate loans available to tenants or owners of housing, commercial, and mixed-use properties
 - Community Development Authority establish revolving loan fund with zero interest loans
- 



Oconomowoc TID #6

17 parcels – base value \$1,700,700

- Property acquisition
 - Environmental remediation
 - Parking
 - Shoreline improvements
 - Streetscaping
 - Infrastructure
 - Developer incentives
 - Economic Development Fund Loans
- 

Oconomowoc TID #6



25% (11 of 44) units sold, Currently there are 3 units occupied
4 of the 8 commercial units sold
Restaurant unit slated to open in August 2019
Wellness spa & Art Studio also planned for commercial spaces



Rehabilitation/ Conservation TID

1. Operating a program of voluntary or compulsory repair and rehabilitation of buildings or other improvements
2. Acquisition of real property and demolition; removal or rehabilitation of buildings and improvements on the property to eliminate unhealthful, unsanitary or unsafe conditions, lessen density, reduce traffic hazards, eliminate uses detrimental to the public welfare, remove or prevent the spread of blight or deterioration, or provide land for needed public facilities
3. Installation, construction or reconstruction of streets, utilities, parks, playgrounds, and other improvements necessary for the objectives of an urban renewal project
4. The disposition of any property acquired in the area of the project for uses meeting the objectives of the urban renewal project

Potential Risks

- Expected growth does not occur -- municipality pays for the improvements with general-purpose tax revenue -- may result in a higher tax levy
- Under-investment of the area does not attract businesses to locate there
- Over-investment on improvements that the private investment cannot pay for places the burden on the Village
- Public holding the elected officials accountable if the TID fails or does not have intended outcomes

VILLAGE OF MUKWONAGO

TAX INCREMENTAL FINANCING (TIF) POLICY

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VILLAGE OF MUKWONAGO

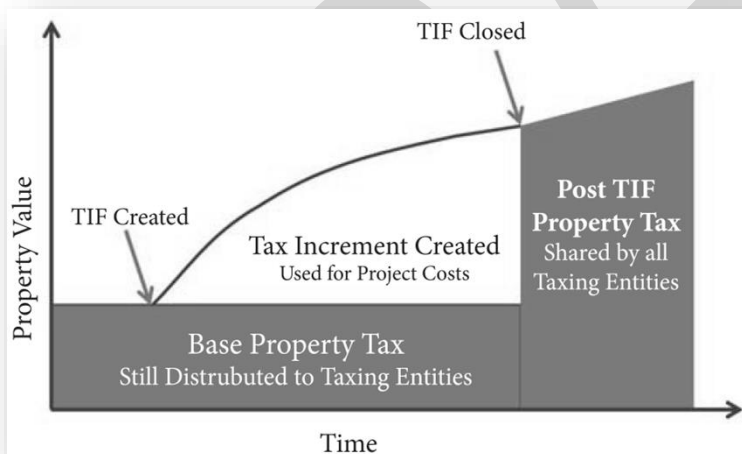
TAX INCREMENTAL FINANCING (TIF) POLICY

What is TIF?

Tax Incremental Financing (TIF) is a financial tool widely used by local municipalities to spur economic development which would otherwise not occur. The revenue generated within a Tax Increment District (TID) is used to pay for such things as public infrastructure, land acquisition and other public improvements within the TID boundaries. It can also be used to provide financial incentives to private developers who develop property in the district. The use of TIF varies from project to project and district to district. It can be used to create industrial parks or commercial areas in undeveloped areas within the Village or to promote redevelopment in older parts of the Village.

How Does TIF Work?

Property owners within a Tax Increment District (TID) pay the same tax rate as those outside of the TID on the full value of their properties. The tax revenues generated on properties within the



TID are split into two components. Revenues generated on the original base value of the TID properties, which is determined at the time the district is created, are allocated among various taxing jurisdictions in the same manner as non-TID properties. The portion of tax attributable to the increase in value from development, called the increment, is placed in a separate fund that is used to pay for project costs incurred by the Village. The Village normally issues debt to pay for the necessary public

improvements, so the increment retained is primarily used to repay debt service. Once all project or debt service costs are recouped by the increment generated, or when the period of time a TID can exist has lapsed, the TID is closed and 100% of the future property taxes assessed on the properties are shared by all of the taxing entities.

Purpose of a TIF Policy

The purpose of this Policy is to articulate to existing or potential businesses the Village of Mukwonago's desire to promote economic development that is consistent with the Village's Comprehensive Plan and provides a community benefit that will ultimately be shared by all taxing entities (Village, School, Technical College, County, and State) impacted through the establishment of Tax Increment District (TID).

Notwithstanding compliance with any or all of the guidelines herein, the provision of TIF assistance is a policy choice to be evaluated on a case-by-case basis by the Village Board. The burden of establishing the public value of TIF shall be placed upon the applicant and the application must substantially meet the criteria contained herein. Village Administration reserves the right to bring any TIF proposal forward for Board consideration.

Meeting statutory requirements, policy guidelines or other criteria listed herein does not guarantee the provision of TIF financial assistance nor does the approval or denial of one project set precedent for approval or denial of another project.

TIF Authority

The authority and regulations for Tax Incremental Financing and the establishment of Tax Increment Districts are found in Wis. Stats. 66.1105. The Village of Mukwonago will undertake a rigorous analysis to ensure proposed projects satisfy the "but for" test embodied within the statutes and also reserves the right to be more restrictive than provided under the statutes.

Basic Provisions

As a matter of policy, the Village of Mukwonago will use Tax Incremental Financing only when a clearly identified Village development objective is served and only to the degree necessary to accomplish that development objective. The Village will consider using Tax Incremental Financing to assist private development in those circumstances where the proposed private project shows a **demonstrated financial gap** and that the financial assistance request is the minimum necessary to make the project feasible. The developer is expected to have exhausted every other financial alternative(s) prior to requesting the use of TIF, including equity participation, other federal and state funds, bonds, tax credits, loans, etc.

It is the intent of the Village to provide the minimum amount of Tax Incremental Financing assistance to make the project viable and not solely to broaden a developer's profit margin on the project. Prior to consideration of a Tax Incremental Financing request, the Village will undertake (at the requestor's cost) an independent analysis of the project to ensure the request for assistance is valid.

In requesting TIF assistance, the developer must demonstrate that there will be a substantial and significant public benefit to the community by eliminating blight, strengthening the economic and employment base of the Village, positively impacting surrounding neighborhoods, increasing property values and the tax base, creating new and retaining existing jobs, and implementing the Comprehensive Plan.

Each project and location is unique and therefore every proposal shall be evaluated on its individual merit, including its potential impact on Village service levels, its overall contribution

to the economy and its consistency with the Comprehensive Plan, Strategic Plan or other community planning documents. Each project must demonstrate probability of financial success.

“BUT FOR” TIF

The fundamental principle – and that which the Village must determine through information provided by the developer – is that the project would not occur “but for” the assistance provided through Tax Incremental Financing. The burden is on the developer to make this case to the Village and not on the Village to make the case for the developer. Should this “but for” determination not be made, Tax Incremental Financing for the project cannot be approved.

TIF Objectives

The Village will consider utilizing Tax Incremental Financing to meet the following basic objectives:

1. Stimulate and revitalize the Village:
 - a. Improving infrastructure;
 - b. Creating a variety of housing opportunities to increase sustainability;
 - c. Preventing or eliminating slums and blighting conditions;
 - d. Constructing mixed-use developments;
 - e. Attracting desirable businesses and retaining existing businesses.
 - f. Encouraging development projects that enhance the streetscape and pedestrian experience and improve the vitality of the downtown area by adding interest and activity on the first floor of mixed-use buildings.
2. Promote efficient usage of land through redevelopment of blighted areas.
3. Strengthen the economic base of the Village and support Economic Development.
4. Stabilize and upgrade targeted neighborhoods.
5. Create and retain family supporting jobs in the Village.
6. Increase property values and tax revenues.
7. Leveraging the maximum amount of non-Village funds into a development and back into the community.

What Development is Eligible?

The type of development that the Village will consider TIF funding includes:

1. Business development (attraction, retention, expansion). TIF assistance will be evaluated on its impact on existing local markets.
2. Mixed-use developments that creatively integrate commercial and retail projects into a residential development.
3. Revitalization of historically significant or deteriorated buildings.
4. Projects that promote Village office and retail development.

5. Projects that promote neighborhood stabilization or revitalization.
6. Projects that promote industrial development.
7. Projects consistent with approved TIF Project Plans.
8. Projects that involve environmental clean-up, removal of slum and blighting conditions.
9. Projects that contribute to the implementation of other public policies, as adopted by the Village in its strategic plans such as promotion of high quality architectural design, energy conservation (i.e. LEED, Energy Star, etc), green infrastructure, etc.

What Development is Ineligible?

The Village will not favor use of TIF funding to help support the following types of development.

1. Speculative office development (projects that have no secured tenants).
2. Relocation of offices, retail and/or commercial uses for purposes other than retaining or substantially expanding the business.
3. Office and retail development outside of the central Village unless part of a Village owned business or industrial park or in the River/Main St. South or Interstate Planning districts.
4. Stand-alone residential development projects unless limited by site and environmental conditions beyond which make the project financially infeasible.
5. Projects not consistent with the Comprehensive Plan.

Eligible Costs

TIF eligible expenditures are defined by Section 66.1105(2)(e) of Wisconsin Statutes, which the Village of Mukwonago may further limit on a project by project basis. The following are typical eligible costs.

1. Capital costs, including actual costs of:
2. Construction of public works or improvements;
 - a. Construction of new buildings, structures, and fixtures;
 - b. Demolition, alteration, rehabilitation, repair or reconstruction of existing buildings, structures and fixtures, other than historic buildings and structures.
 - c. Acquisition of equipment to service the district;
 - d. Restoration of soil or groundwater affected by environmental pollution; and
 - e. Clearing and grading of land.
3. Real property assembly costs.
4. Professional service costs (planning, architectural, engineering, and legal).
5. Relocation costs.
6. Environmental remediation.

7. Organizational costs (environmental and other studies, publication and notification costs).

Criteria for TIF Assistance

All of the following financial criteria must be met in order to be considered for TIF assistance.

1. Equity Requirement. Developers must provide a minimum 15% equity of total project costs. Projects that exceed the 15% equity requirement will be looked upon favorably by the Village. Equity is defined as cash or un-leveraged value in land or prepaid costs attributable to the project. TIF shall not be used to supplant cash equity.
2. 75% Rule. No more than 75% of the net present value of the tax increment generated by a private development shall be made available to the project.
3. Payback Period. 20 year maximum payback period. Preference will be given to projects with payback periods of 10 years or under.
4. TIF Cap. The total amount of TIF assistance should not exceed 35% of total project costs. This limitation may be waived upon approval by the Village Board.
5. Self-Supporting Projects. Each project requesting TIF assistance should generate sufficient tax increment to cover the requested TIF assistance and a portion of any public infrastructure costs within the district.
 - a. No increment from other private development projects within the district may be used to supplement another project's inability to generate sufficient tax increment to cover project costs.
6. Land Assembly Cap. TIF assistance for land/property assembly costs will not be provided in an amount exceeding 10% of the fair market value of the land. The fair market value will be determined by an independent appraiser contracted by the Village with cost of appraisal paid for by developer.
7. Internal Rate of Return. The amount of assistance provided to a developer will be limited to the amount necessary to provide the developer a reasonable rate of return on investment in the project and the subject site. A developer's return on equity, return on cost or internal rate of return will be based on current market conditions as determined by the Village or Village's financial advisor. In no case shall the internal rate of return exceed 30%.
8. Taxable Increase. The project should result in an increase in taxable valuation of at least 20% upon project completion.

Policy Criteria

In addition to meeting all of the above financial criteria, projects must accumulate at least 50 points based on the following policy criteria. Points can range from 0 to the maximum shown below in each category:

Criteria	Maximum Points
1. Attracting, retaining or expanding businesses for the purpose of improving the Village's economic base. a. Documentation of employment or financial projections must be provided by the party making the request and will serve as the basis for the agreement.	25
2. Projects that directly implement specific recommendations of the Village's strategic planning documents such as the Comprehensive Plan, Downtown Action Plan, Riverwalk Plan, Vision Report, Consolidated Plan, Stormwater Plans, etc.	10
3. Projects involving retail development that is targeted to encourage an inflow of customers from outside the Village that result in exported goods, or that provide services or fill retail markets that are currently unavailable or underserved in the Village.	10
4. Presence of extraordinary development/redevelopment costs such as: a. Remodeling/Rehabilitation/Demolition b. Environmental Remediation c. Capital purchases d. Facility expansion e. Public infrastructure	20
5. Proposed employment potential. a. Number of new employees. b. Skill and education levels required for the jobs. c. Range of salary and compensation rates for the jobs as compared with the median income level for the community. d. Cost of public assistance per job. e. Potential for executive relocation.	20
6. Enhance the streetscape and pedestrian experience.	5
7. Historic Preservation. Preservation/rehabilitation of a locally significant historic structure.	5
8. Provides direct benefit to distressed areas through blight elimination.	5
9. Quality of development and overall aesthetics (architectural, site design, landscaping, etc.) beyond that which is minimally required by the Zoning Ordinance.	10

10. Higher standards of Building Design, Materials, and Energy Efficiency such as meeting LEED certification, Energy Star, etc.	5
11. Projects that promote mixed-use development or walkable neighborhoods.	5
12. Projects expected to increase the taxable value by 4 times the current assessed value at the time of development.	5

DRAFT

Process of TIF Approval

Tax Increment District creation requires following statutory prescribed timelines that include notification to the overlying taxing jurisdictions (i.e. public school district, technical college, county, Village), property owners within the district, and published meeting notification in the newspaper. Ultimately the Village's Plan Commission, Village Board, and Joint Review Board all must approve the TIF creation request.

1. A pre-application meeting is held between the developer and the Village.
2. A Tax Incremental Financing Application is submitted by the developer to the Village.
3. The Village will review the Application and determine completeness and whether the proposed project is eligible under the Village's policy and statutory requirements.
4. An analysis of the TIF Plan and financial proformas will be conducted by Village staff and/or outside consultants.
5. Within ninety (90) days of receipt of a completed application staff will schedule a public hearing before the Plan Commission on the Project Plan and District Boundaries. If approved by the Plan Commission, the Project Plan and recommended boundaries will be sent to the Village Board for review. There is a minimum 14 day wait from the public hearing to Board review.
6. The Village Board may approve or deny the proposal to create the Tax Increment District. The Village Board may also adjust the boundaries (retraction only) of the proposed district from that which was recommended by the Plan Commission. If approved, the plan is forwarded to the Joint Review Board to make the final determination that the development will not proceed "but for" the use of TIF.
7. If approved, a Development Agreement is drafted and negotiated between the Village and Developer.
8. Once general agreement has been reached on the terms of the Development Agreement, it will require approval by the Village Board.
9. Execution of the Development Agreement between the Village and Developer.

Structure for Tax Incremental Financing Assistance

1. Tax Incremental Financing assistance will be provided by the Village on a "pay-go" note method or via bond proceeds. Requests for up-front financing may be considered on a case-by-case basis if increment generation is sufficient to meet initial financing and debt service costs and is not the first dollars spent on a project.
2. For "pay-go" structured projects, the project owner shall agree to pay all other outstanding Village of Mukwonago property tax bills prior to disbursement of any pay-go payments by the Village.
3. No Mortgage Guarantees. The Village will not provide mortgage guarantees.
4. Personal Guarantee. The Village will require a personal guaranty for receiving TIF assistance. Amount and form shall be acceptable to the Village.
5. The property owner shall agree not to protest to the Board of Review or Circuit Court the Assessor's determination of the property value for the properties for which the grant is requested.

6. The Village will retain a maximum of 10% of any tax increment received from the project to reimburse for administrative costs. Until such time as the project generates positive tax increment, the Village will charge an administrative fee to the developer to partially offset the cost of record keeping, report preparation, and accounting.
7. When the project is intended as a for-sale development (i.e., office, retail or residential condominiums), the developer must retain ownership of the overall project until final completion; provided, however, that individual condominium units may be sold as they are completed. For all other projects, the developer must retain ownership of the project at least long enough to complete it, to stabilize its occupancy, to establish the project management and to initiate payment of taxes based on the increased project value.
8. Projects receiving assistance will be subject to a “look back” provision. The look back mandates a developer to provide the Village or its financial advisor with evidence of its annualized cumulative internal rate of return on the investment (IRR) at specified periods of time after project completion. The IRR shall be calculated with equity, revenues, and expenses in accord with generally accepted accounting principles.

When the developer owns the subject property and rents space to tenants, supporting documentation shall include certified records of project costs and revenues including lease agreements and sales on a per square foot basis. If the records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally proposed to the Village at the time of development agreement, the developer and the Village shall split, on a 50/50 basis, the increase above the originally projected rates of return.

When the subject property is a for-sale development and the IRR cannot be completed, the developer is to provide financial data after the project is completed. This shall include a calculation of profit on total development costs minus the TIF assistance. If the financial records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally contemplated at the time of development agreement approval, the developer and the Village shall split, on a 50/50 basis, any increase at or above original projected rates of return.

9. Exceptions to TIF Policy. The Village reserves the right to amend, modify, or withdraw these policies or require additional statements or information as deemed necessary. Any party requesting waiver from the guidelines found herein or on any other forms provided for TIF assistance may do so on forms provided by the Village with the burden being on the requestor to demonstrate that the exception to these policies is in the best interests of the Village.

VILLAGE OF MUKWONAGO

TAX INCREMENTAL FINANCING APPLICATION

TAX INCREMENTAL FINANCING APPLICATION
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Please complete and submit the following information to the Village of Mukwonago for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) assistance. The application is comprised of four parts: 1) Applicant Information, 2) Project/Property Information, 4) Project Budget/Financial Information, and 4) Attachments.

Where there is not enough space for your response or additional information is requested, please use an attachment. Use attachments only when necessary and to provide clarifying or additional information.

The Village of Mukwonago reviews all applications for TIF assistance. Failure to provide all required information in a complete and accurate manner could delay processing of your application and Village reserves the right to reject or halt processing the application for incomplete submittals.

For further information please refer to the "Village of Mukwonago Tax Incremental Financing Policy" document.

Applicant Information

Legal Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Legal Entity (check one): ☐ Individual(s) ☐ Joint Tenants ☒ Tenants in Common
☐ Corporation ☐ LLC ☐ Partnership
☐ Other: _____

If not a Wisconsin corporation / partnership / LLC, state where organized: _____

Will a new entity be created for ownership (check one): ☐ Yes ☐ No

Principals of existing or proposed corporation / partnership / LLC and extent of ownership interests:

Name	Address	Title	Interest

Is any owner, member, stockholder, partner, officer, or director of any previously identified entities, or any member of the immediate family of any such person, an employee of the Village of Mukwonago (check one)? ☐ Yes ☐ No

If yes, give the name and relationship of the employee: _____

Have any of the applicants (including the principals of the corporation / partnership / LLC) ever been charged or convicted of a misdemeanor or felony? ☐ Yes ☐ No

If yes, please furnish details: _____

Project / Property Information

Project Narrative

Overall Project Summary and Objectives: _____

Current and Proposed Uses: _____

Description of End Users: _____

Describe any zoning changes that will be needed: _____

Identify any other approvals, permits, or licenses (i.e. Liquor License, Health Department, etc.): _____

Describe briefly what the project will do for the property and neighborhood: _____

Property Summary:

Parcel / Land Area: _____ SF

Building Area: _____ SF

of Dwelling Units: _____

of Stories: _____

of Parking Spaces: _____

Project Timeline	
Step	Date
Final Plan / Specification Preparation	
Bidding and Contracting	
Firm Financing Approval	
Construction / Rehabilitation	
Landscaping / Site Work	
Occupancy / Lease Up	

Development Team

Developer: _____ Architect: _____

Surveyor: _____ Contractor: _____

Other Members: _____

Describe Development Team expertise and experience in developing similar projects: _____

Other current Development Team projects in development: _____

Financial ability of the applicant to complete the project: _____

Full and part-time jobs to be created by the proposed project including estimated salary: _____

Professional Studies

Market Studies: Applications for commercial and residential projects must include a comprehensive market study. The market study must identify target markets, analysis of competition, demographics, market rents, letters of intent/interest from prospective tenants, or for housing developments, sale prices or rental rates of comparable properties.

Appraisal: All projects that involve the transfer of land must include a recent appraisal. Projects that include land as a form of equity or collateral must also submit a recent appraisal. The appraisal must value the property "as is", and the impact on value must be considered for such items as demolition, environmental remediation, relocation of utilities, lease buy-outs, and other work necessary to make the site developable. The property must be valued assuming that the highest and best use is the proposed use.

Project Budget / Financial Information

Identify the sources of funds used to finance the project. Typical sources include equity, lender financing, mezzanine financing, government financing, other anticipated types of public assistance, and any other types or methods of financing.

Use of Funds	Amount (\$)	\$ per SF of Building Area
Land Acquisition		
Demolition		
Environmental Remediation		
Site Clearance and Preparation		
Soft Costs / Fees		
Soft Cost Contingency		
Hard Construction Costs		
Total Projected Costs		

Sources of Funds	Amount (\$)	% of total project costs
Equity		_____ %
Developer Equity		_____ %
Other: _____		_____ %
Total Equity		_____ %
Loans	Rate	Term
Construction Financing	_____ %	_____ mos.
Permanent Financing	_____ %	_____ yrs.
TIF Assistance		_____ %
Other: _____		_____ %
Total Sources of Funds		100%

Source Amount	Terms: Years / Interest	Contact Information
Equity:		
Loans:		
1.		
2.		
3.		
4.		

Detailed Pro Forma (must correspond to line items for Use of Funds on previous page)	
Land Acquisition	\$
Demolition	\$
Site Clearance	
Infrastructure	\$
Utilities / Removal	\$
Utilities / Relocation	\$
Utilities / Installation	\$
Hazardous Materials Removal	\$
Other: _____	\$
Total Site Clearance and Preparation	\$
Soft Costs / Fees	
Project Management (_____ %)	\$
General Contractor (_____ %)	\$
Architect / Engineer (_____ %)	\$
Developer Fee (_____ %)	\$
Appraisal	\$
Soil Testing	
Market Study	\$
Legal / Accounting	\$
Insurance	\$
Title / Recording / Transfer	\$
Building Permit	\$
Mortgage Fees	\$
Construction Interest	\$
Commissions	\$
Marketing	\$
Real Estate Taxes	\$
Other Taxes	\$
Other: _____	\$
Other: _____	\$
Sub-Total Soft Costs / Fees	\$
Soft Cost Contingency	\$

Pro Forma Income and Expense Schedule

Applicants whose projects involve the rental of commercial, retail, industrial, or living units must submit project pro formas that identify income and expense projections on an annual basis for a minimum five-year to a maximum eleven-year period. If you expect a reversion of the asset after a holding period please include that in your pro forma as well. Please check with Village staff to determine the time period needed for the pro forma. Identify all assumptions (such as absorption, vacancies, debt service, operational costs, etc.) that serve as the basis for the pro formas. **Two sets of pro formas are to be submitted. The first set should show the project without TIF assistance and the second set with TIF assistance.**

For owner-occupied industrial and commercial projects, detailed financial information must be presented that supports the need for financial assistance (see below).

Analysis of Financial Need

Each application must include financial analyses that demonstrate the need for TIF assistance. **Two analyses must be submitted: one WITHOUT TIF assistance and one WITH TIF assistance.** The applicant must indicate the minimum return or profit the applicant needs to proceed with the project and rationale for this minimum return or profit. The analyses will necessarily differ according to the type of project that is being developed.

Rental Property: For projects involving rental of space by the developer to tenants (tenants include offices, retail stores, industrial companies, and households) an internal rate of return on equity must be computed with and without TIF assistance based on the pro forma of income and expense prepared for the **Income and Expense Schedule** below. The reversion at the end of the ten-year holding period must be based on the capitalized 11th year net operating income. The reversionary value is then added to the 10th year cash flow before discounting to present value. State all assumptions to the analyses.

For Sale Residential: Show profit as a percent of project cost (minus developer fee and overhead and minus sales commissions and closing costs, which should be subtracted from gross sales revenue). Other measure of profitability may be submitted, such as profit as a percent of sales revenue.

Mixed Use Commercial/For-Sale Residential: Provide either separate analyses for each component of the project or include in the revenue statement for the for-sale portion, the sale value of the commercial component based on the net operating income of the commercial space at stabilization. Indicate how the sale value was derived.

Owner-Occupied Commercial: For projects, such as “big-box” retail projects, provide copies of the analyses that the company needs to meet or exceed the company’s minimum investment threshold(s) for proceeding with the project.

Competitive Projects: In instances where the Village is competing with other jurisdictions for the project (e.g., corporate headquarters, new manufacturing plant), present detailed analyses that demonstrate the capital and operating cost differential between the proposed location(s) in Mukwonago and locations that are seriously being considered by the applicant.

Revenue Projections – Rental Project			
	Year 1	Year 2	>>Year 11
Income rent per sf (or avg.)	\$	\$	\$
Commercial Rent	\$	\$	\$
Commercial Expense Recoveries	\$	\$	\$
Residential Rent	\$	\$	\$
Other Revenue: _____	\$	\$	\$
Gross Potential Income	\$	\$	\$
Commercial Vacancy _____%	\$	\$	\$
Residential Vacancy _____%	\$	\$	\$
Effective Gross Income (EGI)	\$	\$	\$
Expenses			
Maintenance & Repairs	\$	\$	\$
Real Estate Taxes	\$	\$	\$
Insurance	\$	\$	\$
Management Fee	\$	\$	\$
Professional Fees	\$	\$	\$
Other Expense: _____	\$	\$	\$
Other Expense: _____	\$	\$	\$
Total Expenses	\$	\$	\$
Net Operating Income (NOI)	\$	\$	\$
Capital Expenses (reserves, tenant improvements, commissions)	\$	\$	\$
Debt Service	\$	\$	\$
Net Cash Flow (before depreciation)	\$	\$	\$
Reversion in Year 10			
Year 11 NOI before Debt & Capital Expenses	\$		
Capitalization Rate		%	
Gross Reversion	\$		

Revenue Projections – For-Sale Project			
Gross Sales Revenue			
Housing Units	Unit Type*	Number	Price / Unit
			\$
			\$
			\$
			\$
			\$
			\$
Total Housing Sales:			\$
*affordable units if any			
Housing Unit Upgrades:			\$
Commercial Space	Unit Type	Size (SF)	Price per SF
			\$
			\$
Total Commercial Sales			\$
Total Gross Sales Revenue			\$
Cost of Sales			
Commissions	%	\$	
Marketing	%	\$	
Closing	%	\$	
Other Costs: _____	%	\$	
Total Costs of Sales			\$
Net Sales Revenue			\$

Attachments

Summary Letter

Provide a summary of the project in the form of a letter addressed to the Village Administrator. The letter should not exceed two (2) pages in length and should include only the following essential information about the project:

- Description of site or building
- Description of end users
- Profitability
- Current and proposed uses
- Project start and end dates
- Description of public benefits, including job creation
- Overview of private-sector financing
- Amount of TIF assistance requested
- Name of developer and owner
- Summary of increment projections
- Statement regarding why TIF is essential and why the “but for” provision will be met
- Total development costs

Note: In the “but for” discussion, you must clearly describe why TIF is needed to help this project and why the project will not / cannot proceed without such support. Failure to clearly provide the “but for” explanation will delay action on your application.

Project Narrative

Provide an in-depth overview of the project in narrative format. The narrative must include a description of the following aspects of the project:

- Current condition of the site and historical overview that includes the size and condition of any existing structures, environmental conditions, and past uses of the site.
- Proposed use(s) of project (e.g. industrial, commercial, retail, office, residential for sale or rental, senior housing, etc.).
- Construction information about the project including: size of any existing structure to be demolished or rehabbed; size of any new construction; types of construction materials (structural and finish); delineation of square foot allocation by use; total number and individual square footage of residential units; type of residential units (e.g. for-sale, rental, condominium, single-family, etc.); number of affordable residential units; number and type of parking spaces; and construction phasing.
- If in an existing TID or redevelopment area, confirm that this project is consistent with the goals and objectives in the Project or Redevelopment Plan.
- A summary of the proposed “green” features to be included in the project. All projects that receive TIF assistance are encouraged to include environmentally friendly features.

Filing Requirements

You must provide all of the following items with your signed application:

- **Fee:** An application fee of 1% per project cost or \$2,500, whichever is greater. This fee is to cover Village costs associated with evaluating the TIF application. Make your check payable to the Village of Mukwonago.
- **Site Maps:** Provide a map that shows the location of the site. Also provide a map that focuses on the project and its immediate surroundings. Both maps should be no larger than 11x17 inches. Larger maps may be required for projects presented to the Plan Commission or Village Board.

- **Project Renderings:** Provide preliminary architectural drawings, plans, and renderings for the project. These drawings should be no larger than 11x17 inches. Larger drawings may be required for projects presented to the Plan Commission or Village Board.

Notes

- If the project requires planning and zoning approvals, you must make these applications concurrent with this request.

Agreement

I, by signing this application, agree to the following:

- I have read and will abide by all the requirements of the Village for Tax Incremental Financing.
- The information submitted is correct.
- I agree to pay all costs involved in the legal and fiscal review of this project. These costs may include, but not be limited to, bond counsel, outside legal assistance, and outside financial assistance, and all costs involved in the issuance of the bonds or loans to finance the project.
- I understand that the Village reserves the right to deny final approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
- The undersigned authorizes the Village of Mukwonago to check credit references and verify financial and other information.
- The undersigned also agrees to provide any additional information as may be requested by the Village after filing of this application.

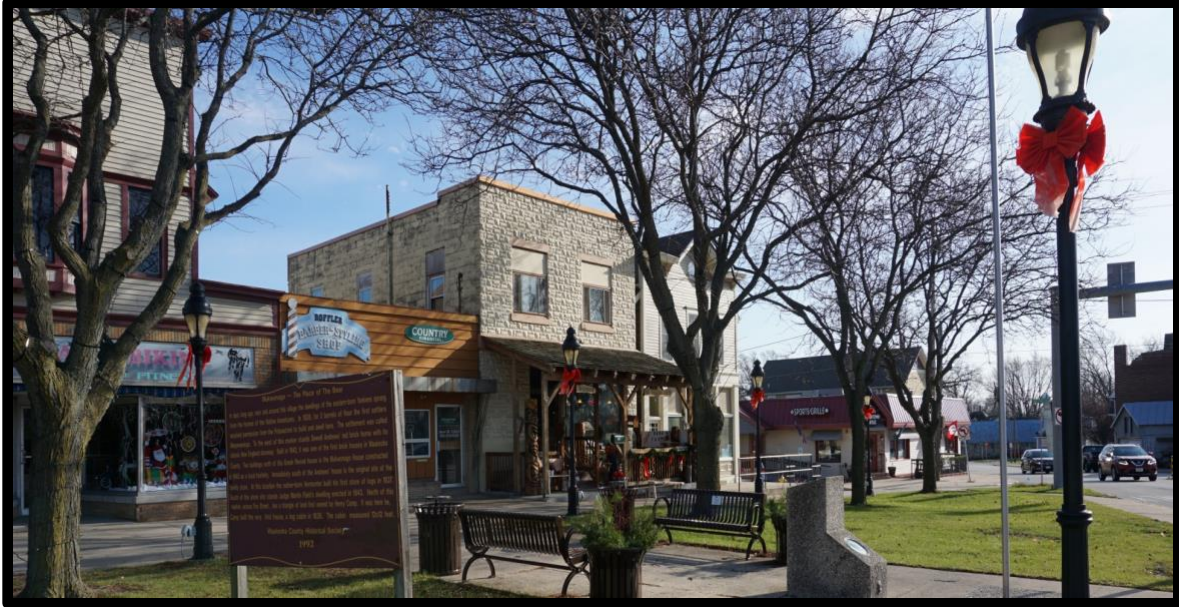
Applicant Printed Name / Title

Applicant Signature

Date

Art Fair at the Square

Sponsored by The Country Porch & Mukwonago Chamber of Commerce



Join us for an Art Fair!

- Saturday, September 19th
- 10:00 am - 4:00 pm
- Located in the heart of downtown Mukwonago - right on the Square!

Details

- Live fine art auction from 3:00 - 4:00 pm at Red Brick Museum grounds
- Auction proceeds to benefit The Red Brick Museum
- Shop the storefronts as well as the various vendor tents
- Come rain or shine

Contact Us

Contact The Country Porch for any questions!
countryporch1@gmail.com
(262)853-1291

Country Porch LLC
MUKWONAGO RED BRICK MUSEUM ART FAIR FUNDRAISER
83 AND CTH 83, Mukwonago, WI 53149
September 19, 2020 10am - 4pm
Plan of Operation

Red Brick Art Fair Plan of Operation

Set-up 8am (roads closed), cleanup 4:01pm- Committed to assisting in opening the roads as quickly as possible

Expecting: 500+ patrons, 20+ vendors, and chamber member businesses to participate

Vendors in 10x10 tents will be set up on Atkinson Street, Mount Olive Church, grounds at Red Brick Museum and village green space which will include a portable toilet with hand sanitizing station

No electricity provided (**The Square Lights only work at dusk **The Flagpole always works)

Road Closures: Atkinson St. on the West (Mt. Olive) & East Side (Badger Burger)

Parking for volunteers and patrons will be included on the Event Map, such as Mt. Olive (following approval), Little Lambs Childcare, & the Public Lot

DPW:

Barricades- Both ends of Atkinson St- west and east sides and parking lot entrance/exit on behind **Two by former Crazy Bear location so folks do not drive up the street the wrong way.

Per Covid-19 regulations from the State of Wisconsin Executive Orders we will incorporate and direct vendors with the following information:

In Addition, until the Covid-19 Regulations are lifted:

Practice social distancing; 6 feet apart. Booths set farther apart.

Social Distancing Signs will be posted.

Vendors will be required to have hand sanitizer at tent.

Please call Barb with any questions (262) 853-1291 or email countryporch1@gmail.com

The Country Porch and Mukwonago Chamber of Commerce Presents:

Art Fair at the Square

Saturday, September 19th, 2020

10:00 am - 4:00 pm

We are offering you a business opportunity to display and sell your fine art at The Square in Mukwonago. Spaces are offered on a first come basis, pending approval. Your application and deposit holds your spot.

Registration fee: \$40/booth

NOTES:

- Vendors may begin setting up at 8:00 am on 9/19 and takedown begins at 4:01 on 9/19.
- No electricity is provided.
- Vendors are responsible for bringing their own tables, chairs, tents and hand sanitizer.
- Each vendor is responsible for their own setup, take down and clean up.

RAFFLE DONATIONS:

- Vendors are encouraged to donate one of their special items for the Red Brick Museum Raffle to be held at 3:00 pm.
- A minimum value of \$50 is requested. 50% of the proceeds will be given to the Red Brick Museum. You may keep the rest or choose to donate 100%.

An email will be sent to confirm your registration. Prior to the event, an email will also be sent with your booth number and parking information.

This event is taking place rain or shine. There are no refunds for any reason.

Art Fair at the Square Vendor Application Form 2020

Registration Fee: \$40/booth

Return Application and check payable to: The Country Porch, 110 Main Street,
Mukwonago, WI 53149
(262) 853-1291

BUSINESS NAME _____

CONTACT PERSON _____ PHONE _____

ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS _____

WHAT WILL YOU BE SELLING (please include photos/description) _____

SIGNATURE _____ DATE _____

FF

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

VILLAGE OF MUKWONAGO SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: 1-29-2020

Total Fees Paid: _____

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

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Area Chamber of Commerce

Mailing Address: 100 Atkinson St City: Mukwonago State: WI Zip: 53149

Phone Number: 262-363-7758 Is the organization a 501(c)3 organization? ☐ YES ☒ NO

Website Address: www.mukwonagochamber.org

Event Contact Person: April Reszka

Mailing Address: Same - City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: 262 751 1651

Email Address: director@.mukwonagochamber.org

EVENT INFORMATION

Name of the Event: Fall Fest Date(s) of the Event: Sept 19, 2020

Event Start Time: 10 AM Event End Time: 4pm Clean up until 5pm

Location of the Event: Village of Mukwonago
Down-town

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

(Attached)

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

F. Estimated # of participants: 1,500 Spectators: _____ Vendors: 75

OTHER INFORMATION

- A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.* Sons of the American Legion - Chief Schmidt ☒ YES ☐ NO
- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: _____
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☒ YES ☐ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☐ YES ☒ NO
If yes, will the amplified music be a: ☐ Band ☐ DJ ☐ Other
Hours of amplified music: _____
- I. Please list the number of security staff you will be providing for the event: N/A
- J. Will you need barricades provided by the Village for your event? ☒ YES ☐ NO
If yes, how many? *See plan of operation for DPW assistance
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☒ YES ☐ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☒ YES ☐ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☒ YES ☐ NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☒ YES ☐ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
We will contact John's Disposal for Garbage + Recyclables
*See plan of operation for DPW assistance
- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? ☐ YES ☐ NO

INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for an event that includes alcohol, has more than 150 people per day or involves a road closure. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees, and contractors as an additional insured party is due no later than 20 days before the event.

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

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

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

Application:

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

Other Documents:

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

DEPOSIT REQUIREMENTS

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

TERMINATION OF AN EVENT

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

CERTIFICATION

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

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

April D. Reszka
Signature - Applicant

April D. Reszka Executive Director
Name & Title (PRINT)

1/30/2020
Date

Signature - Applicant

Name & Title (PRINT)

Date

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

MUKWONAGO AREA CHAMBER OF COMMERCE & TOURISM CENTER

100 Atkinson Street, Mukwonago, WI 53149

Fall Fest- September 19, 2020- 10am - 4pm

Plan of Operation

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

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

Fall Fest Plan of Operation

Set-up 8am (roads closed), cleanup 4:01pm- Committed to assisting in opening the roads as quickly as possible

Expecting: 1950+ patrons, 60+ vendors, 50+ chamber member businesses to participate

Four main areas of the Mukwonago Fall Fest:

1. Monster Mash (Fox St.) Concession Stand, Beer Tent, Chili Cook Off, Police & Fire Displays, a few Vendors & Live Music
2. Harvest Hollow (Square) Shopping, Pony Rides, Petting Zoo, Monkey Photos, Children's Activity & Hand Washing Station/Portable Toilet
3. Pumpkin Patch (Atkinson St.) Pumpkin Painting, Children's Activities & a few Vendors
4. Goblin's Glen (Main St.) Live Performances, Crafter & Vender Booths, Laser Tag, & Inflatables

No electricity provided (**The Square Lights only work at dusk **The Flagpole always works)

Road Closures: Fox, Main, & Atkinson St.

Have requested additional Police Coverage (2 Reserve Officers)

Volunteers to be trained as crossing guards (18 and older)

Parking for volunteers and patrons will be included on the Event Map, such as Citizens Bank, Mt. Olive, Little Lambs Childcare, & the Public Lot

DPW:

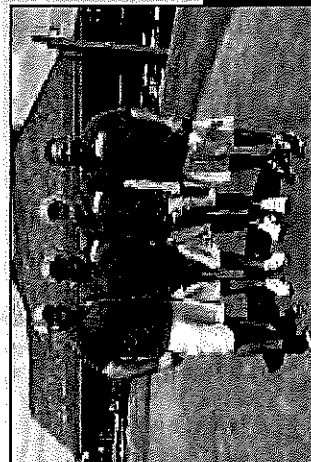
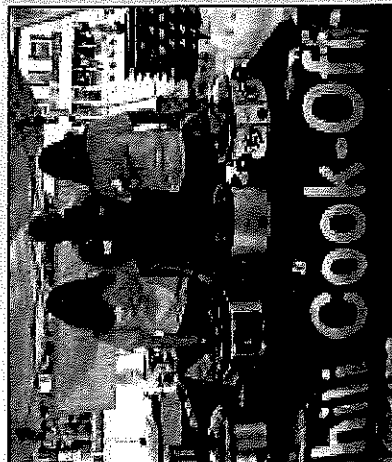
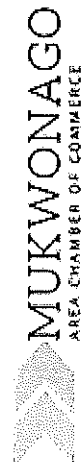
- Barricades- Both ends of Fox St., Main St., Atkinson St.- West, Atkinson St. East (parking lot entrance/exit behind Red Brick). Parking lot behind chamber (2) and gravel driveway Mt. Olive greenspace (1).
- Picnic Tables on Atkinson St. (8) and Fox St. (7)
- Orange Barrels behind chamber office with orange fencing for pumpkins

Garbage & Recycling Cans - will be ordered from John's Disposal (262) 473-4700

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

Last Updated: 2.4.2020

MUKWONAGO 2020 EVENTS



• **FARMERS' MARKET - Producers Only! Family Friendly!**

WINTER FARMERS' MARKET: 2nd & 4th Saturdays November thru April - 9am-12pm inside the Mukwonago Community Library.
SUMMER FARMERS' MARKET: Wednesdays, May 20th thru October 14th. 2-6pm at Field Park Mukwonago

• **SPRING FLING - April 18th - Chamber's Largest Fundraiser of the Year!** This Annual Chamber event includes a silent and live auction, raffles, entertainment and business networking. Join us for dinner hosted at The Cotton Exchange in Waterford. Open to the public. Registration Required.

• **GOLF EVENT - June 25th - Calling all Golfers!** Come enjoy 18 holes of golf with a cart, includes lunch & dinner. In addition; hole-in-one events, putting competitions, raffles and more. Whether you are an avid golfer, casual golfer, or a first-timer - you won't want to miss this event. Held at Morningstar Golfers Club. Open to the public. Registration required.

• **BALLOONS OVER MUKWONAGO - July 17th thru 19th - A Hot Air Balloon Event!** Bring a lawn chair, sit back & relax with the opportunity to see early morning and evening Hot Air Balloon launches and night glows. Enjoy food trucks, spirits, family fun activities, entertainment & merchandise. Event grounds between Parkview Middle School and Mukwonago Area School District Office.

****ALL BALLOON OPERATIONS ARE WIND AND WEATHER DEPENDENT****

• **FALL FEST - September 19th - Celebrate Fall in Downtown Mukwonago!** Enjoy the village wide celebration visiting many local businesses offering special events. Outdoor festivities including a craft and vendor fair, family friendly activities, chili cook-off and more will line the streets in Downtown Mukwonago (Main St, Fox St, Atkinson St). Grab a bite to eat at one of our food tents or dine-in at one of the local restaurants.

• **MIDNIGHT MAGIC - December 5th - Community Christmas Celebration!** Magic fills Mukwonago with this Village-wide Christmas celebration featuring an Indoor Marketplace at Mukwonago High School (over 150 crafters and vendors), Professional Pictures with Santa, Live Nativity, Horse-Drawn Carriage Rides, Dog Sled Pulls, Santa Train Rides and a Gingerbread House Decorating Contest. A Christmas Parade at 3pm will fill the streets with magic. Finish this memorable day watching a colorful firework display.

• **MAXWELL STREET DAYS FLEA MARKET - June 13 & 14, July 18 & 19, August 15 & 16, September 12 & 13 - Saturday & Sunday from 8am-5pm** Held in Field Park (corner of Hwy 83 & NW/Veterans Way) featuring over 650 sellers. For more details contact: 262-363-1501 maxwellstreetdays.net

To register for Chamber events and for up to date information follow us on Facebook and visit our website at www.mukwonagochamber.org



Committee/Board:	Committee of the Whole
Topic:	Amended Ordinance Allowing Chickens in the Village
From:	Trustee Daniel Adler
Department:	
Presenter:	
Date of Committee Action (if required):	
Date of Village Board Action (if required):	

Information

Subject: Amended Chicken Ordinance for the Village

Background Information/Rationale:

After reviewing the concerns of the Board members at the last Committee of the Whole. I made several changes to the Ordinance that allows for the keeping of chickens on residential property while consulting with the Village Attorney. Attached is the previous ordinance with the actual changes that have been made. You will see the information that has been crossed out in red is no longer the language being used, and anything that underlined in red is the new updated language in the ordinance.

It was evident that board members were most concerned with the license requirement, sanitation, and the inspection and enforcement aspects of the ordinance. The amended ordinance further creates an environment that promotes respect for your neighbor, while still allowing families to raise backyard chickens if that is desired. I will highlight some of the main changes in the ordinance, and answer some of the previous questions that the Board asked that I was unable to answer at the last meeting.

1. You would have to complete an application process with Village staff approval to be approved for chickens. This would include providing your chicken coop/run plans with a diagram of your property, which would include the materials used to complete your coop, and how you will dispose of waste. You would need to provide signatures of approval from any neighbor who had abutting property. Also, you would need to provide your Wisconsin Department of Agriculture, Trade, and Consumer registration ID. You would be required to pay a Licensing fee. This process ensures three ideas: you had a serious conversation with your neighbors to approve the idea, the Village can flag any plans that do not meet the Ordinance guidelines prior to a coop being built and track which residents are approved to keep chickens, and it lays a foundation that the property owner can properly alert the correct authorities if a sickness from their chickens occurred.
2. The ordinance further addresses the sanitation concerns that the Board did have. It lists the appropriate ways to dispose of chicken manure, either in a compost, as long as the appropriate guidelines are followed, or you can dispose of manure in the garbage which was approved by John's Disposal. I personally called the two Vets in the Village and both stated they would be willing to dispose of a deceased chicken in the same manner they would a dog or a cat. The Village of Mukwonago Animal Hospital has two Doctors who can euthanize chickens if needed.



3. One of the concerns of the Board was that chickens were living in a healthy environment. Waukesha County Parks and Land Use-Environmental Health has a Humane Officer Program that will investigate animal abuse and neglect, and provide emergency assistance to law enforcement agencies regarding animal issues. Like most animal abuse issues they most likely will be identified by a neighbor. The property owner who has chickens must live up to the same standards as owning a dog or cat. If a property owner is not in compliance with the ordinance in any way their license can be revoked, and fine can be applied.
4. We have set coop restrictions that follow our current ordinance code for structures to not exceed 60 square feet. This provides better living conditions for four chickens, will allow for the property owner to keep the chickens in a more discrete fashion, and not require a building permit for the property owner.

Overall, the Ordinance addresses the main concerns of backyard chickens in an appropriate manner that fits the Village of Mukwonago. We have the resources to in our Village, County, and State to address concerns of disease, sanitation, and licensing. We can give our concerned neighbors a voice, but still provide the opportunity for citizens who hope to have chickens with that opportunity. Each neighborhood is different in the Village, and this Ordinance will allow for the appropriate actions on backyard chickens to occur in each neighborhood.

Fiscal Impact (If any):

A fee would be charged each applicant for a license for the keeping of chickens. The amount of that fee would be determined by the Board as part of the Ordinance adoption process.

**HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH S.C.**

MARK G. BLUM
THOMAS G. SCHMITZER
LORI J. FABIAN
RONALD E. ENGLISH III
MATTHEW R. GRALINSKI

720 CLINTON STREET
P. O. BOX 766
WAUKESHA, WISCONSIN 53187-0766
TELEPHONE: (262) 549-8181
FACSIMILE: (262) 549-8191
www.hrbllawfirm.com

RICHARD S. HIPPENMEYER
(1911-1979)

WILLIAM F. REILLY
(1932-2007)

EMAIL: MGBLUM@HRBLAWFIRM.COM

August 27, 2020

Via Email (ddykstra@villageofmukwonago.com)

Ms. Diana Dykstra
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Re: Revised Ordinance Regarding Keeping of Chickens

Dear Diana:

Enclosed is the Ordinance relative to the keeping of chickens, which I have modified in track changes format as requested by Trustee Adler. I left the Ordinance in the track changes format so the Village Board could see the modifications that have been made as they go about their evaluative process. He has also prepared an AIRF, as well as proposed forms to use. I am envisioning the revised Ordinance would become part of the packet along with these other items. In my view, this Ordinance is modified substantially from what was originally submitted and therefore, I believe it is appropriate for this to come back before the Committee of the Whole; even though it was voted down in its prior version.

Please let me know if you have questions or further concerns regarding this issue.

Sincerely,

HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH, S.C.


Mark G. Blum
Village Attorney

MGB/jb
Enc.

Cc: Trustee Daniel Adler

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. ____

**ORDINANCE TO CREATE SECTION ____
OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE
REGARDING KEEPING DOMESTICATED CHICKENS**

The Village Board of the Village of Mukwonago do ordain as follows:

SECTION I

Section ____ of the Municipal Code of the Village of Mukwonago is hereby created to read as follows:

Sec. ____ - Keeping of Domesticated Chickens

- (a) *Purpose.* This section is intended to establish a process and the recommended threshold conditions under which small scale keeping of domestic chickens for personal use and enjoyment on residentially zoned lots may be considered for approval through ~~conditional use~~ Staff review.
- (b) *Definitions.* All terms herein shall have the meaning described below:
Domestic(ated) chicken(s) means Gallus domesticus.
- (c) *Conditions.* Keeping of domesticated chickens on a non-commercial basis and subject to the following conditions may be permitted unless one or more of these conditions has been specifically waived or modified by the planning commission, having first determined that relief or digression from such condition(s) in a specific circumstance is warranted, that such waiver or modification is unlikely to result in adverse impacts upon the surrounding properties, neighborhood or the village as a whole, and that the final plan will uphold the spirit and intent of this division:
 1. ~~The minimum lot size required in order to be considered for a conditional use approval to keep up to four domesticated chickens shall be one quarter acre in area. Any lot under one quarter acre in area shall be considered for a conditional use approval to keep up to two domesticated chickens. Upon the issuance of a permit as provided for hereunder, a residential property owner may keep up to four domesticated chickens.~~
 2. The minimum size requirements for a hen house (a hen house is required) is not less than three cubic feet of space per bird and the hen house must connect to a secure and fully ventilated pen (also required) which contains not less than seven cubic feet of space per bird and an appropriately sized nesting box (also required) shall be provided at the rate of not less than one box per every two birds. Pens shall be properly sized as will permit full spread of the kept birds wingspan and allow the bird(s) to walk/run. The structural floor of the coop shall not exceed 60 square feet and the height shall not exceed 6' as measured from the coop's grade level to its highest point;

3. No person shall keep a rooster or a crowing hen;
4. No chickens may be kept within a principal residence or garage;
5. Chicken keeping shall be conducted only by the owner occupant (or a tenant with the property owners express written consent for the use) of a property zoned and used for single family detached residential purposes only. No chicken may be kept at mobile homes, condominiums, apartment complexes, duplexes, or any other multiple-family property;
6. No person shall keep chickens in any location on the property other than in the back yard;
7. Hen houses and chicken pens shall not be located closer than 75 feet from the ordinary high water mark of any lake, river, or stream;
8. If a chicken dies, it must be disposed of promptly in a sanitary manner;
9. Chickens shall be kept and handled in a sanitary manner;
10. Chickens shall be kept as pets and for personal use only. No owner shall engage in chicken breeding or fertilizer production for commercial purposes including, but not limited to, farmer's markets;
11. The slaughtering of chickens is prohibited unless it is accomplished/processed at a properly licensed off-premises facility;
12. Chickens must be kept in a hen house and chicken pen at all times ~~when not being monitored by a responsible individual, over 18 years of age and able to immediately return the hens to the chicken pen or hen house if necessary.~~ Chickens shall always be secured within the hen house during non-daylight hours;
13. All structures and enclosures related to the keeping of chickens must be at least 50 feet from a neighboring principal residence, at least five feet from the side and rear property lines, and at least five feet from the residence upon the property where the chickens are kept;
14. Noise from chickens may not be loud enough at the property boundaries to disturb a person of ordinary sensitivity;
15. The hen house and pen system shall be properly designed, laid-out on/over a hard surface and maintained as will provide safe and healthy living conditions for the chickens while minimizing adverse impacts to other residents in the neighborhood through use of materials, colors, architecture and spatial site layout that are complimentary to the existing buildings on the premises and the surrounding area;
16. ~~Enclosures must be cleaned not less than twice weekly, kept dry and in a neat and sanitary condition at all times, and exist in a manner that will not disturb the use or enjoyment of neighboring lots due to noise, odor, or other adverse impact. All coops, attached runs/enclosures and yards where poultry are kept or maintained shall be cleaned regularly to keep them reasonably free from substances, including but not~~

limited to, manure, uneaten feed, feathers and other such waste, that it does not cause the air and environment to become noxious or offensive or to be in such condition as to promote the breeding of flies, mosquitoes or other insects, or to provide habitat, breeding or feeding place for rodents or other animals, or otherwise be injurious to the public health, and so as not to constitute a public nuisance;

17. The hen house shall be enclosed on all sides and have a roof and doors. Access doors must be able to be shut and locked at night. Opening windows and vents must be covered with predator and bird-proof wire or fence of no more than one-inch openings;
18. All enclosures for the keeping of chickens must provide adequate ventilation as well as sun protection, and be sanitary, insulated, weatherproof and impermeable to rodents, wild birds, and predators, including dogs and cats and similar. It must also be structurally sound, moisture-proof and maintained in good repair with sufficient space for freedom of movement and retention of body heat with elevated perches for natural roosting position. The nesting boxes must be elevated off the ground;

(d) License Requirements. No person shall own, harbor, keep, or maintain domestic chickens on residentially zoned Village lots without first obtaining a license.

1. Applications for a license shall be made prior to acquiring a licensable domestic chickens, on such forms as provided by the Village.
2. Approval from the owners of abutting lots must be secured prior to acquiring chickens. Abutting property shall mean all lots that the applicant's property comes into contact with at one or more points, except for lots that are legally abutting but separated from the applicant's property by a public or private street, alley or other right-of-way.
3. Applicants shall register with the Wisconsin Department of Agriculture, Trade and Consumer pursuant to §95.51, Wis. Stats., and provide proof of registration with the Department prior to obtaining a Village license.
4. Applicants shall state on the licensing the number of planned chickens, the plan to dispose of manure and other waste, as well as their intended coop design and materials plan. A diagram describing the location of the coop and any attached run/enclosure in relationship to lot boundaries and nearby structures shall also be necessary.
5. Applicant shall pay a license fee as provided in the Village of Mukwonago application process.

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(e) Sanitation.

- 19.1. **Applicants shall pay a license fee in an amount established from time to time by the Village Board.**
2. Poultry that become ill shall receive veterinary care on-site or at a veterinary office. Poultry ill with an infectious disease capable of being transmitted from bird to bird or from birds to humans, including but not limited to, salmonella pullorum, avian influenza, are prohibited and shall be immediately euthanized by a veterinarian or

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immediately removed from the Village and humanely killed at a properly licensed off premises facility. Any person keeping poultry shall immediately report any unusual illness or death of poultry to the Waukesha County Health Department and the Wisconsin Department of Agriculture, Trade and Consumer.

3. A dog or cat which kills or injures a chicken shall not, for that reason alone, be considered a dangerous animal.
4. Deceased chicken shall be disposed of immediately in a safe manner, which may include trash disposal after placing the deceased bird in a sealed bag consistent with John's Disposal guidelines or taking the deceased chicken to a vet to be disposed.
5. All waste including manure shall be disposed of in a safe and adequate manner that does not create a public nuisance consistent with John's Disposal guidelines. Composting of manure shall be done in a dedicated, enclosed container at least 50 feet from any residential structure on adjacent lots and at least five feet from all lot lines.

(f) Inspection and Enforcement.

1. The Village can deny any application if the proper information is not provided.
2. License fees shall not be prorated or refundable.
3. **Village Staff, Police Officers or a Waukesha County Humane Officer** shall have the power, whenever it may deem reasonably necessary to enter a property related to any animal abuse or neglect reports.
4. Violations of this chapter may **constitute** a public nuisance under Wisconsin Statutes Chapter 823 **34 of the Village Code**. The Village may maintain action to recover damages or abate a public nuisance pursuant to Wisconsin Statutes Chapter 823 **and Secs. 34-27, 34-29 and 34-30 of the Mukwonago Village Code**.
5. A license issued hereunder may be revoked by the Village of Mukwonago upon determination that the licensee has failed to comply with the provisions of this code or state law. Once a license has been revoked, it shall not be reissued for a period of at least three years.
6. Licenses shall not be transferable. Only the owner of the proposed licensed real property is eligible to obtain a poultry keeping license.
7. The provisions of this chapter are not exclusive and may be used in combination with each other or with any other section of this code or state statute applicable to this subject matter.

(g) Violation and Penalty.

20.1. Any person who violates the provisions of this chapter shall upon conviction thereof, forfeit not less than \$60 (Sixty) and not more than \$500 total, if applicable, together with the costs of prosecution.

Any person who violates any provision of this Ordinance shall, upon conviction, be subject

to a penalty as provided for in this Code. Each day that a violation continues shall be considered a separate offense and will be subject to an additional forfeiture. This provision shall not be considered the Village's exclusive remedy. The Village may pursue injunctive relief as it may deem necessary.

19. Any proposed lighting attendant to the chicken keeping use shall be presented for consideration;
20. Provisions must be made for the routine removal and lawful disposal of chicken manure in order to prevent any adverse affects related to odor or unsanitary conditions;
21. Any person given a chicken keeping conditional use grant approval, shall provide evidence of proper livestock premises registration with the State of Wisconsin as an exhibit to be included with the conditional use permit document prior to recording;
22. Approved chicken keeping accessory structures and related fencing/enclousures may require the issuance of a building permit(s). It is the applicant's responsibility to secure any required permits prior to the start of any construction or installation.

*Please note: Any request for a conditional use permit must be accompanied by site and architectural plans for review by the plan commission, presented in such detail as may be required by the plan commission in order to make an entirely informed decision as to the suitability and compatibility of the proposed use(s) and structure(s).

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Mukwonago, and shall indicate the date and number of this amending ordinance therein.

PASSED AND ADOPTED by the Village Board this _____ day of _____, 2020.

APPROVED:

Fred Winchowky, Village President

Countersigned:

Diana Dykstra, Village Clerk/Treasurer

Backyard Chicken COOP Design Plan

Village of Mukwonago

440 River Crest Court

Mukwonago, WI 53149

(262)363-6419, (262)363-6425 Fax

www.villageofmukwonago.com

1. Please use this form to indicate all properties boundaries with abutting property lines on which proposed chicken coop would occupy, setback in feet from property lines and structures, design of the coop with dimensions, and the proposed materials for the coop. **Please see Village of Mukwonago Backyard Chicken Ordinance for complete specifications on backyard chickens, the design of the coop:**

Applicant name

Site address

Backyard Chicken Coop Design Plan

What is you plan for the disposal of poultry manure: _____

REQUIRED

-On the above drawing, please indicate location & names of Neighboring Property Owners with abutting property lines'

-Please draw and label coop design with dimensions and materials

-Ensure setbacks (in feet) from all buildings & property lines are indicated (at least 25 ft from residential structures on adjacent lots, 6 ft from residential property on lot, and 8 ft from all property lines)

***Attach signed copy of the "Keeping of Poultry License Application" & "Backyard Chicken Neighbor Approval Form"**

Non-refundable/Non-transferable. Checks written to: "Village of Mukwonago".

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149
(262)363-6419, (262)363-6425 Fax
www.villageofmukwonago.com

Backyard Chicken Neighbor Approval Form

Village of Mukwonago requires that any Applicant proposing to keep chickens shall receive approval from any property owner(s) with abutting property lines of the proposed chicken enclosure. And to inform his/her intentions and obtain their signatures attesting they are aware of the proposition.

Applicant name _____

Address _____

Attach signed copy of the "Keeping of Poultry License Application" and "Backyard Chicken Coop Design Form"

Attached are the site plan specifications to keep chickens at the site address listed above. I, being the property owner(s) with abutting property lines of the Applicant, have no objections to the above named property applicant keeping chickens in accordance with Village of Mukwonago Code.

Property Owner Name and Signature	Address	Date

KEEPING OF POULTRY LICENSE APPLICATION

APPLICANTS MUST:

1. Submit the Wisconsin Department of Agriculture, Trade and Consumer Protection (WI DATCP) Registration Premises Identification Number. Register online or by phone at 888-808-1910
https://datcp.wi.gov/Pages/Programs_Services/PremisesRegistration.asp
2. Submit a plan/diagram according to Village of Mukwonago Ordinance Code.

APPLICANT

Name of Applicant:
Address of Applicant
Phone:
Email:

REQUIRED BY STATE OF WISCONSIN for BACKYARD POULTRY: Wisconsin Department of Agriculture, Trade & Consumer Protection (WI DATCP) premises identification number. Register online or by phone at 888-808-1910.

https://datcp.wi.gov/Pages/Programs_Services/PremisesRegistration.aspx

WI DATCP Premises ID number	WI DATCP expiration date
-----------------------------	--------------------------

APPLICANT'S STATEMENT I hereby certify that this application is complete, true and correct to the best of my knowledge. I certify that the poultry and poultry products are primarily for personal non-commercial use. I understand that no commercial sales from the residence or any residential area within the city is permitted. I agree, in the consideration of the issuing of this license, to comply with the laws of the State of Wisconsin, and to the provisions of the Municipal Code of Ordinances of the Village of Mukwonago.

Date: _____

Signature of APPLICANT

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

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

FEE \$ 10.00

Application Date: 08/14/2020

☐ Town ☒ Village ☐ City of MUKWONAGO

County of WAUKESHA

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

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

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/26/2020 and ending 09/26/2020 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club ☐ Church ☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☒ Veteran's Organization ☐ Fair Association

(a) Name SON'S OF THE AMERICAN LEGION POST #375

(b) Address 627 E. VETERANS WAY, MUKWONAGO, WI 53149

(Street)

☐ Town ☒ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President GARY WALTERS

Vice President TIM SPERSTAD & KEVIN SCHMIDT

Secretary LOUIS ANICH

Treasurer _____

(g) Name and address of manager or person in charge of affair: GARY WALTERS, 627 E. VETERANS WAY, MUKWONAGO, WI 53149

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

(a) Street number _____

(b) Lot _____ Block 100 block of Main St and Fox St

(c) Do premises occupy all or part of building? NO

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: STREET FESTIVAL DOWNTOWN, 100 BLOCK OF MAIN STREET, 100 BLOCK OF FOX STREET, 100 BLOCK OF ATKINSON STREET

3. Name of Event

(a) List name of the event MUKWONAGO CHAMBER OF COMMERCE FALLFEST

(b) Dates of event 09/26/2020

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

SONS OF AMERICAN LEGION POST #375

(Name of Organization)

Officer [Signature]
(Signature/date)

Officer [Signature]
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 8-13-2020

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. 982

**ORDINANCE TO CREATE SECTION 64-13(n)
OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE
REGARDING PROHIBITED SIGNS**

SECTION I

Section 64-13(n) of the Municipal Code of the Village of Mukwonago is hereby created to read as follows:

Sec 64-13 – Prohibited Signs

(n) Any sign, poster, placard, banner, flag, art object, symbol or other communication that is attached, installed, or placed on property of the Village of Mukwonago is prohibited. Signage posted by the Village is not subject to this prohibition.

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Mukwonago, and shall indicate the date and number of this amending ordinance therein.

PASSED AND ADOPTED by the Village Board this _____ day of _____, 2020.

APPROVED:

Fred Winchowky, Village President

Countersigned:

Diana Dykstra, Village Clerk/Treasurer



Committee/Board:	COtW September 2, 2020
Topic:	Public Comments Period at Village Public Meetings
From:	Roger Walsh Village Trustee
Department:	Judicial Chair Request
Presenter:	
Date of Committee Action (if required):	09-02-2020
Date of Village Board Action (if required):	09-16-2020

Information

Subject: Public Comment Period at Public Meetings

Background Information/Rationale:

The Village of Mukwonago should provide public comment opportunities at all Public Meetings including Committee of the Whole. Public Comments at some meetings are at the discretion or privilege of the Chair.

A public comment period was made available at Village Board Meetings for many years and is now available at Plan Commission Meetings.

Providing public comment and public participation free speech opportunities at all levels of government seeds the fundamentals of accountability and transparency in our Democracy

Key Issues for Consideration: (Informational Topics)

Extend the Village's public comment period and the Guideline language to Mukwonago's other public meetings.

Fiscal Impact (If any):

Requested Action by Committee/Board: Recommend that the Village Board approve public comment periods at all publicly noticed commission and committee meetings including COtW and Historic Preservation Commission, HPC.

Current Language: Village Board: Comments from the Public The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Village Board 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 Village Board as a body. Presentations shall not deal in personalities personal attacks on members of the Village Board, the applicant for any project or



Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.

Plan Commission: Comments from the Public Please be advised, per Wisconsin Statute Sec. 19.84(2), information and comment will be received from the public by the Plan Commission. The Public Comment Session is granted to the public at the start of each Plan Commission meeting. The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. However, these time limits may be extended at the discretion of the Chief Presiding Officer. The Plan Commission may not respond to or have any discussion on information received during the public comment session unless it is placed upon the Agenda for a subsequent meeting.. Public comments should be addressed to the Plan Commission as a body. Presentations shall not deal in personalities personal attacks on members of the Plan Commission, the applicant for any project or Village Employees. Comments shall not be used to engage others in a debate in this forum. All comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Plan Commission or Staff will be deemed out of order by the Presiding Officer.

Attachments

COMPLAINT PROCEDURE

1. Policy Purpose

The purpose of this policy is to establish a procedure for submitting complaints. This policy does not apply to complaints of discrimination or harassment which are handled in accordance with the policy on discrimination and harassment. This policy also does not apply to complaints governed by established policies in the police and fire departments. This policy further does not apply to the submission of grievances, defined as an objection to personnel actions concerning *termination*, *discipline*, and *workplace safety*, and outlined at section V.J of the City's Employee Handbook. The purpose of the procedure is to provide a channel of communication to address problems and concerns, while striving to be fair, clear and reasonably accessible.

2. Policy Applicability

This policy provides for the establishment of procedures to deal with allegations concerning the conduct by Employees which violates the rules or policies of the Village, excluding discrimination and harassment, or which adversely affect the Village. Complaints may be submitted by elected officials, employees or members of the public. This policy prohibits retaliation against any individual involved in the complaint procedure, including but not limited to, the complainant, accused or witnesses.

3. Informal Complaints

In cases of minor complaints or questions of departmental or Village operations, a complainant may speak with a supervisor, department head or Village Administrator prior to initiating the formal complaint procedure. For minor complaints the individual receiving the complaint will attempt to answer any questions and concerns without proceeding through the formal complaint procedure. If it is determined that no further investigation is required, the informal complaint will be documented in writing and retained in the same manner as formal complaints.

4. Complaint Procedure

This procedure does not apply to complaints of discrimination or harassment, to complaints governed by other departmental complaint policies or to grievances as defined in the handbook. This procedure applies to all complaints filed by Village Elected Officials, Officers, employees and members of the public concerning the conduct of the Village Administrator and Employees which violates the rules or policies of the Village, excluding discrimination and harassment, or which adversely affects the Village.

Careful investigation and consideration of complaints and due regard for the rights of the persons involved requires a procedure that balances the various interests of all involved. This procedure represents an appropriate balancing of those interests.

Upon receipt of a complaint regarding alleged inappropriate conduct, the Village will proceed consistent with the following procedures:

Allegations Regarding Conduct by Village Employees

1. Any complaint alleging inappropriate conduct by a Village employee should be submitted to a supervisor, department head or the Village Administrator, except in the case that the complaint involves the Village Administrator which shall be processed in accordance with the procedure below. Any employee, supervisor, department head, officer or elected official who receives a complaint under this procedure must forward the complaint to the Village Administrator for investigation. The Village Administrator shall forward a copy of the complaint to the Chair of the Personnel Committee.
2. Allegations contained in a complaint must be reviewed by the Village Administrator or designee who shall have the power and authority to investigate or appoint an investigator and resolve the complaint or, when appropriate, to recommend appropriate action to the Village Board.
3. The investigator (Village Administrator, designee or appointed) will interview the complainant and document the complaint in writing. If the investigator determines further investigation is necessary, the investigation shall proceed.
4. The accused will be informed of the general nature of the complaint. The accused will be provided an opportunity to discuss the complaint with the investigator.
5. The investigator will interview any other individuals and review documentation as deemed necessary.
6. The investigator will retain a written record of the complaint and any interviews conducted or documentation provided.
7. If the investigator is someone other than the Village Administrator, the investigator will issue written findings to the Village Administrator within 10 days. If the Village Administrator is the investigator, the Village Administrator will finalize the investigation report within 10 days.
8. The Village Administrator will take steps necessary to address the findings, including, where appropriate, discipline up to and including termination of employment. Any resolution or discipline, including verbal warning or reprimand, will be documented together with the original complaint and investigative materials and retained by the Village.
9. Except as provided in the grievance procedure, there shall be no appeal of the findings or resolution. Any resolution that results in discipline will be appealable under the grievance procedure.

Allegations Regarding Conduct of Village Administrator

1. Any complaint alleging inappropriate conduct by the Village Administrator should be submitted to the Chair of the Personnel Committee. Any employee, supervisor, department head, officer or elected official who receives a complaint regarding conduct of the Village Administrator must forward the complaint to the Chair of the Personnel Committee for investigation. The Chair of the Personnel Committee shall forward a copy of the complaint to the Village President.
2. Allegations contained in a complaint must be reviewed by the Chair of the Personnel Committee or designee who shall have the power and authority to investigate, or appoint an investigator, and resolve the complaint or, when appropriate, to recommend appropriate action to the Village Board.
3. The investigator will interview the complainant and document the complaint in writing. If the investigator determines further investigation is necessary, the investigation shall proceed.
4. The accused will be informed of the general nature of the complaint. The accused will be provided an opportunity to discuss the complaint with the investigator.
5. The investigator will interview any other individuals and review documentation as deemed necessary.
6. If the complaint remains unresolved following completion of the investigation, the Chair of the Personnel Committee shall submit written findings to the Village Board within 10 days.
7. The Village Board will take steps necessary to address the findings, including, where appropriate, discipline up to and including termination of employment.
8. Except as provided in the grievance procedure, there shall be no appeal of the findings or resolution.

Allegations regarding Elected Officials

Any allegations of misconduct by elected officials should be directed to the Village President.

Village Complaint Intake Form

A Complainant should be informed:

1. The Village will conduct a prompt investigation into complaints alleged.
2. The information provided will be confidential to the extent practical.

Complainant's Name: _____

Phone: _____ Email: _____

Name of Individual(s) complained against:

Name: _____ Department: _____

Job Title (if known): _____

Describe the conduct or violation alleged (include the rule or policy believed to have been violated):

Date of violation (if applicable): _____

Witnesses to alleged conduct (contact information if available):

Have you taken any other action to address this conduct? Describe below:

Intake Supervisor Name: _____ Date: _____

Signature: _____



Committee/Board:	Public Works
Topic:	Well 3 Additional Well Capacity Test
From:	Dave Brown
Department:	Water Utility
Presenter:	Dave Brown
Date of Committee Action (if required):	9/2/2020
Date of Village Board Action (if required):	9/16/2020

Information

Subject:

Well 3 Additional Well Capacity Test

Background Information/Rationale:

During the well rehab. pump test it was discovered that the capacity of the well has significantly improved since it was originally built. The well was originally designed to pump at 900 gpm. During the test it was found that the well has a capacity which exceeds capabilities of the pump used for the rehab. test (1200 gpm+). A larger pump needs to be installed in order to run a pump test that will give us the true current capacity of the well. This brought another problem which is the electrical supply on site was not large enough to run the needed equipment to do the larger pump test. We explored different options to bring in a temporary or permanent service and all wound up being too costly to do for something that may happen 20 or more years down the road depending on the Villages possible growth requirements.

Key Issues for Consideration:

From the capacity study we know that we are at a negative deficit for water supply capabilities. We are planning on correcting this by designing in 2022 and building an HMO plant in 2023 which will allow ample water supply for many years to come at the same time reducing Iron in the system and reducing the Radium levels to comply with the Safe Drinking Water requirements. This will eliminate the need to blend the water to reach those requirements. By not having to blend the water it frees up the full use of all our current wells to be used all at once if needed or give sufficient water supply if one of our larger wells goes down and allow us to meet our capacity needs.

This capacity test will tell us how to size the HMO plant building for the future expansion of the needed equipment when the upsizing of Well 3 would one day be needed.

The end of the day our goal is to supply our customers with a high quality, dependable product for their water needs and this will help assure that capability.

Fiscal Impact (If any):

\$45,000

Requested Action by Committee/Board:



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Make motion to approve the Well 3 additional capacity test for the sum of \$45,000.

Attachments

SUEZ proposal for Well 3 additional capacity test.

May 28, 2020

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Attn: Dave Brown, Utility Director; Chris Epstein, Engineer, Ruekert & Mielke

RE: Mukwonago Well 3 – Additional Well Testing

Dave,

The purpose of this proposal is to provide you information and pricing for the Water Well Solutions service team to perform additional testing of the performance of Well 3.

Procedures:

1. Mobilize to job site with all required equipment to include a 300 HP test motor, pump, and accessories, rented generator, required discharge hose, and trucking equipment.
2. Set 300 HP pump on 8" column pipe to a depth of 560'. The pump is sized to produce 1500 GPM per the request of the customer.
3. Conduct a 72-hour test of the well performance. The conditions of Well 3 will be consistently monitored over the 72-hour period for pumping water levels and water sampling. The results will be provided to the customer and engineer for review.
4. During the testing, the other wells in the area will also be monitored and the results of the static water levels, pumping water levels, and water sampling will be provided to the customer and engineer.
5. Once the testing is completed, the all testing equipment will be removed from the well and the results will be discussed with both the customer and the engineer to determine the next steps for pump selection.

Total Lump Sum: \$45,000

**The total price includes all of the test pumping equipment, labor for the pump installation, testing, and pump removal, test results, and water test sampling. The estimated labor for this portion of the project is 112 hours and is included in the provided price. Should any issues arise during the procedures provided above the test will be stopped and appropriate action will be discussed with both the customer and engineer.*

If there are any questions or anything else that is needed, please don't hesitate to contact me.

Sincerely,



Laura Kerschner
Project Manager
Water | Advanced Solutions
Mobile: (262) 269-9072
Laura.Kerschner@suez.com

August 26, 2020

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

Re: Orchards of Mukwonago – Addition #2
Letter of Credit Reduction #6

Dear President Winchowky:

To coincide with the acceptance of the public storm sewer and public roadway infrastructure, we've received a request to reduce the current letter of credit for the project. The required lien waivers have been provided and a detailed reduction request has been submitted. I have attached the reduction request which details the respective reductions for each category of work. We have reviewed this request and agree with the requested reduction.

We, therefore, recommend that the current letter of credit for this project, in the amount of \$215,839.80, be reduced to a new value of **\$51,944.28**. This includes a reduction in contingencies as the required 1-year warranty period has expired for other infrastructure that has already been accepted.

We request that this reduction in the letter of credit be made contingent upon completing the required punch list repairs identified by Ruekert & Mielke and Village Staff.

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

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch
Project Engineer
pgesch@ruekertmielke.com

PWG:pwg
Enclosures

cc: Diana Dykstra, Village of Mukwonago
John Weidl, Village of Mukwonago
Bob Harley, Village of Mukwonago
Mark G. Blum, Village of Mukwonago
Dave Brown, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Tim Schwecke, Village of Mukwonago
Joe Bukovich, P.E., Point Real Estate
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.



August 7, 2020

Diana Dykstra
Village of Mukwonago Clerk-Treasurer
PO Box 206
440 River Crest Court
Mukwonago, WI 53149

RE: The Orchards of Mukwonago Addition #2
Storm Sewer and Road Acceptance Request
Letter of Credit Reduction #5

Dear Ms. Dykstra:

The final storm sewer adjustments, asphalt binder repair and surface course of asphalt have been completed in The Orchards of Mukwonago Addition No. 2. Please consider this request from the Subdivider for the Village to inspect and accept the storm sewer and road improvements in the subdivision.

In addition, please accept this letter as the Subdivider's request to reduce the letter of credit per the following cost breakdown:

Letter of Credit Balance	\$215,839.80
-Less Requested Reductions-	
Storm Sewer (P&D)	\$16,674.00
Road Paving - binder (P&D)	\$13,608.00
Surface Course (P&D)	\$36,414.00
Street Trees	\$6,496.92
Contingency	<u>\$90,702.60</u>
Total Reduction	\$163,895.52
Letter of Credit Balance Remaining	\$51,944.28

Enclosed herewith is a copy of Payne & Dolan's invoice and lien waiver for the binder repair, interim inlets, structure adjustment and surface paving as required to accept the improvements and substantiate the letter of credit reduction. Also enclosed is a letter of credit worksheet which tracks the letter of credit balances. Eight of the 26 lots have street trees planted; the requested street tree reduction is the prorated amount of the letter of credit being held for that item. In addition, the remaining contingency of \$20,856.20, after the requested reduction above, is equal to 20% of the full biofiltration restoration cost (\$16,470.00), storm sewer adjustment cost

previously being held (\$16,674.00), the wedge repair cost previously being held (\$13,608.00) and the full surface course (\$36,414.00) and street tree costs (\$21,115.00).

Please schedule the acceptance and letter of credit reduction for the September public works meeting, as necessary, and Village Board agendas for approval. Please call me at (262) 424-5997 to discuss any questions or concerns you may have. Thank you for your time and consideration of these requests.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Joseph A. Bukovich".

Joseph A. Bukovich, P.E.
Owner's Representative

CC: Jerad Wegner, Ruekert & Mielke

Encs.

<https://mlgcompanies.sharepoint.com/sites/MLGFiles/Projects/Mukwonago-Orchards Phase 3/Loan/Dykstra Paving & Storm Sewer Acceptance Request LOC Reduction #6 - 8-3-20.docx>

INVOICE

TO: The Orchards of Mukwonago LLC
11600 W Lincoln Avenue
West Allis, WI 53227

DATE: July 31, 2020
PROJECT MANAGER: Dominic Crivello
CUSTOMER #: 815898
INVOICE #: 106038-01

JOB NAME: **Orchards of Mukwonago Repair**

For furnishing the necessary labor, materials and equipment to complete the above named project as follows:

All work completed

TOTAL AMOUNT DUE THIS INVOICE

\$ 141,609.26

DMC

*If you have any questions or concerns on this invoice, please contact me @ 262 888-2955
Thank you.*

Remit To: P.O. Box 781 - Waukesha, WI 53187-0781
262-524-1700 - FAX 262-524-1845

INVOICE DUE NET UPON RECEIPT

PARTIAL WAIVER OF CONSTRUCTION LIEN

§779.05, Wis. Stats.

Date: **August 3, 2020**

1. Claimant's Name: **Payne And Dolan**
Claimant's Address: **N3W23650 Badinger Rd, Waukesha, WI 53187**
2. Property Improved by Contractor's Work (check one):
☒ Street address: **Orchards of Mukwonago**
☐ Legal description attached.
3. Contractor's Work furnished at the request of: (name of party which requested or contracted for work)

THE ORCHARDS OF MUKWONAGO LLC

4. Waiver of lien rights, contingent upon receipt of payment, is made for (select one):
☐ The following work: **asphalt paving and related work Orchards of Mukwonago Repair**
Job # 106039-01
(insert description of type of labor, services, material, plans or specifications supplied by Contractor, including percentage performed dollar value, and dates as necessary to accurately describe the Work being waived, stating exceptions, if any)
(
☒ All Work to date of this Waiver in the amount of: **\$141,609.26**
5. Title Companies, Lenders or others may require disclosure of the Contractor's subcontractors and material suppliers before disbursement of funds related to the Contractor's above-described Work. If so required, specify name(s) of Contractor's subcontractors and material suppliers furnishing any portion of the Work being waived:
(attach additional sheets if necessary)

CONTRACTOR NAME: **PAYNE AND DOLAN**

By: **Doug W. Buth**
(signature)

Authorized Agent's Name: **Doug W Buth**
(print name of person signing above)

Title: **Agent**

Address: **N3W23650 Badinger Rd, Waukesha, WI 53187**

Telephone Number: **262-524-1700**

NOTE: This is a conditional waiver of lien rights in that the validity of this waiver is dependent upon the actual receipt of payment. If the check issued is returned "NSF" or payment stopped, this waiver of lien is void.

§779.05 Waivers of Lien. Provides, in part "(1) Any document signed by a lien claimant or potential claimant and purporting to be a waiver of construction lien rights under this subchapter, is valid and binding as a waiver whether or not consideration was paid therefor and whether the document was signed before or after the labor or material was furnished or contracted for. Any ambiguity in such document shall be construed against the person signing it. Any waiver document shall be deemed to waive all lien rights of the signer for all labor, services, material, plans or specifications performed, furnished or procured, or to be performed, furnished or procured by the claimant at any time for the improvement to which the waiver relates, except to the extent that the document specifically and expressly limits the waiver to apply to a particular portion of such labor, services, material, plans or specifications. A lien claimant or potential lien claimant of whom a waiver is requested is entitled to refuse to furnish a waiver unless paid in full for the labor, services, material, plans or specifications to which the waiver relates. A waiver furnished is a waiver of lien rights only, and not of any contract rights of the claimant otherwise existing."

Contractor's failure to pay its subcontractors or material suppliers from monies received for its Work may result in civil or criminal liability under Wisconsin's theft by contractor statute, §779.02(5), Wis. Stats.

The Orchards of Mukwonago Addition #2 - Letter of Credit

	ITEM	LOC Amount Per		LOC Amount Per		REDUCTION #1	REDUCTION #2	REDUCTION #3	REDUCTION #4	REDUCTION #5	REDUCTION #6		BALANCE
		Dev Agree	Bids								8/3/20		
1	Grading and erosion control	\$ 203,900.00	\$ 226,149.00	\$ 146,429.00	\$ 22,016.00	\$ 57,704.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Storm water pond construction	\$ 27,520.00	\$ 27,520.00	\$ 22,016.00	\$ -	\$ 5,504.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Biofiltration restoration	\$ 16,470.00	\$ 16,470.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	16,470.00
4	Complete sanitary sewer construction	\$ 192,387.00	\$ 167,261.00	\$ 150,535.00	\$ -	\$ 7,674.00	\$ -	\$ 9,052.00	\$ -	\$ -	\$ -	\$ -	
5	Complete water system construction	\$ 150,639.00	\$ 142,776.00	\$ 128,489.00	\$ 14,287.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6	Complete storm sewer construction	\$ 156,628.00	\$ 166,740.00	\$ 150,066.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7	Road paving incl. stone base, curb, binder & sidewalk	\$ 217,516.00	\$ 229,526.00	\$ -	\$ 155,250.00	\$ 60,668.00	\$ -	\$ -	\$ -	\$ -	\$ 16,674.00	\$ -	
8	Mutli-use trail grading & utility installation (Inc. in #1)	\$ 18,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,608.00	\$ -	
9	Mutli-use trail paving	\$ 29,156.00	\$ 32,070.00	\$ -	\$ 32,070.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10	Surface course paving (2017)	\$ 40,493.00	\$ 36,414.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,414.00	\$ -	
11	Entrance landscaping	\$ 22,297.00	\$ 22,297.00	\$ -	\$ -	\$ 22,297.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12	Street trees	\$ 21,115.00	\$ 21,115.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,496.92	\$ -	14,618.08
13	Sanitary sewer repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	Binder repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15	Contingency (20%)	\$ 219,324.20	\$ 227,607.00	\$ -	\$ -	\$ 1,137.00	\$ 45,229.80	\$ 69,681.40	\$ 90,702.60	\$ -	\$ -	\$ -	20,856.20
TOTAL		\$ 1,315,945.20	\$ 1,315,945.00	\$ 597,535.00	\$ 223,623.00	\$ 154,984.00	\$ 45,229.80	\$ 78,733.40	\$ 163,895.52	\$ 51,944.28			

Notes:

Guarantee for improvements expires

August 26, 2020

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

Re: Orchards of Mukwonago – Addition #2
Storm Sewer and Roadway Infrastructure Acceptance

Dear President Winchowky:

We performed a punch list inspection on August 20, 2020 for the Orchards of Mukwonago – Addition #2 after the binder was repaired and the surface course was paved in the subdivision. There are a few items that need to be completed, but Ruekert & Mielke and Village Staff are satisfied with the work completed and feel that the storm sewer and public roadway are ready for acceptance by the Village of Mukwonago.

We, therefore, recommend the following to you and the Village Board:

- Acceptance of the Public Storm Sewer Infrastructure contingent upon completion of all punch list items.
- Acceptance of the Public Roadway Infrastructure contingent upon completion of all punch list items.

The required lien waivers for acceptance of the public infrastructure have been received and are attached to this email. I'm also attaching a copy of the letter/punch list that was sent to the Developer.

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

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch
Project Engineer
pgesch@ruekertmielke.com

PWG:pwg

Enclosures

cc: Diana Dykstra, Village of Mukwonago
John Weidl, Village of Mukwonago
Bob Harley, Village of Mukwonago
Mark G. Blum, Village of Mukwonago
Dave Brown, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Tim Schwecke, Village of Mukwonago
Joe Bukovich, P.E., Point Real Estate
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

INVOICE

TO: The Orchards of Mukwonago LLC
11600 W Lincoln Avenue
West Allis, WI 53227

DATE: July 31, 2020
PROJECT MANAGER: Dominic Crivello
CUSTOMER #: 815898
INVOICE #: 106038-01

JOB NAME: **Orchards of Mukwonago Repair**

For furnishing the necessary labor, materials and equipment to complete the above named project as follows:

All work completed

TOTAL AMOUNT DUE THIS INVOICE

\$ 141,609.26

DMC

*If you have any questions or concerns on this invoice, please contact me @ 262 888-2955
Thank you.*

Remit To: P.O. Box 781 - Waukesha, WI 53187-0781
262-524-1700 - FAX 262-524-1845

INVOICE DUE NET UPON RECEIPT

PARTIAL WAIVER OF CONSTRUCTION LIEN

§779.05, Wis. Stats.

Date: **August 3, 2020**

1. Claimant's Name: **Payne And Dolan**
Claimant's Address: **N3W23650 Badinger Rd, Waukesha, WI 53187**
2. Property Improved by Contractor's Work (check one):
☒ Street address: **Orchards of Mukwonago**
☐ Legal description attached.
3. Contractor's Work furnished at the request of: (name of party which requested or contracted for work)

THE ORCHARDS OF MUKWONAGO LLC

4. Waiver of lien rights, contingent upon receipt of payment, is made for (select one):
☐ The following work: **asphalt paving and related work Orchards of Mukwonago Repair**
Job # 106039-01
(insert description of type of labor, services, material, plans or specifications supplied by Contractor, including percentage performed dollar value, and dates as necessary to accurately describe the Work being waived, stating exceptions, if any)
(
☒ All Work to date of this Waiver in the amount of: **\$141,609.26**
5. Title Companies, Lenders or others may require disclosure of the Contractor's subcontractors and material suppliers before disbursement of funds related to the Contractor's above-described Work. If so required, specify name(s) of Contractor's subcontractors and material suppliers furnishing any portion of the Work being waived:
(attach additional sheets if necessary)

CONTRACTOR NAME: **PAYNE AND DOLAN**

By: **Doug W. Butth**
(signature)

Authorized Agent's Name: **Doug W Butth**
(print name of person signing above)

Title: **Agent**

Address: **N3W23650 Badinger Rd, Waukesha, WI 53187**

Telephone Number: **262-524-1700**

NOTE: This is a conditional waiver of lien rights in that the validity of this waiver is dependent upon the actual receipt of payment. If the check issued is returned "NSF" or payment stopped, this waiver of lien is void.

§779.05 Waivers of Lien. Provides, in part "(1) Any document signed by a lien claimant or potential claimant and purporting to be a waiver of construction lien rights under this subchapter, is valid and binding as a waiver whether or not consideration was paid therefor and whether the document was signed before or after the labor or material was furnished or contracted for. Any ambiguity in such document shall be construed against the person signing it. Any waiver document shall be deemed to waive all lien rights of the signer for all labor, services, material, plans or specifications performed, furnished or procured, or to be performed, furnished or procured by the claimant at any time for the improvement to which the waiver relates, except to the extent that the document specifically and expressly limits the waiver to apply to a particular portion of such labor, services, material, plans or specifications. A lien claimant or potential lien claimant of whom a waiver is requested is entitled to refuse to furnish a waiver unless paid in full for the labor, services, material, plans or specifications to which the waiver relates. A waiver furnished is a waiver of lien rights only, and not of any contract rights of the claimant otherwise existing."

Contractor's failure to pay its subcontractors or material suppliers from monies received for its Work may result in civil or criminal liability under Wisconsin's theft by contractor statute, §779.02(5), Wis. Stats.

August 24, 2020

Mr. Joe Bukovich, P.E.
Point Real Estate
19000 W. Bluemound Road
Brookfield, WI 53045

Re: Orchards of Mukwonago – Addition #2
Punch List

Dear Mr. Bukovich:

In accordance with your request dated August 10, 2020 to have the storm sewer and pavement infrastructure accepted and the letter of credit reduced for the Orchards of Mukwonago – Addition #2 development in the Village of Mukwonago, a punch list inspection was performed by R&M and Village Staff on August 20, 2020. Those items pertaining to pavement and storm sewer are as follows:

1. Remove debris/clay from behind newly placed concrete at low-point inlets throughout the project site and restore areas.
2. Remove traffic cones and traffic control devices throughout the project site.
3. Clean and remove debris/material from flowline of storm manhole 8.

We will proceed with a recommendation to the Village Board for acceptance of the public street and storm sewer infrastructure. However, please note that our recommendation will be for the acceptance and reduction of the letter of credit to be made contingent on the above items being completed. Please have all these items completed/corrected as soon as you can.

If you have any questions, please feel free to contact me at (262) 542-5733.

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch
Project Engineer
pgesch@ruekertmielke.com

PWG:pwg

cc: John Weidl, Village of Mukwonago
Diana Dykstra, Village of Mukwonago
Mark G. Blum, Village of Mukwonago
Dave Brown, Village of Mukwonago
Wayne Castle, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

**HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH S.C.**

MARK G. BLUM
THOMAS G. SCHMITZER
LORI J. FABIAN
RONALD E. ENGLISH III
MATTHEW R. GRALINSKI

720 CLINTON STREET
P. O. BOX 766
WAUKESHA, WISCONSIN 53187-0766
TELEPHONE: (262) 549-8181
FACSIMILE: (262) 549-8191
www.hrblawfirm.com

RICHARD S. HIPPENMEYER
(1911-1979)
WILLIAM F. REILLY
(1932-2007)

EMAIL: MGBLUM@HRBLAWFIRM.COM

August 17, 2020

Via Email ONLY

Members of the Village Board
c/o Diana Dykstra
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Re: Super Products – Letter of Credit

Dear Members of the Board:

The Village entered into a Developer Guarantee Agreement with Super Products regarding the sale of land to them in the TID 5 business park. That agreement provided that they would commit to develop the property that was sold to them such that the total assessed value for the property should by January 1, 2021, be not less than \$11 million dollars. As security for that obligation Super Products pledged an irrevocable stand-by letter of credit in the amount of \$1,800,000.00. Pursuant to paragraph 2.4 of the Developers Agreement the Village agreed that the letter of credit would be released upon the earlier of the following:

1. The completion of construction as evidenced by the issuance of an Occupancy Permit by the Village Building Inspector and confirmation by the Village Building Inspector that the work has been completed in accordance with the plans and the Village Build code.
2. Upon its successors and/or assigns payment of real estate taxes on the property totaling \$2,500,000.00 the seller will release the unapplied letter of credit to the buyer and the letter of credit shall be terminated.

Attached to this correspondence is a confirmation from the Village Assessor that the assessed value for the property is \$12,165,000.00 effective January 1, 2020. In addition, I have been advised by the Village Building Inspector that the Occupancy Permit for the premises has been issued. Please see the copies of

Members of the Village Board
Village of Mukwonago
August 14, 2020
Page | 2

those documents attached hereto. As a result, I believe that the letter of credit in the amount of \$1,800,000.00 should be released.

Thank you for your consideration to these comments.

Sincerely,

HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH, S.C.



Mark G. Blum
Village Attorney

MGB/aw
Enc.

cc: John Weidl



VILLAGE OF MUKWONAGO

Office Hours – M-F: 8:00-9:30 am

OCCUPANCY PERMIT INSPECTION REPORT

P: (262) 363-6419 F: (262) 363-6425

Occupancy No. _____

Date _____

Owner's Name

Address

City

State

Zinc

Contractor's Name/Business Name

Address

Qm

State

Zip

Location

Tax Key Number

Inspection Type

Residential Smoke Detector Installed -

Basement

1st Floor

2nd Floor

Other :

AN INSPECTION OF THE ABOVE PROJECT HAS DISCLOSED THE FOLLOWING VIOLATION(S):

Order #	Findings and Requirements
	No non compliance observed at this time of inspections.
	Building 19044
	✓ PE-19-0145
	✓ PM-19-0033
	P-19063

NOTE: Erosion control procedures necessary to meet the performance standard of the Wisconsin Administrative Code, section Comm. 21.125 shall be met and maintained by the owner until the site has been stabilized. Except for permanent erosion control systems, the owner shall be responsible for dismantling and removing erosion control procedure once the soil on the site is stabilized.

NOTICE OF NON-COMPLIANCE: All cited violations shall be ordered corrected immediately unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction. For re-inspection, or information, call (262) 363-6419, Monday-Friday, between 8:00 am and 9:30 am.

Violations Explained to

Date _____

Date Occupancy Issued

Occupancy Denied:

Compliance Date for Repairs:

Permit Fee:

Inspector:

Page

of

WHITE – Contractor/Owner

YELLOW – Inspector

12/13 500

VILLAGE OF MUKWONAGO

P: (262) 363-6419 | F: (262) 363-6425 | Office Hours: Monday-Friday, 8:00 am - 9:30 am

OCCUPANCY PERMIT INSPECTION REPORT

Occupancy No.

Date _____

OWNER's Name:

Mailing Address:**CONTRACTOR's Name:****Mailing Address:**

PROJECT Location:

Inspection Type:

Residential Smoke Detector Installed: ☐ Basement ☐ 1st Floor ☐ 2nd Floor ☐ Other:

Telephone:

State: VA Zip: _____

Telephone:

State: WV

Tax Key #:

AN INSPECTION OF THE ABOVE PROJECT HAS DISCLOSED THE FOLLOWING VIOLATION(S):

Order #	Findings and Requirements
	No non compliance observed at this time of inspections
	Building 19044
	Electrical PE19-0145
	HVAC PM19-0033
	Plumbing 19063

NOTE: Erosion control procedures necessary to meet the performance standard of the Wisconsin Administrative Code, section SPS 321.125 shall be met and maintained by the owner until the site has been stabilized. Except for permanent erosion control systems, the owner shall be responsible for dismantling and removing erosion control procedure once the soil on the site is stabilized.

NOTICE OF NON-COMPLIANCE: All cited violations shall be ordered corrected immediately unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction. For re-inspection, or information, call (262) 363-6419, Monday-Friday, between 8:00 am and 9:30 am.

Violations Explained To:

Date:

Date Occupancy Issued:

Date Occupancy Denied:

Compliance Date for Repairs:**Permit Fee:**

Inspector:

Page

of

WHITE – Contractor/Owner

YELLOW – Inspector

5/18 500

This is Task Order No. 2020-09,
consisting of 8 pages
Village of Mukwonago
*Atkinson Street Pump Station Design,
Bidding and Construction Services*

Task Order

In accordance with the Agreement between Village of Mukwonago (Owner) and Ruekert & Mielke, Inc. (Engineer) dated January 29, 2019, Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: Atkinson Street Pump Station Design, Bidding and Construction Services
- B. Description: Design, bidding and construction-related engineering services.

The Village Atkinson Street sewage pump station serves a large part of the Village of Mukwonago. It is located on the corner of Atkinson Street and Shore Drive just east of Lower Phantom Lake. The tributary area generally can be described generally as the area west of STH 83 to Lower Phantom Lake and from Lower Phantom Lake north to the Village limits. The pump station is the largest in terms of capacity in the Village collection system. The station pumps the sewage through an approximate 3,600 foot long, 10-inch, TRUSS force main, southeasterly through the Village. The force main discharges to an interceptor sewer just south of the Mukwonago River north of the railroad tracks, northwest of Village Hall.

This critical pump station presently has capacity constraints. In the past, after 3 to 4 inches of rain, both pumps at the station were needed to convey the peak flow rate from the station. In addition, there is significant development planned in the tributary area. This development, coupled with the existing capacity constraints, present the need for an expansion of the pumping station.

R/M evaluated the best way to upgrade the existing pump station to meet the future peak flows. Factors considered were the type of pump station, hydraulics with the existing force main, the need for a second force main, site limitations, and the existing standby generator size.

The Village has expressed an interest in changing the configuration of the pump station from a wet well/dry well type to a submersible type. The Village is concerned about the confined space of the existing lower pump chamber. Entry to the station is through using an approximate 25-foot ladder extending from the access tube down to the chamber floor. The ladder entry and confined space present safety issues for the Village and make maintenance on the pumps, valves, and electronics in the lower chamber more involved. With a submersible station, the confined space would be eliminated.

When the station was first designed in 1981, submersible pump technology was not as developed as it is now. Submersible pumps currently are much more reliable and efficient than they were 40 years ago. In addition, there are better systems for submersible pump retrieval from the lower part of the wet well compared to 40 years ago.

For these reasons, the pump station will be converted to a submersible type.

The projected peak flow rate was determined to be 1,660 gallons per minute. A draft letter report entitled "Atkinson Street Pump Station and Tributary Area Capacity Analysis" outlined the methodology of the flow rate projection. This report is attached to this Task Order. The report is in draft form now because the sanitary sewer flow study will not be concluded for another two months. There is enough information from the study to provide a basis for the conceptual design of the upgraded pump station.

A preliminary submersible pump selection of the future pumps was made. These pumps are more efficient than the existing pumps allowing greater amount of flow to be conveyed from the pump station. The brake horsepower of the new pumps would be sized at 40 Hp at the peak flow rate. This is the same size of the existing pump motors.

TASK ORDER

The new pump motors would be outfitted with variable frequency drives (VFDs). The VFDs allow the speed to change to better match the influent flow rate and extend the pump run times for each cycle.

In addition, the upgraded station will be outfitted with three pumps instead of the two pumps that are provided now. Two of the three pumps operating together will provide the peak flow rate required. With larger pump stations, three pumps provide greater redundancy and operational flexibility compared to two pumps.

The need for a second force main or larger force main was also considered. A new force main is not needed for hydraulic considerations since more efficient pumps were identified. A larger or second force main would help reduce the risk of pressure surges associated with a sudden loss of power at the station due to a lightning strike damaging the controls or loss of utility power. If this were to happen, the water column in the force main can separate and cause pressure surges. The strength of the pressure surge is proportional to velocity in the force main. At velocities above 7 feet per second, the pressure spikes can be significant and cause damage to the force main. The maximum pump flow rate for the 10-inch force main size that corresponds to the 7-feet per second velocity is 1,600 gallons per minute. The existing force main is marginal albeit acceptable from the pressure surge standpoint. It is felt that the identified peak flow rate to the station of 1,660 gpm can be reduced in the future as I/I can be reduced – especially in the collection system south of the station.

A detailed evaluation of the existing force main condition was not conducted. The existing TRUSS pipe is a double-walled pipe with a reinforced lattice system. Lightweight concrete fills the interstitial lattice space. The Village has no indications of structural deficiencies of the force main. The existing force main likely still has at least 20 years of useful life. In the future when the force main is replaced, it should be replaced with a 12-PVC pipe. The present cost of new 12-inch PVC force main for replacements of the existing force main is anticipated to be approximately \$700,000.

Site limitations at the station were another factor that was considered. The existing wet well and dry well are in the right-of-way and the building is an easement. Because of the site constraints, a second wet well sized at 8- feet in diameter, will be provided in the same location as the existing drywell. The proposed second wet well will have a connection pipe to the existing wet well. The two wet wells will operate together to provide the required working volume with the projected peak hour flow. The pipe between the wet wells will have a plug valve to allow each wet well to be isolated for cleaning. The bottom concrete slab that supports the wet well and dry well will be re-used. One wet well will have two submersible pumps and the other wet well will have one submersible pump.

The three pumps will each be connected to 10-inch pipe that will extend up to an insulated and heated valve building at grade adjacent to the wet well. This building will house the check valve and isolation valve for each pump and manifold the three pipes into one pipe that is connected to the existing 10-inch force main. A magnetic flow meter will also be provided in the building. An air release valve will be located at the top of the piping manifold. The drain line from the air release valve will be routed back to a wet well. An easement will be required for the building or the Village will have to purchase a small piece of land just outside the right-of-way at the southeast intersection quadrant.

The standby generator and building across the street will be re-used. A new control panel will be located in the building along with the new pump motor VFDs. Since VFDs can fail in warm conditions, air conditioning will be required in the building to keep the VFDs cool on hot days. The electrical duct bank from the wet well to the building will be re-used. There are enough conduits in the bank for the upgraded pump station.

Figure 2 shows the planned conceptual layout of the upgraded pump station.

TASK ORDER

- 2. Services of Engineer:** The scope for this project includes design, bidding, and construction related services. The scope is provided in the following sections:

A. Design

1. Have meeting with Village to confirm design requirements at the beginning of the project.
2. Coordinate with Village to mark out site utilities. If necessary, coordinate with a private utility locating company to mark out utilities on -site. The Village will pay for private utility location services outside the contract with the Engineer.
3. Survey the site at select locations for utilities, process piping, topography, buildings, structures, fence, pavement, wetlands, and any other features needed for design.
4. Prepare, submit and obtain all permit requirements for design and construction. This includes local permits such as erosion control. It is assumed that wetland permits, a Chapter 30 permit, and a Storm Water Notice of Intent permit will not be necessary.
5. Prepare and submit intermediate (60% complete) design drawings. The drawings will show the size, locations, orientation and details of new facilities in the project scope. The drawings will show the required structural, architectural, mechanical, electrical and control components. Coordinate and attend a review meeting to review the draft of plans.
6. Prepare and submit near-final design drawings (95% complete). The drawings will show the size, locations, orientation, details of new facilities in the project scope. The drawings will show the required structural, architectural, mechanical, electrical and control components. Coordinate and attend a review meeting to review the second draft of plans.
7. Write technical specifications for project. Follow the Construction Specifications Institute format for all specifications.
8. Assemble public bidding documents, including but not limited to requirements for insurance, bonds, Agreement, and bidding. Documents should follow the Engineers Joint Contract Documents Committee format. Combine these documents with the technical specifications to make a complete bidding and contract document set.
9. Prepare a final construction cost estimate for the project.
10. Submit and obtain Wisconsin Department of Natural Resources (WDNR) project approval. Submit the required number of copies of to the WDNR. Respond to WDNR questions and modify drawings and specifications as necessary to get approval.

B. Bidding

1. Conduct administration for on-line public bidding services.
2. Answer bidders' questions. Maintain a log of bidders' questions and answers given.
3. Plan and attend a pre-bid meeting where bidders can visit the site. Issue notes of the meeting to all attendees.
4. Issue any required addenda.
5. Attend bid opening.
6. Review bids for completion of all contract requirements. Review prequalification statements, and bidder references.
7. Issue Recommendation of Award and Notice of Award.
8. Attend Village Board meeting to answer questions about the award of the project.

TASK ORDER

C. Construction Related Services

1. Coordinate contract execution with successful bidder. Coordinate bonds, insurance, Agreement, and other documents.
2. Coordinate a preconstruction meeting. This includes writing an agenda, attending the meeting, and issuing meeting notes.
3. Coordinate general administration with General Contractor including answering questions, and facilitating communication with Village.
4. Attend four progress meetings.
5. Provide construction staking consisting of one trip.
6. Review submittals including shop drawings, operation and maintenance manuals, start-up reports, and other submittals.
7. Review and process contractor pay requests.
8. Serve as Resident Project Engineer for construction review services.
9. Negotiate and coordinate changes orders.
10. Attend and oversee equipment start-ups as planned by General Contractor.
11. Provide SCADA integration.
12. Prepare a punch-list near the end of the project.
13. Coordinate project close out documentation including insurance, lien waivers, record documents (submitted by contractor), Consent of Surety for Final Payment, and other documentation.

3. **Owner's Responsibilities: Attend design progress meetings.** Allow access on-site for Engineer and Contractor. Accommodate construction progress meetings with Engineer and Contractor to discuss project. Accommodate General Contractor and Subcontractors during a construction period to last approximately nine months.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
Design & Bidding	January 29, 2021
Construction	November 15, 2021

5. Payments to Engineer

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

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Lump Sum, or Estimate of Compensation for Services</u>
Design and Bidding	Alternate Hourly Rates	\$52,795
Construction Engineering Services	Alternate Hourly Rates	\$45,225

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

TASK ORDER

6. Consultants

IBC Engineering Services, Inc. for HVAC.

7. Other Modifications to Standard Terms and Conditions

None.

8. Attachments

None.

9. Documents Incorporated by Reference

Ruekert & Mielke, Inc. / Village of Mukwonago "Alternate Rates" Master Agreement

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions, (as modified above) set forth in the Master Engineering Agreement between Owner and Engineer, dated January 29, 2019, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, _____.

OWNER:

Village of Mukwonago

By: _____

Name: _____

Title: _____

Date: _____

ENGINEER:

Ruekert & Mielke, Inc.

By: Steven C Wurster

Name: Steven C. Wurster, P.E.

Title: Senior Vice President/COO

Date: August 26, 2020

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Name: David W. Arnott

Title: Senior Project Manager/Team Leader

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

Email: darnott@ruekert-mielke.com

Phone: 262-953-3080

Fax: 262-542-5631



Committee/Board:	Public Works
Topic:	Task Order #2020-09 Atkinson Street Pump Station
From:	Dave Brown
Department:	Wastewater Utility
Presenter:	Dave Arnott
Date of Committee Action (if required):	9/2/2021
Date of Village Board Action (if required):	9/16/2021

Information

Subject:

Task Order #2020-09 Atkinson Street Pump Station Design, Bidding and Construction Services.

Background Information/Rationale:

Flow rates to the lift station have rapidly increased over the past couple of years. Some due to growth and a lot due to aging infrastructure. There is a significant amount of growth in the pump station tributary area from developments. In addition, the Village would like to change the style of the pump station for health, safety and operational concerns.

Key Issues for Consideration:

Sewer collection system was grouted and some repairs made around 2005. Grouting is only a temporary fix and it seems to have begun to fail. Furthermore, the increased development in the area reaching all the way to the northern limits of the Village have added to this issue. There are 2 pumps at this lift station and at key times both pumps now have to run to keep up with the flow. Should one pump fail there would be neighborhood backups in the system. This is the reason for the need to increase the capacity to eliminate this threat.

Fiscal Impact (If any):

\$1,000,000 to be paid for partially by using impact fees of approximately \$650,000. The Village will have to borrow the remainder of \$350,000.

Requested Action by Committee/Board:

Make motion of recommendation to approve Task Order # 2020-09 Atkinson Pump Station Design, Bidding and Construction Services.

Attachments

Task Order # 2020-09
Draft Atkinson Street Pump Station and Tributary Area Capacity Analysis



Committee/Board:	Public Works
Topic:	Mukwonago River Dam North Gate Replacement
From:	Ron Bittner
Department:	Public Works
Presenter:	Dave Arnott
Date of Committee Action (if required):	9/02/2020
Date of Village Board Action (if required):	9/02/2020

Information

Subject: Mukwonago River Dam North Gate Replacement

Background Information/Rationale: The north gate of the dam is the original gate from the dam. Presently, the gate is in its closed position and will not open. The south gate opens and closes with no problem. Both gates were outfitted with automatic actuators as part of the dam rehabilitation project in 2012 as they were very hard to open manually with a gear drive. At that time, the automatic actuator would open the north gate. Through the years, the gate has been harder and harder to open. The actuator supplier has looked at the problem and advised that the actuator will be damaged if it is used to try to open the gate.

Key Issues for Consideration: This gate is critical to managing upstream water levels. Staab Construction Corporation conducted the dam rehabilitation project in 2012, has recently been to the project site, coordinated with gate and actuator supplier, and has an expedited plan for replacement.

Fiscal Impact (If any): The budget cost of the overall project is \$55,750.

Requested Action by Committee/Board: Approve emergency action to hire Staab Construction Corporation in the amount of \$46,770 to replace the north dam gate. Approve R/M support engineering in the amount of \$6,500 for the project. The overall project budget also includes \$2,500 for We Energies to temporally remove the overhead electrical line over the top of the dam.

Attachments

Proposal from Staab Construction Corporation.

**HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH S.C.**

MARK G. BLUM
THOMAS G. SCHMITZER
LORI J. FABIAN
RONALD E. ENGLISH III
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RICHARD S. HIPPENMEYER
(1911-1979)
WILLIAM F. REILLY
(1932-2007)

EMAIL: MGBLUM@HRBLAWFIRM.COM

August 27, 2020

Via Email (dbrown@villageofmukwonago.com) Only

Mr. Dave Brown
Village of Mukwonago Utilities Director
440 River Crest Court
Mukwonago, WI 53149

Re: Resolution Regarding Mukwonago River Dam North Gate Repair

Dear Dave:

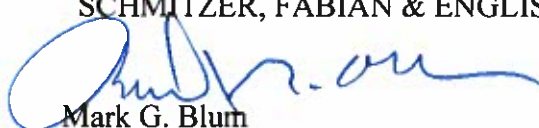
I have received the memo from Dave Arnott with Ruckert & Mielke regarding the Mukwonago River Dam north gate replacement. Please review the enclosed Resolution for factual accuracy and advise me of any modifications you believe need to be made to it. It is my understanding that you will be preparing an ARIF to accompany this Resolution. Please let me know if there is anything further you need from my office regarding this issue.

I am copying Diana Dykstra to make her aware of this Resolution, and that you will be bringing this matter forward for action by the Village Board.

Thank you for your consideration of this matter.

Sincerely,

HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH, S.C.



Mark G. Blum

MGB/jb
Enc.

Cc: Ms. Diana Dykstra

**VILLAGE OF MUKWONAGO
WAUKESHA/WALWORTH COUNTIES**

RESOLUTION NO. 2020-_____

**RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF MUKWONAGO
DECLARING AN EMERGENCY AND AWARDED THE CONTRACT FOR
THE REPAIR OF THE MUKWONAGO RIVER DAM NORTH GATE**

WHEREAS, the Village of Mukwonago River Dam regulates upstream water levels and flow based upon north and south gates that are part of the dam structure. These gates are open through actuators; and

WHEREAS, the gates are critical to managing upstream water levels; and

WHEREAS, the north gate of the Mukwonago River Dam is not functioning and must be replaced in order to protect against flooding and to ensure the integrity of the dam; and

WHEREAS, the Dam gate has been reviewed and inspected by Ruekert & Mielke, as well as Staab Construction Corporation, and they believe the replacement of the north gate is necessary to avoid potential damage resulting from flooding conditions if the gate is not functional; and

WHEREAS, Village Staff and the Village Engineer have concluded that this situation is an emergency as provided for under Wisconsin Statutes §62.15(1b) as to allow for the awarding of the contract for the north gate's replacement without the normal public bidding procedure³.

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

BE IT RESOLVED that the Village Board does hereby find that the north gate of the Mukwonago River Dam is in urgent need of replacement due to the risk of flooding because of an inability to control the gate and thus, the upstream flows and level of the Mukwonago River; therefore, making these repairs as soon as possible constitutes an emergency as defined in Wisconsin Statutes §62.15(1b).

BE IT FURTHER RESOLVED that the Village Board does hereby conclude that the emergency replacement of the north gate of the Mukwonago River Dam shall be performed without utilizing public bidding procedures as outlined in Wisconsin Statute §62.15.

BE IT FURTHER RESOLVED that the Village Board does hereby approve the execution of a contract with Staab Construction Corporation in the sum of \$46,770.00 to replace the north dam gate and with Ruekert & Mielke for support engineering services in the sum of \$6,500.00 and with We Energies in the amount of \$2,500.00 to temporarily remove the overhead electrical line over the top of the Dam so as to allow for the performance of the repairs.

BE IT FURTHER RESOLVED that the Village President and Village Staff are authorized to execute such other and further documents as may be necessary, and take such other steps as may be necessary to effectuate the intention of these Resolutions.

Adopted this _____ day of _____, 2020.

APPROVED:

Attestation:

Fred Winchowky, Village President

Diana Dykstra, Village Clerk



PROPOSAL

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

Dated: 8/26/2020

Bid No.: B1176

Phone: 262-363-6447 Email: rbittner@villageofmukwonago.com

RE: Mukwonago Dam Gate Repair

The undersigned, having familiarized ourself with the plans, specifications, and local conditions affecting the cost of the work, hereby propose to furnish all labor, material, necessary tools, expendable equipment, and all utility and transportation services necessary to complete the following in a workmanlike manner according to standard practices. This proposal will not be withdrawn for a period of thirty (30) days after proposal date.

BASE BID	\$46,750.00
----------	-------------

We base our price on providing necessary labor, tools and materials to install one new 48" x 48" Aquanox stainless steel gate to replace existing. Frame will be same size to accommodate current location of actuator. Also included is installation and removal of a temporary cofferdam to perform work safely. One day/one trip of start-up, calibration, training included from Dorner as well.

At minimum we exclude the following:

- State/Federal Prevailing Wages, Performance & Payment Bond.
- Quality control concrete, soil, water leakage, and/or lead & asbestos testing or survey.
- Contaminated soil & water remediation and/or removal. If contaminated water is encountered, owner is responsible for proper disposal costs.
- Asbestos & lead abatement.
- Unsuitable soils removal and/or replacement
- Temporary bypassing and/or treatment

Owner Responsibilities:

- Supply of potable and/or non-potable water supply.
- Supply of Electricity for construction purposes.
- Supply of Restroom facilities.

Clarifications:

- Sales tax has been included at a rate of 5.5%.
- 2 week submittal time and 10 week lead time on the gate.
- Per owner, SCC assumes the existing gate can be closed completely during cofferdam installation.
- Electric Utility is responsible for temporary disconnect of overhead line at work location to accommodate crane operations.

Payment Terms: Invoiced upon completion and/or monthly and payable within 30 days from date of invoice. 18% Annual interest added to accounts over 30 days. Where retainage is applicable, client may withhold a maximum of 5%, not to exceed the value of work to be completed. Staab requires full retainage release & final payment within 60 days of completion for our scope of work.

Schedule: Staab will begin executing contract obligations within 30 calendar days after we receive a notice to proceed and will be completed in approximately 5 calendar days. Normal work hours are Monday thru Thursday, 10 hour days per week straight time labor rate. Compressed schedule compensation is assessed at 1.5 times after 10 hours each day and/or beyond a 40 hour work week. Holiday pay compensation is assessed at 2 times the hourly base rate. Compensation adjustments are based on the rates noted below under "Changed Conditions".

Changed Conditions / Contract Adjustment Rates: If subsurface, latent, and/or unknown physical conditions differ from those indicated in this agreement or in documents made available by Contractor, Engineer, or Owner, Staab Construction shall be entitled to an equitable and project completion schedule adjustment to compensate for such changed conditions. Extra costs will be executed only upon written orders, and will become an extra charge over and above this base bid price. Such additional charges will be based on actual additional costs required to complete the work under the circumstances. Rates for time & material cost plus proposals are available upon request.

Contract Cancellation: Upon written notification for any such nature that our contract is to be terminated, Staab Construction will stop work immediately. Costs incurred will be billed for reimbursement utilizing the rates noted in "Changed Conditions/Contract Adjustment Rates".

Limited Warranty: Unless otherwise noted on the face hereof, Staab Construction goods, auxiliaries, and parts thereof are warranted per contract agreement documents, against defective workmanship and material for a period of twelve (12) months from date of substantial project completion with the original user. If the goods or services do not conform to the warranty stated above, then as Buyer's sole remedy, Staab shall, at Staabs option, either repair or replace the defective goods or reperform defective services not to exceed the value of the original contract. If applicable, Staab will assign to Buyer all warranties applicable to any portion of the Work or Materials obtained from third parties, or if not assignable, will assert such warranties on behalf of buyer's request. Warranty shall not apply to any such work which that has been subjected to improper or excessive operating conditions, misapplications, accidents, neglect, improperly repaired or altered, normal wear and tear, corrosion, abrasion or erosion, abuse, defects resulting from Buyer's specifications or designs, and any unauthorized disassembly or rework by others will void all warranty claims.

Contracts: Please note this proposal is for bid submission reference only and is not a formal contract between buyer and seller. A mutual agreed upon contract form will be selected between buyer and seller after Staab receives a project "Notice of Award". At that time both parties will review agreeable contract terms and conditions as it relates to this proposal document.

Insurance: Owner agrees to carry property insurance (Builders Risk) upon the entire work at the site in the amount of the full replacement cost. Staab Construction will maintain liability, automobile, and workman's compensation insurance.

Professional liability insurance will be provided to cover claims for negligent professional services performed by Staab Construction during the term of this agreement. Staab Construction will not be required to provide professional design services unless specifically required by the Contract Documents for a portion of the work. Limits of professional liability insurance is \$2,000,000 per claim and an annual aggregate of \$2,000,000.

In order to secure performance of its payment and other obligations under this agreement, owner shall provide contractor with financial security in such form as shall be reasonably acceptable to contractor. Such security shall be delivered to and approved by contractor within thirty (30) days of the effective date of this agreement. In the event that owner does not provide acceptable financial security by such date, contractor may at its election immediately or within thirty (30) days thereof terminate this agreement in which case this agreement shall be of no further force or effect except that owner shall be and remain fully liable for the cost of the work theretofore incurred by contractor in connection with this project together with 15% percent of such expenditures (to cover contractor's profit and overhead) regardless of when such expenditures were incurred and regardless of whether such expenditures ultimately proved to be of any value or use to owner.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, THIS CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO ITS MORTGAGE LENDER, IF ANY. THIS CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Respectfully Submitted By:

STAAB CONSTRUCTION CORPORATION

Andy Busscher

Project Manager

andy.busscher@staabco.com

ACCEPTANCE OF PROPOSAL -

The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above. This proposal will now be a binding contract.

Signature: _____

Date: _____

(Printed name and title)

GENERAL, MECHANICAL, EARTHWORK CONTRACTOR

•
Municipal & Industrial
•

The Contractor of Choice Improving Tomorrow's Environment

This is Task Order No. 2020-11,
consisting of 3 pages
Village of Mukwonago
*Mukwonago River Dam North Gate
Replacement*

Task Order

In accordance with the Agreement between Village of Mukwonago (Owner) and Ruekert & Mielke, Inc. (Engineer) dated January 29, 2019, Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: Mukwonago River Dam North Gate Replacement
- B. Description: Design and Construction Services.

The north gate of the dam is the original gate from the dam. Presently, the gate is in its closed position and will not open. The south gate opens and closes with no problem. Both gates were outfitted with automatic actuators as part of the dam rehabilitation project in 2012 as they were very hard to open manually with a gear drive. At that time, the automatic actuator would open the north gate. Through the years, the gate has been harder and harder to open. The actuator supplier has looked at the problem and advised that the actuator will be damaged if it is used to try to open the gate.

This gate is critical to managing upstream water levels. Staab Construction Corporation conducted the dam rehabilitation project in 2012, has recently been to the project site, coordinated with gate and actuator supplier, and has an expedited plan for replacement.

2. Services of Engineer: The scope for this project includes design, bidding, and construction related services. The scope is provided in the following sections:

- A. Design
1. Provide project coordination for cost and timing.
 2. Oversee Wisconsin Department of Natural Resources approval for coffer dam to install new gate.
 3. Coordinate with contractor and Owner for electrical outage at dam.
- B. Construction Related Services
1. Provide schedule coordination with Owner and Contractor.
 2. Review submittals for shop drawing and operation and maintenance manual.
 3. Coordinate a preconstruction meeting. This includes writing an agenda, attending the meeting, and issuing meeting notes.
 4. Provide intermittent inspections during construction.

3. Owner's Responsibilities: Attend design progress meetings. Allow access on-site for Engineer and Contractor. Accommodate construction progress meetings with Engineer and Contractor to discuss project. Accommodate General Contractor and Subcontractors during a construction period to last approximately one week.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
Design	September 30, 2020
Construction	November 3, 2020

TASK ORDER

5. Payments to Engineer

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

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Lump Sum, or Estimate of Compensation for Services</u>
Design and Construction	Alternate Hourly Rates	\$6,500

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

6. Consultants

None.

7. Other Modifications to Standard Terms and Conditions

None.

8. Attachments

None.

9. Documents Incorporated by Reference

Ruekert & Mielke, Inc. / Village of Mukwonago "Alternate Rates" Master Agreement

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions, (as modified above) set forth in the Master Engineering Agreement between Owner and Engineer, dated January 29, 2019, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, _____.

OWNER:

Village of Mukwonago

ENGINEER:

Ruekert & Mielke, Inc.

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: Steven C. Wurster, P.E.

Title: Senior Vice President/COO

Date: August 27, 2020

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Name: David W. Arnott

Title: Senior Project Manager/Team Leader

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

Email: darnott@ruekert-mielke.com

Phone: 262-953-3080

Fax: 262-542-5631