

Village of Mukwonago
Notice of Meeting and Agenda

REGULAR VILLAGE BOARD MEETING
Wednesday, December 20, 2023

Time: **6:30 pm**

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**

4. 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.

5. Consent Agenda

All items listed are considered routine and/or have been unanimously recommended by the Committee of the Whole and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent agenda and be considered on the regular agenda.

5.1 Minutes from the Village Board meeting of November 15, 2023

[2023-11-15 VB DRAFT Minutes.docx](#)

5.2 Approve Accounts Payable Vouchers in the amount of \$970,004.73.

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

5.3 Approve Resolution 2023-72 A Resolution to adopt the 2024 Annual Tax Increment Finance District (TID) Budgets.

[RESOLUTION 2023-72 \(Adopt 2024 Village TIF Budgets\).pdf](#)

5.4 Approve a Class "B"/"Class B" combination fermented malt beverage and reserve intoxicating liquor license for Crush Wine Bar and Craft Lounge application at 110 Main Street, Paul Kwiecien, Agent

[Cover Report - Crush Wine Bar License.pdf](#)

[Crush LLC Application_Redacted.pdf](#)

5.5 Approve RESOLUTION 2023-65 adopting Video Surveillance Policy.

[RESOLUTION 2023-65 \(video surveillance policy\).pdf](#)

[Policy - Video Surveillance Final 11-30-23.docx](#)

- 5.6 Approve **Resolution 2023-64** a Resolution to Appoint Election Inspectors for the 24-25 Term.

[RESOLUTION 2023-64 Election Inspector Appt..pdf](#)

- 5.7 Approve the following Position Description Resolutions;

- **Resolution 2023-69** Deputy Clerk-Treasurer Position Description
- **Resolution 2023- 70** Deputy Treasurer/Admin Payables Clerk Position Description
- **Resolution 2023- 71** Deputy Clerk/Community & Economic Development Position Description

[Cover Report - Position Descriptions.pdf](#)

[Village Hall Time Study Final 11-29-23.pdf](#)

[RESOLUTION 2023-69 Job Des Deputy Clerk Treasurer.docx](#)

[RESOLUTION 2023-70 \(Job Desc Deputy Treasurer-AdminPayables Clerk\).docx](#)

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

- 5.8 Approve **Resolution 2023-67**, a resolution adopting the 2024 salary and wage schedules for non-represented employees.

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

- 5.9 Approve **Resolution 2023-68**, A Resolution authorizing annual stipends for the Assistant Fire Chief and Deputy Fire Chief.

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

- 5.10 Approve a service agreement with COM2 for e-Waste disposal contingent upon Attorney review.

[EWaste Collection Services Cover Sheet](#)

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

[e-Waste Agreement](#)

[Municipalities Contact Details.docx](#)

[COI_COM2_Exp 050424.pdf](#)

[R2V3.pdf](#)

- 5.11 Approve a three year Maintenance Contract Renewal with Bassett Mechanical.

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

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

- 5.12 Approve **Resolution 2023-66** a Resolution to eliminate the Letter of Credit for Hill Court Reload as recommended by the Village Engineer.

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

- 5.13 Approve a contract renewal with Hydro Corp for non-residential cross connection survey program for 24 months in the amount of \$33,912

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

- 5.14 Approve the purchase of water meters for 2024 in the amount of \$77,300

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

[2024_Meter Purchase.xlsx](#)

- 5.15 Approve a Purchase Requisition for Community Room HVAC upgrades in the amount of \$16,750.

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

[Village HALL Community Room HVAC Upgrade Purchase Requisition.docx](#)

[vill muk LL zone system 1123-41011rev1 11-28-23.pdf](#)

- 5.16 Approve a proposal from Watson Consoles in the amount of \$59,015 for the dispatch remodel, as budgeted in the Capital Improvement Program.

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

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

6. Other Items for Approval

Other items removed from Consent Agenda which were not unanimously approved from the Committee of the Whole.

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

[Statewide Services Disallowance of Claim](#)

7. Planning Commission Recommendations

Discussion and possible action on the following Plan Commission Recommendations

- 7.1 Discussion and action to approve **ORDINANCE 1017** to rezone Kiwanis Park Parcels from P-1 - Public and Semi Public to B-2 – General Business, located at the Northwest Corner of N Rochester St (Hwy 83) and W Veterans Way (Hwy NN) (MUKV 1963-996-005 and MUKV 1963-996-006), by applicant (Mikko Erkamaa); as recommended by the Planning Commission.

[Staff - Kiwanis - Rezoning.pdf](#)

[Example of Commercial Layout.pdf](#)

[ORDINANCE 1017 Amend Zoning Map.pdf](#)

- 7.2 Discussion and action to approve the Conditional Use **RESOLUTION 2023-73** for an application to operate a Funeral Home and Cremation Services (Human and Pet), located at 225 Eagle Lake Ave (MUKV 1974-009), by applicant/future owner (John Rozga); as recommended by the Planning Commission

[Staff - 225 Eagle Lake Ave - CU Rozga Funeral.pdf](#)

[Rozga Information.pdf](#)

[Cremation Environmental Analysis.pdf](#)

[RESOLUTION 2023-73 CU 225_Eagle_Lake_Ave.pdf](#)

7.3 For Information Only, No Action Required:

*Plan Commission approved **PC-RESOLUTION 2023-12** for Site Plan and Architectural Review for a Funeral Home and Cremation Services (Human and Pet); located at 225 Eagle Lake Ave Parcel MUKV 1974-009; by John Rozga, applicant/future owner.*

8. Finance Committee, Trustee Darlene Johnson

Discussion and possible action on the following items

- 8.1 Discussion and possible action to approve Accounts Payable Vouchers in the amount of \$682,425.28.

[122023 VB AP Packet.pdf](#)

9. Judicial Committee, Trustee Dale Porter

Discussion and possible action on the following items

- 9.1 Discussion and possible action to approve a Class A Combination Fermented Malt Beverage and Intoxicating Liquor License application for Elevated Minds of IL, Inc d/b/a Elevated Minds, 411 Main Street, Mukwonago, Shabana Ali Agent.

[Elevated Minds Cover Report](#)

[Elevated Minds Application_Redacted.pdf](#)

10. Public Works Committee, Trustee Eric Brill

Discussion and possible action on the following items

- 10.1 Discussion and possible action to approve the close out Change Order #2 and final payment for the Aeration Basin Project in the amount of \$22,216.50

[AIRF_Aeration Basin Upgrades Project Close Out.docx](#)

[Close Out Documents_Aeration Basin Upgrades.pdf](#)

11. Protective Services, Trustee Scott Reeves

Discussion and possible action on the following items

- 11.1 Police Department Annual Report *(For Information Only, No Action Required)*

[2022 Annual Report MKPD.pdf](#)

- 11.2 Police Report for the Month of November 2023 *(For information Only, no action required.)*

[Monthly Report November 2023.pdf](#)

12. Downtown Development Committee, Trustee Scott Reeves

- 12.1 Status Report from the DDC.

[Mukwonago Downtown Strategic Plan - STATUS REPORT - 12072023.docx](#)

13. Village President

- 13.1 Notice of intent to circulate petition for detachment *(For Information Only, no action required)*

[1Z64823-Notice of Intent to Circulate a Petition of Detachment Signed.pdf](#)

13.2 Election Open House for the Village of Mukwonago Saturday, January 13, 2024
11:30AM to 1:30PM
[Voting Machine Open House Jan 2024.png](#)

14. Closed Session

Closed session pursuant to **Wis. Stats § 19.85 (1) (g)** (Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation) concerning GFLP v Village of Mukwonago; and pursuant to **Wis. Stats. § 19.85(1)(e)** (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) for negotiation with the Historical Society and the Mukwonago Professional Police Association.

15. Reconvene into Open Session

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

16. Adjournment

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

MINUTES OF THE VILLAGE BOARD OF TRUSTEES MEETING

Wednesday, November 15, 2023

Time: **6:30 pm**

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

Call to Order

President Winchowky called the meeting to order at 6:30pm.

Roll Call

Board Members Present

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

Also Present

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Chris DeMotto, Assistant Police Chief
Mike Michalski, Village Engineer
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Nathan Bayer, Attorney

Pledge of Allegiance

Comments from the Public

David Boebel, 815 Prairieview Lane, expressed concerns regarding the Annual Budget. He further discussed non-TID debt and general obligation debt along with interest payments.

Presentations

2023 Annual Presentation of Water & Sewer Rates from Kristi DeMaster, Trilogy, Inc.
Kristi was unable to attend. This presentation will be referred to December.

2024 Annual Budget Presentation from the Finance Director.

Finance Director Doherty presented the annual budget presentation. Copies were distributed and will be available on the Village website.

Public Hearings

Public Hearing on the 2024 Annual Budget

President Winchowky opened the Public Hearing at 7:12pm

Hearing no comments, the public hearing closed at 7:13pm

Consent Agenda

All items listed are considered routine and/or have been unanimously recommended by the Committee of the Whole and will be enacted by one motion. There will be no separate discussion of these items unless a

Board member so requests, in which event the item will be removed from the Consent agenda and be considered on the regular agenda.

- 7.1 Approve Village Board Meeting Minutes of October 18, 2023
- 7.2 Approve Accounts Payable Vouchers in the amount of \$411,109.93.
- 7.3 Approve authorizing Chief Streit to sign the AT&T Hosted E9-1-1 Services Contract.
- 7.4 Approval to add to the Capital Improvement Plan for 2024 museum improvements for asbestos floor covering.
- 7.5 Approval of revised special event and park permit application for Midnight Magic on December 2, 2023.
- 7.6 Approval of **RESOLUTION 2023-56** a resolution adopting an Election Day Contingency Plan.
- 7.7 Approve a Temporary Class "B"/"Class B" Retailer's License for the Mukwonago Area Chamber of Commerce for Midnight Magic, December 2, 2023
- 7.8 Approve **Task Order 2023-07** for engineering and construction services from Ruekert & Mielke relating to Well # 4 HMO treatment, Well #3 Building Updates, and distribution system changes.
- 7.9 Approve **Task Order 2023-08** with Ruekert-Mielke for the Two Rivers Phase 1 proposed street and utility rehabilitation.

D Johnson/Meiners motion approve consent agenda items from 7.1 to 7.9. Unanimously carried.

Other Items for Approval

Other items removed from Consent Agenda which were not unanimously approved from the Committee of the Whole.

Discussion and possible recommendation on Resolution 2023-58 adopting the 2024 Fee Schedule.

Meiners/ K Johnson motion to approve. Motion carried 5-2, Trustee D Johnson and President Winchowky vote "No"

Planning Commission Recommendations

Discussion and possible action on RESOLUTION 2023-49 for the Extraterritorial CSM Review for Linda and Scott Kosteretz; N9033 and N9025 Army Lake Rd in the Town of East Troy; Parcel P ET1500005B.

Meiners/Brill motion to approve. Unanimously carried.

For Information Only:

Plan Commission reviewed **PC-RESOLUTION 2023-10** for a Site Plan and Architectural Review for the Lighting Plan at Empire Level/Milwaukee Tool.

It was noted staff will be reviewing lighting reviews. This item was not formally approved.

Plan Commission approved **PC-RESOLUTION 2023-11** for a Site Plan and Architectural Review for 201 N Rochester St.

Finance Committee, Trustee Darlene Johnson

Discussion and possible action to approve Accounts Payable Vouchers in the amount of \$626,569.23.

D Johnson/Meiners motion to approve. Unanimously carried.

Discussion and possible action to approve Resolution 2023-59 a Resolution to Adopt the 2024 Annual Budget and establish the 2023 Property Tax Levy collectible in 2024.
<https://www.villageofmukwonago.gov/budget>

D Johnson/Meiners motion to approve. Unanimously carried.

Discussion and possible action to approve Resolution 2023-60 adopting the 2024 Stormwater Utility #1 Annual Budget.

D. Johnson/K Johnson motion to approve. Unanimously carried.

Discussion and possible action to approve Resolution 2023-61 a Resolution adopting the 2024 Water and Sanitary Sewer 2024 Annual Budget along with the 2024 Sewer Rates.

D Johnson/Brill motion to approve. Unanimously carried.

Discussion and possible action to approve Resolution 2023-62 a Resolution adopting the 2024 Impact Fee Schedule and Sewer Connection Fees.

D Johnson/Meiners motion to approve. Unanimously carried.

Discussion and possible action to approve Resolution 2023-63 A Resolution to adopt the 2024 Capital Improvement Plan.

D Johnson/K Johnson motion to approve. Unanimously carried.

Public Works Committee, Trustee Eric Brill

Atkinson Lift Station Change Order #1 *(For Information Only, No Action Required)*

Trustee Brill noted due to existing conditions resulted in a manhole not being installed which resulted in a decrease in the project cost.

Discussion and possible action to approve a construction MOU with the State of Wisconsin for Interstate Ramp Improvements.

Brill/Meiners motion to approve. DPW Director Bittner noted this is based on existing MOU the Village already has with the state. This ties into an upcoming project and will add another left turn lane when you come off the freeway. Unanimously carried.

Protective Services, Trustee Scott Reeves

Police Department Monthly Report for October *(No Action Required)*

Village President

Announcement Revaluation Field Work for 2024 has begun.

www.villageofmukwonago.gov/revaluation2024

Adjournment

Adjourned at 7:30pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer

Accounts Payable Cover Sheet

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

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

11/29/2023 04:03 PM

User: MROCKLEY

DB: Mukwonago

CUSTOM INVOICE REPORT FOR MUKWONAGO

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

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

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DB: Mukwonago

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

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

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CUSTOM INVOICE REPORT FOR MUKWONAGO

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

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CUSTOM INVOICE REPORT FOR MUKWONAGO

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

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

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CUSTOM INVOICE REPORT FOR MUKWONAGO

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

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

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CUSTOM INVOICE REPORT FOR MUKWONAGO

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

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CUSTOM INVOICE REPORT FOR MUKWONAGO
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INVOICE NUMBER	DESCRIPTION	AMOUNT
GRAND TOTAL:		295,837.34

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

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

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

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

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 723
Banks: GEN

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

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INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 11/27/2023 - 11/27/2023
 JOURNALIZED PAID
 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
ARMOUR ABBY							
61883	METRO MARKET #384	10/19/2023	11/27/2023	44.64	0.00	Paid	Y
	FRIENDS MEETING SNACKS	MROCKLEY					11/27/2023
	440-5890-580600	DONATED FUND EXPENDITURES		44.64			
ARMOUR ABBY							
61884	WISCONSIN LIBRARY ASSOCIA	11/08/2023	11/27/2023	20.00	0.00	Paid	Y
	PROGRAM ATTENDANCE COST	MROCKLEY					11/27/2023
	440-5511-533100	PROGRAMMING		20.00			
BITTNER RONALD							
61885	SITEONE LANDSCAPE SUPPLY,	10/20/2023	11/27/2023	96.90	0.00	Paid	Y
	STAPPING FOR TREE PLANTING	MROCKLEY					11/27/2023
	100-5611-531100	OPERATIONAL SUPPLIES		96.90			
BITTNER RONALD							
61886	MENARDS WAUKESHA WI	11/08/2023	11/27/2023	38.84	0.00	Paid	Y
	BOARDS FOR ELECTIONS	MROCKLEY					11/27/2023
	100-5144-531100	BOARDS FOR ELECTIONS		38.84			
BONK JASON							
61887	THE HOME DEPOT 4921	10/16/2023	11/27/2023	95.52	0.00	Paid	Y
	WINTERUZE HYDRANTS	MROCKLEY					11/27/2023
	610-6454-665400	MAINTENANCE-HYDRANTS		95.52			
BONK JASON							
61888	TRAVELODGE	11/08/2023	11/27/2023	96.30	0.00	Paid	Y
	HOTEL FOR DNR TESTING	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		48.15			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		48.15			
BONK JASON							
61889	TRAVELODGE	11/08/2023	11/27/2023	96.30	0.00	Paid	Y
	HOTEL FOR DNR TESTING	MROCKLEY					11/27/2023
	610-6920-693000	MISC GENERAL EXPENSES		48.15			
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		48.15			
BROWN DAVID							
61890	PIZZA RANCH - LAKE DELTON	10/25/2023	11/27/2023	25.79	0.00	Paid	Y
	MEAL REIMBURSEMENT FOR TWO STAFF	MROCKLEY					11/27/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		25.79			

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 11/27/2023 - 11/27/2023
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD
SORTED BY CARDHOLDER

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
BROWN DAVID							
61891	PIZZA RANCH - LAKE DELTON	10/26/2023	11/27/2023	25.79	0.00	Paid	Y
	MEAL REIMBURSEMENT FOR TWO STAFF	MROCKLEY					11/27/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		25.79			
BROWN DAVID							
61892	DENNY'S #7398	10/26/2023	11/27/2023	38.60	0.00	Paid	Y
	MEAL REIMBURSEMENT FOR TWO STAFF	MROCKLEY					11/27/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		38.60			
CASTLE WAYNE A							
61893	KALAHARI RESORT - WI	10/24/2023	11/27/2023	338.00	0.00	Paid	Y
	WVOA HOTEL CONFERENCE	MROCKLEY					11/27/2023
	620-8400-854100	EDUCATIONAL/TRAINING EXPENSES		338.00			
DEMOTTO CHRIS							
61894	TRITECH FORENSICS	10/26/2023	11/27/2023	34.49	0.00	Paid	Y
	SQUAD MEDICAL SUPPLIES	MROCKLEY					11/27/2023
	100-5212-531100	OPERATIONAL SUPPLIES		34.49			
DYKSTRA DIANA							
61895	ICMA ONLINE	10/16/2023	11/27/2023	50.00	0.00	Paid	Y
	ICMA CM APPLICATION	MROCKLEY					11/27/2023
	100-5142-521900	ICMA CM APPLICATION		50.00			
DYKSTRA DIANA							
61896	KRYTERION WEBASSESSOR	10/16/2023	11/27/2023	78.75	0.00	Paid	Y
	ICMA ASSESSMENT CLASS	MROCKLEY					11/27/2023
	100-5142-533500	TRAINING & TRAVEL		78.75			
DYKSTRA DIANA							
61897	CITY OF GREEN BAY	10/19/2023	11/27/2023	5.10	0.00	Paid	Y
	PARKING RAMP	MROCKLEY					11/27/2023
	100-5142-533500	PARKING@ TRAINING		5.10			
DYKSTRA DIANA							
61898	APPLETON RESIDENCE INN	10/19/2023	11/27/2023	77.39	0.00	Paid	Y
	HOTEL FOR LEAGUE CONF	MROCKLEY					11/27/2023
	100-5144-533500	TRAINING & TRAVEL		77.39			

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DYKSTRA DIANA

61899	VBS*VONAGE BUSINESS	11/12/2023	11/27/2023	1,542.21	0.00	Paid	Y
	VONAGE NOVEMBER 2023 PHONE BILL	MROCKLEY					11/27/2023
	100-5141-522500	TELEPHONE		19.59			
	100-5142-522500	TELEPHONE		78.62			
	100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE		78.39			
	100-5241-522500	TELEPHONE		58.78			
	100-5632-522500	TELEPHONE		19.59			
	100-5323-522500	TELEPHONE		39.44			
	100-5512-522500	TELEPHONE		19.59			
	100-5120-522500	TELEPHONE		19.59			
	100-5211-522500	TELEPHONE		366.89			
	150-5221-522500	TELEPHONE		357.92			
	440-5511-522500	TELEPHONE		400.20			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		41.80			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		41.81			

ISELY MARY JO

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

ISELY MARY JO

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

ISELY MARY JO

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

ISELY MARY JO

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

ISELY MARY JO

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

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
	440-5700-532900	AV MATERIAL		33.99			
ISELY MARY JO							
61905	AMAZON.COM*0D6N33623	10/24/2023	11/27/2023	81.84	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		81.84			
ISELY MARY JO							
61906	AMAZON.COM*EE58C31Y3	10/30/2023	11/27/2023	64.88	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		64.88			
ISELY MARY JO							
61907	AMZN DIGITAL*745KF9V73	10/30/2023	11/27/2023	49.99	0.00	Paid	Y
	SWITCH GAME	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		49.99			
ISELY MARY JO							
61908	AMAZON.COM*EK6QQ8S43	10/31/2023	11/27/2023	34.91	0.00	Paid	Y
	DVD	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		34.91			
ISELY MARY JO							
61909	NINTENDO CA1088660745	11/13/2023	11/27/2023	41.99	0.00	Paid	Y
	SWITCH GAME	MROCKLEY					11/27/2023
	440-5700-532900	AV MATERIAL		41.99			
KIM CATHRYN							
61910	HOBBY LOBBY #560	10/16/2023	11/27/2023	10.84	0.00	Paid	Y
	DIY PROGRAM SUPPLIES	MROCKLEY					11/27/2023
	440-5511-533100	PROGRAMMING		10.84			
KIM CATHRYN							
61911	DOLLAR GENERAL #10855	10/17/2023	11/27/2023	30.35	0.00	Paid	Y
	BINGO PRIZES	MROCKLEY					11/27/2023
	440-5511-533100	PROGRAMMING		30.35			
KIM CATHRYN							
61912	US BANK	10/20/2023	11/27/2023	(10.60)	0.00	Paid	Y
	TAX CREDIT	MROCKLEY					11/27/2023
	440-5511-533500	TRAINING & TRAVEL		(10.60)			

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

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

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

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

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

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

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

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	GL Distribution						

--- TOTALS BY GL DISTRIBUTION ---

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

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
440-5700-532900	AV MATERIAL			401.39			
440-5890-580600	DONATED FUND EXPENDITURES			624.64			
610-6200-662500	MAINTENANCE-PUMPING			334.44			
610-6210-662500	MAINTENANCE-PUMPING			500.00			
610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT			86.64			
610-6454-665400	MAINTENANCE-HYDRANTS			95.52			
610-6920-692100	OFFICE SUPPLIES & EXPENSES			81.55			
610-6920-693000	MISC GENERAL EXPENSES			961.93			
620-8010-827000	OPERATION SUPPLY/EXPENSE			158.08			
620-8020-832000	MAINTENANCE-LIFT STATIONS/PUMP			79.00			
620-8400-851000	OFFICE SUPPLIES & EXPENSES			81.55			
620-8400-854100	EDUCATIONAL/TRAINING EXPENSES			584.48			

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

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	1275			90.18			
	2365			401.39			
	3049			681.58			
	3064			34.49			
	4175			248.00			
	5177			1,753.45			
	5311			64.64			
	5538			881.89			
	5540			160.00			
	5724			2,168.50			
	6370			3,566.00			
	6639			338.00			
	7403			713.84			
	8389			334.84			
	8764			288.12			
	9625			205.81			
	9708			135.74			

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

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

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

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

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

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

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

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

--- TOTALS BY GL DISTRIBUTION ---

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

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DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 11/03/2023 - 11/08/2023
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: EFT
WE ENERGIES REPORT FOR BOARD

Page: 7/7

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

11/29/2023 11:18 AM			CHECK DISBURSEMENT REPORT FOR MUKWONAGO			Page 1/1	
User: MROCKLEY			CHECK NUMBER 37543 - 37546				
DB: Mukwonago			Banks: GEN				
Check Date	Bank	Check #	Payee	Description	GL #	Amount	
11/08/2023	GEN	37543	DAVID ROSCH	OCT 2023 REFUND COURT FINES & FEES	100-0000-233000	86.20	
11/08/2023	GEN	37544	TREASURER STATE OF WI	OCT 2023 COURT FINES AND FEES	100-0000-242400	3,022.00	
11/08/2023	GEN	37545	TREASURER WAUKESHA COUNTY	OCT 2023 COURT FINES & FEES	100-0000-243240	870.00	
11/08/2023	GEN	37546	WALWORTH COUNTY REGISTER	RECORD CORRECTION INSTRUMENT FOR HILL COURT PARTNERS RELOAD	100-5142-539900	30.00	
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		4,008.20	

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO

CHECK NUMBER 724

Banks: GEN

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/08/2023	GEN	724 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - OCT	100-5142-539900	1.04
		724 (E)		INVOICE CLOUD MONTHLY FEES - OCT	100-5241-539900	8.82
		724 (E)		INVOICE CLOUD MONTHLY FEES - OCT	410-5363-539900	69.55
		724 (E)		INVOICE CLOUD MONTHLY FEES - OCT	610-6920-692100	84.54
		724 (E)		INVOICE CLOUD MONTHLY FEES - OCT	620-8300-840000	69.55
						233.50
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		233.50

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CHECK NUMBER 37550 - 37551
Banks: GEN

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

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DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 37620
Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/21/2023	GEN	37620	BIELINKSI HOMES	MEADOWLAND TOWNHOMES BOND CHANGE	100-0000-211425	405,963.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		405,963.00

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

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Banks: GEN

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

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 728
Banks: GEN

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

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Banks: GEN

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

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Banks: GEN

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

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

RESOLUTION 2023-72

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

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

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

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

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

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

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

Passed and adopted this 20th day of December, 2023.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

11/30/2023

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

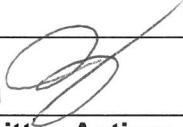
GL NUMBER	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 ACTIVITY THRU 06/30/23	2023 PROJECTED ACTIVITY	2024 DEPT REQUESTED BUDGET	2024 DEPT REQUESTED % CHANGE	2024 DEPT REQUESTED AMT CHANGE
Fund 220 - TID#3 - GENERAL								
ESTIMATED REVENUES								
4100 - TAXES	916,659	863,477	905,802	754,914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

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

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



Agenda Item Cover Report

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

Subject:

Crush Wine Bar Reserve Liquor License

Executive Summary:

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

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

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

The Police Department has completed their background and approval.

Fiscal Impact:

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

Executive Recommendation/Action:

Approve the application for Crush LLC at 110 Main Street.

 **Attachments Included**

Original Alcohol Beverage License Application

FOR CLERKS ONLY	
Municipality	V of Mukwonago
License Period	

License(s) Requested

- ☐ Class "A" Beer \$ _____
 ☐ "Class A" Liquor \$ _____
- ☒ Class "B" Beer \$ _____
 ☒ "Class B" Liquor \$ _____
- ☐ "Class C" Wine \$ _____
 ☐ "Class A" Liquor (Cider Only) \$ _____
- ☒ Reserve "Class B" Liquor \$ 10,000
☐ "Class B" (Wine Only) Winery \$ _____
- initial issuance*

License Fees	\$
Publication Fee	\$ 25.00
Background Check	\$ 10.00
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) <u>CRUSH, LLC</u>		
2. Trade Name or DBA <u>CRUSH WINE BAR AND CRAFT LOUNGE</u>		
3. Premises Address <u>110 MAIN ST.</u>		
4. County <u>WAUKESHA</u>	5. Municipality <u>MUKWONAGO</u>	6. Aldermanic District
7. Mailing Address (if different from premises address) <u>[REDACTED] A, WI. 53186</u>		
8. FEIN <u>47-1749375</u>	9. Wisconsin Seller's Permit Number <u>456-1028736202-02</u>	
10. Premises Phone <u>262-287-7280</u>	11. Premises Email <u>JUDYLYNN@CRUSHWAUKESHA.COM</u>	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary. <u>MAIN FLOOR BAR</u> <u>BACK-STORAGE ROOM</u> <u>BACK OFFICE</u> <u>BASEMENT</u>		

Part B: Questions

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

Part C: For Corporate/LLC Applicants Only	
1. State of Registration <i>WISCONSIN</i>	2. Date of Registration <i>09/09/2014</i>
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Parent Company	FEIN of Parent Company
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.	
5. Agent's Last Name <i>KWIECIEN</i>	Agent's First Name <i>PAUL</i>
Phone <div style="background-color: black; width: 100%; height: 100%;"></div>	

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

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

Last Name	First Name	Title	Phone
<i>ROSYNEK</i>	<i>JUDY</i>	<i>PRESIDENT/OWNER</i>	<div style="background-color: black; width: 100%; height: 100%;"></div>
<i>KWIECIEN</i>	<i>PAUL</i>	<i>VICE PRESIDENT/OWNER</i>	<div style="background-color: black; width: 100%; height: 100%;"></div>

Part E: Attestation	
Who must sign this application? • sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC	
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature <i>Paul Kwiecien</i>	Date <i>8/16/2023</i>
Name (Last, First, M.I.) <i>KWIECIEN, PAUL, L.</i>	
Title <i>VICE PRESIDENT/OWNER</i>	Email <i>PAUL.KWIECIEN@THAIVENT.COM</i> <div style="float: right;">Phone <div style="background-color: black; width: 100%; height: 100%;"></div></div>

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

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

Submit to municipal clerk.

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

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

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

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

located at 110 MAIN ST., MUKWONAGO, WI 53149

appoints PAUL L. KWIECIEN
(Name of Appointed Agent)

[REDACTED], WI. 53186
(Agent)

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

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

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

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

Place of residence last year [REDACTED] WI. 53186

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

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

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

ACCEPTANCE BY AGENT

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

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

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

Agent's age [REDACTED]

Date of birth [REDACTED]

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

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

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

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

RESOLUTION 2023-65

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

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

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

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

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

Adopted this 20^h day of December, 2023.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer



Village of Mukwonago

Video Surveillance Policy

Video Surveillance

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

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

Illegal Activity Prohibited and Not Protected

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

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

RESOLUTION 2023-64

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

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

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

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

NOW THEREFORE BE IT RESOLVED, the Village Board of the Village of Mukwonago hereby appoints the attached individuals as Election Inspectors for a two-year term which will run from January 1, 2024 to December 31, 2025:

Adopted this 20th day of December 2023.

By: _____
Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer



Village of Mukwonago

Member Report



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

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Agenda Item Cover Report

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

Subject:

Adjusted Position Descriptions

Executive Summary:

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

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

Fiscal Impact:

No wages or pay grades were changed.

Executive Recommendation/Action:

Approve the adjusted position description resolutions.

☒ **Attachments Included**



VILLAGE OF MUKWONAGO VILLAGE HALL TIME STUDY

AUGUST 2023



www.villageofmukwonago.gov

Diana Dykstra, MMC
Village Clerk-Treasurer
440 River Crest Ct., Mukwonago, WI

262-363-6420 x2103

Welcome and Overview

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

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

WHY

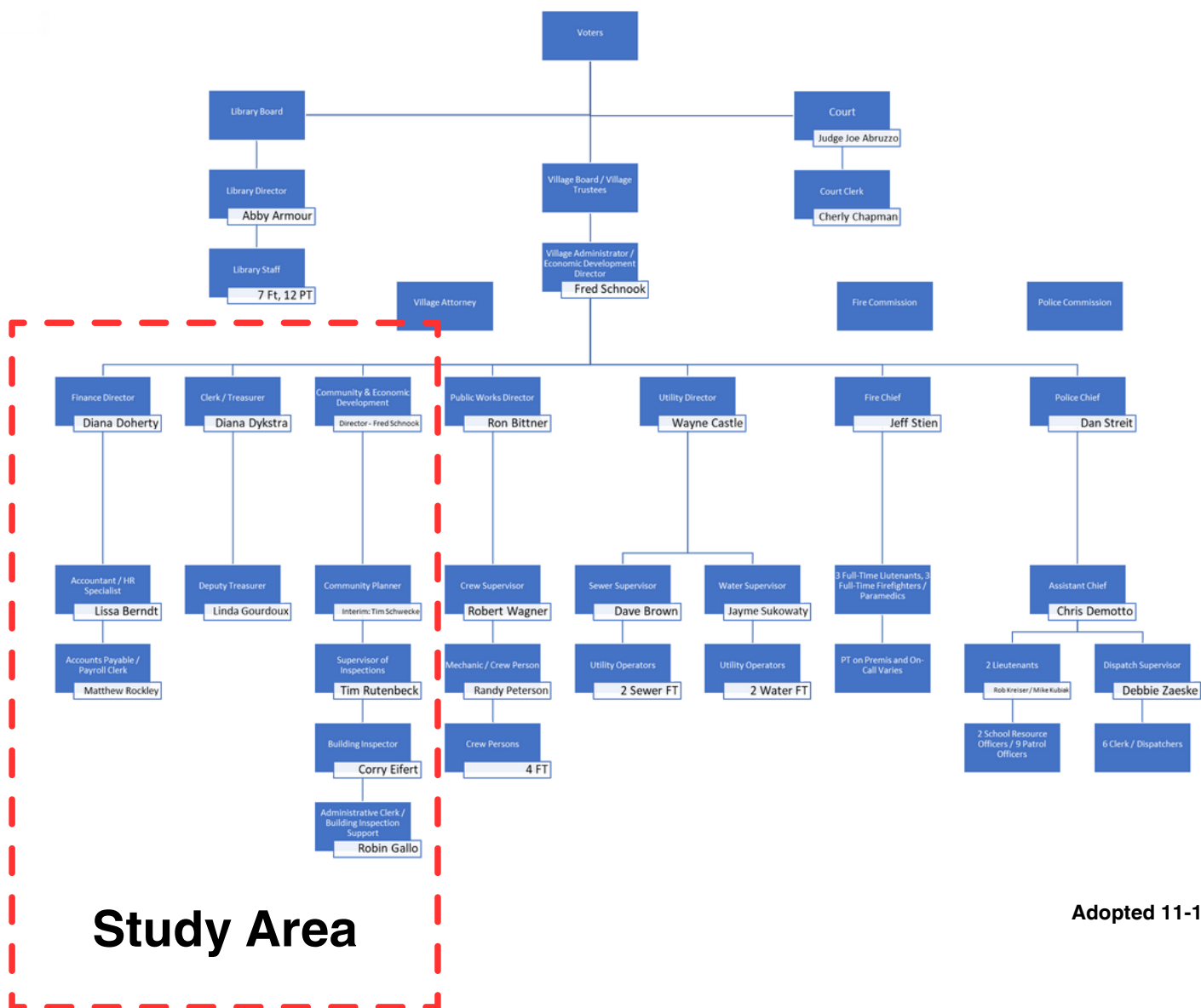
In anticipation of pending retirements, the purpose of this time study was to provide Village Administration the ability to assess workloads and functions to determine if there is a need for additional staffing, re-organization of current staffing, or identify areas for potential process improvements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

HOW

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



CURRENT ORGANIZATIONAL CHART



Adopted 11-16-2022

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

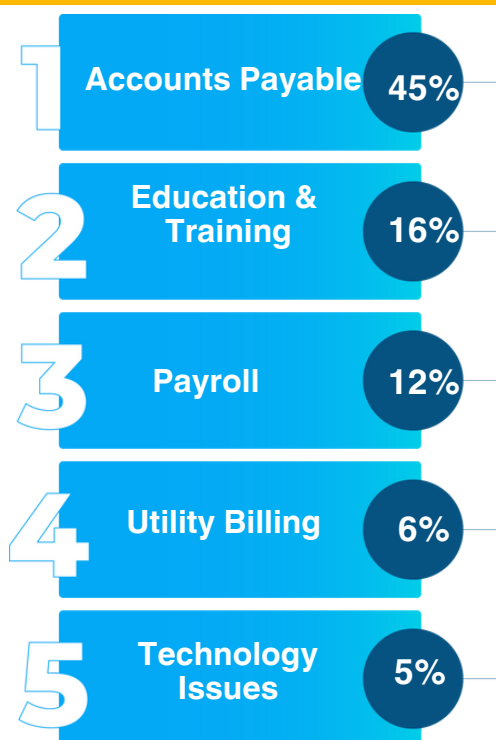
Employee Name:

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Total Hours: 0.00					Total Hours: 0.00					Total Hours: 0.00					Total Hours: 0.00					Total Hours: 0.00					
Select Activity	Start Time	End Time	Total	Comments	Select Activity	Start Time	End Time	Total	Comments	Select Activity	Start Time	End Time	Total	Comments	Select Activity	Start Time	End Time	Total	Comments	Select Activity	Start Time	End Time	Total	Comments	
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Matthew Rockley

Current Position: Front Desk/Accounts Payable (Hourly)

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

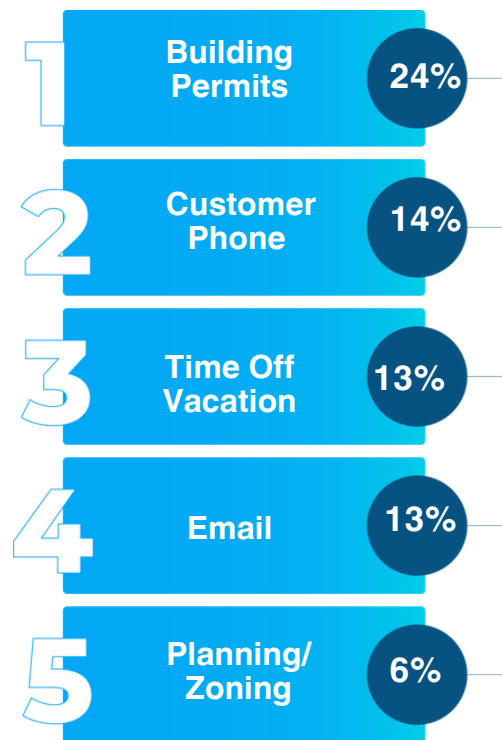


Staff Personal Reflection: During this time frame Matthew had a week long Training at the Clerk-Treasurer's Institute and a full day of WRS training. He noted that he normally would have a higher customer phone or counter rate. Additionally he enjoys assisting staff with technology issues and customers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

Robin Gallo

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

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



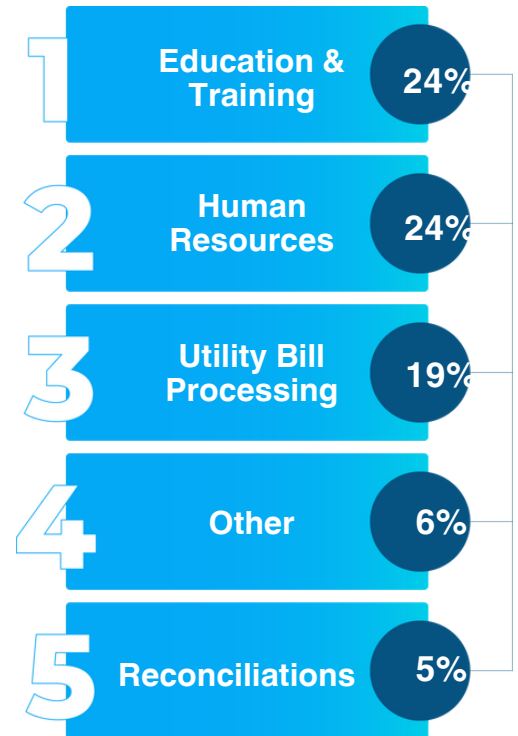
Staff Personal Reflection: Robin noted she enjoys being involved in the Building processes more and learning more about those functions. Department meetings do consume additional time, and reviewing emails.

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

Lissa Berndt

Current Position: Accounting Utility Billing Clerk (Hourly)

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

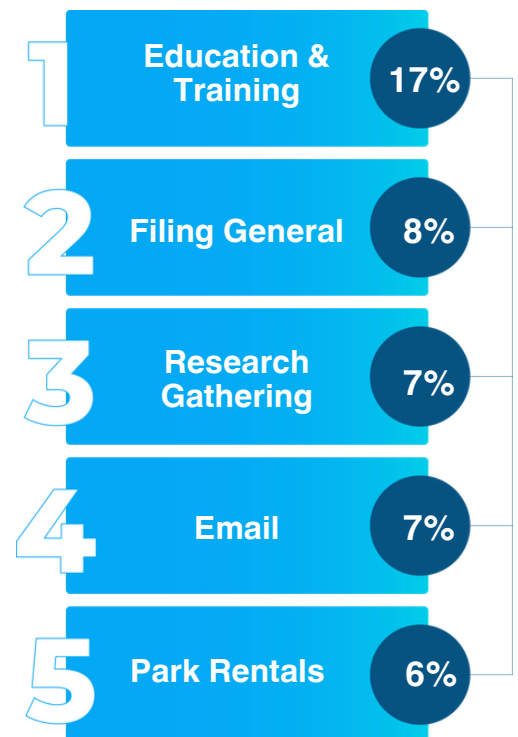


Staff Personal Reflection: During this timeframe there were two weeks that were vacation and one week of training at the Clerk-Treasurer's Institute. Human Resources although not her specialty, is difficult to manage and varies often. Utility Billing does consume a great deal of time. Lissa enjoys a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

Linda Gourdoux

Current Position: Deputy Clerk-Treasurer (Hourly)

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

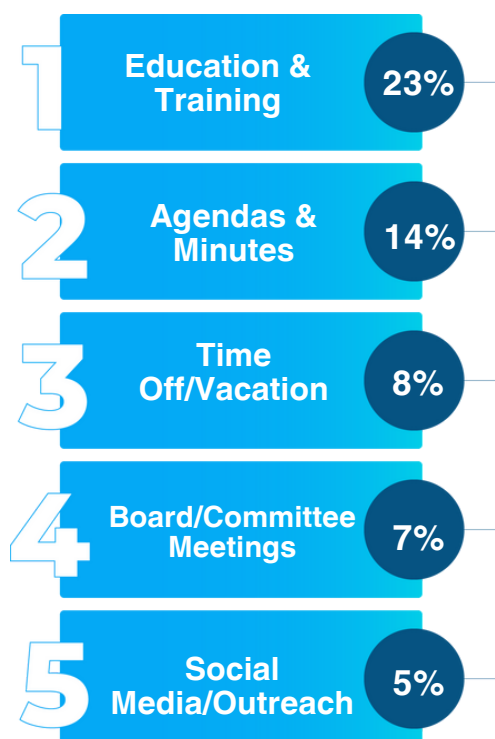


Staff Personal Reflection: During this study, there was a week of training which can change the outcome. The other duties that were not measured at this time due to cycles were Elections, Miscellaneous Receivables such as waste hauler invoicing, hydrant flushing, and other collections, also Tax Season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

Diana Dykstra

Current Position: Village Clerk-Treasurer (Salary)

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

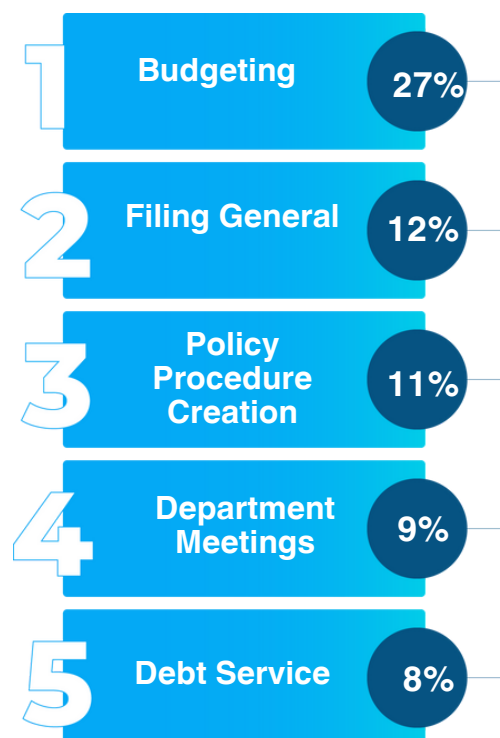


Staff Personal Reflection: Several important notes to consider is that this was not during a tax collection season or Election period. Much of the work is cyclical and dependent on time of year. I also had several training sessions and a vacation which wasn't normal for analysis. However, I would derive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

Diana Doherty

Current Position: Finance Director (Salary)

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



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

Fred Schnook

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

Department Meetings (16.65%)

Email (13.32%)

Board Committee Meeting Attend (8.24%)

Human Resources (11.31%)

Budgeting (3.59%)

Other (10.69%)

Research/Info Gathering (9.82%)

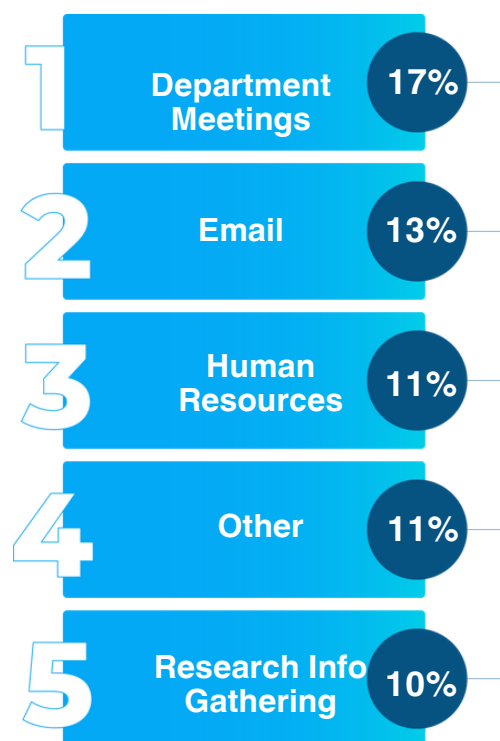
Elected Officials Meeting (2.10%)

Planning/Zoning (2.19%)

Time Off/Vacation/Holidays (5.96%)

Education & Training (7.19%)

Breaks (5.26%)



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

Tim Ruttenbeck

Current Position: Lead Building Inspector (Salary)

Inspections - Field (26.95%)

Customer Phone (14.75%)

Email (9.91%)

Department Meetings (13.89%)

Building - Permits (10.24%)

Education & Training (1.79%)

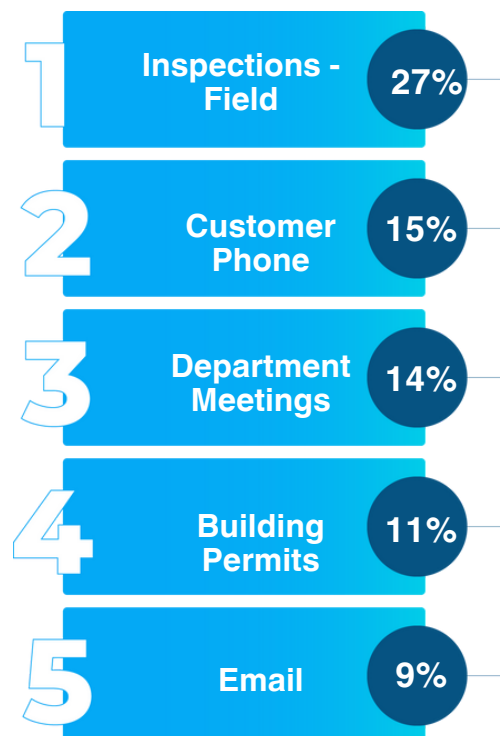
Code Enforcement (1.76%)

Board Committee Meeting Attend (1.36%)

Research/Info Gathering (5.00%)

Time Off/Vacation/Holidays (8.95%)

Breaks (2.78%)

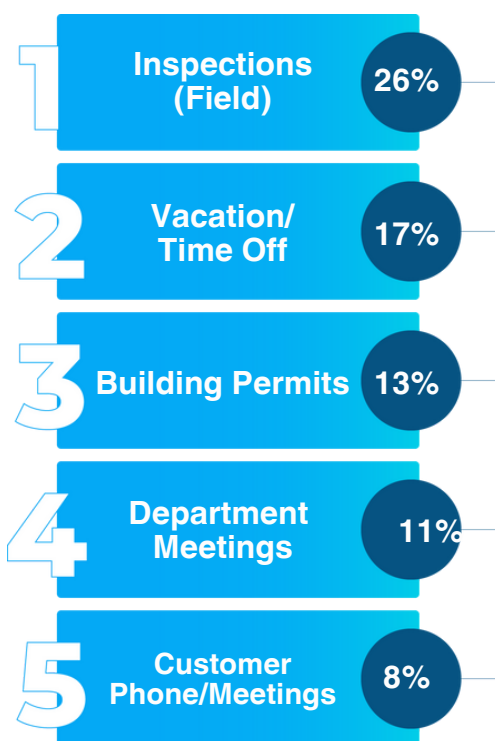


Staff Personal Reflection: Most important to Tim is providing exemplary customer service. Building Inspection is often not someone they want to talk to, so finding resolution to a problem is rewarding. Much of the activity is depending on permits and what is going on around us.

Corry Eifert

Current Position: Building Inspector (Salary)

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

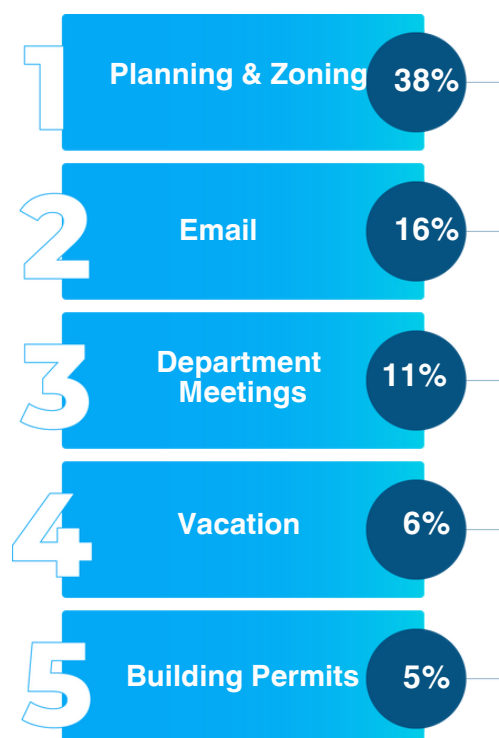


Staff Personal Reflection: Corry noted that he was on vacation during this time frame. There are many challenges with the BSA Software program that he is constantly trying to work through. He mostly enjoys inspections and least enjoys code enforcement.

Erin Scharf

Current Position: Planner & Zoning Administrator (Salary)

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



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

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

Additional Areas for Improvement

Email Management

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

Technology Issues

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

Department Meetings

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

Training & Coverage

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

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

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

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

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

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

Succession Planning Timeline

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

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

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

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

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

December 2023

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

January 2024

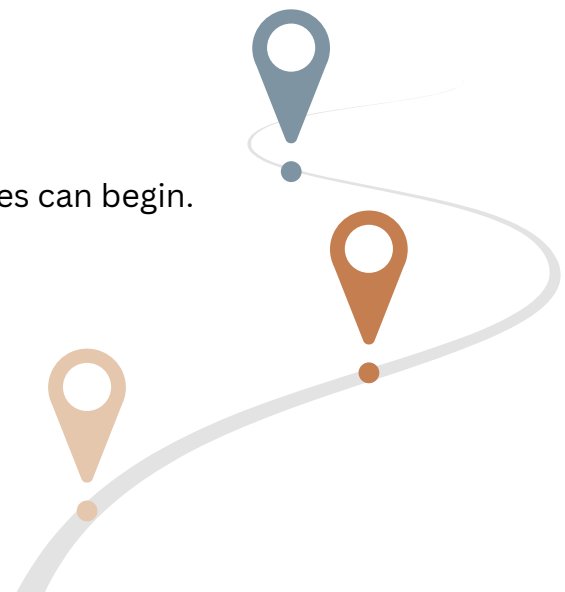
Creation of Advertisement for Deputy Clerk-Treasurer

February 2024

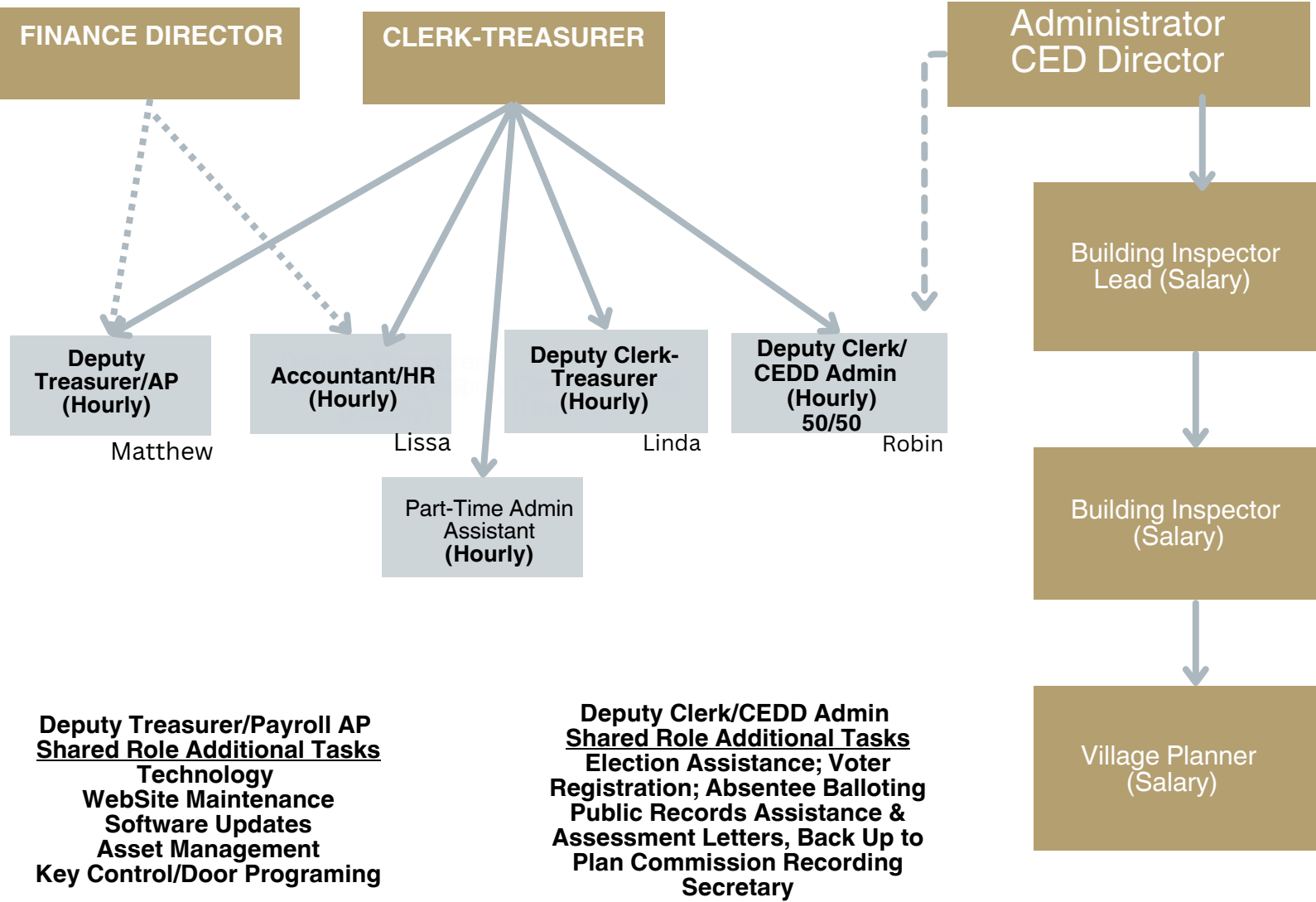
Interviews for Deputy Clerk-Treasurer

March 2024

Potential Hiring & Overlap Training



Dotted Line Represents Shared Supervisory
Solid Line Represents Direct Report Supervisor



RESOLUTION 2023- 69

VILLAGE OF MUKWONAGO, WISCONSIN DEPUTY CLERK-TREASURER Position Description

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

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

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

GENERAL DUTIES

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

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

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

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

IV. ESSENTIAL SKILLS OF THE JOB

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

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

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

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

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

VII. ADDITIONAL REQUIREMENTS.

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

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

Adopted by the Village Board this December 20, 2023.

Fred H. Winchowky, Village President

Attest:

Diana Dykstra, Village Clerk-Treasurer

RESOLUTION 2023-70

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

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

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

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

GENERAL DUTIES

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

- Cross-train on basic Building Inspection Support and Deputy Clerk-Treasurer duties to provide back-up for vacations and busy periods.
- Receive the public and answer questions; respond to inquiries from employees, citizens, and others or refer, when necessary, to appropriate persons.
- Assist Clerk-Treasurer with any election-related tasks as needed
- Act as complaint ombudsman and distribute complaints received to the appropriate department for resolution.
- Assist with the coordination of community room rentals, park rentals and sports team calendar as necessary.
- Perform notary services.
- Cross-train on other department functions to provide support as needed.
- Type and file a variety of records reports and letters; perform a variety of clerical support office functions for other departments as requested.
- Troubleshoot and resolve issues related to all forms of office equipment at Village Hall; maintain external contact information when issues can't be resolved internally.
- Serve as Information Technology assistant to provide general assistance to employees prior to requiring an IT ticket.
- Assist with web site maintenance under the direction of the Village Clerk-Treasurer.

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

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

IV. ESSENTIAL SKILLS OF THE JOB

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

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

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

- A. Must be able to sit, stand, bend, walk and climb with or without back support.
- B. Able to lift up to 25 pounds.
- C. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.

- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- E. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24."

VII. ADDITIONAL REQUIREMENTS.

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

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

Adopted this 20th day of December 2023.

Fred Winchowky, Village President

Attest:

Diana Dykstra, Clerk-Treasurer

RESOLUTION 2023 - 71

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

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

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

DEPUTY CLERK DUTIES

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

COMMUNITY AND ECONOMIC DEVELOPMENT SUPPORT

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

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

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

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

IV. ESSENTIAL SKILLS OF THE JOB

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

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

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- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- E. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24."

VII. ADDITIONAL REQUIREMENTS.

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

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Adopted by the Village Board this December 20, 2023.

Fred H. Winchowky, Village President

Attest:

Diana Dykstra, Village Clerk-Treasurer

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

RESOLUTION 2023-67

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

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

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

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

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

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

1. Full-time Positions

A. Salaried

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

B. Hourly

Lead Police Dispatcher/Clerk	\$31.93	-	\$43.11
Lead Utilities Operator	\$31.93	-	\$43.11
Public Works Crew Supervisor	\$31.93	-	\$43.11
Accountant/HR Specialist	\$29.03	-	\$39.19
Public Works Crew Mechanic	\$29.03	-	\$39.19
Utilities Operator	\$29.03	-	\$39.19
Deputy Clerk/Treasurer	\$24.21	-	\$32.68
Police Dispatcher/Clerk	\$24.21	-	\$32.68
Public Works Crewperson	\$24.21	-	\$32.68
Deputy Treasurer-Administrative Payables Clerk	\$22.52	-	\$30.40
Deputy Clerk-Community & Economic Development	\$22.52	-	\$30.40

2. Part-time Positions

A. Hourly

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

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

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

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

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

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

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

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

ADOPTED this 20th day of December 2023.

Fred Winchowky, Village President

Attest:

Diana Dykstra, Clerk-Treasurer

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

RESOLUTION 2023-68

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

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

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

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

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

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

ADOPTED this 20th day of December 2023.

Fred Winchowky, Village President

Attest:

Diana Dykstra, Clerk-Treasurer



Agenda Cover Report

Date: 11/16/23	Committee/Board: Public Works Committee
Submitted by: Ron Bittner	Department: Public Works
Date of Committee Action: 12/6/23	Date of Village Board Action: 12/20/23

Subject:

E-Waste collection services for village residents.

Executive Summary:

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

Fiscal Impact:

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

Executive Recommendation/Action:

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

☐ Attachments Included

COMPANY INTRODUCTION

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

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

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

COM2 Recycling – At a Glance:

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



THE TSUNAMI OF eWASTE

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

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

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

Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662



VISION, MISSION & PHILOSOPHY

COM2's Commitment: Keeping Environment & Relationships Healthy

COM2's Vision:

Insights into what is needed now and next

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

COM2's Mission:

Insights into what is needed now and next

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

COM2's Philosophy:

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

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

Training & Development

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

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

OUR BUSINESS PHILOSOPHY

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

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

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

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Recycling Solutions - Serve and Save

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

ILLINOIS

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



A view of our Carol Stream, IL. Facility

CANADA

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



A View of our Canadian Facility

WISCONSIN

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



A View of our Wisconsin Facility

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

Asset Retrieval that Rejuvenates Your Products

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

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Local: 630-653-2662



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

DATA SECURITY

Your Data Security is our Top Priority

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

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

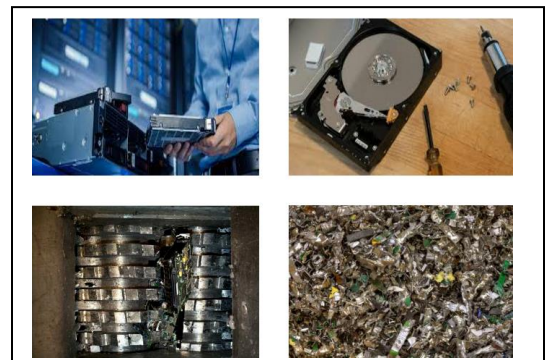
- Federal regulations, including the Federal Privacy Act
- HIPPA (Health Insurance Portability and Accountability Act)
- R2 Certification (Responsible Recycling)
- NAID (National Association for Information Destruction)
- State legislations
- The Graham-Leach Biley Act
- NIST (National Institute of Standards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

Data Security – Right from the Start

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

Our “Sanitizing” Software Destruction

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



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Physical Destruction

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

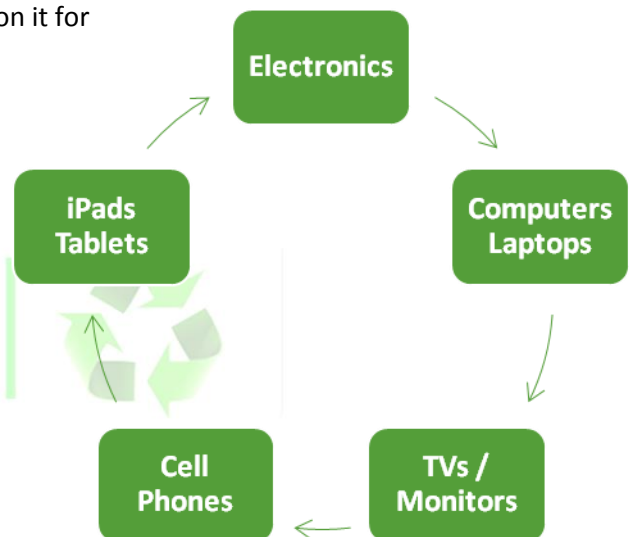
ASSET MANAGEMENT

Asset Management: Fresh Revenue from Your Obsolete Electronics

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

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

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



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

Toll Free: 877-977- (Com2) 2662

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Local: 630-653-2662



Asset Recovery Services

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

Networking & Servers

Data Storage Systems

Medical Systems

Copiers and Printers

Telecommunications

Point of Sale Systems

Computers & Laptops

Consumer Electronics

Switches & Boards

TVs / LCDs

iPads & Tablets

Monitors

CRT RECYCLING

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

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

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

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

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



Figure Com2 - Processing of Glass into Frit

Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662



COM2 – IS THE ANSWER!

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

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

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

COM2 SERVICES

Designed to Serve Customers and the Environment

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



360° - Comprehensive Recycling Services

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

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

Please Contact Us for to schedule an appointment.

Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662



What We Recycle

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

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

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

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



Our Service - Always Fresh and Original



Community Recycling Events

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

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

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



Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662



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

Corporate Office and Processing Facility:

500 Kehoe Blvd, Carol Stream IL 60188

Tel 877-977-2662

Local 630-653-2662

Fax 630-690-2662

Email: info@com2recycling.com

Canadian Processing Center

1704 Meyerside Drive, Unit 7-8,

Mississauga, ON. L5T 1A3,

Canada

Toll free number: 855-977-2662

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

Com2 - Menomonee WI Non R2

W140N5958 Lilly Rd,

Menomonee Falls, WI 53051,

Tel 262-293-9079

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

Saturday 10AM-4PM

Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662



AGREEMENT FOR ELECTRONICS COLLECTION AND RECYCLING

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

RECITALS

WHEREAS, _____ is a _____ corporation "_____"); and

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

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

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

WHEREAS, _____ and COM2 desire to enter into an agreement regarding the scope of residential electronics equipment collection and processing from designated collection locations, performed by COM2 for _____ and the residents of its Member Communities.

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

1. Definitions

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

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

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

"CEDs" means Covered Electronics Devices from residents as defined in the Act and set forth on Schedule 1, which may be amended from time to time in accordance with the Law.

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

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

DNR" means the Department of Natural Resources.

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

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

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

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

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

2. Responsibilities of COM2

2.1 Except as otherwise specified herein, COM2 shall furnish personnel, labor, equipment, and vehicles necessary for the unloading acceptable CEDs electronics from resident vehicles. Which also includes the collection, packaging, transportation, and recycling of CEDs from residents of _____ Member Communities.

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

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

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

2.5 COM2 shall take title to, and risk of loss of, all Accepted Items upon COM2 unloading from resident vehicles. COM2 shall recycle, or cause to be recycled, all CEDs delivered by residents of Member Communities to be transported to and recycled at a facility licensed and

permitted to lawfully receive the material in accordance with applicable federal, state, and local law. COM2 shall not be responsible for wear and tear of site or of vehicles transporting of CEDs

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

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

3. Responsibilities of _____

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

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

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

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

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

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

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

4. Term of the Agreement

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

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

5. Indemnification

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

6. Notice

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

TO _____:

Company Name: _____

Company Address: _____

Attn: _____

Telephone Number: _____

Email Address: _____

TO COM2:

COM2 Recycling Solutions

500 Kehoe Blvd.

Carol Stream, Illinois 60188

Attn: Nabeel Hasan, CEO

Tel: 630-653-2662 x 240

Email: Nabeel@COM2Recycling.com

7. Miscellaneous.

7.1 COM2 represents and warrants that it is fully licensed under federal, state, and local law and regulations to collect, transport, store, and recycle Accepted Items. It further

represents and warrants that it will perform the services to be provided under this Agreement in full conformity with all applicable federal, state, and local law and regulations.

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

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

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

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

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

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

By: _____

Title: _____

Date: _____

COM2 RECYCLING SOLUTIONS

By: _____

Title: _____

Date: _____

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

Waiting to receive agreement: -

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



COM2COM-01

CWALSH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/4/2023

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

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

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

INSURED

COM2 Computers And Technologies, LLC
500 E. Kehoe Blvd
Carol Stream, IL 60188

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

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

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

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

5/4/23 - 5/4/24

Markel

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



PERRY JOHNSON REGISTRARS, INC.

Certificate of Registration

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

500 Kehoe Boulevard, Carol Stream, IL 60188 United States

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

The Sustainable Electronics Reuse & Recycling (R2) Standard v3

This Registration is in respect to the following scope:

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

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

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

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

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



Terry Boboige
Terry Boboige, President

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

The validity of this certificate is dependent upon ongoing surveillance.

Effective Date:
May 4, 2023

Expiration Date:
May 3, 2026

Certificate No.:
C2023-02258



Agenda Item Cover Report

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

Subject:

Bassett Mechanical Maintenance Contract Renewal

Executive Summary:

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

Fiscal Impact:

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

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

Executive Recommendation/Action:

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

Attachments Included

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



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▪ METAL FABRICATING ▪ SERVICE



Partnering Together with Bassett Mechanical

HVAC Solutions

Prepared For:

Mukwonago Wastewater
1200 Holz Parkway
Mukwonago, Wisconsin 53149

Date: 11/8/2023

Proposal Number: P00411

Creating Customers for Life®



Creating Customers for Life®

MAINTENANCE AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS

Company

Bassett Mechanical
1215 Hyland Ave
Kaukauna, WI 54130

Proposal Date: 11/8/2023

Proposal Number: P00411

Agreement Number: C1925

Ph: 9204621964

Fax: 920-759-2525

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

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

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

Agreement coverage will commence on 1/1/2024.

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

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

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

Company

Signature (Authorized Representative)

Name (Print)

Title

Date

Customer

Signature (Authorized Representative)

Name (Print)

Title

Date

PO #



Planned Maintenance (CPMII) Program

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

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

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

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

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

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

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

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

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

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

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

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

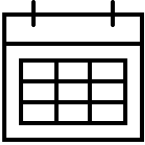
PRIMARY TECHNICIAN: An assigned primary and secondary technician for your facility.

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

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

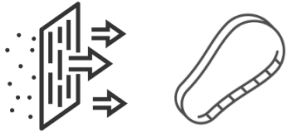
Scope of Work

Maintenance Intervals:



- Bassett will be onsite on a quarterly basis.

Filter and Belt Replacement:



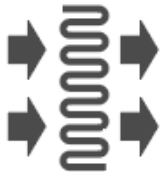
- Filters will be replaced by Bassett and provided by Bassett on a quarterly basis.
- Belts will be replaced by Bassett and provided by Bassett on an annual basis.

Lifts:



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

Coil Cleaning:



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

CUSTOMIZED PROFESSIONAL MAINTENANCE PROGRAM II TERMS AND CONDITIONS

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

Inventory of Equipment

Qty	Equipment	Manufacturer	Model	Serial#	Location
1	2-ERU-01	RenewAire	HE2XIN	I18 0601C	Ground
1	5-EF-01	Greenheck			Exterior wall rear of building
1	5-EF-02	Greenheck			Exterior wall rear of building
1	5-ERU-01	RenewAire	HE2XIN		Ceiling
1	BLR 001	Envirex	504	80-206	Ground
1	EF BOILER	Twin City Fan	807F	18-737362-1-1	Top of boiler
1	PMP 001	Bell & Gossett			Top of boiler
1	EF1 - Blower Building	Greenheck	SOB 18 20	596125	Ceiling
1	EF2 M210	Greenheck	BSQ-160-15	108612730705	Ceiling
1	EUH1	Indeeco	233-FA-0106U-C1DKLST		Ceiling
1	MUA1	Greenheck			Roof
1	RTU 001	Carrier	48KCEA06A2M6A6 BOC0	3818C86949	Roof
1	WET WELL EF1	Greenheck	QEID-16		Inside ceiling
1	WET WELL EF2	Greenheck	QEID-20-55-AC30		Inside ceiling
1	WET WELL EF3	Greenheck	QEID-20-55-AC30		Inside ceiling

BASSETT
MECHANICAL

▪ CONTRACTING ▪ ENGINEERING
▪ METAL FABRICATING ▪ SERVICE



Filter Inventory

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

BASSETT
MECHANICAL

▪ CONTRACTING ▪ ENGINEERING
▪ METAL FABRICATING ▪ SERVICE



Equipment Tasking

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

ENERGY RECOVERY UNIT

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

FAN EXHAUST/SUPPLY W/ BELT

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

BOILER HOT WATER

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



Equipment Tasking

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

BOILER TEARDOWN

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



Equipment Tasking

PUMP

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

FAN EXHAUST/SUPPLY W/O BELT

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

MAKE UP AIR DIRECT FIRED W/O COOLING

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



Equipment Tasking

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

PACKAGED RTU GAS HEAT W/ ECON

Spring Major

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

Fall Major

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



Equipment Tasking

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

UNIT HEATER ELECTRIC

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

BASSETT
MECHANICAL

■ CONTRACTING ■ ENGINEERING
■ METAL FABRICATING ■ SERVICE



Special Provisions

Special Provisions - CPMII:



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

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



- Enter special T&Cs here

Special Provision - Multi-Year Agreement:



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



RESOLUTION NO. 2023-66

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

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

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

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

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

Passed and dated this 20th day of December 2023.

By: _____
Fred Winchowky, Village President



Attest: _____
Diana A Dykstra, MMC
Village Clerk-Treasurer

November 27, 2023

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

Re: Hill Court Reload
Letter of Credit Elimination

Dear Mr. Winchowky:


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

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

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

Respectfully,

RUEKERT & MIELKE, INC.



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

PWG:pwg

Enclosure(s)

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



BRIOHN BUILDING CORPORATION

November 27, 2023

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

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

Dear Peter,

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

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

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

Sincerely,

Caitlin LaJoie, Director of Land Development
clajoie@briohn.com | 262-307-8792

DESIGN / BUILD
CONSTRUCTION

ARCHITECTURAL
DESIGN

DEVELOPMENT

PROPERTY
MANAGEMENT



Agenda Item Cover Report

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

Subject:

HydroCorp 2024 Industrial and Commercial Cross Connection Contract Renewal

Executive Summary:

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

Fiscal Impact:

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

Executive Recommendation/Action:

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

☒ **Attachments Included**

Hydro Corp Contract

PROFESSIONAL SERVICE AGREEMENT

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

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

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

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

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

ARTICLE I. Purpose

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

ARTICLE II. Scope of Services

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

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

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



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

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

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

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

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

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

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

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

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

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



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



ARTICLE III. Responsibilities of the Utility

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

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

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



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

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

ARTICLE V. Risk Management and General Provisions

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

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

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



coverage for matters set forth in this Agreement.

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



If to HydroCorp:

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

If to Utility:

Village of Mukwonago
1200 Holz Parkway
Mukwonago, WI, 53149

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

SIGNATURES

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

Village of Mukwonago

By:
Title:

HydroCorp



By: Craig Wolf



Appendix

Specific Qualifications & Experience

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

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





Agenda Item Cover Report

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

Subject:

Purchase of water meters for 2024

Executive Summary:

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

Fiscal Impact:

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

Executive Recommendation/Action:

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

Attachments Included

- **2024 Water Meter Purchase**

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



Agenda Cover Report

Date: 11/28/23	Committee/Board: Public Works Committee
Submitted by: Ron Bittner	Department: Public Works
Date of Committee Action: 12/6/23	Date of Village Board Action: 12/20/23

Subject: Village Hall Community Room HVAC control upgrade.

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

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

Executive Recommendation/Action:

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


☐ **Attachments Included**

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	11/28/23	NUMBER:	
--------------	----------	----------------	--

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

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
DPW	AC Service INC.	

BUDGETED ITEM?	Yes	BUDGETED SOURCE:	Capital Plan
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<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>ACCT #</u>
1		Village Hall community room HVAC Prolon System installation.			100-5700-573000
			TOTAL	\$16,750.00	

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

--

November 28, 2023

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



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

Proposal #1123-41011 Rev.1

RE: VILLAGE HALL LOWER LEVEL ZONE SYSTEM REPLACEMENT

Dear Ron:

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

Scope of Work:

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

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

See Page Two

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

Notes:

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

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

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

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

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

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

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

By _____

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

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



Agenda Item Cover Report

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

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

☐ Attachments Included

Mukwonago Police - WI

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

Project Summary: 2 Mercury Pro Consoles

Dispatcher 1:

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

Dispatcher 2:

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

Each Dispatcher Includes:

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

Shared Storage:

(2) Zone 1 Locker

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

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

Installation:

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

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

Drawings and Floorplans

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

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

Purchase Orders and Order Acknowledgments

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

All purchase orders must include the following information:

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

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

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

Order Cancellations and Changes

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

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

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

Taxes

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

Payment Terms

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

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

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

Freight

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

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

Freight Claim

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

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

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

Storage

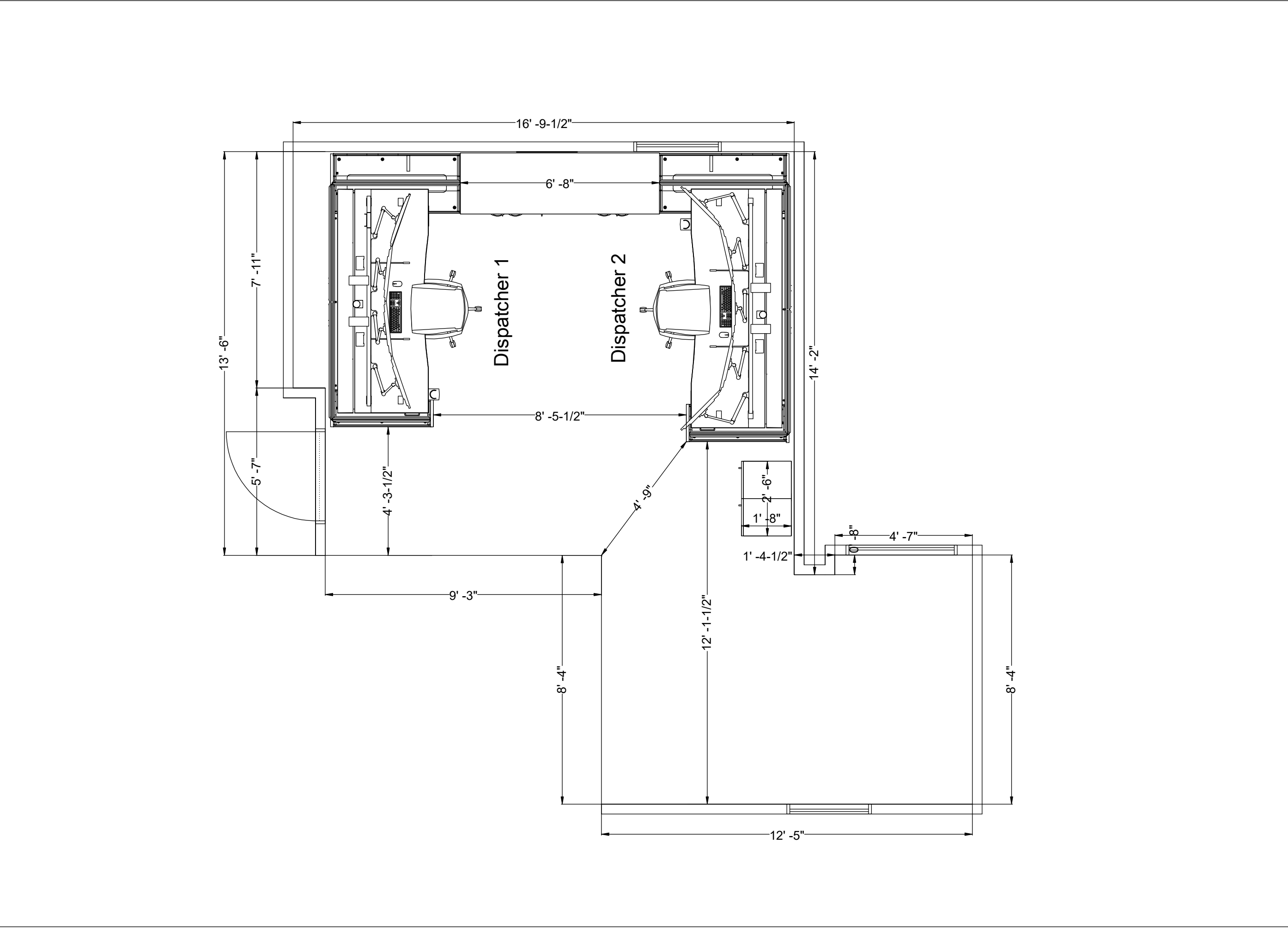
We understand that projects sometimes face unforeseen delays. If the request to move an order out is received more than 25 business days prior to the acknowledged ship date, we can likely accommodate that request without additional cost. If the request to move an order out is received less than 25 business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

Force Majeure

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

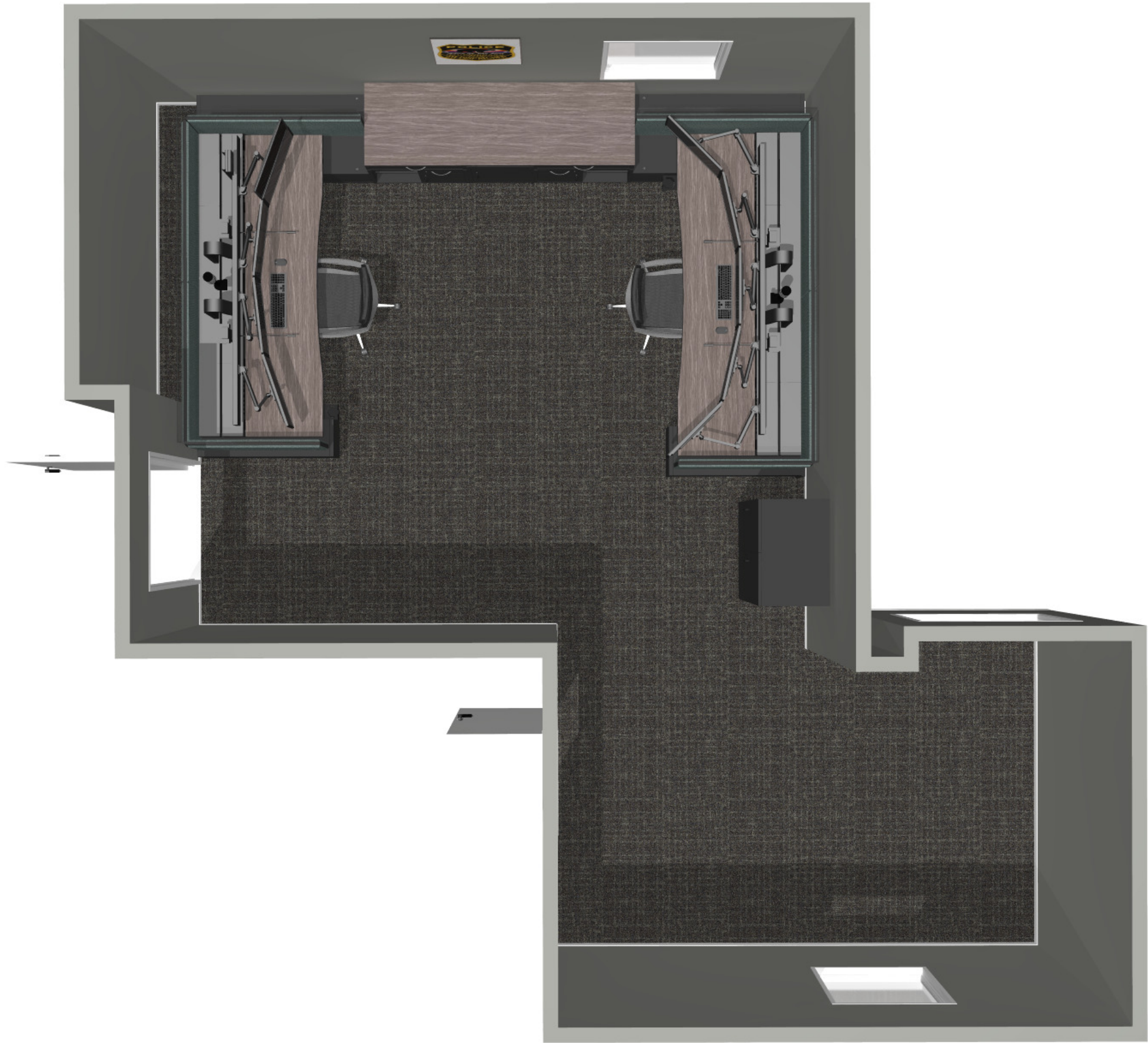
Governing and Binding Terms

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



Project
Mukwonago Police - WI
Proposal 2
Quote Revision: 01
Quote Date: 11/29/2023
Drawn By: MS
Watson Sales Rep
BJ Buss
Watson Account Manager

Megan Smith



Project

Mukwonago Police - WI

Proposal 2

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

Watson Sales Rep

BJ Buss

Watson Account Manager

Megan Smith



Project

Mukwonago Police - WI

Proposal 2

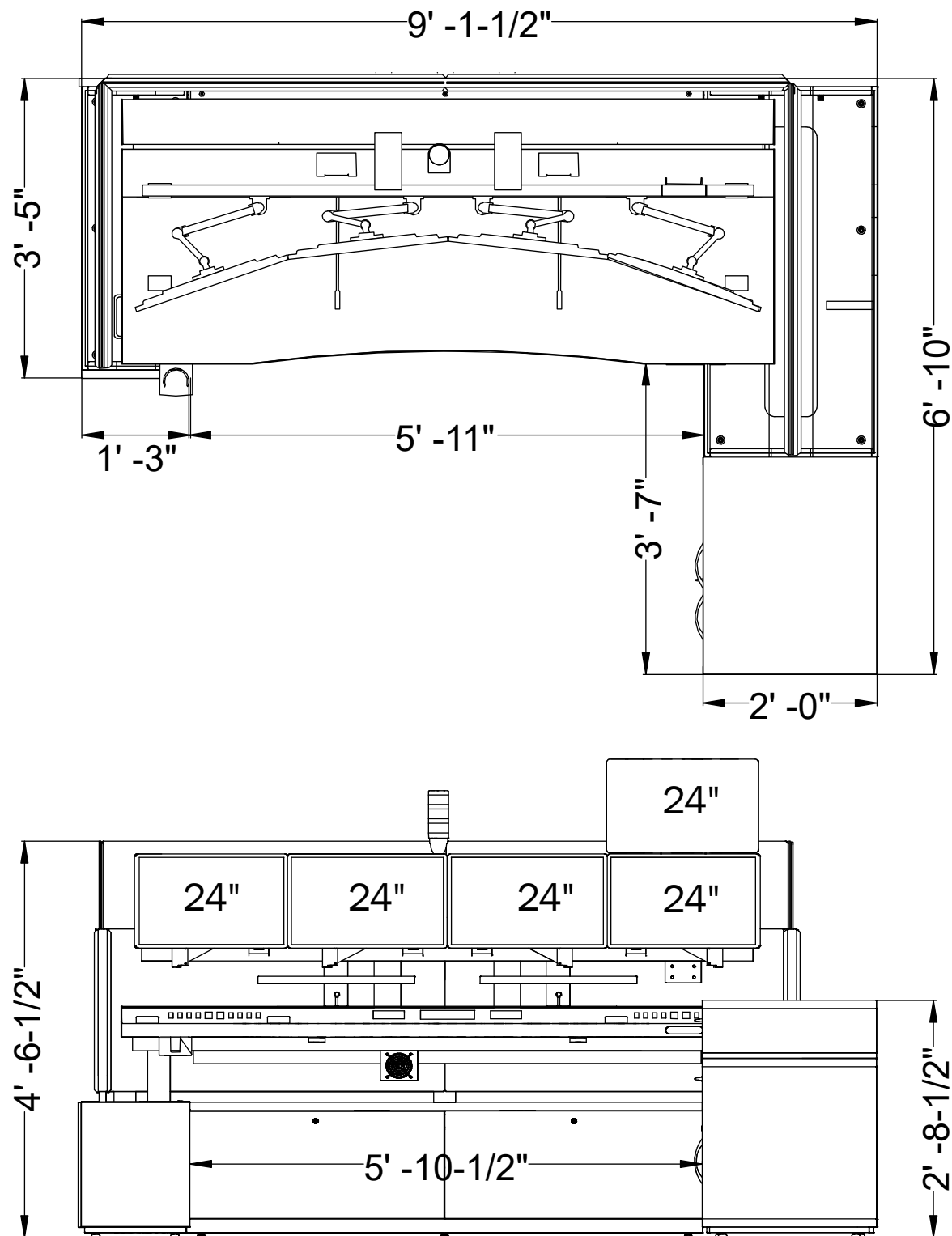
Quote Revision: 01
Quote Date: 11/29/2023
Drawn By: MS

Watson Sales Rep

BJ Buss

Watson Account Manager

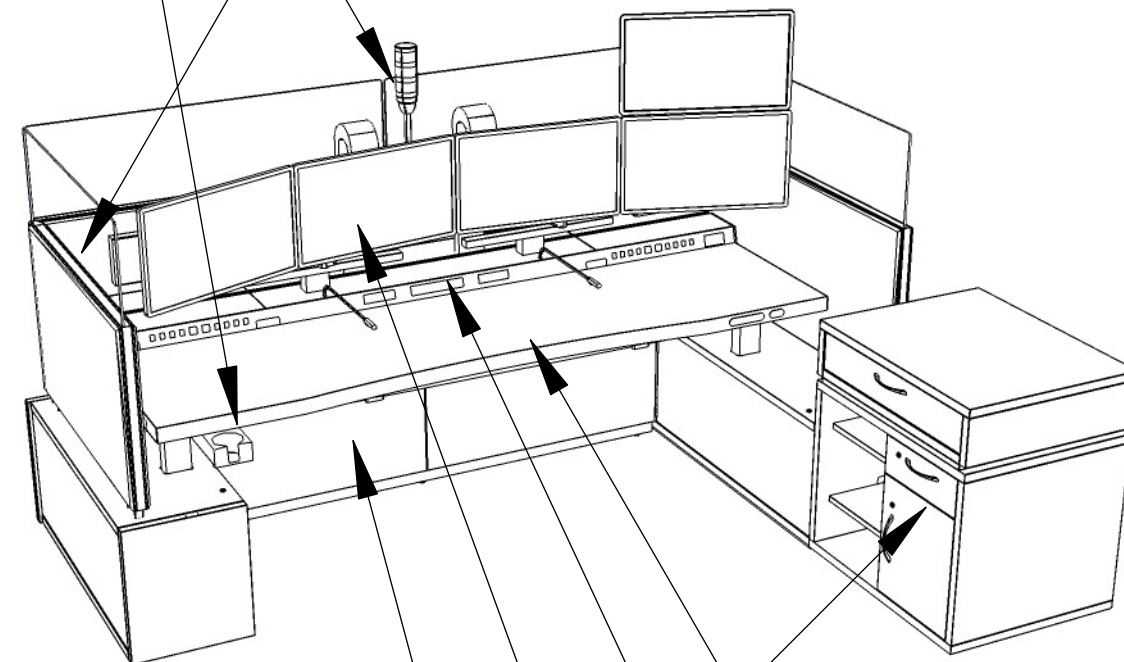
Megan Smith



Screens – 54”H Fabric with Clear Acrylic

Status Light

Cup Holder



90”W Pro Worksurface

Environmental Control

Single Tier Monitor Array

Technology Bridge

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

**watson
consoles**

26246 Twelve Trees Lane NW
Poulsbo, WA 98370
www.watsonconsoles.com 360.394.1300
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Project

Mukwonago Police - WI

Proposal 2

Quote Revision: 01

Quote Date: 11/29/2023

Drawn By: MS

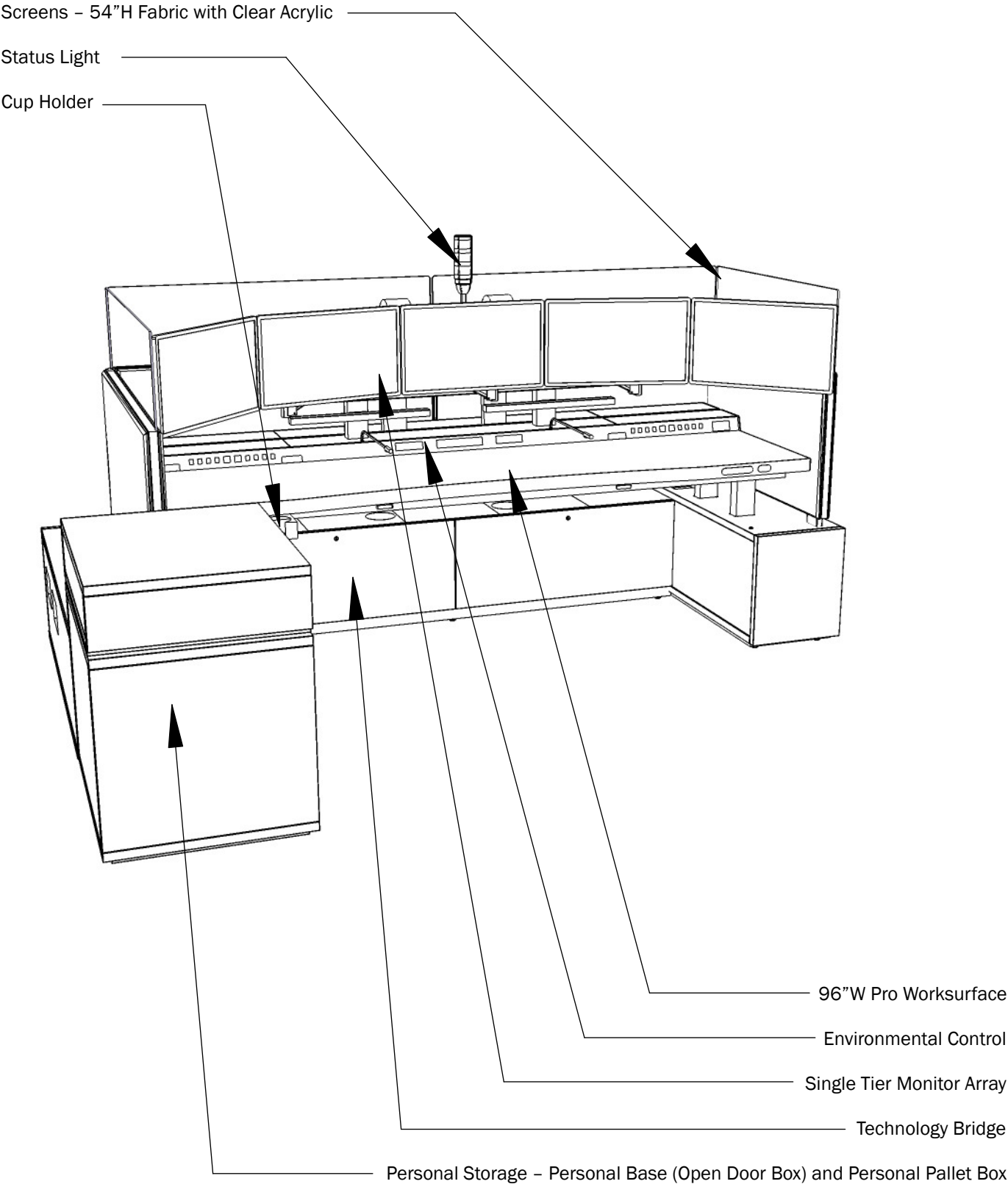
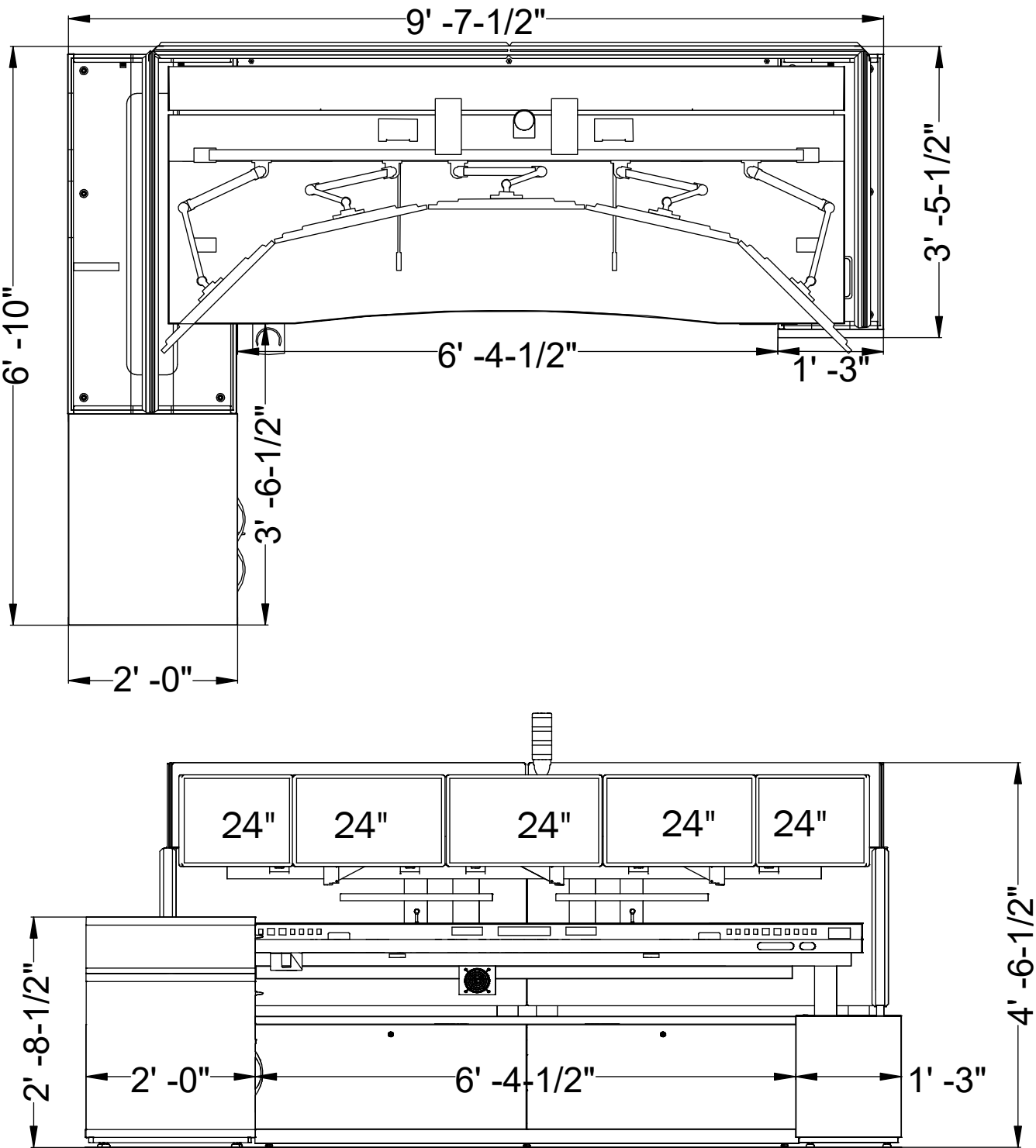
Watson Sales Rep

BJ Buss

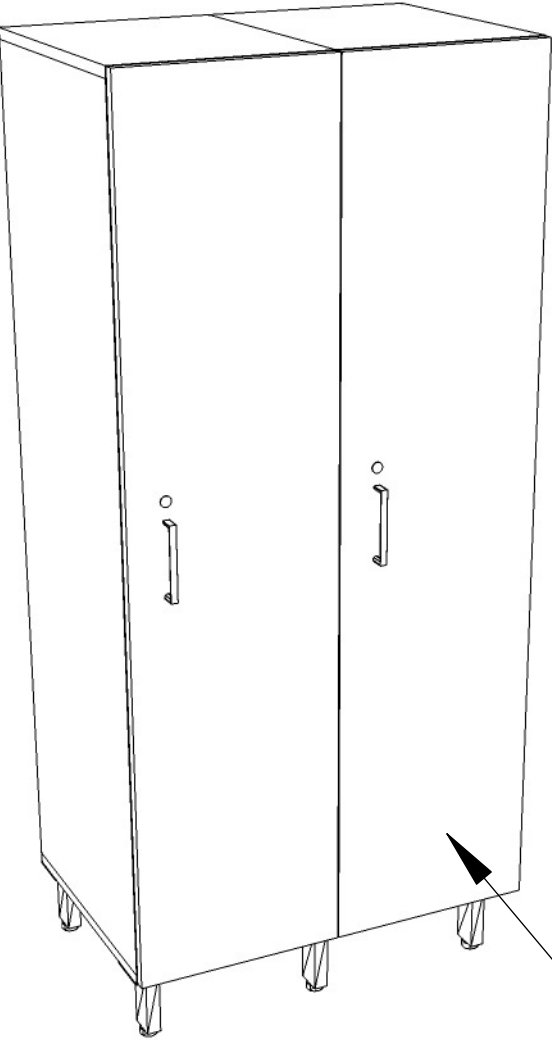
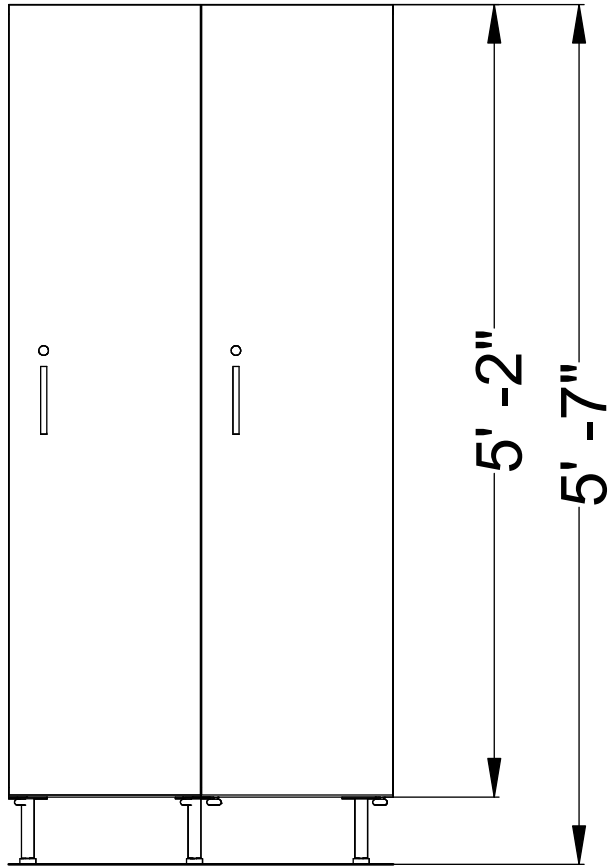
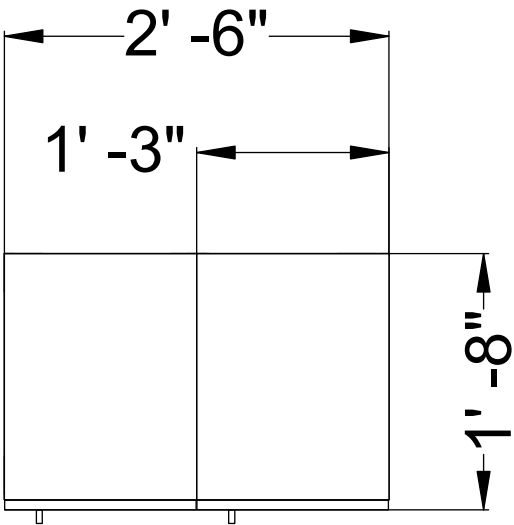
Watson Account Manager

Megan Smith

Typical 2D & 3D



<div><div>watson consoles</div><div>26246 Twelve Trees Lane NW Poulsbo, WA 98370 www.watsonconsoles.com 360.394.1300 2022 Watson Furniture Group, Inc. All Rights Reserved</div></div>	
Project	
Mukwonago Police - WI	
Proposal 2	
Quote Revision:	01
Quote Date:	11/29/2023
Drawn By:	MS
Watson Sales Rep	
BJ Buss	
Watson Account Manager	
Megan Smith	



Zone 1 Locker

Project

Mukwonago Police - WI

Proposal 2

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

Watson Sales Rep

BJ Buss

Watson Account Manager

Megan Smith

Mercury Pro Dispatcher 1 & 2

Project

Mukwonago Police - WI

Proposal 2

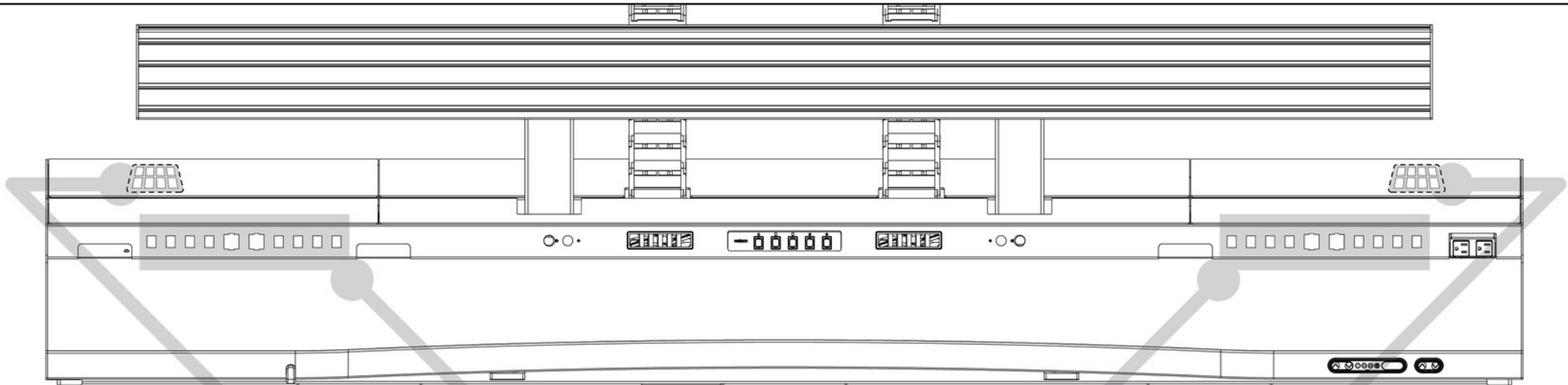
Quote Revision: 01
Quote Date: 11/29/2023
Drawn By: MS

Watson Sales Rep

BJ Buss

Watson Account Manager

Megan Smith



Left Rear Ports

Monitor data ports, speakers
and/or video touchscreens.

Right Rear Ports

Monitor data ports, speakers
and/or video touchscreens.

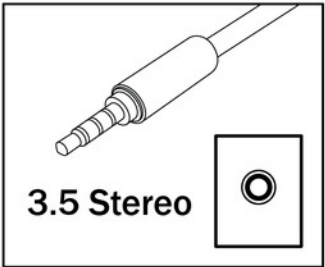
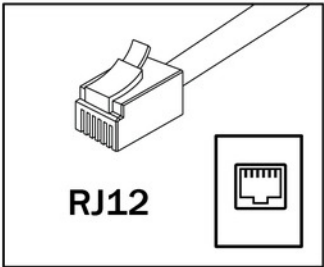
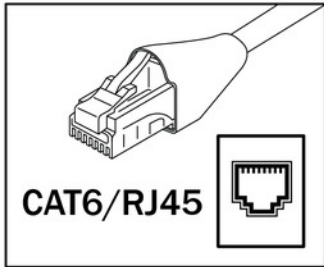
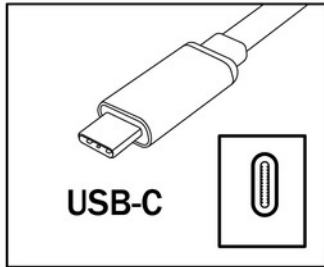
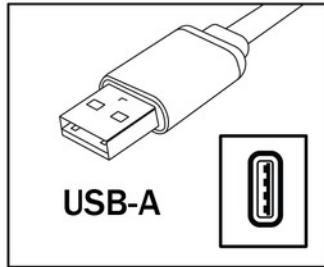
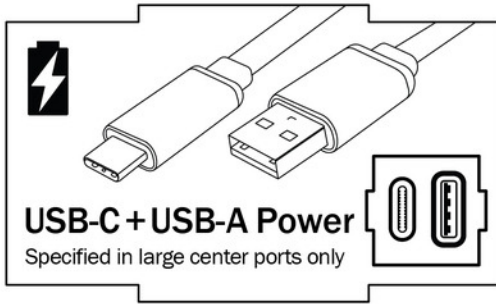
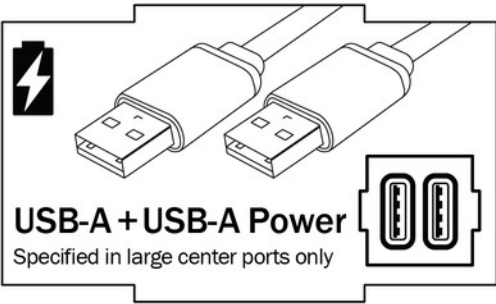
Left User Data Ports

USB power available in large ports only.

Right User Data Ports

USB power available in large ports only.

Data Port Types



Bill of Material

Project: Mukwonago Police - WI

Sold to

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

Distributor

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

watson

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

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

Bill of Material

Project: Mukwonago Police - WI

Sold to

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

Distributor

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

watson

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

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

Shared Storage

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

Tech Ports + Accessories

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

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

Statewide Services, Inc.

Claim Division

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

VIA E-MAIL ONLY

November 7, 2023

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

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

Dear Ms. Hennessy:

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

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

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

Best regards,

Doug Detlie

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

Cc: Village of Mukwonago

Statewide Services, Inc.

Claim Division

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

VIA E-MAIL ONLY

November 7, 2023

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

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

Dear Mr. Zimmer:

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

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

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

Best regards,

Doug Detlie

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

Cc: Village of Mukwonago



PLANNING COMMISSION

December 14, 2023, at 6:30 pm
Mukwonago, WI

ZONING MAP AMENDMENTS

MUKV1963-996-005 AND MUKV1963-996-006

Project Summary

Request:	Rezoning
Applicant:	Mikko Erkamaa
Location:	2 Parcels on the Northwest corner of CTH NN and CTH 83
Acreage:	Parcel A: 2.8607 acres and Parcel B: 5.4297 acres
Current Use:	Park and Open Space
Zoning Classification:	P-1 Public and Semipublic

Planning Staff Review

Rezoning The applicant is petitioning to rezone the parcels at the Northwest corner of CTH NN and CTH 83 from P-1 (Public and Semipublic) to B-2 (General Business).

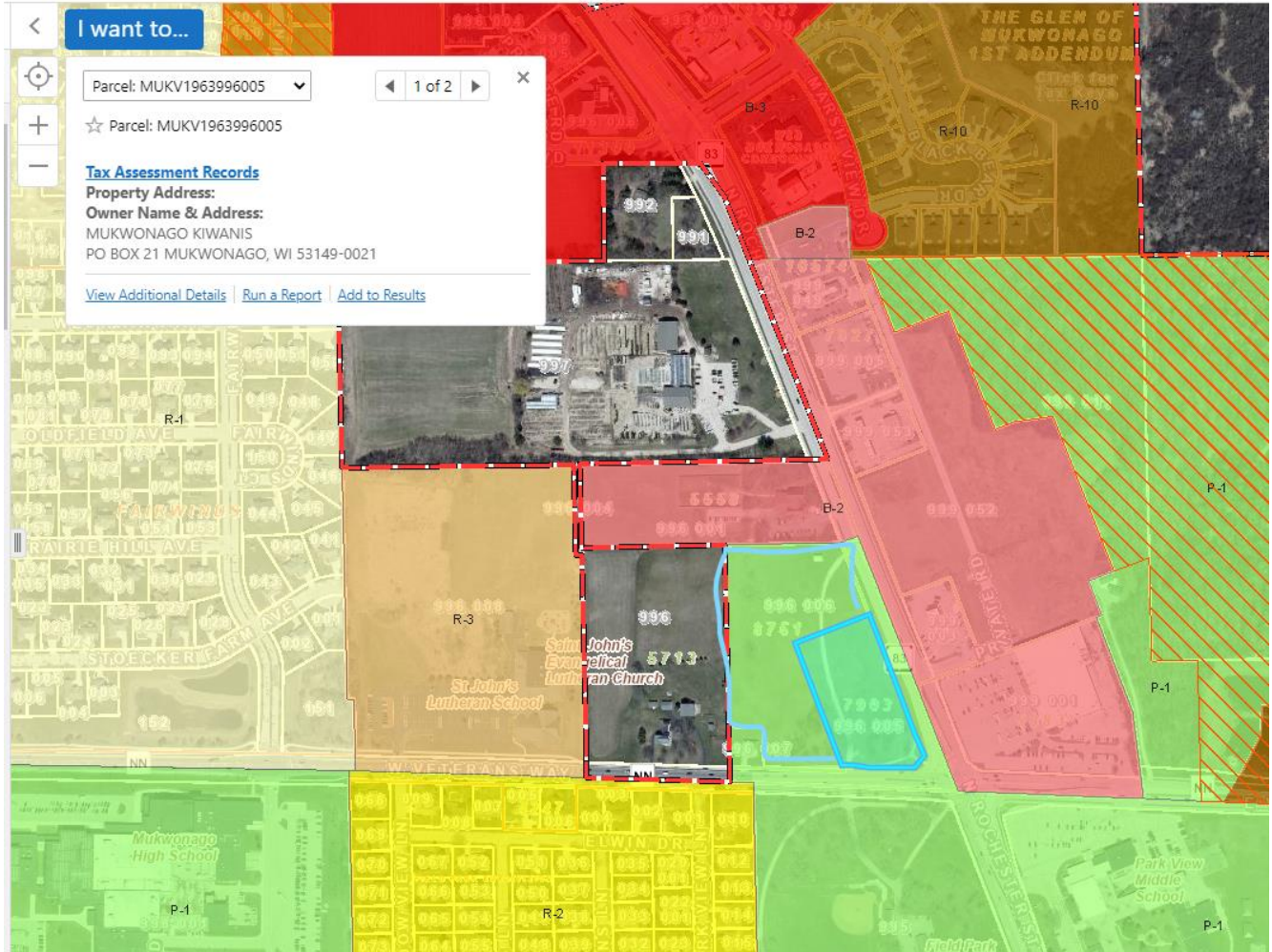
The request to rezone these two parcels aligns with the surrounding current and future land use plan.

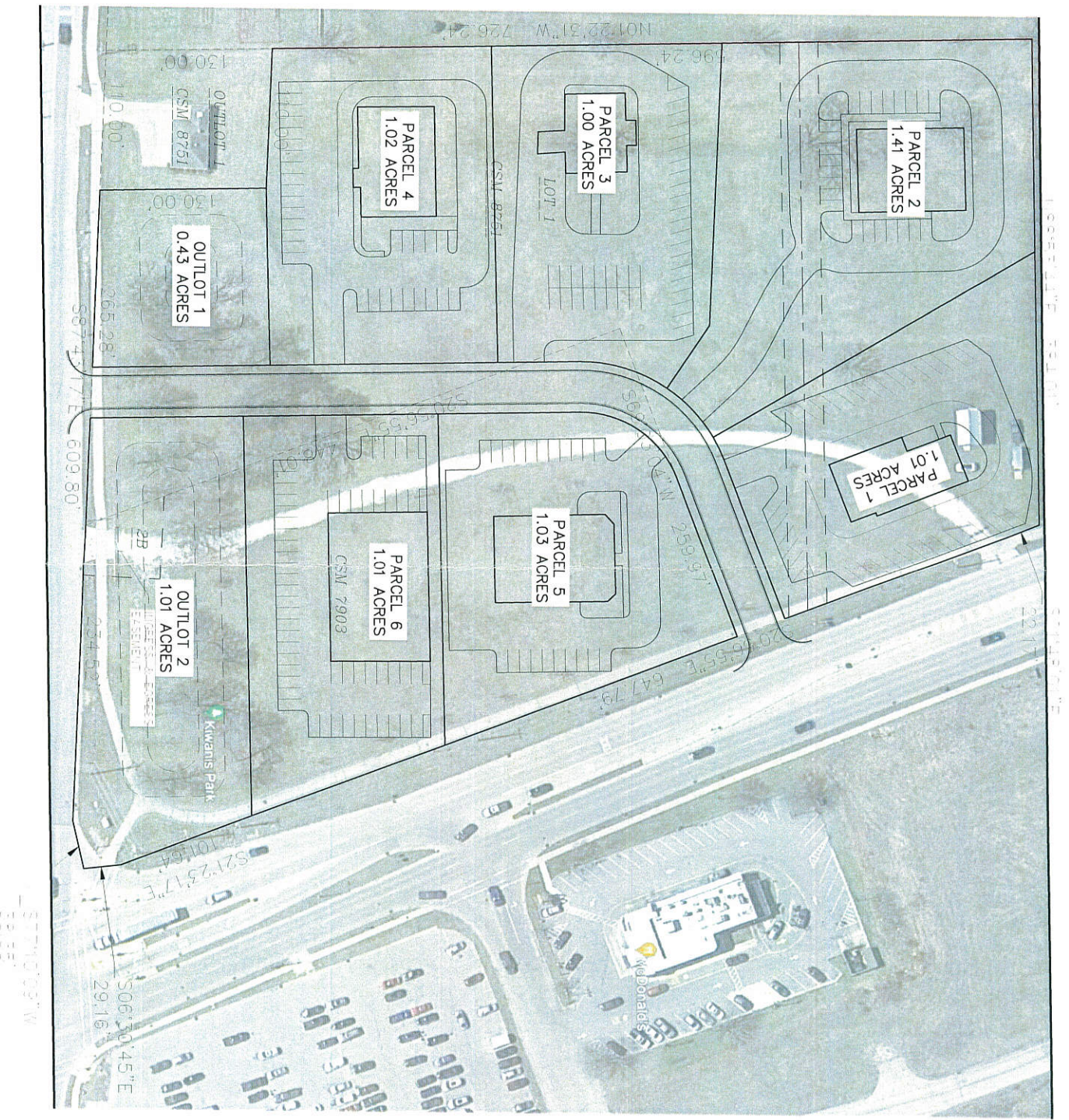
Recommendation:

Recommend approval to the Village Board for the proposed rezoning of the parcels at CTH NN and CTH 83 from P-1 (Public and Semipublic) to B-2 (General Business) as set forth in Ordinance 1017 (as drafted OR as amended).

Attachments

1. Map
2. Draft Ordinance 1017





42

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. 1017

**AN ORDINANCE TO AMEND THE ZONING MAP INCLUDED AS PART OF
CHAPTER 100 OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE**

The Village Board of the Village of Mukwonago, Waukesha/Walworth Counties, Wisconsin do ordain as follows:

SECTION I

SECTION 1. Change the zoning classification of Tax Parcel MUKV1963-996-005 from P-1 (Public and Semipublic) district to B-2 (General Business) district.

SECTION 2. Change the zoning classification of Tax Parcel MUKV1963-996-006 from P-1 (Public and Semipublic) district to B-2 (General Business) district.

SECTION II

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

SECTION III

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 14th day of December 2023.

APPROVED:

Fred Winchowky, Village President

Countersigned:

Diana Dykstra, Village Clerk/Treasurer



PLANNING COMMISSION

December 12, 2023 at 6:30pm

Mukwonago, WI

CONDITIONAL USE PERMIT

225 Eagle Lake Ave - Parcel Number: MUKV1974009

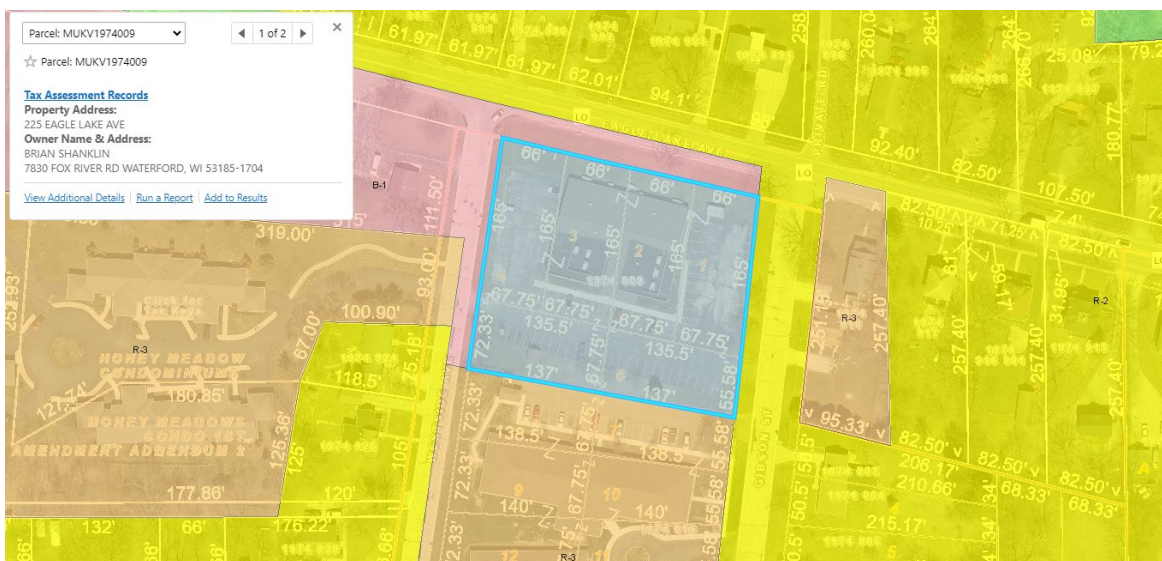
Case Summary

Parcel Data

Proposal:	Funeral Home & Crematory (Human and Pet)
Applicant:	John Rozga , Rozga Funeral & Cremation Services (future owner)
Request:	Conditional Use Permit for a Funeral Home & Crematory
Staff Recommendation:	Approve w/Conditions.

Parcel Characteristics / Conditions

Acreage:	1.421
Current Use:	Vacant Space
Proposed Use:	Funeral Home
Reason for Request:	New Tenant/Owner
Land Use Classification:	Low Intensity Commercial Business
Zoning Classification:	B-1 Neighborhood Business District
Census Tract:	2039.01



Public Notice

A public hearing notice was published two times in the Waukesha Freeman, and letters were mailed to surrounding property owners with 250ft and those municipalities within 1000ft. Public comment as of 12/5/23, staff has not received any comments or other communications regarding this proposal.

Site Plan and Architectural Review Request

Architectural Review	The applicant is proposing to make exterior modifications to the building.
Site Modifications	See Landscaping and Trash Enclosure, etc.
Utilities	No modification to utilities is planned. No concerns. Impact Fees Calculated.
Stormwater Management	No modification to are planned or required.
Wetlands	None
Signage	Conceptual only - will be reviewed by Staff at the time of the sign permit application. Monument Sign location and landscaping around the base to be verified during permit submittal once survey is completed.
Parking	Sufficient Parking (81 stalls provided) – requirement: 1 space for each 3 patrons at maximum capacity and 1 space per employee. - 206 Chapel + 5 Employees 206 capacity / 3 + 5 = 74 Stalls
Landscaping	Adding Trees and Enhancing Landscape. Meets Code. Required: 1 Tree / 20 if street frontage721 / 20 = 36 trees Provided: Existing / New 12 / 24
Trash Enclosure	Relocating to the rear of the property – Meets code.
Fencing	Along front of building – Installing Mechanical Screening: 5'-0" H. vinyl fence screening typical ground mounted.
Outdoor Lighting	Adding 5 20' Tall Parking Lot Lights and removing existing lighting on building which shines outward toward neighboring properties. Plan included.
Misc. Performance Standards	No concerns from PD, Fire, or Building Inspection. Building has suppression.

The applicant will be applying for additional permits for the renovation of the interior of the existing building to accommodate a Funeral Chapel 60'x37', (3) Offices, lobby, restrooms, Human Cremation System & Pet Cremation System. Minor landscape work and new signage and dumpster enclosure.

Conditional Use Request

Request to operate a Funeral Home & Crematory (human and pet) located at 225 Eagle Lake Ave per the requirements of section 100-151 (c).

About the Business:

We will bring our 125-year tradition of Providing Funeral Services from two locations in the Milwaukee area to the Mukwonago area.

The Funeral Home will provide Funeral Services to all individuals of all ages. Our Services include preparing the dead for burial, conducting funerals, and cremating the dead. As we have for many years, stillborn and infant funerals will be provided to the community at no cost.

The facility will provide complete Funeral Services with a spacious Chapel, offices, and lounge areas. Embalming of individuals will be performed at our centralized state licensed facility at 4309 S. 20th St, Milwaukee.

The facility will house a modern, clean, and efficient Human Crematory. We will be the first Funeral Home facility to provide in-house cremations in the Village of Mukwonago.

The facility will also provide a separate wing with Pet Memorialization Services, including providing burial of small pets and a new, efficient, small pet Crematory.

Our Services will be provided by our staff of 4 licensed funeral directors, 4 apprentice funeral directors and 2 full-time Administrative Assistants. Typically, only 2 staff members will be working at a time in the building unless there is a funeral scheduled then typically there will be 3 to 5 staff members working in the building. The Pet Memorialization area will be staffed by a part-time person on an on-call, at-need basis.

Hours of Operation:

Once the Funeral Home is established, we expect to have approximately one funeral service per week and three human cremations performed per week.

Our Staff is on call to provide our services when someone dies, 24 hours per day, 365 days a week. The typical office hours when the funeral home facility will be open for walk-in service is Monday thru Friday, 9:00 AM to 5:00 PM. During that time the facility would normally be staffed by one or two people.

As far as evening operations: if we had an evening funeral service or visitation, they typically would be over by 7 or 8:00 PM so the staff would be gone by 8:00 or 9:00 PM. As far as the weekend goes, there is always the possibility of a funeral service or visitation on a weekend. Typically, at our funeral homes in the Milwaukee area, which do about five times as many funerals as this location would be expected to do to start, there is usually one or two funerals per weekend during the month. Typically, those funerals would occur over a 4-hour period, on Saturdays, between 9:00 AM and 4:00 PM and on Sundays between 12:00 Noon and 7:00 PM.

Conditional Use Process / Findings

Review procedures The Plan Commission holds the public hearing and makes a recommendation to the Village Board which makes the final decision.

Following the closing of the public hearing, the Plan Commission may recommend (1) approval, (2) approval with conditions, or (3) denial.

If approval is recommended, the Plan Commission can recommend conditions deemed necessary to protect the public health, safety, and welfare. The Plan Commission, in passing on the matter, will need

to make the following determinations consistent with Section 100-354 of Mukwonago's zoning regulations:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, or welfare of the Village.
2. The uses, values, and enjoyment of other property in the surrounding neighborhood that are already permitted shall be, in no foreseeable manner, substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
3. The establishment of the conditional use will not impede the normal and ordinary development and improvement of the surrounding property for uses permitted within the district and/or which are consistent with the standards in the Comprehensive Plan.
4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the use.
5. Adequate measures have been taken or will be taken providing ingress and egress to minimize traffic congestion on public streets so as not to diminish the level of service of any intersection which is impacted by traffic arising from the conditional use.

In addition, the property owner / tenant has shown compliance with the requirements set forth in the Village's zoning regulations for the specified use.

The Village Board will carefully review the recommendation of the Plan Commission and concurs with the Plan Commission's findings set forth above, provided the conditional use is operated pursuant to the conditions of approval set forth in this order.

These findings are incorporated into the draft conditional use order which is attached.

The Plan Commission shall approve a conditional use application if the terms and conditions of the zoning regulations are met. However, in the event the terms and conditions of the ordinance are not consented to and complied with by the applicant, the Commission may deny the application. In addition, the Commission may deny the application or place conditions on it if substantial evidence, as defined in §62.23(7) Wis. Stats. is presented. That evidence must demonstrate the inability of the applicant to comply with or meet the conditions of the zoning regulations or that the conditions to be applied by the Plan Commission are necessary to protect the public health, safety or welfare of the community based upon the presentation of substantial evidence. Potential motion for approval Recommend to the Village Board approval of the project as a conditional use as set forth in the attached conditional use order as drafted, provided the Village Attorney approves the final form of the conditional use order.

Recommendation

Site Plan and Architectural Review

Staff recommends the Planning Commission Approve w/conditions a resolution for the Site Plan and Architectural Review, as set forth in Resolution 2023-XX

1. Prior to any land disturbing activity, the applicant must submit a complete and final set of plans to the Village planner. All Village department heads must verify in writing whether they have

approved the final plans within their purview. Any outstanding matters must be resolved to staff's satisfaction.

2. Prior to any land-disturbing activity, a pre-construction meeting must be held with the applicant's representatives and primary contractors, and Village department heads and representatives.
3. Prior to any land-disturbing activity, the applicant must reimburse the Village for any outstanding charges and establish an escrow account with the Village as may be required.
4. The applicant must obtain all required building permits within nine months of this date, and start construction within six months of the date of building permit issuance and continue in good faith to completion.
5. All work related to this project must comply with all project plans approved by the Village.
6. The developer must comply with all requirements related to impact fees imposed by the Village.
7. The developer shall comply with all parts of the Municipal Code as it relates to this project.
8. If the approved plans need to be revised to address any of the conditions of approval or to conform to Building and Fire Safety Codes, the Zoning Administrator and the Supervisor of Inspections are authorized to approve minor modifications so long as the overall project elements remain unchanged. If they determine that the revision is substantial, the plans must be submitted to the Plan Commission for review and approval.
9. The applicant shall apply for permits and receive approval for all new signage on the tenant location from Village Staff according to Chapter 64 of the Municipal Code. Signage shall be turned off during non-business hours.
10. Any future exterior modification to the tenant space (doors, windows, canopies, painting) shall require Site Plan and Architectural Review.
11. Any future modification to the site such as modification of parking, lighting, grading, retaining walls, fences, etc. shall require Site Plan and Architectural Review.

Conditional Use

Staff Recommends the Planning Commission recommend to the Village Board approval of a conditional use permit as set forth in Resolution 2023-XX (attached)

To – Grant a Conditional Use permit for a Funeral Home & Crematory for Rozga Funeral Services & Cremation subject to the following on going conditions deemed necessary to protect the health, safety, and welfare:

1. **Ongoing conditions of approval.** The following conditions shall constitute an ongoing obligation:
 - a. The authorized use shall not be conducted in such a way so as to violate fire-related building capacity standards established by the local fire department or the state of Wisconsin.
 - b. The authorized use shall not be conducted in such a way so as to constitute a public or private nuisance as determined by the Plan Commission.
 - c. Potable water and sanitation must be provided and maintained.
 - d. The Plan Commission may unilaterally amend an approved site plan/plan of operation by revising existing provisions or adding new provisions. Such amendment shall be limited in scope to address negative impacts the use is having on surrounding properties and/or the public health, safety, and welfare.
 - e. The use of the subject property shall at all times be in compliance with all applicable laws, rules, regulations or orders, and ordinances of the federal government, State of Wisconsin, Walworth County, and Village of Mukwonago.
 - f. All buildings on the subject property shall comply with all applicable building

requirements as may be adopted by the Village of Mukwonago or the state of Wisconsin.

- g. The subject property must be in a clean and neat appearance as determined by the Plan Commission.
- h. The property owner shall obtain and maintain all licenses for the operation of this facility, as may be required by the Village or the State of Wisconsin.
- i. The Funeral Home & Crematory shall operate between the hours of 8 am to 9pm, 7 days a week, with the potential for on-call situations outside of these hours.

and determining that the conditions are consistent with Section 100-354 of Mukwonago's zoning regulations:

- 1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or welfare of the Village.
- 2. The uses, values and enjoyment of other property in the surrounding neighborhood that are already permitted shall be, in no foreseeable manner, substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
- 3. The establishment of the conditional use will not impede the normal and ordinary development and improvement of the surrounding property for uses permitted within the district and/or which are consistent with the standards in the Comprehensive Plan.
- 4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the use.
- 5. Adequate measures have been taken or will be taken providing ingress and egress to minimize traffic congestion on public streets so as not to diminish the level of service of any intersection which is impacted by traffic arising from the conditional use.

Attachments

- 1. Resolution 2023-XX for approval w/conditions of Site Plan and Architectural Review
- 2. Resolution for Conditional Use Order 2023-XX for recommendation of approval to the Village Board

RECEIVED
DEC 07 2023

ROZGA
Funeral & Cremation Services
1898-2023
Family Owned & Operated
www.rozgafuneral.com

*Information on our plans
to join your community!*



703 W. Lincoln Ave
Milwaukee, WI
414-671-5200



4309 S. 20th Street
Milwaukee, WI
414-281-7145

Rozga Funeral & Cremation Services

The beginning;

In 1898, Stephen Rozga transitioned from a furniture and casket maker to an undertaker and opened his Funeral Home on the southside of Milwaukee. His son, grandson, great-grandson and most recently his great-great-grandson continued the distinguished tradition of compassionately serving families during their time of loss as licensed Funeral Directors.

125 years later the Rozga Family continues to not only serve families from the Funeral Home that Stephen Rozga opened in 1898 on West Lincoln Avenue in Milwaukee but also from an additional location on the southside of Milwaukee. Over 5 generations of families have continued to trust the Rozga Family to provide them with the finest funeral services in a compassionate and affordable manner.

In 2024, the current Funeral Home owners, John and Jackie Rozga, along with their son Trevor, are hoping to open a beautiful, state of the art, funeral home facility in Mukwonago. John and Jackie, who live on the far east side of Mukwonago have dreamed for many years to build a modern funeral home facility in the Community that they love.

With a shortage of buildable commercial lots in the area they have found a solid structure at 225 Eagle Lake Road in Mukwonago that served the community prominently as a former Medical Clinic and as a Thrift Shop for the Mukwonago Food Pantry. The vision of the Rozga Family is to convert this location into a full service modern funeral home facility which will include a large Chapel to provide Funeral Visitations and Services with spacious lounge and office areas. Embalming services will continue to be provided by our centralized facility in Milwaukee so an embalming room will not be necessary in this new building.

In line with all modern funeral home facilities, the building will also offer a modern, clean and efficient Human Crematory. This will be the first funeral home in Mukwonago to have an onsite crematory. With the current cremation rate in Wisconsin at 50% and the projected rate in 2030 of 80%, the Rozga facility will go a long way to meeting the needs of families during their time of loss.

An additional component of a state-of-the-art funeral home facility is a Pet Memorialization area. This new facility will provide the space to have a separate wing that will provide those Pet Memorialization services. The loss of a loved pet to a pet owner is a very tragic time in life and our compassionate trained staff will be able to assist them with arranging for burial of their loved pet or the individual cremation of their precious pet in an onsite modern, clean and efficient small pet crematory facility.



Becoming Part of the Community;

With the opening of the new Funeral Home the Rozga Family is not just looking forward to opening a funeral facility, but more importantly, becoming a good neighbor and partner in the Mukwonago Community. We understand that starts with building a facility that is clean, modern and environmentally friendly. From using all LED lighting to using the newest Cremation equipment that meet the most stringent (EPA) Environmental Protection Agency standards for minimizing emissions, which are required even in California, and the highest level of safe operating technology.

Our new facilities will receive a high-quality renovation that will enhance the neighborhood with a beautiful building and carefully maintained surrounding landscape that will include the planting of 24 additional trees. The outdoor lighting will be converted to modern LED lights that will help focus the light streams toward our building and away from neighbors' homes. In an effort to conserve energy and to reduce the effects of 'light pollution' the major parking lot lights will only be used during evening funerals and will be turned off at all other times. The facility will also include an indoor garage bay that will eliminate any chance of outside distractions during transfers from funeral home vehicles.

Additional information regarding our Funeral Home can be found at www.rozgafuneral.com

We are here to answer any questions;

If you should have any questions or would like additional information regarding our plans for our new funeral home facility on Eagle Lake Road, please call John Rozga on his direct line at 414-840-4000.



Back of building (facing Highway LO) to add more curb appeal.



Front of business to be well maintained and cared for.

*We look forward to building a state-of-the-art funeral facility
in the community we now live in and love.*

Here are some answers to some of your questions/concerns regarding crematoriums and funeral services.



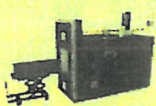


“We know that the environment is on everyone’s minds, not to mention the safety of our communities. There are many factors that play a part in crematory operations and emission. For example, the science of combustion accounts for the fuel sources – the gas that powers the cremator, residual heat from previous cremations, the plant matter of the casket/container, the tissues of the body, and the oxygen in the air – to get as close to Complete or Perfect Combustion as possible, resulting only in carbon monoxide (CO) or dioxide (CO₂), sulfur dioxide (SO₂) and water (H₂O). Complete Combustion is impossible since there are so many variables to manage throughout the cremation process, but modern cremators, and best practices in the crematory, get as close as possible.”

Federal and State Regulations

As a result of the Woodlawn study, the Federal Government considers cremation equipment a minor source and chooses to not to regulate it. Because of this, all states also consider cremation equipment a small source and apply a maximum emission limit of 5 tons particulate matter. If it was possible to run the cremation chamber every hour of every day, it still falls short of the allowable limit set by the states and the Federal EPA.

Fuel Usage

The below table compares the fuel usage of a crematory to a 2,000 Square Foot House and standard SUV.

FUEL USAGE BY CREMATORIES			
	 CREMATORY	 HOME	 SUV
BTUs	2,379,915 BTUs for one cremation on average*	90 million BTUs annually, which is 38 cremations.**	One gallon of gasoline = 120,286 BTUs. An SUV typically has a 26 gallon tank.
ANALOGY	One cremation =	Powering a 2,000 square foot home for 7 days.	20 gallons of gas, not even one tank in an SUV.***
Natural gas is measured in cubic feet, gasoline in gallons, and electricity in watts. For this analogy, the three different power sources are converted to British Thermal Units (BTUs)			

Additional information regarding our Funeral Home can be found at www.rozgafuneral.com

We are here to answer any questions;

If you should have any questions or would like additional information regarding our plans for our new funeral home facility on Eagle Lake Road, please call John Rozga on his direct line at 414-840-4000.

Cremation Environmental Analysis

CANA, Environmental Impact of Cremation

Link: <https://www.cremationassociation.org/blogpost/776820/357871/Environmental-Impact-of-Cremation>

“We know that the environment is on everyone’s minds, not to mention the safety of our communities. There are many factors that play a part in crematory operations and emission. For example, the science of combustion accounts for the fuel sources – the gas that powers the cremator, residual heat from previous cremations, the plant matter of the casket/container, the tissues of the body, and the oxygen in the air – to get as close to Complete or Perfect Combustion as possible, resulting only in carbon monoxide (CO) or dioxide (CO₂), sulfur dioxide (SO₂) and water (H₂O). Complete Combustion is impossible since there are so many variables to manage throughout the cremation process, but modern cremators, and best practices in the crematory, get as close as possible.”

The Woodlawn Study

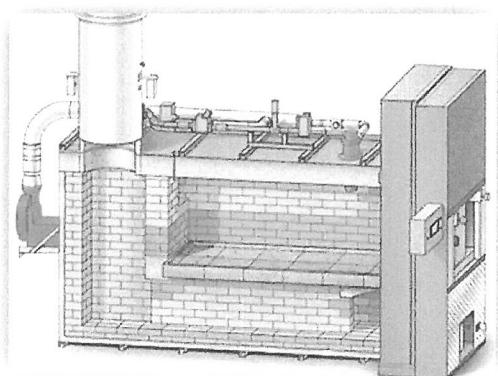
“In 1996, when the national cremation rate was 21.8%, the United States Environmental Protection Agency (US EPA) turned its attention to regulating crematories. CANA and the US EPA formed a working group to examine scientific studies on emissions and make informed recommendations to federal environmental regulators. The working group decided that the current studies were too few and varied so they commissioned and oversaw a study at a CANA-member site, The Woodlawn Cemetery in the Bronx, New York. Called “The Woodlawn Study,” its findings resulted in classification of crematories as small source emitters since deceased human bodies are distinctly different from solid waste (such as garbage and treatment plants) and should be regulated separately. The study also determined that states should continue to regulate crematories rather than the US EPA.”

Federal and State Regulations

As a result of the Woodlawn study, the Federal Government considers cremation equipment a minor source and chooses to not to regulate it. Because of this, all states also consider cremation equipment a small source and apply a maximum emission limit of 5 tons particulate matter. If it was possible to run the cremation chamber every hour of every day, it still falls short of the allowable limit set by the states and the Federal EPA.





CFS-2300 Cremation Retorts are Designed to Prevent Dangerous Emissions

Every CFS-2300 has a secondary chamber and burner to increase residence time, guarantee complete combustion, and assure minimum emissions. Every CFS-2300 machine also has opacity sensors in the stack, which monitor the emissions during each cremation. If the sensor detects smoke, it will add air to complete the combustion process. Our Fire Marshal Technology also constantly monitors the stack temperature and will shut down the retort if the temperature gets too high. Our Tek Marshal internet remote diagnostic modules also allows our staff of engineers to diagnose and solve and problems.



Fuel Usage

The below table compares the fuel usage of a crematory to a 2,000 Square Foot House and standard SUV.

FUEL USAGE BY CREMATORIES			
	 CREMATORY	 HOME	 SUV
BTUs	2,379,915 BTUs for one cremation on average*	90 million BTUs annually, which is 38 cremations.**	One gallon of gasoline = 120,286 BTUs. An SUV typically has a 26 gallon tank.
ANALOGY	One cremation =	Powering a 2,000 square foot home for 7 days.	20 gallons of gas, not even one tank in an SUV.***
Natural gas is measured in cubic feet, gasoline in gallons, and electricity in watts. For this analogy, the three different power sources are converted to British Thermal Units (BTUs)			
<small>* CANA member average ** https://epsc.energy.gov/energy-data-facts - The average U.S. household used 90 million British thermal units (Btu) in 2009, or nearly 50% more energy than the average car in a year. Homes built since 2000 use only 2% more energy on average than older homes, despite being on average 30% larger *** https://www.epa.gov/automotive-trends/highlights-automotive-trends-report - for this analogy the largest gas tank was used.</small>			
			

US Method 9 Smoke Test

TRC Environmental conducted a visible emission test on both CFS-2300 Human and Pet Cremation retorts. The purpose of the test was to determine visible emission rates during normal operating conditions. Both retorts passed this Federal Method 9 test method for evaluating smoke emission, zero visible emissions were reported.

Below are results from the test:

3.0 DISCUSSION OF RESULTS

No problems were encountered with the testing equipment during the test program. Source operation appeared normal during the entire test program. No changes or problems were encountered that required modification of any procedures presented in the test plan. No adverse test or environmental conditions were encountered during the conduct of this test program.

4.0 SAMPLING AND ANALYSIS PROCEDURES

All testing, sampling, analytical, and calibration procedures used for this test program were performed in accordance with the methods presented in the following sections. Where applicable, the Quality Assurance Handbook for Air Pollution Measurement Systems, Volume III, Stationary Source Specific Methods, USEPA 600/R-94/038c, September 1994 was used to supplement procedures.

4.1 Visible Emissions Determination by USEPA Method 9

This method is applicable for the determination of the opacity of emissions from stationary sources pursuant to § 60.11(b) and for visually determining opacity of emissions.



6.0 TEST RESULTS SUMMARY

Armil C.F.S.
Lakes Crematory
#6 Human Furnace
#8 Pet Furnace
Stack Exits
Lake Villa, Illinois
April 6, 2015

Visible Emissions Summary

Location	Date	Run 1 (%)	Run 2 (%)	Run 3 (%)	Max 6 Min Average (%)
#6 Human Furnace	4/6/15	0.00	0.00	0.00	0.00
#8 Pet Furnace	4/6/15	0.00	0.00	0.00	0.00

RESOLUTION 2023-73
Village of Mukwonago Order Granting a
Conditional Use and Prescribing Conditions for a
Funeral Home and Crematory for Rozga Funeral
and Cremation Services at 225 Eagle Lake Ave

WHEREAS, **John Rozga** (hereinafter “future purchaser”) plans to purchase the property identified as 225 Eagle Lake Ave (hereinafter “subject property”) in the Village of Mukwonago, more particularly described as follows:

LOTS 1-6 BLK 2 THE A H GIBSON PLAT OF
MUKWONAGO PT NW1/4 SEC 26 T5N R18E; and

WHEREAS, the future purchaser has, consistent with the Village of Mukwonago’s zoning regulations, submitted a conditional use application for a funeral services and crematory (human and pet); and

WHEREAS, upon receipt of the petition submitted by the future purchaser, the Village Clerk properly referred such petition to the Plan Commission; and

WHEREAS, allowing for required public notice, the Plan Commission conducted a public hearing on December 12, 2023 to consider the petitioner’s request; and

WHEREAS, members of the public in attendance were given ample opportunity to provide comment regarding the petitioner’s request; and

WHEREAS, the Plan Commission passed a motion recommending to the Village Board that the conditional use be approved subject to certain conditions; and

WHEREAS, the Plan Commission, in passing on the matter, has made the following determinations consistent with Section 100-354 of Mukwonago’s zoning regulations:

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, or welfare of the Village.
2. The uses, values, and enjoyment of other property in the surrounding neighborhood that are already permitted shall be, in no foreseeable manner, substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.
3. The establishment of the conditional use will not impede the normal and ordinary development and improvement of the surrounding property for uses permitted within the district and/or which are consistent with the standards in the Comprehensive Plan.
4. Adequate utilities, access roads, drainage and other necessary site improvements have been or are being made to accommodate the use.
5. Adequate measures have been taken or will be taken providing ingress and egress to minimize traffic congestion on public streets so as not to diminish the level of service of any intersection which is impacted by traffic arising from the conditional use.

In addition, the future purchaser has shown compliance with the requirements set forth in the Village’s zoning regulations for the specified use.

WHEREAS, the Village Board has carefully reviewed the recommendation of the Plan Commission and concurs with the Plan Commission’s findings set forth above, provided the conditional use is operated pursuant

Return to:

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

Parcel Number: MUKV 1974-009

to the conditions of approval set forth in this order.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED AS FOLLOWS:

1. **Authorized uses.** Subject to the terms and conditions of this approval and the sections of the zoning code that apply, the property owner is authorized to operate a funeral home and crematory as set forth herein and as specified in the Village's zoning code.
2. **Issuance of permit required.** The zoning administrator is authorized to issue the future purchaser/property owner a conditional use permit when all conditions enumerated in section 3 have been satisfied to his or her satisfaction. Such permit is the last approval before the property owner/tenant can begin to establish the use as authorized herein.
3. **Initial conditions of approval.** The following conditions shall be satisfied prior to the issuance of the conditional use permit:
 - a. The property owner must submit site/architectural plans to the Village for review and obtain approval of the same within 9 months of the date of this decision.
 - b. The property owner must accept the terms and conditions of this conditional use order in its entirety in writing within 6 months of the date of this decision. Prior to such expiration, the property owner may request an extension to this time period and the Village Clerk may approve an extension with good cause.
 - c. This order must be recorded against the subject property in the Waukesha County register of deeds office (only if subsections 3(a) through 3(b) have been satisfied).

In the event the requirements enumerated in subsections 3(a) and 3(b) above are not satisfied, this order shall automatically be null and void without any further action by the Village of Mukwonago on the aforementioned date.

4. **Ongoing conditions of approval.** The following conditions shall constitute an ongoing obligation:
 5. **Ongoing conditions of approval.** The following conditions shall constitute an ongoing obligation:
 - a. The authorized use shall not be conducted in such a way so as to violate fire-related building capacity standards established by the local fire department or the state of Wisconsin.
 - b. The authorized use shall not be conducted in such a way so as to constitute a public or private nuisance as determined by the Plan Commission.
 - c. Potable water and sanitation must be provided and maintained.
 - d. The Plan Commission may unilaterally amend an approved site plan/plan of operation by revising existing provisions or adding new provisions. Such amendment shall be limited in scope to address negative impacts the use is having on surrounding properties and/or the public health, safety, and welfare.
 - e. The use of the subject property shall at all times be in compliance with all applicable laws, rules, regulations or orders, and ordinances of the federal government, State of Wisconsin, Walworth County, and Village of Mukwonago.
 - f. All buildings on the subject property shall comply with all applicable building requirements as may be adopted by the Village of Mukwonago or the state of Wisconsin.
 - g. The subject property must be in a clean and neat appearance as determined by the Plan Commission.
 - h. The property owner shall obtain and maintain all licenses for the operation of this facility, as may be required by the Village or the State of Wisconsin.
 - i. The Funeral Home & Crematory (human and pet) shall operate between the hours of 8 am to 9pm, 7 days a week, with the potential for on-call situations outside of these hours.

6. **Expansion or changes.** The conditional use hereby authorized shall be confined to the subject property without extension or expansion. Any expansion or change in use shall require issuance of a new conditional use approval pursuant to the requirements in effect at the time of application.

7. **Modification of property boundary lines.** The property owner shall not change the size and/or shape of the subject property by any means without the approval of the Village Board. If the Village Board determines that a proposed change is substantial with regard to the overall size of the parcel and/or configuration, such change shall require issuance of a new conditional use approval pursuant to the requirements in effect at the time of application.

8. **Plans and related matters.** Unless otherwise expressly stated herein, plans that are specifically required by this conditional use order may be amended upon the prior approval of the Plan Commission if the Plan Commission finds the amendment to be minor and consistent with the conditional use order and permit. Any change in any plan that the Plan Commission feels, in its sole discretion to be substantial, shall require a new conditional use approval and all procedures in place at the time must be followed.

9. **Inspection.** The property owner shall allow Village of Mukwonago staff, officials, and other authorized agents to inspect the subject property, at any reasonable time and for any proper purpose related to compliance with this conditional use order.

10. **Discontinuance.** Should the conditional use be discontinued in use for 365 consecutive days the use shall be terminated as set forth in the Village of Mukwonago's zoning regulations.

11. **Private rights.** This approval is given under the Village of Mukwonago's zoning regulations and is not to be interpreted to abrogate any private rights other property owners may have pursuant to deed restrictions or restrictive covenants.

12. **Interpretation.** If any aspect of this conditional use order is in conflict with any other aspect of the conditional use order, the more restrictive provisions shall be controlling, as determined by the Plan Commission.

13. **Other permits.** This order shall not be deemed to constitute a building permit, or constitute any other license or permit required by Village ordinance, or other local, state, or federal law.

14. **Severability.** In the event a court of competent jurisdiction determines that a paragraph or phrase of this conditional use order is unlawful, illegal, or unconstitutional, said determination as to the particular phrase or paragraph shall not void the rest of the conditional use order and the remainder shall continue in full force and effect.

15. **Heirs, successors, and assigns.** This conditional use order shall be binding upon the property owner and their heirs, successors, and assigns. Upon a change in ownership, the property owner shall notify the Village Clerk.

16. **Ongoing review.** This conditional use may be reviewed by the Plan Commission with notice to the property owner at any time upon complaint or upon Plan Commission initiative. If it is determined that the authorized use is no longer compatible, or that the provisions of this approval have not been complied with, the Village Board may revoke or amend this order after recommendation by the Plan Commission and holding of a public hearing.

17. **Amendment.** The property owner may propose an amendment to this conditional use order at anytime by submitting a written petition to the Village Clerk, which shall be reviewed pursuant to the requirements in effect at the time of application.

18. **Violation.** Any violation of this order may be treated as a violation of Mukwonago's zoning regulations and each day of each violation of each condition herein shall be treated as a separate violation.

Approved this 20th day of December, 2023

BY THE VILLAGE BOARD OF THE VILLAGE OF MUKWONAGO

Fred Winchowky, Village President

Attest:

Diana Dykstra, Village Clerk

STATE OF WISCONSIN, WAUKESHA/WALWORTH COUNTY

Personally came before me this ____ day of _____ 2023, the persons described above, Fred Winchowky, Village President, and Diana Dykstra, Village Clerk, to me known to be the persons who executed the foregoing instrument and to me known to be such Village President and Village Clerk of the Village of Mukwonago and acknowledged that they executed the foregoing instrument as such officers of said municipal corporation by its authority and pursuant to the authorization by the Village Board from their meeting on the 20th day of December, 2023.

NOTARY PUBLIC

My Commission Expires:

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Acceptance by Future Purchaser

I, John Rozga verify that I am an authorized agent for **ROZGA FUNERAL HOME AND CREMATION SERVICES** accepts the terms stated herein.

Dated this _____ day of _____, 2023

John Rozga, agent

STATE OF WISCONSIN, WAUKESHA/WALWORTH COUNTY

Personally, came before me this _____ day of _____, 2023, the above-named person, John Rozga to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

My Commission Expires:

Drafted by Erin Scharf, Planner and Zoning Administrator, at the direction of the Mukwonago Village Board.

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	12/14/2023	\$	682,425.28

Total for Approval: \$ 682,425.28

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: 120 WATER						
4568	LEAD AND COPPER COMPLIANCE ASSISTANCE	610-6920-692300	9,995.00	9,995.00	UTILITIES	12/21/2023
TOTAL VENDOR 120 WATER				9,995.00		
VENDOR NAME: ALSCO						
IMIL1968954	PD 11/30 MAT CLEANING	100-5211-539400	47.16	47.16	POLICE	12/21/2023
TOTAL VENDOR ALSCO				47.16		
VENDOR NAME: AMAZON CAPITOL SERVICES						
1TLRD1VVYPTY	TOOL HOLDERS	100-5323-531100	23.95	23.95	DPW	12/21/2023
19RJCCPVWV7	LAMINATING SHEETS	100-5144-531100	17.99	17.99	CLERK	12/21/2023
1QF6KCQY14T4	ADD'L MEMORY ACCOUNTANT COMPUTER	100-5145-522950	30.22	30.22	FINANCE	12/21/2023
TOTAL VENDOR AMAZON CAPITOL SERVICES				72.16		
VENDOR NAME: AMERICAN TEST CENTER						
2232249	T34 5-YEAR AND GROUND LADDER ANNUAL INSP	150-5222-539500	1,527.25	1,527.25	FIRE	12/21/2023
TOTAL VENDOR AMERICAN TEST CENTER				1,527.25		
VENDOR NAME: AUGUST WINTER & SONS INC						
12-10131.300 PMNT	ATKINSON LIFT STATION	620-0000-000104	146,034.60	146,034.60	FINANCE	12/21/2023
TOTAL VENDOR AUGUST WINTER & SONS INC				146,034.60		
VENDOR NAME: BASSETT MECHANICAL						
6511128C	MAINTENANCE CONTRACT	620-8400-852000	1,073.00	1,073.00	UTILITIES	12/21/2023
TOTAL VENDOR BASSETT MECHANICAL				1,073.00		
VENDOR NAME: BOUND TREE MEDICAL LLC						
85165459	EMS SUPPLIES	150-5231-531100	458.34	458.34	FIRE	12/21/2023
TOTAL VENDOR BOUND TREE MEDICAL LLC				458.34		
VENDOR NAME: BRIGHTSPEED						
NOVEMBER 2023	NOVEMBER 2023 PHONE SERVICE	100-5142-522500	78.00	566.67	ALLOCATE	12/21/2023
		100-5211-522500	55.18			
		100-5323-522500	108.68			
		440-5511-522500	190.86			
		610-6920-692100	34.03			
		620-8400-851000	99.92			
TOTAL VENDOR BRIGHTSPEED				566.67		
VENDOR NAME: BRIOHN DESIGN GROUP,LLC						
2023 METER REFUND	2023 REFUND WTR METER DEPOSIT	610-0000-235000	1,000.00	1,000.00	UTILITIES	12/21/2023
TOTAL VENDOR BRIOHN DESIGN GROUP,LLC				1,000.00		
VENDOR NAME: BUELOW, VETTER, BUIKEMA, OLSON						
NOV 2023 ACTIVITY	GENERAL POLICE AND VILLAGE MATTERS	100-5211-521900	3,204.00	6,948.00	FINANCE	12/21/2023
		100-5111-521900	3,744.00			
TOTAL VENDOR BUELOW, VETTER, BUIKEMA, OLSON				6,948.00		

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: BURKE TRUCK & EQUIPMENT INC					
32216	TRUCK 12 PLOW BUSHING, SWITCH AND CABLE	100-5324-539500 215.83	215.83	DPW	12/21/2023
TOTAL VENDOR BURKE TRUCK & EQUIPMENT INC			215.83		
VENDOR NAME: C & M AUTO PARTS INC					
6079-376525	OIL DRY	100-5323-531100 41.67	41.67	DPW	12/21/2023
6079-376357	TRUCK 11 OIL FILTER	100-5324-539500 55.99	55.99	DPW	12/21/2023
6079-376399	TRUCK 11 AIR FILTER	100-5324-539500 28.49	28.49	DPW	12/21/2023
TOTAL VENDOR C & M AUTO PARTS INC			126.15		
VENDOR NAME: CINTAS					
4175726687	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100 140.55	140.55	DPW	12/21/2023
4175726766	UNIFORM SERVICE	620-8400-856000 133.72	267.45	UTILITIES	12/21/2023
		610-6920-693000 133.73			
4176507407	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100 140.55	140.55	DPW	12/21/2023
4176507538	UNIFORM SERVICE	610-6920-693000 96.35	192.69	UTILITIES	12/21/2023
		620-8400-856000 96.34			
TOTAL VENDOR CINTAS			741.24		
VENDOR NAME: CIVITEK CONSULTING					
62-17	ZONING CODE UPDATE PROJECT	200-5632-521900 1,000.00	1,000.00	PLANNER	12/21/2023
TOTAL VENDOR CIVITEK CONSULTING			1,000.00		
VENDOR NAME: CJ & ASSOCIATES, INC					
F23663	OFFICE CUBICLE REORGANIZATION	100-5142-539500 1,000.00	2,169.82	CLERK	12/21/2023
		100-5142-531100 500.00			
		100-5144-531100 669.82			
TOTAL VENDOR CJ & ASSOCIATES, INC			2,169.82		
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY					
301186111723	COLUMBIA SOUTHERN TUITION - ZAJICHEK	100-5212-516300 845.00	845.00	POLICE	12/21/2023
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY			845.00		
VENDOR NAME: CONWAY SHIELD					
0515452	NEW OFFICER HELMET FRONTS	150-5222-531100 756.00	756.00	FIRE	12/21/2023
TOTAL VENDOR CONWAY SHIELD			756.00		
VENDOR NAME: COREY OIL, LTD					
531913	DEF AND 2 CYCLE PRE MIXED GAS	100-5324-535100 541.70	541.70	DPW	12/21/2023
TOTAL VENDOR COREY OIL, LTD			541.70		
VENDOR NAME: CORRECTIVE ASPHALT MATERIALS LLC					
23024	DEWEY DR. AND HILL COURT RECLAMTE ROAD S	480-5700-584000 13,440.00	13,440.00	DPW	12/21/2023
TOTAL VENDOR CORRECTIVE ASPHALT MATERIALS LLC			13,440.00		
VENDOR NAME: DE LAGE LANDEN FINANCIAL					

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: DE LAGE LANDEN FINANCIAL					
81498143	LEASE 12/15/2023 - 01/14/24 KONICA 450I	100-5142-531200 19.04	160.00	ALLOCATE	12/21/2023
		100-5300-539900 16.85			
		100-5120-531100 7.09			
		100-5141-531100 9.07			
		100-5145-531100 15.07			
		100-5241-531200 2.54			
		100-5632-531200 2.98			
		100-5211-531200 19.95			
		150-5221-531100 20.69			
		410-5363-531200 1.60			
		440-5511-531200 18.08			
		500-5344-531200 3.92			
		610-6902-690300 11.66			
		620-8300-840000 11.46			
81498143 PD	PD COPIER LEASE	100-5211-531200 108.00	108.00	POLICE	12/21/2023
TOTAL VENDOR DE LAGE LANDEN FINANCIAL			268.00		
VENDOR NAME: DIGGERS HOTLINE INC					
231138301	DIGGERS HOTLINE INVOICE	610-6920-693000 57.05	114.09	UTILITIES	12/21/2023
		620-8400-856000 57.04			
231138301 DPW	STORM SEWER LOCATES	100-5344-539500 57.05	57.05	DPW	12/21/2023
TOTAL VENDOR DIGGERS HOTLINE INC			171.14		
VENDOR NAME: EAGLE ENGRAVING					
2023-8636	STAFF ACCOUNTABILITY TAGS/LOCKER/VEHICLE	150-5222-531100 58.55	58.55	FIRE	12/21/2023
TOTAL VENDOR EAGLE ENGRAVING			58.55		
VENDOR NAME: EBIX					
12939	EBIX INVOICE NOVEMBER	150-5231-521900 4,932.12	4,932.12	FIRE	12/21/2023
TOTAL VENDOR EBIX			4,932.12		
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS					
2599691	EMS SUPPLIES	150-5231-531100 360.00	360.00	FIRE	12/21/2023
2603387	EMS SUPPLIES	150-5231-531100 1,060.62	1,060.62	FIRE	12/21/2023
2603536	EMS SUPPLIES	150-5231-531100 312.49	312.49	FIRE	12/21/2023
2600325	EMS SUPPLIES	150-5231-531100 479.97	479.97	FIRE	12/21/2023
2600060	EMS SUPPLIES	150-5231-531100 244.89	244.89	FIRE	12/21/2023
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS			2,457.97		
VENDOR NAME: ENERGENECS, INC.					
0046701-IN	INFLUENT SCREEN REPAIR	620-8010-833000 6,872.86	6,872.86	UTILITIES	12/21/2023
TOTAL VENDOR ENERGENECS, INC.			6,872.86		
VENDOR NAME: EXCEL BUILDING SERVICES LLC					
4120	PD BUILDING CLEANING	100-5211-539400 975.00	975.00	POLICE	12/21/2023
TOTAL VENDOR EXCEL BUILDING SERVICES LLC			975.00		
VENDOR NAME: FICKAU INC					

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: FICKAU INC					
84799	BOOSTER STATION PUMP FITTING	610-6210-662500	60.00	UTILITIES	12/21/2023
84761	BOOSTER STATION-SUPPLIES FOR NEW PUMP BA	610-6210-662500	17.63	UTILITIES	12/21/2023
84778	BOOSTER STATION-PUMP MODIFICATIONS	610-6210-662500	120.00	UTILITIES	12/21/2023
TOTAL VENDOR FICKAU INC			197.63		
VENDOR NAME: FLEURYS BODY REPAIR INC					
19159	TRUCK 3 REAR WINDOW REPLACEMENT	100-5324-539500	630.08	DPW	12/21/2023
TOTAL VENDOR FLEURYS BODY REPAIR INC			630.08		
VENDOR NAME: GARDNER KEVIN					
2023 CLOTHING	2023 CLOTHING ALLOWANCE - GARDNER	150-5222-534600	84.48	FIRE	12/21/2023
TOTAL VENDOR GARDNER KEVIN			84.48		
VENDOR NAME: GLOBE CONTRACTORS INC					
2023 METER REFUND	2023 REFUND WTR METER DEPOSIT	610-0000-235000	1,000.00	UTILITIES	12/21/2023
TOTAL VENDOR GLOBE CONTRACTORS INC			1,000.00		
VENDOR NAME: GREGORY BENNETT					
23-1127	VHF MOBILE RADIOS- WI DNR GRANT	150-5700-571300	1,380.00	FIRE	12/21/2023
TOTAL VENDOR GREGORY BENNETT			1,380.00		
VENDOR NAME: HAHN ACE HARDWARE					
NOV 2023 UTILITIES	MISC. SUPPLIES AND TOOLS	620-8020-827000	30.43	UTILITIES	12/21/2023
		620-8010-827000	109.00		
NOV 2023 DPW	MISC DEPARTMENT SUPPLIES	100-5348-531100	16.93	DPW	12/21/2023
		100-5220-539400	54.27		
		100-5521-531100	77.54		
		100-5323-531100	44.74		
		100-5512-531100	30.54		
		100-5522-539500	102.09		
NOV 2023 FIRE	SUPPLIES	150-5221-531100	40.47	FIRE	12/21/2023
		150-5231-531100	43.32		
NOV 2023 PD	HARDWARE SUPPLIES	100-5211-539500	35.59	POLICE	12/21/2023
NOV 2023 LIBRARY	BATTERIES	440-5511-531100	32.38	LIBRARY	12/21/2023
TOTAL VENDOR HAHN ACE HARDWARE			617.30		
VENDOR NAME: HAWKINS WATER TREATMENT					
6640441	CHEMICALS FOR WATER TREATMENT	610-6300-663100	3,261.57	UTILITIES	12/21/2023
TOTAL VENDOR HAWKINS WATER TREATMENT			3,261.57		
VENDOR NAME: HINCKLEY SPRINGS					
23849324 112523	LAB SUPPLIES	620-8010-826000	13.98	UTILITIES	12/21/2023
TOTAL VENDOR HINCKLEY SPRINGS			13.98		
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,					

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
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VENDOR NAME: HIPPENMEYER, REILLY, BLUM, 55584	PROSECUTIONS	100-5130-521900	885.00	885.00	FINANCE	12/21/2023
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				885.00		
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VENDOR NAME: HOME DEPOT NOV 2023 DPW	SHOP AND PARK SUPPLIES	100-5323-531100	356.93	442.45	DPW	12/21/2023
		100-5521-531100	34.92			
		100-5522-539500	50.60			
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NOV 2023 PD	CABLE/CORD MANAGEMENT SUPPLIES	100-5211-539400	99.97	99.97	POLICE	12/21/2023
NOV 2023 LIBRARY	HOLIDAY LIGHTS	440-5511-531100	82.96	82.96	LIBRARY	12/21/2023
TOTAL VENDOR HOME DEPOT				625.38		
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VENDOR NAME: HORN OIL NOV 2023	NOVEMBER 2023 MONTHLY FUEL	100-5212-535100	2,283.02	7,609.69	ALLOCATE	12/21/2023
		100-5241-535100	98.24			
		100-5324-535100	1,859.10			
		150-5222-535100	754.50			
		150-5231-535100	1,692.45			
		610-6920-693300	355.05			
		620-8010-828000	421.39			
		620-8030-828000	145.94			
TOTAL VENDOR HORN OIL				7,609.69		
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VENDOR NAME: HYDROCORP 0075268-IN	COMMERCIAL CROSS CONNECTION SURVEY CONTR	610-6920-692300	1,788.00	1,788.00	UTILITIES	12/21/2023
TOTAL VENDOR HYDROCORP				1,788.00		
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VENDOR NAME: I/O SOLUTIONS INC C58617A	FORMS	150-5221-521900	600.00	600.00	FIRE	12/21/2023
TOTAL VENDOR I/O SOLUTIONS INC				600.00		
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VENDOR NAME: JACKSON-HIRSCH 1080486	LAMINATING SHEETS	150-5221-531100	98.61	98.61	FIRE	12/21/2023
TOTAL VENDOR JACKSON-HIRSCH				98.61		
<hr/>						
VENDOR NAME: JAYME SUKOWATY 2023 BOOT ALLOWANCE	2023 BOOT ALLOWANCE SUKOWATY	610-6920-693000	50.00	100.00	UTILITIES	12/21/2023
		620-8400-856000	50.00			
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121123	DNR EXAM REIMBURSAL	620-8400-854100	75.00	75.00	UTILITIES	12/21/2023
TOTAL VENDOR JAYME SUKOWATY				175.00		
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VENDOR NAME: JCH WATER METER TESTING 25061	LARGE METER TESTING SERVICE	610-6920-692300	14,100.00	14,100.00	UTILITIES	12/21/2023
TOTAL VENDOR JCH WATER METER TESTING				14,100.00		
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VENDOR NAME: JEFFERSON FIRE & SAFETY						

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: JEFFERSON FIRE & SAFETY						
PB001563	DUO SAFETY ROOF LADDER REPLACEMENT	150-5700-571300	891.00	891.00	FIRE	12/21/2023
PB001576	NEW CAPTAIN-LT. FIRE HELMETS	150-5700-571300	1,975.00	1,975.00	FIRE	12/21/2023
TOTAL VENDOR JEFFERSON FIRE & SAFETY				2,866.00		
VENDOR NAME: JENTZSCH POPRERTIES						
120723	BOND TERMINATION - PROJECT COMPLETION	100-0000-211425	10,000.00	10,000.00	FINANCE	12/21/2023
TOTAL VENDOR JENTZSCH POPRERTIES				10,000.00		
VENDOR NAME: JOHNS DISPOSAL SVC. INC.						
1236778	NOVEMBER GARBAGE RECYCLING, YARD WASTE	A 410-5362-531000	26,930.55	52,711.27	DPW	12/21/2023
		410-5363-522000	20,083.80			
		410-5363-521900	3,339.32			
		100-5345-539000	2,357.60			
TOTAL VENDOR JOHNS DISPOSAL SVC. INC.				52,711.27		
VENDOR NAME: LAABS, SCOT						
120223	HOME DEPOT SINK REPAIR	150-5221-539500	16.88	16.88	FIRE	12/21/2023
TOTAL VENDOR LAABS, SCOT				16.88		
VENDOR NAME: LANGER, JAMES						
2023 CLOTHING	2023 CLOTHING ALLOWANCE - LANGER	150-5222-534600	50.00	50.00	FIRE	12/21/2023
TOTAL VENDOR LANGER, JAMES				50.00		
VENDOR NAME: LEE MECHANICAL, INC.						
22-1159DER PMNT 4	AERATION BASIN FINAL PAYMENT	620-0000-000105	22,216.50	22,216.50	UTILITIES	12/21/2023
TOTAL VENDOR LEE MECHANICAL, INC.				22,216.50		
VENDOR NAME: LEWIS SOUND & VIDEO PROFESSIONALS						
21203	WIDE ANGLE CAMERA BOARD ROOM UPGRADE	430-5700-571000	1,180.00	1,180.00	CLERK	12/21/2023
21202	ACOUSTICAL TILES BOARD ROOM UPGRADE	430-5700-571000	3,564.38	3,564.38	CLERK	12/21/2023
21201	MICROPHONE UPGRADES BOARD ROOM	430-5700-571000	1,120.00	1,120.00	CLERK	12/21/2023
TOTAL VENDOR LEWIS SOUND & VIDEO PROFESSIONALS				5,864.38		
VENDOR NAME: LIFE-ASSIST, INC.						
1384524	EMS SUPPLIES	150-5231-531100	78.48	78.48	FIRE	12/21/2023
1384774	EMS SUPPLIES	150-5231-531100	52.05	52.05	FIRE	12/21/2023
TOTAL VENDOR LIFE-ASSIST, INC.				130.53		
VENDOR NAME: LOOK CREATIVE						
512	FINAL PAYMENT FIELD PARK MESSAGE CENTER	480-5700-584900	24,900.00	24,900.00	DPW	12/21/2023
TOTAL VENDOR LOOK CREATIVE				24,900.00		
VENDOR NAME: LYNCH CHEVROLET						
4109916	FLEET REPAIR	620-8010-828000	179.85	179.85	UTILITIES	12/21/2023
TOTAL VENDOR LYNCH CHEVROLET				179.85		
VENDOR NAME: MARCO TECHNOLOGIES						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: MARCO TECHNOLOGIES						
35412941	COPIER LEASE	610-6920-692100	102.11	204.22	UTILITIES	12/21/2023
		620-8400-851000	102.11			
TOTAL VENDOR MARCO TECHNOLOGIES				204.22		
VENDOR NAME: MCDONOUGH SEPTIC						
I10993	PORTABLE RESTROOMS	100-5521-531100	115.00	115.00	DPW	12/21/2023
I10994	PORTABLE RESTROOMS	100-5521-531100	115.00	115.00	DPW	12/21/2023
I10995	PORTABLE RESTROOMS	100-5521-531100	110.00	110.00	DPW	12/21/2023
I11011	HAULER STATION PORTA TOILET	620-8010-827000	115.00	115.00	UTILITIES	12/21/2023
TOTAL VENDOR MCDONOUGH SEPTIC				455.00		
VENDOR NAME: MESSAGEUS						
233340134	LONG DISTANCE PHONE SERVICE	610-6920-692100	2.71	5.41	UTILITIES	12/21/2023
		620-8400-851000	2.70			
TOTAL VENDOR MESSAGEUS				5.41		
VENDOR NAME: MOELLER RYAN						
2023 CLOTHING	2023 CLOTHING ALLOWANCE - MOELLER	150-5222-534600	100.00	100.00	FIRE	12/21/2023
TOTAL VENDOR MOELLER RYAN				100.00		
VENDOR NAME: MUSSON BROTHERS						
2023 METER REFUND	2023 REFUND WTR METER DEPOSIT	610-0000-235000	1,000.00	1,000.00	UTILITIES	12/21/2023
TOTAL VENDOR MUSSON BROTHERS				1,000.00		
VENDOR NAME: NAPA AUTO PARTS - SP018						
196210	SMALL ENGINE FILTER	150-5222-539500	5.33	5.33	FIRE	12/21/2023
210633	HYDRAULIC HOSE FITTINGS	100-5324-539500	8.12	8.12	DPW	12/21/2023
211272	REPLACEMENT BATTERY	620-8010-828000	165.34	165.34	UTILITIES	12/21/2023
211387	REPLACEMENT BATTERIES	620-8010-828000	145.34	145.34	UTILITIES	12/21/2023
211142	HYDRAULIC HOSE CLAM BUCKET	100-5324-539500	81.13	81.13	DPW	12/21/2023
210727	TRUCK 11 HYDRAULIC FITTING	100-5324-539500	10.08	10.08	DPW	12/21/2023
210425	TRUCK 10 HYDRAULIC FITTINGS	100-5324-539500	76.23	76.23	DPW	12/21/2023
210641	TRUCK 9 HYDRAULIC FITTING	100-5324-539500	4.28	4.28	DPW	12/21/2023
210365	TRUCK 8 HYDRAULIC HOSE AND FITTINGS	100-5324-539500	37.73	37.73	DPW	12/21/2023
210742	TEUCK 11 HYDRAULIC HOSE AND FITTINGS	100-5324-539500	57.94	57.94	DPW	12/21/2023
TOTAL VENDOR NAPA AUTO PARTS - SP018				591.52		
VENDOR NAME: NORTHERN LAKE SERVICE INC						
2320325	LAB TESTING	620-8010-826000	77.62	77.62	UTILITIES	12/21/2023
2320355	LAB TESTING	620-8010-826000	77.62	77.62	UTILITIES	12/21/2023
2321067	COMPLIANCE SAMPLING-BACTI	610-6300-663200	155.00	155.00	UTILITIES	12/21/2023
2320768	LAB TESTING	620-8010-826000	128.79	128.79	UTILITIES	12/21/2023
TOTAL VENDOR NORTHERN LAKE SERVICE INC				439.03		
VENDOR NAME: OFFICE PRO						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT	POST DATE
VENDOR NAME: OFFICE PRO						
673667-0	COPY PAPER	100-5241-531100	1.46	91.98	ALLOCATE	12/21/2023
		100-5142-531100	10.95			
		100-5145-531100	8.66			
		100-5141-531100	5.22			
		100-5632-531100	1.71			
		100-5323-531100	9.69			
		100-5120-531100	4.07			
		100-5211-531100	11.47			
		150-5221-531100	11.89			
		410-5363-531100	0.92			
		440-5511-531100	10.39			
		500-5344-531100	2.25			
		610-6920-692100	6.71			
		620-8300-840000	6.59			
TOTAL VENDOR OFFICE PRO				91.98		
VENDOR NAME: PETTY CASH						
DEC 2023 PETTY CASH	PETTY CASH REPLENISHMENT	100-5144-533200	4.35	16.89	ALLOCATE	12/21/2023
		620-8400-854100	6.27			
		610-6920-693000	6.27			
TOTAL VENDOR PETTY CASH				16.89		
VENDOR NAME: POMPS TIRE SERVICE, INC						
60325295	SQUAD TIRES	100-5212-539500	2,160.00	2,160.00	POLICE	12/21/2023
60323870	T34 TIRE REPLACEMENTS REARS	150-5222-539500	6,338.43	6,338.43	FIRE	12/21/2023
TOTAL VENDOR POMPS TIRE SERVICE, INC				8,498.43		
VENDOR NAME: PRAIRIE TRANSPORTATION						
2023 METER REFUND	2023 REFUND WTR METER DEPOSIT	610-0000-235000	1,000.00	1,000.00	UTILITIES	12/21/2023
TOTAL VENDOR PRAIRIE TRANSPORTATION				1,000.00		
VENDOR NAME: PROHEALTH CARE LAB BILLING						
10004065435	PROHEALTH NOVEMBER BLOOD DRAWS	100-5212-521900	37.13	37.13	POLICE	12/21/2023
TOTAL VENDOR PROHEALTH CARE LAB BILLING				37.13		
VENDOR NAME: PROHEALTH MEDICAL GROUP						
320653	NEW HIRE PHYSICAL	150-5221-521900	460.00	460.00	FIRE	12/21/2023
TOTAL VENDOR PROHEALTH MEDICAL GROUP				460.00		
VENDOR NAME: RAY STADLER CONSTRUCTION CO., INC.						
12-10175.200 PMNT	MINIWAUKEN BATHROOM PROJECT - FINAL PAYM	480-5700-584900	45,563.77	45,563.77	FINANCE	12/21/2023
TOTAL VENDOR RAY STADLER CONSTRUCTION CO., INC.				45,563.77		
VENDOR NAME: RICOH USA, INC						
5068560763	LARGE FORMAT PRINTER	100-5632-531200	4.35	4.35	PLANNER	12/21/2023
TOTAL VENDOR RICOH USA, INC				4.35		

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VENDOR NAME: RUNDLE-SPENCE						
S3150243.001	BOOSTER STATION-PIPE FITTING	610-6210-662500	54.02	54.02	UTILITIES	12/21/2023
TOTAL VENDOR RUNDLE-SPENCE				54.02		
VENDOR NAME: SHI INTERNATIONAL CORP						
B17672992	GFI - EMAIL ARCHIVER	100-5111-522900	82.58	1,321.20	ALLOCATE	12/21/2023
		100-5120-522900	23.59			
		100-5141-522900	11.80			
		100-5142-522900	35.39			
		100-5211-522900	424.67			
		100-5241-522900	35.39			
		100-5300-522900	94.37			
		100-5512-522900	11.80			
		100-5632-522900	11.80			
		150-5221-522900	483.65			
		610-6920-692100	35.39			
		620-8400-851000	35.39			
		100-5145-522900	35.38			
TOTAL VENDOR SHI INTERNATIONAL CORP				1,321.20		
VENDOR NAME: SIREN SERVICES						
2419	E34 ANNUAL PUMP TESTING AND MAINTENANCE	150-5222-539500	447.30	447.30	FIRE	12/21/2023
TOTAL VENDOR SIREN SERVICES				447.30		
VENDOR NAME: T-MOBILE						
NOVEMBER 2023	T-MOBILE INVOCIE	150-5221-522500	447.35	447.35	FIRE	12/21/2023
TOTAL VENDOR T-MOBILE				447.35		
VENDOR NAME: TRILOGY CONSULTING LLC						
1627	RATE CONSULTING	610-6920-692300	30.00	60.00	UTILITIES	12/21/2023
		620-8400-852000	30.00			
1626	RATE CONSULTING	620-8400-852000	1,065.00	2,130.00	UTILITIES	12/21/2023
		610-6920-692300	1,065.00			
TOTAL VENDOR TRILOGY CONSULTING LLC				2,190.00		
VENDOR NAME: ULINE						
171714875	LAB SUPPLIES	620-8010-826000	170.68	170.68	UTILITIES	12/21/2023
TOTAL VENDOR ULINE				170.68		
VENDOR NAME: UNITED LIQUID WASTE RECYCLING INC						
45594	SLUDGE HAULING	620-8010-825500	9,528.00	9,528.00	UTILITIES	12/21/2023
TOTAL VENDOR UNITED LIQUID WASTE RECYCLING INC				9,528.00		
VENDOR NAME: UNITED STATES ALLIANCE FIRE PROTECT						
1046-F117543	STATION #1 FIRE ALARM TESTING	100-5220-539400	535.00	535.00	DPW	12/21/2023
1046-F117558	DPW FIRE ALARM INSPECTION	100-5323-539500	355.00	355.00	DPW	12/21/2023

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VENDOR NAME: UNITED STATES ALLIANCE FIRE PROTECT					
TOTAL VENDOR UNITED STATES ALLIANCE FIRE PROTECT			890.00		
VENDOR NAME: USA BLUEBOOK					
INV00205455	LOCK OUT TAG OUT SUPPLIES	620-8010-827000 12.89	12.89	UTILITIES	12/21/2023
INV00209596	LOCK OUT TAG OUT SUPPLIES	620-8010-827000 12.89	12.89	UTILITIES	12/21/2023
TOTAL VENDOR USA BLUEBOOK			25.78		
VENDOR NAME: VELOCITY LLC					
2023149	DECEMBER 2023 OFFICE 365 LICENSING AND S	100-5111-522900 56.00	1,197.00	ALLOCATE	12/21/2023
		100-5120-522900 20.50			
		100-5141-522900 20.50			
		100-5142-522900 57.50			
		100-5211-522900 289.50			
		100-5241-522900 61.50			
		100-5300-522900 73.50			
		100-5512-522900 16.50			
		100-5632-522900 20.50			
		150-5221-522900 342.50			
		610-6920-692100 53.50			
		620-8400-851000 53.50			
		100-5145-522900 61.50			
		100-5150-521900 62.00			
		440-5511-534000 8.00			
TOTAL VENDOR VELOCITY LLC			1,197.00		
VENDOR NAME: VERIZON WIRELESS					
9949191406	2023 NOVEMBER CELL BILL ACCT# 885503900-	100-5323-522500 21.66	265.87	ALLOCATE	12/21/2023
		610-6920-692100 122.11			
		620-8400-851000 122.10			
9949191405 NOVEMBER 2023 PHONE BILL					
		100-5141-522500 49.37	846.82	ALLOCATE	12/21/2023
		100-5241-522500 90.96			
		100-5323-522500 334.63			
		610-6920-692100 165.36			
		620-8400-851000 165.36			
		100-5632-522500 41.14			
9950852651 VERIZON INVOICE- MONITORS					
		150-5221-522500 50.10	50.10	FIRE	12/21/2023
TOTAL VENDOR VERIZON WIRELESS			1,162.79		
VENDOR NAME: W.H. MAJOR & SONS, INC.					
25274	GRADING WORK RELATED TO DEBACK DR	200-5700-582100 5,000.00	5,000.00	FINANCE	12/21/2023
TOTAL VENDOR W.H. MAJOR & SONS, INC.			5,000.00		
VENDOR NAME: WAUKESHA CTY TREASURER					
2023-20040136	NOVEMBER INMATE BILLING	100-5212-521900 19.72	19.72	POLICE	12/21/2023
TOTAL VENDOR WAUKESHA CTY TREASURER			19.72		
VENDOR NAME: WCTC					

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: WCTC						
S0817888	WCTC TRAINING	100-5215-533500	241.98	241.98	POLICE	12/21/2023
TOTAL VENDOR WCTC				241.98		
VENDOR NAME: WI DEPT OF JUSTICE CIB						
L6812T 202311	BACKGROUND CHECKS	100-5211-521900	28.00	49.00	ALLOCATE	12/21/2023
		100-0000-242205	21.00			
TOTAL VENDOR WI DEPT OF JUSTICE CIB				49.00		
VENDOR NAME: WI DEPT OF TRANSPORTATION						
395-0000331529	HWY 83 PROJECT	250-5700-586500	245,787.92	245,787.92	FINANCE	12/21/2023
TOTAL VENDOR WI DEPT OF TRANSPORTATION				245,787.92		
VENDOR NAME: WI RURAL WATER ASSOCIATION						
2751	SAFETY TRAINING	100-5323-533500	101.12	101.12	DPW	12/21/2023
TOTAL VENDOR WI RURAL WATER ASSOCIATION				101.12		
VENDOR NAME: WI STATE LAB OF HYGIENE						
761658	COMPLIANCE SAMPLING-FLUORIDE	610-6300-663200	28.00	28.00	UTILITIES	12/21/2023
TOTAL VENDOR WI STATE LAB OF HYGIENE				28.00		
GRAND TOTAL:				682,425.28		



Agenda Item Cover Report

Date: 12/14/23	Committee/Board: Judicial Committee
Submitted by: Diana Dykstra 	Department: Village Clerk-Treasurer
Date of Committee Action: 12/20/23	Date of Village Board Action: 12/20/23

Subject:

Class A Combination License

Executive Summary:

Elevated Minds of IL, LLC has applied for a license at 411 Main Street. They are in the process of purchasing the business currently Andy Liquor Store. The application did not arrive complete, and was unable to be placed on the December COW. Following their completion, they were published and need approval before year end to follow through with their operation plan.

The Police Chief has conducted his background and signed the appropriate paperwork.

This is a non-quota license and meets the standard for issuance.

Fiscal Impact:

License Fee received.

Executive Recommendation/Action:

Approve the application for Class A Combination Liquor and Beer License Application for 411 Main Street.

☒ **Attachments Included**

Form
AT-106

Original Alcohol Beverage License Application

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

License(s) Requested

- | | | | |
|--|-----------|---|-----------|
| <input checked="" type="checkbox"/> Class "A" Beer | \$ 300.00 | <input type="checkbox"/> "Class A" Liquor | \$ 500.00 |
| <input type="checkbox"/> Class "B" Beer | \$ | <input type="checkbox"/> "Class B" Liquor | \$ |
| <input type="checkbox"/> "Class C" Wine | \$ | <input type="checkbox"/> "Class A" Liquor (Cider Only) \$ | |
| <input type="checkbox"/> Reserve "Class B" Liquor \$ | | <input type="checkbox"/> "Class B" (Wine Only) Winery \$ | |

License Fees	\$800.00
Publication Fee	\$ 25
Background Check	\$ 10.00
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) ELEVATED MINDS OF IL LLC	
2. Trade Name or DBA ELEVATED MINDS	
3. Premises Address 411 MAIN ST MUKWONAGO WI 53149	
4. County WAUKESHA	5. Municipality MUKWONAGO
6. Aldermanic District	
7. Mailing Address (if different from premises address) SAME	
8. FEIN 92-3727882	9. Wisconsin Seller's Permit Number 456103152930604
10. Premises Phone (262) 363-8376	11. Premises Email shabanaalizaidi@gmail.com
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary. EXISTING LIQUOR LICENSE PREMISE WITH STORE FRONT AND ADDITIONAL STOREROOMS INCLUDING EXTRA SPACE ADJOINING TO THE STORE FRONT AREA FOR LIQUOR STORAGE INTERSECTION IS BETWEEN MEACHAM ST. AND FIELD ST. ON MAIN ST. STAND-ALONE BLDG. WITH SECOND FLOOR LIVING QUARTER.	

Part B: Questions

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

Part C: For Corporate/LLC Applicants Only

1. State of Registration WI		2. Date of Registration 04/26/23	
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Name of Parent Company		FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.			
5. Agent's Last Name NONE Ali		Agent's First Name NONE Shabana	
		Phone	

Part D: Individual Information

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

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

Last Name	First Name	Title	Phone
ALI	SHABANA	MEMBER/MANAGER	

Part E: Attestation

Who must sign this application?

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

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

Signature Shabana Ali		Date 11/11/2023	
Name (Last, First, M.I.) ALI, SHABANA N.			
Title SOLE MEMBER		Email shabanaalizaidi@gmail.com	
		Phone	

Part F: For Clerk Use Only

Date application was filed with clerk FedEx 11/27 Corrections 12/7	Date reported to governing body 12/20/24	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		



State of Wisconsin
Department of Financial Institutions

ARTICLES OF ORGANIZATION - LIMITED LIABILITY COMPANY

Executed by the undersigned for the purpose of forming a Wisconsin Limited Liability Company under Chapter 183 of the Wisconsin Statutes:

- Article 1. **Name of the limited liability company:**
ELEVATED MINDS OF IL LLC
- Article 2. **The limited liability company is organized under Ch. 183 of the Wisconsin Statutes.**
- Article 3. **Name and email address of the initial registered agent:**
SHABANA ALI
info@nobleservices.us
- Article 4. **Street address of the initial registered office:**
411 MAIN ST
MUKWONAGO, WI 53149
United States of America
- Article 5. **Street address of the principal office:**
411 MAIN ST
MUKWONAGO, WI 53149
United States of America
- Article 6. **Name and complete address of each organizer:**
SHABANA ALI
411 MAIN ST
MUKWONAGO, WI 53149
United States of America
- Other provisions (optional). (No other provisions declared.)
- Other Information. **This document was drafted by:**
SHABANA N ALI
- Organizer Signature:**
SHABANA ALI

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer/member/manager of ELEVATED MINDS OF IL LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

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

(Trade Name)

located at 411 MAIN ST MUKWONAGO WI 53149

appoints SHABANA ALI
(Name of Appointed Agent)

411 MAIN ST MUKWONAGO WI 53149
(Home Address of Appointed Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 1 WEEK

Place of residence last year ILLINOIS

For: ELEVATED MINDS OF IL LLC
(Name of Corporation / Organization / Limited Liability Company)

By: Shabana Ali
(Signature of Officer / Member / Manager)

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

ACCEPTANCE BY AGENT

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

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

Shabana Ali 11/29/2023 Agent's age [REDACTED]
(Signature of Agent) (Date)
411 MAIN ST MUKWONAGO WI 53149 Date of birth [REDACTED]
(Home Address of Agent)

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

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

Approved on 12/05/2023 by [Signature] Title POLICE CHIEF
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



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

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-327-0235
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000257

SHABANA N ALI
ELEVATED MINDS OF IL LLC
411 MAIN ST
MUKWONAGO WI 53149-1529

Letter ID L1129801776



November 13, 2023

Wisconsin Business Tax Registration

Thank you for registering with the Wisconsin Department of Revenue. We hope you enjoy a prosperous and rewarding future in your new business. In this letter, we provide you with information and services about your tax filing and payment responsibilities. Please keep this letter as a reference guide.

Included in this packet:

- **Your account information and details**
- **Electronic filing (e-filing) requirements**
- **Business tax resources**, including making changes to your account, tax publications and forms
- **Registration certificate**
 - Review certificate information to make sure it's correct. See enclosed document.
- **Seller's permit**
 - Review permit information to make sure it's correct. See enclosed document.

Account information and details

Tax account type	Tax account number	Effective date	Filing frequency	First return due
Local Exposition Tax	014-1031529306-05	11/1/2023	Quarterly	1/31/2024
Withholding Tax	036-1031529306-02	1/1/2024	Monthly	2/29/2024
Sales & Use Tax	456-1031529306-04	11/1/2023	Quarterly	1/31/2024



State of Wisconsin
Department of Financial Institutions

ARTICLES OF ORGANIZATION - LIMITED LIABILITY COMPANY

Executed by the undersigned for the purpose of forming a Wisconsin Limited Liability Company under Chapter 183 of the Wisconsin Statutes:

- Article 1. **Name of the limited liability company:**
ELEVATED MINDS OF IL LLC
- Article 2. **The limited liability company is organized under Ch. 183 of the Wisconsin Statutes.**
- Article 3. **Name and email address of the initial registered agent:**
SHABANA ALI
info@nobleservices.us
- Article 4. **Street address of the initial registered office:**
411 MAIN ST
MUKWONAGO, WI 53149
United States of America
- Article 5. **Street address of the principal office:**
411 MAIN ST
MUKWONAGO, WI 53149
United States of America
- Article 6. **Name and complete address of each organizer:**
SHABANA ALI
411 MAIN ST
MUKWONAGO, WI 53149
United States of America
- Other provisions (optional). (No other provisions declared.)
- Other Information. **This document was drafted by:**
SHABANA N ALI
- Organizer Signature:**
SHABANA ALI



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

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-224-5761
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000259

Letter ID L0592930864

SHABANA N ALI
ELEVATED MINDS OF IL LLC
411 MAIN ST
MUKWONAGO WI 53149-1529

Wisconsin Department of Revenue Seller's Permit

Legal/real name: ELEVATED MINDS OF IL LLC
Business name: ELEVATED MINDS
411 MAIN ST
MUKWONAGO WI 53149-1529

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

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1031529306-04



Agenda Item Cover Report

Date: 12-11-23	Committee/Board: Public Works
Submitted by: Wayne Castle	Department: Utilities-Wastewater
Date of Committee Action: N/A	Date of Village Board Action: 12-20-23

Subject: Aeration Basin Upgrades-Final Payment and Close Out

Executive Summary:

The aeration basin upgrade and repair project has been completed. Attached is a letter from R/M to signify the project close out along with supporting documents. The documents are under review by the Attorney.

Fiscal Impact: Final payment of \$22,216.50

Executive Recommendation/Action: To recommend close out of the aeration basin upgrade project.

Attachments Included

- Close out letter and supporting documents.

November 15, 2023

Mr. Wayne Castle
Utilities Director
Village of Mukwonago
440 River Crest Court
Mukwonago, Wisconsin 53149

RE: WWTF Aeration Basin Upgrades
Final Payment

Dear Mr. Castle:

Enclosed with this letter please find Change Order No. 2. This Change Order serves to adjust the final Contract Price to reflect the actual completed Work. Please have Change Order No. 2 signed and dated by the appropriate individual and return an executed copy to our office for further distribution.

In accordance with the Contract Documents, the Contractor for this Project, Lee Mechanical, has submitted a final Application for Payment and has furnished the enclosed Contract-required items:

1. Maintenance and operating instructions (previously submitted to the City).
2. Marked-up Record Drawings (previously submitted to the City).
3. Consent of Surety to Final Payment.
4. List of Subcontractors, Suppliers, and service providers performing, furnishing, or procuring labor, services and materials on the Project.
5. Releases or waivers of lien from the General Contractor and first tier Subcontractors and Suppliers.
6. Certificate or other evidence of completed operations insurance.

You may want to have your legal counsel and insurance advisor review the respective lien waivers, bonding, and insurance documents to verify legal effectiveness. If all are satisfactory, we recommend final payment, and give notice (enclosed) that the completed Work is acceptable subject to the provisions of General Conditions paragraph 15.07.

In accordance with paragraph 15.08 of the General Conditions, the Contractor is required to promptly repair or correct defective Work for a period of one year from the date of Substantial Completion which was May 25, 2023. You may wish to review the Project a month or so before the anniversary date to check for any warranty items. If we can be of assistance to you in this regard, please contact us.

Respectfully,

RUEKERT & MIELKE, INC.

**David W.
Arnott**

Digitally signed by
David W. Arnott
Date: 2023.11.15
11:04:11 -06'00'

David W. Arnott, P.E. (WI, IL)
Team Leader/Senior Project Manager
darnott@ruekert-mielke.com

DWA:sjs

Enclosure(s)

cc: Dave Ruffalo, Lee Mechanical, w/Notice of Acceptability

NOTICE OF ACCEPTABILITY OF WORK

PROJECT: WWTF Aeration Basin Upgrades
OWNER: Village of Mukwonago
CONTRACTOR: Lee Mechanical, Inc.
EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT: March 18, 2022
ENGINEER: Ruekert & Mielke, Inc.
NOTICE DATE: November 10, 2023

To: Village of Mukwonago
Owner

And To: Lee Mechanical, Inc.
Contractor

From: Ruekert & Mielke, Inc.
Engineer

The Engineer hereby gives notice to the above Owner and Contractor that the completed Work furnished and performed by Contractor under the above Contract is acceptable expressly subject to the provisions of the related Contract Documents, the Agreement between Owner and Engineer for Professional Services and the terms and conditions set forth as follows:

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

The Notice of Acceptability of Work ("Notice") is expressly made subject to the following terms and conditions to which all those who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the professional judgment of Engineer.
3. This Notice is given as to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's work) under Engineer's Agreement with Owner and under the Construction Contract referred to in this Notice, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Agreement and Construction Contract.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract referred to in this Notice, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Contract Documents.

By: David W. Arnott, P.E.
Title: Team Leader/Senior Project Manager
Dated: November 10, 2023

Date of Issuance: November 13, 2023

Effective Date:

November 13, 2023

Contract: WWTF Aeration Basin Upgrades

Owner:

Village of Mukwonago

Contractor: Lee Mechanical, Inc.

Engineer:

Ruekert & Mielke, Inc.

Address: 9817 S. 13th Street
Oak Creek, WI 53154

Engineer's Project No.:

12-10151.310

Effective Date of Contract:

March 18, 2022

The Contract is modified as follows upon execution of this Change Order:

Description:

See attached Summary Table.

Reason for Change Order:

See attached Summary Table.

Attachments:

Change Order No. 1 Summary Table

Supporting information from Contractor.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ 291,500.00	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase/Decrease from previously approved Change Orders: \$ 10,942.50	●Increase● ●Decrease● from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 302,442.50	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Decrease of this Change Order: \$ 3,126.00	●Increase● ●Decrease● of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 299,316.50	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

Signature: David W. Arnott
Engineer (Authorized Signature)David W. Arnott, P.E.
Ruekert & Mielke, Inc.Signature: _____
Owner (Authorized Signature)

Village of Mukwonago

Signature: David R. Pato
Contractor (Authorized Signature)

Lee Mechanical, Inc.

David R. Pato

Date: November 13, 2023

Date: _____

Date: 11/14/23

11/13/23

00 63 63-1

Ruekert & Mielke, Inc.
~12-10151.310 > 00 63 63 Change Order 22~

Village of Mukwonago WWTF Aeration Basin Upgrades
Change Order 2 Summary

Sub Item	Description	Amount	Reasons Needed
a	Crack Filling Allowance	-\$3,126.00	The cost of crack filling was less than the allowance amount. The value shown is the difference between the allowance amount of \$8,000 and the actual cost of \$4874.00.
	Total	-\$3,126.00	

Imp, Steven

From: Dave Ruffalo <druffalo@selectlee.com>
Sent: Friday, November 10, 2023 3:10 PM
To: Arnott, David
Subject: Ruffalo-20231110-Allowance Amont and Documentation

Caution: This is an external email of your Organization. Please take care when clicking links or opening attachments.

Dave , The cost to repair cracks in both basins was \$4874.
Labor and equipment \$4724 + material \$150 = \$4874)

Thanks,

Dave Ruffalo
Project Manager/Estimator
Cell 262 771 5214
druffalo@selectlee.com

9909 S. 57th Street
Franklin, WI 53132

SelectLee.com



From: Arnott, David <darnott@ruekert-mielke.com>
Sent: Friday, November 10, 2023 1:19 PM
To: Dave Ruffalo <druffalo@selectlee.com>
Subject: FW: Fed Ex package and Large envelope from USPS arrived this afternoon

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

I received your package.

Now, I just need the other items.

David W. Arnott, P.E., WI, IL
Team Leader / Senior Project Manager



☎ 262-953-3080

📞 262-923-6188

✉ darnott@ruekert-mielke.com

🌐 ruekertmielke.com



Learn how our employee owners "make community possible" at R/M! [Watch Video](#)

From: RM Receptionist <frontdesk@ruekert-mielke.com>

Sent: Friday, November 10, 2023 1:17 PM

To: Arnott, David <darnott@ruekert-mielke.com>

Subject: Fed Ex package and Large envelope from USPS arrived this afternoon

Hi Dave,

I am assuming the USPS package is the one you were looking for. I have placed both of these in your office for you.

Victoria Franceschi

R/M Receptionist

Contractor's Application for Payment No. 4

To (Owner):		Village of Mukwonago	Application Date:	10/13/2023	Period to October 13, 2023
Contact:	Wayne Castle	Lee Mechanical, Inc.	From (Contractor):		Via (Engineer):
Project:	WWTF Aeration Basin Upgrades	2915 60th Street Kenosha, WI 53140	Contact:	Dave Ruffalo	David W. Amott, P.E.
Owner's Contract No.:	N/A	Contractor's Project No.:	22-1159DER	Address:	W233 N2080 Ridgeway Parkway Waukesha, WI 53188
				Engineer's Project No.:	12-10151

Change Order Summary

Approved Change Orders	Additions	Deductions (Enter as Positive Number)	
Change Order 1	\$10,942.50		
Change Order 2		\$3,126.00	
TOTALS	\$10,942.50		
NET CHANGE BY CHANGE ORDERS		\$7,816.50	



1. ORIGINAL CONTRACT PRICE	\$	\$291,500.00
2. Net change by Change Orders	\$	\$7,816.50
3. CURRENT CONTRACT PRICE (Line 1 + Line 2)	\$	\$299,316.50
4. TOTAL COMPLETED AND STORED TO DATE (Column G Total on Progress Estimates)	\$	\$299,316.50
5. RETAINAGE:		
a. 5% X Work Completed	\$	\$11,400.00
b. 5% X Stored Material	\$	\$11,400.00
c. Total Retainage (Line 5a + Line 5b)	\$	\$11,400.00
6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number)	\$	\$11,400.00
7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c + Line 6)	\$	\$299,316.50
8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application)	\$	\$277,100.00
9. AMOUNT DUE THIS APPLICATION (Line 7 - Line 8)	\$	\$22,216.50
10. BALANCE TO FINISH, PLUS RETAINAGE (Column I Total on Progress Estimates + Line 5c - Line 6)	\$	\$

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge:

- (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;
- (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to the Owner per Article 15 of the General Conditions; and
- (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 11-14-23

Payment of:	\$	\$22,216.50	(Line 9 or other - attach explanation of the other amount)
Recommended by:		David W. Amott, P.E.	13-Nov-23 (Date)
Payment of:	\$		(Line 9 or other - attach explanation of the other amount)
Approved by:		(Owner)	12-7-23 (Date)

Progress Estimate - Lump Sum Work

Contractor's Application for Payment No. 4

For (Project):		WWTF Aeration Basin Upgrades				Application Date: 10/13/2023			
Application Period:		Period to October 13, 2023				12-10151			
A	B	C	D		E	F	G	H	I
Specification Section No.	Description	Scheduled Value (\$)	Work Completed to Date		This Period	Materials Presently Stored (not in D or E)	Total Work Completed & Stored to Date (D + E + F)	Complete % (G / C)	Balance to Finish (C - G)
			From Previous Applications						
1	Submittals	\$ 8,000.00	\$ 8,000.00				\$ 8,000.00	100.0%	\$ -
2	Mobilization	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00			\$ 20,000.00	100.0%	\$ -
3	Dewatering Well Pumping	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00			\$ 6,000.00	100.0%	\$ -
4	Basin Pumping and Cleaning	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00			\$ 7,000.00	100.0%	\$ -
5	Demo Existing Aeration Piping	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00			\$ 20,000.00	100.0%	\$ -
6	Demo Existing Aeration Cais	\$ 29,750.00	\$ 29,750.00	\$ 29,750.00			\$ 29,750.00	100.0%	\$ -
7	Sand Blast and Paint Boams/Piping	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00			\$ 30,000.00	100.0%	\$ -
8	Instll New Aeration Pping	\$ 39,500.00	\$ 39,500.00	\$ 39,500.00			\$ 39,500.00	100.0%	\$ -
9	Install New Fabric and Cassels	\$ 29,750.00	\$ 29,750.00	\$ 29,750.00			\$ 29,750.00	100.0%	\$ -
10	Install Valves Suction Lines	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00			\$ 20,000.00	100.0%	\$ -
11	Deliv ery New Slide Gates	\$ 38,000.00	\$ 38,000.00		\$ 38,000.00		\$ 38,000.00	100.0%	\$ -
12	Install New Slide Gates	\$ 8,000.00	\$ 8,000.00		\$ 8,000.00		\$ 8,000.00	100.0%	\$ -
13	Rehab Weir Plato	\$ 2,000.00	\$ 2,000.00		\$ 2,000.00		\$ 2,000.00	100.0%	\$ -
14	Site Electrical	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00			\$ 10,000.00	100.0%	\$ -
15	Interior Electrical	\$ 11,000.00	\$ 11,000.00	\$ 8,000.00	\$ 3,000.00		\$ 11,000.00	100.0%	\$ -
16	Landscaping	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00			\$ 9,500.00	100.0%	\$ -
17	Startup	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00		\$ 3,000.00	100.0%	\$ -
							\$ -		\$ -
CO1	Change Order No. 1	\$ 10,942.50	\$ 10,942.50		\$ 10,942.50		\$ 10,942.50	100.0%	\$ -
CO2	Change Order No. 2	\$ (3,126.00)	\$ (3,126.00)		\$ (3,126.00)		\$ (3,126.00)	100.0%	\$ -
Totals		\$ 299,316.50	\$ 228,000.00	\$ 228,000.00	\$ 71,316.50	\$ -	\$ 299,316.50	100.0%	\$ -

**CONSENT OF SURETY
TO FINAL PAYMENT**

G707

OWNER _____
ARCHITECT _____
CONTRACTOR _____
SURETY _____
OTHER _____

AIA DOCUMENT

Bond No. NWI 2076

TO (OWNER)
(Name and address)

**Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149**

PROJECT:
(Name and address) **WWTF Aeration Basin Upgrades**

ARCHITECT'S PROJECT NO:

Contract Date: 3/18/2022

CONTRACT AMOUNT: \$291,500.00

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety)

**Merchants National Bonding, Inc.
6700 Westown Parkway
West Des Moines, IA 50266**

on bond of
(here insert name and address of Contractor)

SURETY,

**Lee Mechanical, Inc.
9909 S. 57th St.
Franklin, WI 53132**

CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety Company of
any of its obligations to
(here insert name and address of Owner)

**Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149**

OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF, the Surety Company has hereunto set its hand this 6th day of October, 2023 (Insert
in writing the month following by the numeric date and year)

Merchants National Bonding, Inc.

Surety Company

Attest:
Seal



Signature of Authorized Representative

Title

Todd Schaap, Attorney-in-Fact

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

David J Rudnik; Eric Olson; Kimberly Rasch; Thomas O Chambers; Todd Schaap

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 8th day of December, 2022.



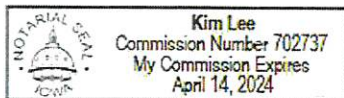
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 8th day of December 2022, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Kim Lee

Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 6th day of October, 2023.



William Warner Jr.
Secretary

POA 0018 (10/22)

STATE OF WISCONSIN)

COUNTY OF **Racine**)

ON THIS 6th day of October, 2023,

before me, a notary public, within and for said County and State, personally appeared ____

Todd Schaap to me personally known, who being duly sworn,

upon oath did say that he is the Attorney-in-Fact of and for the _____

Merchants National Bonding, Inc., a corporation

of Iowa, created, organized and existing under and

by virtue of the laws of the State of Iowa; that the corporate seal

affixed to the foregoing within instrument is the seal of the said Company; that the seal

was affixed and the said instrument was executed by authority of its Board of Directors;

and the said Todd Schaap did acknowledge that he/she

executed the said instrument as the free act and deed of said Company.



Jackie Sheldon

Notary Public, **Racine** County, Wisconsin

My Commission Expires **2/13/2027**



FINAL WAIVER OF LIEN

STATE OF: Wisconsin

22-1159der

COUNTY OF: Milwaukee

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Ruekert & Mielke, Inc

to furnish Mechanical

for the premises known as WWTF Aeration Basin Upgrades

of which Village of Mukwonago is the owner.

THE undersigned, for and in consideration of Sixty Thousand Three Hundred Twenty Five Dollars 0/100
 (\$ 60,325.00) Dollars, and other good and valuable consideration, the receipt whereof hereby acknowledged, do(es)
 hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Wisconsin, relating to construction or
 mechanic's liens, with respect to, and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or
 machinery furnished or to be furnished on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material,
 fixtures, apparatus or machinery, furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS *

Given under my hand and sealed this 6th day of October, 2023.

Signature and Seal: Kari Krueger Kari Krueger, Accounting Manager

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed, and title of
 officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself
 as partner.

CONTRACTOR'S AFFIDAVIT

STATE OF: Wisconsin

COUNTY OF: Milwaukee

TO WHOM IT MAY CONCERN:

THE undersigned, being duly sworn, deposes and says that he/she is (position): Accounting Manager

of the Lee Mechanical, Inc

who is the contractor furnishing Mechanical work on the

building located at 1200 Holz Parkway, Mukwonago, WI

owned by Village of Mukwonago

That the total amount of the contract, including extras is \$ 291,500.00 on which he has received payment of
\$277,100.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and

that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished
 material or labor, or both for said work and all parties having contracts or subcontracts for specific portions of said work or for material entering into
 the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete
 said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Lee Mechanical, Inc	Mechanical	\$ 273,202.84	\$ 258,802.84	\$ 14,400.00	\$ 0.00
Columbia Pipe & Supply	Material	\$ 18,297.16	\$ 18,297.16		\$ -
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS * TO COMPLETE		291,500.00	\$ 277,100.00	14,400.00	0

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other
 work of any kind done or to be done upon or in connection with said work other than above stated.

Signed this 6th day of October, 2023.

Signature: Kari Krueger Kari Krueger, Accounting Manager

day of October, 2023.

Subscribed and sworn to before me this 6th

day of October, 2023.

Notary Public

* Extras include but are not limited to change orders, both oral & written to the contract.

expires: 09/08/26

FINAL WAIVER OF LIEN

STATE OF: Illinois
COUNTY OF: Cook
TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Lee Mechanical, Inc
to furnish Material
for the premises known as WWTF Aeration Basin Upgrade
of which Village of Mukwonago is the owner.

THE undersigned, for and in consideration of Eight Hundred and Five Dollars 55/100
(\$ 805.55) Dollars, and other good and valuable consideration, the receipt whereof hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Wisconsin, relating to construction or
mechanic's liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or
machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material,
fixtures, apparatus or machinery, furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS *

Given under my hand and sealed this 6th day of October, 2023
Signature and Seal: Julie A. Tenerelli Credit Manager

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed, and title of
officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself
as partner.

CONTRACTOR'S AFFIDAVIT

STATE OF: Illinois
COUNTY OF: Cook
TO WHOM IT MAY CONCERN:

THE undersigned, being duly sworn, deposes and says that he/she is (position): Julie Tenerelli
Credit Manager of the Columbia Pipe & Supply
who is the contractor furnishing Plumbing work on the
building located at 1220 Holz Parkway, Mukwonago, WI
owned by Village of Mukwonago

That the total amount of the contract, including extras is \$ 18,297.16 on which he has received payment of
\$17,491.61 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and
that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished
material or labor, or both for said work and all parties having contracts or subcontracts for specific portions of said work or for material entering into
the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete
said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Columbia Pipe & Supply	Plumbing	\$ 18,297.16	\$ 17,491.61	\$ 805.55	\$ -
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS * TO COMPLETE		\$ 325,518.00	\$ 287,598.60	\$ 37,919.40	\$ -

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other
work of any kind done or to be done upon or in connection with said work other than above stated.

Signed this 6th day of October, 2023

Signature: Julie A. Tenerelli

Subscribed and sworn to before me this 6th day of October, 2023

Ramella Smith

Notary Public

* Extras include but are not limited to change orders, both oral & written to the contract.



FINAL WAIVER OF LIEN

STATE OF: Wisconsin

COUNTY OF: Milwaukee

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Lee Mechanical, Inc
to furnish Labor, Equipment, Material
for the premises known as WWTF Aeration Basin Upgrade
of which Village of Mukwonago is the owner.

THE undersigned, for and in consideration of Seventeen Thousand Eight Hundred Fifty One Dollars 50/100
(\$ 17,851.50) Dollars, and other good and valuable consideration, the receipt whereof hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Wisconsin, relating to construction or
mechanic's liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or
machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material,
fixtures, apparatus or machinery, furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS *

Given under my hand and sealed this 10th day of November, 2023.

Signature and Seal: Monica R. Hadj

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed, and title of
officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself
as partner.

CONTRACTOR'S AFFIDAVIT

STATE OF: Wisconsin

COUNTY OF: Milwaukee

TO WHOM IT MAY CONCERN:

THE undersigned, being duly sworn, deposes and says that he/she is (position): President
of the Hady Electric

who is the contractor furnishing Labor, Equipment, Material work on the
building located at 1220 Holz Parkway, Mukwonago, WI
owned by Village of Mukwonago

That the total amount of the contract, including extras is \$ 17,851.50 on which he has received payment of
\$ 0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and

that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished
material or labor, or both for said work and all parties having contracts or subcontracts for specific portions of said work or for material entering into
the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete
said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Hady Electric	Labor, Equipment, Material	\$ 17,851.50	\$ -	\$ 17,851.50	\$ -
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS * TO COMPLETE		\$ 17,851.50	\$ -	\$ 17,851.50	\$ -

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other
work of any kind done or to be done upon or in connection with said work other than above stated.

Signed this 10 day of November, 2023.

Signature: Tara Urban

Subscribed and sworn to before me this 10 day of November, 2023.

Notary Public

* Extras include but are not limited to change orders, both oral & written to the contract.

TARA URBAN
Notary Public
State of Wisconsin



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/18/2023

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

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

PRODUCER FEDERATED MUTUAL INSURANCE COMPANY HOME OFFICE: P.O. BOX 328 OWATONNA, MN 55060		CONTACT NAME: CLIENT CONTACT CENTER	
		PHONE (A/C, No, Ext): 888-333-4949	FAX (A/C, No): 507-446-4664
INSURED LEE MECHANICAL, INC. 9909 S 57TH ST FRANKLIN, WI 53132-8685		E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM	
		INSURERS AFFORDING COVERAGE	
		INSURER A: FEDERATED SERVICE INSURANCE COMPANY	
		INSURER B: FEDERATED RESERVE INSURANCE COMPANY	
		INSURER C:	
		INSURER D:	
INSURER E:			
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 413

REVISION NUMBER: 1

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

INSR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	Y	1873017	10/01/2023	10/01/2024	EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)
							\$100,000
							MED EXP (Any one person)
							\$5,000
							PERSONAL & ADV INJURY
							\$1,000,000
							GENERAL AGGREGATE
							\$2,000,000
							PRODUCTS & COMPI/OP AGG
							\$2,000,000
B	AUTOMOBILE LIABILITY	Y	Y	1873017	10/01/2023	10/01/2024	COMBINED SINGLE LIMIT (Ea accident)
	<input checked="" type="checkbox"/> ANY AUTO						\$1,000,000
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR	Y	Y	1873020	10/01/2023	10/01/2024	EACH OCCURRENCE
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						\$10,000,000
							AGGREGATE
							\$10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	Y	10/01/2023	10/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						
	If yes, describe under DESCRIPTION OF OPERATIONS below						

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

CERTIFICATE HOLDER

431-587-5
VILLAGE OF MUKWONAGO
440 RIVERCREST CT
MUKWONAGO, WI 53149-1759

413 1

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Nicholas R. Zwer



AGENCY CUSTOMER ID: 431-587-5

LOC #:

ADDITIONAL REMARKS SCHEDULEPage 1 of 1

AGENCY FEDERATED MUTUAL INSURANCE COMPANY		NAMED INSURED LEE MECHANICAL, INC. 9909 S 57TH ST FRANKLIN, WI 53132-8685
POLICY NUMBER SEE CERTIFICATE # 413.1		
CARRIER SEE CERTIFICATE # 413.1	NAIC CODE	EFFECTIVE DATE: SEE CERTIFICATE # 413.1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

LEE PROJECT # 1159DERIN
PROJECT: VILLAGE OF MUKWONAGO WWTF AERATION UPGRADE, 1200 HOLZ PARKWAY, MUKWONAGO, WI 53149
ADDITIONAL INSURED INCLUDES: THE VILLAGE OF MUKWONAGO AND RUEKERT & MIELKE, INC.
WAIVERS OF SUBROGATION APPLY IN FAVOR OF THE ADDITIONAL INSUREDS.
THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED ON GENERAL LIABILITY SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED - OWNERS, LESSEES, OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION ENDORSEMENT.
THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED ON GENERAL LIABILITY SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED - OWNERS, LESSEES, OR CONTRACTORS - COMPLETED OPERATIONS ENDORSEMENT.
THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED BY CONTRACT ENDORSEMENT FOR BUSINESS AUTO LIABILITY.
INSURANCE PROVIDED BY THE GENERAL LIABILITY COVERAGE IS PRIMARY AND NONCONTRIBUTORY OVER OTHER INSURANCE.
INSURANCE PROVIDED BY THE BUSINESS AUTO LIABILITY IS PRIMARY AND NONCONTRIBUTORY OVER OTHER INSURANCE.
GENERAL LIABILITY CONTAINS A WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION) - AUTOMATIC ENDORSEMENT
BUSINESS AUTO LIABILITY CONTAINS A WAIVER OF SUBROGATION IN FAVOR OF THE CERTIFICATE HOLDER SUBJECT TO THE CONDITIONS OF THE WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION) - AUTOMATIC WHEN REQUIRED BY WRITTEN CONTRACT ENDORSEMENT.
WORKERS COMPENSATION CONTAINS A WAIVER OF SUBROGATION IN FAVOR OF THE CERTIFICATE HOLDER WHERE PERMITTED BY STATE STATUTE.
COMMERCIAL UMBRELLA FOLLOWS FORM ACCORDING TO THE TERMS, CONDITIONS, AND ENDORSEMENTS FOUND IN THE COMMERCIAL UMBRELLA POLICY.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION) -
AUTOMATIC WHEN REQUIRED BY WRITTEN
CONTRACT OR AGREEMENT**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

The **Transfer Of Rights Of Recovery Against Others To Us** Condition does not apply to any person(s) or organization(s) for whom you are required to waive subrogation with respect to the coverage provided under this Coverage Form, but only to the extent that subrogation is waived:

- A. Under a written contract or agreement with such person(s) or organization(s); and
- B. Prior to the "accident" or the "loss."

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**PRIMARY AND NONCONTRIBUTORY -
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

- A.** The following is added to the **Other Insurance** Condition in the Business Auto Coverage Form and the **Other Insurance - Primary And Excess Insurance Provisions** in the Motor Carrier Coverage Form and supersedes any provision to the contrary:

This Coverage Form's Covered Autos Liability Coverage is primary to and will not seek contribution from any other insurance available to an "insured" under your policy provided that:

1. Such "insured" is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to such "insured".

- B.** The following is added to the **Other Insurance** Condition in the Auto Dealers Coverage Form and supersedes any provision to the contrary:

This Coverage Form's Covered Autos Liability Coverage and General Liability Coverages are primary to and will not seek contribution from any other insurance available to an "insured" under your policy provided that:

1. Such "insured" is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to such "insured".

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED BY CONTRACT ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE PART

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

A. WHO IS AN INSURED for "bodily injury" and "property damage" liability is amended to include:

Any person or organization other than a joint venture, for which you have agreed by written contract to procure bodily injury or property damage "auto" liability insurance arising out of operation of a covered "auto" with your permission. However, this additional insurance does not apply to:

- (1) The owner or anyone else from whom you hire or borrow a covered "auto". This exception does not apply if the covered "auto" is a "trailer" connected to a covered "auto" you own.
- (2) Your "employee" if the covered "auto" is owned by that "employee" or a member of his or her household.
- (3) Someone using a covered "auto" while he or she is working in a business of selling, servicing, repairing, parking or storing "autos" unless that business is yours.
- (4) Anyone other than your "employees", partners (if you are a partnership), members (if you are a limited liability company), or a lessee or borrower or any of their "employees", while moving property to or from a covered "auto".
- (5) A partner (if you are a partnership), or a member (if you are a limited liability company) for a covered "auto" owned by him or her or a member of his or her household.

B. The coverage extended to any additional insured by this endorsement is limited to, and subject to all terms, conditions, and exclusions of the Coverage Part to which this endorsement is attached.

In addition, coverage shall not exceed the terms and conditions that are required by the terms of the written agreement to add any insured, or to procure insurance.

C. The limits of insurance applicable to such insurance shall be the lesser of the limits required by the agreement between the parties, or the limits provided by this policy.

D. Additional exclusions. The insurance afforded to any person or organization as an insured under this endorsement does not apply:

1. To "loss" which occurs prior to the date of your contract with such person or organization;
2. To "loss" arising out of the sole negligence of any person or organization that would not be an insured except for this endorsement.
3. To "loss" for any leased or rented "auto" when the lessor or his or her agent takes possession of the leased or rented "auto" or the policy period ends, whichever occurs first.

Includes copyrighted material of Insurance Services Office, Inc. with its permission.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**PRIMARY AND NONCONTRIBUTORY -
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS - SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Village of Mukwonago 440 Rivercrest Ct Mukwonago, WI 53149-1759	Any coverage provided by this endorsement applies only to HVAC, electrical and/or plumbing work for Project: Village of Mukwonago WWTF Aeration Upgrade, 1200 Holz Parkway, Mukwonago, WI 53149. Additional Insureds also includes: Ruekert & Mielke, Inc.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

Insured:

Lee Mechanical, Inc.
9909 S 57th St
Franklin, WI 53132-8685

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Village of Mukwonago 440 Rivercrest Ct Mukwonago, WI 53149-1759	Any coverage provided by this endorsement applies only to HVAC, electrical and/or plumbing work for Project: Village of Mukwonago WWTF Aeration Upgrade, 1200 Holz Parkway, Mukwonago, WI 53149. Additional Insureds also includes: Ruekert & Mielke, Inc.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

Insured:

Lee Mechanical, Inc.
9909 S 57th St
Franklin, WI 53132-8685

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION) -
AUTOMATIC**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
ELECTRONIC DATA LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV - Conditions**:

We waive any right of recovery against any person or organization, because of any payment we make under this Coverage Part, to whom the insured has waived its right of recovery in a written contract or agreement. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person or organization prior to loss.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement, effective on 10/01/2023 at 12:01 A.M. standard time, forms a part of

Policy No. 1873021

Issued to Lee Mechanical, Inc.

Issued by Federated Service Insurance Company

Endorsement No. 2



Authorized Representative

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

This waiver applies to any person or organization for which the Named Insured has agreed by written contract, prior to loss, to furnish this waiver.

If work is performed in Missouri, this waiver does not apply to any construction group of classifications as designated by the Waiver of Our Right to Recover from Others rule in our manual.

This waiver does not apply to the states of Kentucky, New Hampshire, or New Jersey.

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2022
Village of Mukwonago
Police Department
Annual Report



Chief Daniel Streit
Village of Mukwonago
Police Department
627 S. Rochester St
Mukwonago, WI 53149



The Vision and Mission of the Village of Mukwonago Police Department

VISION

A Village of Mukwonago where all citizens can live safely and without fear, protected by a police department with the highest ethical and professional standards.

MISSION

The staff of the Village of Mukwonago Police Department strives to provide all citizens, residents and visitors with professional law enforcement. We accept our obligation to protect the rights and liberties of all persons, regardless of race, sex, religious background, or ethnicity. We understand the importance that people place on their personal safety and the safety of their property.

We pledge to:

- Be responsive to the community and understand that the needs of the community may change over time.
- Be proactive in matters of crime prevention and community involvement.
- Be impartial in our contacts with all.
- Work in partnership with the members of the community, to make Mukwonago a better place to live, work and visit.





CORE VALUES

COMPETENCE

We are prudent stewards of the public's grant of authority and resources. We are accountable for the quality of our performance and the standards of our conduct. We are exemplary leaders and exemplary followers.

COURAGE

We place the safety of others before our own and accept our moral responsibility to take action against injustice and wrongdoing. Police members are expected to take prudent risks on behalf of the public.

INTEGRITY

We recognize the complexity of police work and exercise discretion in ways that are beyond reproach and worthy of public trust. Honesty and truthfulness are fundamental elements of integrity. It is our duty to earn public trust through consistent words and actions. We are honest in word and deed.

LEADERSHIP

We seek to influence human behavior to achieve organizational goals that serve the public while developing individuals, teams and the organization for future service. We accept our responsibility to be leaders, both within the community and among our peers and for the actions of our colleagues and ourselves. We are all responsible for the performance, reputation and morale of the department.

RESPECT

We hold life in the highest regards. We treat all citizens and colleagues with dignity and respect, and are fair and impartial as we perform our duties.

RESTRAINT

We use the minimum force and authority necessary to accomplish a proper police purpose. We demonstrate self-discipline, even when no one is listening or watching.



Village of Mukwonago Police Department

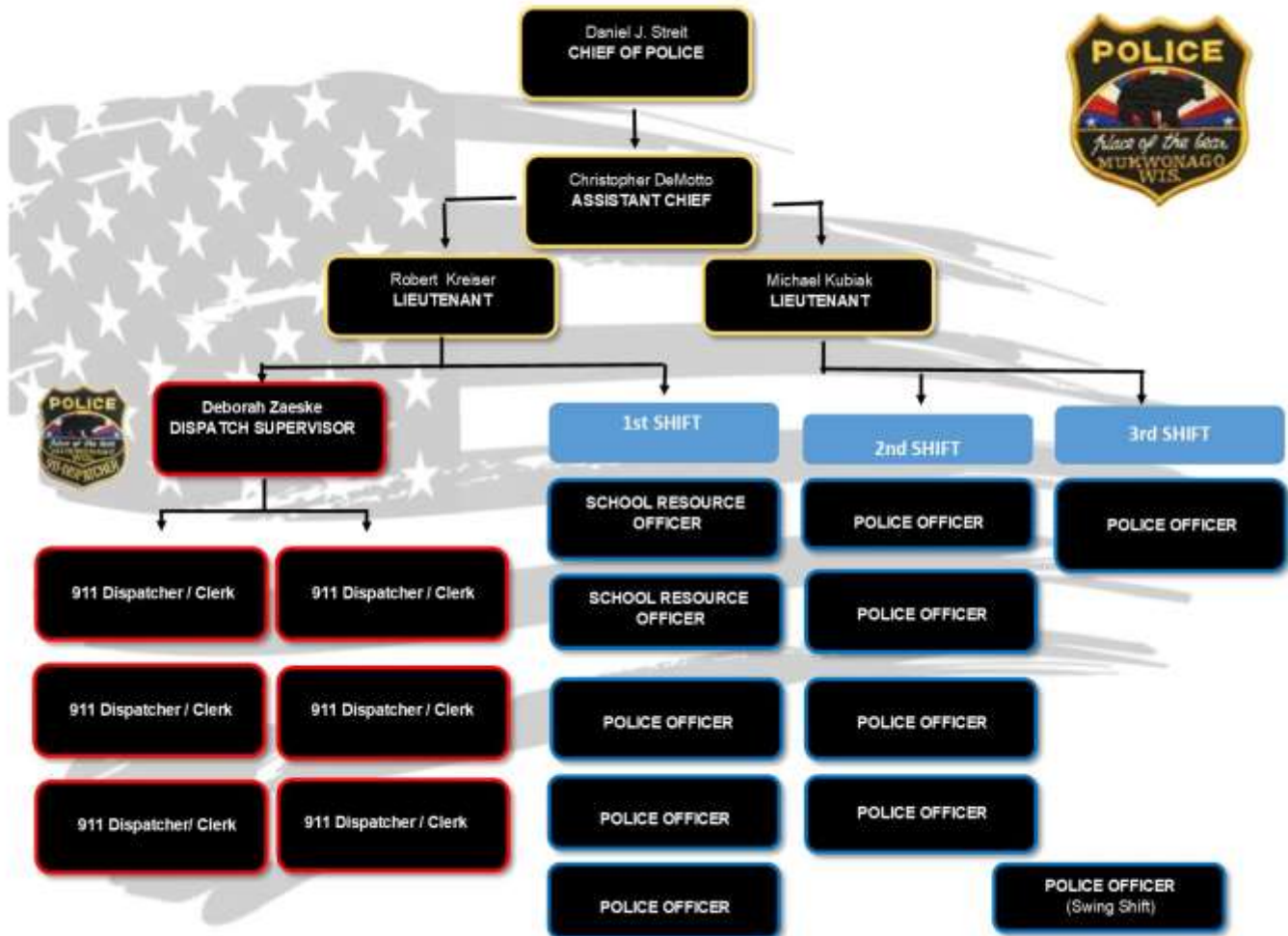




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Village Officials

President

Fred Winchowky

Trustees

Eric Brill

James Decker

Darlene Johnson

Ken Johnson

John Meiners

Scott Reeves

Police Commission

Robert Douglas

Karl Kettner

Joseph McAdams

Sue Perkins

Timothy Spersted





Message from the chief

Message from the Chief

I am pleased to share with you the Village of Mukwonago Police Department's 2022 Annual Report.

Your Village Police Department consists of 15 officers, which includes command staff, 7 dispatchers/clerks, and currently 7 Police Reserve Officers who assist the department at special events.

The department provides police service to the Village of Mukwonago 24-hours-per-day, 7 days-per-week. Our dispatch center provided dispatch service to the Village of Mukwonago PD, the Town of Mukwonago PD and boat patrol and the Town of Eagle boat patrol.

Every member of the department remains committed to our core values (Competence, Courage, Integrity, Leadership, Respect, and Restraint). We strive to achieve our vision of a community where all citizens can live safely and without fear. We are dedicated to our mission of providing professional law enforcement to all by being responsive to the community needs, be proactive in crime prevention and community involvement, be impartial in our contacts with everyone and work together with all members of the community.

I would like to thank the Village Board, Police Commission and all other employees of the Village of Mukwonago. Together we can and have made a difference. On behalf of all the members of the department, thank you for providing us with the resources to complete our mission.

I want to thank Chaplain Kevin and Chaplain Rob for the many hours they have volunteered to our community. The dedication and passion for the Chaplain program is very evident in both of these fine men. They have assisted our officers with grieving residents who have lost a loved one. Both Chaplains have a dedication to serve our Community and I cannot thank them enough for all they do.

Lastly, I want to give my sincere thanks to the men and women of the department. Our job is not an easy one. We put in long hours, work nights, weekends and holidays when our families want us with them. Many times, we see the worst in people and the unthinkable things one human being does to another human being. Yet every member of this department remains dedicated to our mission. Thank you for all your hard work and support. And on behalf of all the residents, business owners and visitors in Mukwonago, thank you for working to keep us all safe.

Daniel J. Streit

Chief of Police

Daniel J. Streit



Goodbye & Thank you

On January 17, 2022, Dispatcher Cindy Wellman retired after 29 years with the Village of Mukwonago Police Department. Dispatcher Wellman had 37 years of dispatching experience in Waukesha County throughout her career. It is a well earned retirement, but her knowledge and presence is greatly missed. Thank you, Cindy, for your service to the Village and Town of Mukwonago for 29 years.



In Remembrance

The Village of Mukwonago Police Department lost a special member of our department on March 25, 2022, retired Dispatcher Joanne Wielebski. Joanne started with the police department in January, 1988 and retired October, 2006, after 18 years of dedicated service to the Village and Town of Mukwonago. All who had the honor to work with, and know Joanne, knew what a great dispatcher, co-worker, mentor, and friend she was. Thank you for the memories Joanne, you are truly missed.

There are some who bring a light so great to the world that even after they have gone the light remains.





Employee Recognition

Employee Recognition/Promotion

On April 26, 2022, Officer Brian Cieszynski (left), Officer Shaun Pinkowski (right) and Dispatcher Brenda DiMaggio assisted Milwaukee Police Department and Waukesha County Sheriff's Department with the apprehension of two homicide suspects involved in a high speed pursuit. Stop sticks were deployed by both officers that resulted in three tires deflated before the vehicle came to rest. Offenders were taken in to custody and no injuries were reported. It takes teamwork to gather information and deploy resources to the correct location, at the correct time, especially as events unfold so quickly. Village of Mukwonago Police Department employees were responsible for bringing this dangerous and reckless act to a quick and safe conclusion. All were awarded a Letter of Commendation by Chief Streit.



On February 28, 2022, Officer Mike Kubiak was promoted to the position of Lieutenant.

(Left) Lt. Kubiak pictured with the rest of the Village of Mukwonago Police Department command staff the day of his swearing in.



Congratulations

On April 8th 2022, Assistant Chief Chris DeMotto graduated from Northwestern University School of Police Staff and Command (SPSC). AC DeMotto was one of 36 law enforcement officers in class #518. His classmates were from around the state, including one officer from Colorado and one officer from Indiana.

SPSC is an intensive 10- week leadership and management education program that helps prepare experienced law enforcement professionals for success in senior command positions.

Through an innovative combination of academic principles with practical applications, the SPSC curriculum focuses on areas critical to successful senior law enforcement leadership and management. In addition to lectures, class members also have an opportunity to learn from one another's experiences.

Participants study: Budgeting · Contemporary Policing · Decision Making & Problem Solving · Employee Relations · Evaluating Products & Services · Executive Image · Grant Writing · Human Resources · Leadership & Management · Media Relations · Organizational Behavior · Planning & Policies · Project Management · Resource Allocation · Statistics · Traffic

Each SPSC class works on a project for the community. Class #518 named their project "Legacy by Leadership". What "Legacy by Leadership" meant to them was to help future, current and past law enforcement officers and their families. To do so, they created a scholarship for a criminal justice student at Waukesha County Technical College, their host for 10-weeks. They also had weekly lunches with WCTC's recruit academy students. They made themselves available to the recruits for questions, guidance and to share our experiences with them. The third element to their "Legacy of Leadership" was to support Concerns of Police Survivors camp. C.O.P.S. camp is for children of law enforcement officers that have been killed in the line of duty. Annually, children from around the United States come to Wisconsin for a weeklong camp for fun and healing.

To make this happen they relied on donations from many supporters, including Mukwonago's own L'BRI. The "Legacy by Leadership" raffle helped raise just under \$18,000 to support our future, current and past law enforcement officers and their families.

For more information on Concerns of Police Survivors, please visit,

<https://www.concernsofpolicesurvivors.org>





Welcome



Mukwonago Police Department welcomed Officer Dan McKinney to our team on December 12, 2022.

Mukwonago Police also welcomed Officer Peter Pitcher to our department on December 29, 2022.



Delaney Kubiak was sworn in as a Reserve Officer on August 3, 2022. Delaney participated in the Mukwonago Police Department's Explorer Program prior to becoming a Reserve Officer with the department.



Support from the Community

Thank you to everyone in our community and local businesses for your support. We can not express enough how much we appreciate all that you do for us.



Fire Suppression Device

December of 2022 the Wisconsin Freemasonic Foundation donated two fire suppression devices to the police department. These devices will allow officers to quickly respond to life threatening fires and “deploy” the suppression devices. Giving victims of the fire a better chance at survival while waiting for properly equipped and trained firefighters to arrive. The suppression device does not remove oxygen, so it is safe to use around humans, animals, and it is safe for the atmosphere.



Be a Freemason
NOT JUST A MAN. A MASON.



Drone

Campbell Construction donated funds to the Village of Mukwonago Police Department to purchase a Drone, accessories for the drone, and for the training of the department's four drone operators. The Drone is also available to the Town of Mukwonago Police Department, the Mukwonago Fire Department, and surrounding agencies. It will assist the departments with searches of lost or missing individuals, investigations, and the monitoring of traffic during specials events.

AED

We Energies Foundation, through the Rewarding Responder Grant, donated an automated external defibrillator to the police department. An AED is used to help those experiencing sudden cardiac arrest. This easy-to-use medical device can analyze the heart's rhythm and if necessary, deliver an electric shock to help the heart re-establish an effective rhythm. The AED is another piece of equipment that patrol officers have at their disposal.





Support from the Community



(Above) For National Officer's Week, 2022 - **Walmart** so kindly provided lunch for our Officers with all the fixings! For dessert, Officers enjoyed this cake, made by **Walmart**, showing their support for all they do.



(Above) SRO Petted greeted this kind family who thought of us over the holiday season by dropping us off some goodies to share.



(Above) Reserve Sgt Gary Walters and Lt. Kreiser are ready to dig in to some goodies dropped off by our neighbor, **William Jensen, with American Family.**



(Below) **L'Bri** reminds us to take some time to pamper ourselves, especially around the holidays, with some of their wonderful products they produce and so graciously shared with us.



(Left & Right) **The Gingerbread House** spoils us with their delicious baked goods on "just because days", as well as some special holidays too.



There were many other donations of food, packaged goods, equipment, or money to purchase equipment made to our department in 2022. However, due to space, we cannot list them all.

We want all of our supporters to know how we truly appreciate each and every one of you. When part of the country is shouting to defund or get rid of us, you tend to feel not so appreciated. Then, you come into the department and see or hear about all of the donations from our citizens and local businesses and your spirits are lifted. We realize how lucky and privileged we are to work for such a wonderful community.

From the bottom of our hearts, thank you so much for all you do for the department.



OWI Task Force

The task force provides extra patrol within our communities for primary enforcement of seatbelt violations, speeding violations, OWI and reckless driving violations. These deployments focused on the areas that are most impacted by crashes and traffic related issues. Higher visibility and adding the additional officers to primarily focus on traffic related issues helped to work towards lowering the amount of traffic crashes and enforced seat belt violations. Our task force monitored Community Maps and crash data to focus deployments in the areas that are believed to have the greatest amount of issues.

In 2022, the Southern Waukesha Traffic Task Force was deployed and conducted 299 traffic stops to help increase safety on the road.



Civilian Response to an Active Shooter Event



Law enforcement officers and agencies are frequently requested by schools, businesses and community members for direction and presentations on what they should do if confronted with an active shooter event. The Civilian Response to Active Shooter Events (CRASE) course, designed and built on the Avoid, Deny, Defend (ADD) strategy developed by ALERT in 2004, provides strategies, guidance, and a proven plan for surviving an active shooter event. Topics include the history and prevalence of active shooter events, civilian response options, medical issues, and considerations for conducting drills.

In 2022, the Village of Mukwonago Police Department presented Avoid, Deny, Defend to local businesses as an option for them in these events. The Village of Mukwonago Police Department is available to present this plan. If interested in having this presentation at your business, contact Lt. Michael Kubiak at mkubiak@mkpd.org.





Police Chaplain Program

Since its inception at the end of 2015, the chaplain program continues to be staffed by volunteers: Rev. Rob Jadrnicek (Lead Pastor at LifePoint Church) and Rev. Kevin Clark (Pastor at First Congregational Church). Having received formal training in police and fire chaplaincy and Critical Incident Stress Management, our chaplains are available whenever a crisis arises.

They are also proactively involved in the police and fire departments by:

- Regularly riding along
- Attending various department trainings
- Assisting with National Night Out
- Attending swearing in ceremonies of new officers
- Participating in the 9/11 Memorial Ceremony at the Fire Department
- Attending the Waukesha County Police Memorial Service
- Providing support to officers, EMS and their families



Rev. Rob Jadrnicek



Rev. Kevin Clark





Suburban Critical Incident Team (S.C.I.T)

The Suburban Critical Incident Team has 33 tactical officers, 3 command positions, and 20 negotiators. (Numbers for two new units. TRG- 14 officers / TEMS- 6 Paramedics from City of Brookfield Fire and Lake Country Fire and Rescue.)

These officers are from nine area police departments; City of Brookfield, City of New Berlin, City of Muskego, City of Delafield, Village of Mukwonago, Village of Pewaukee, Village of Chenequa, Village of Hartland and the Village of Elm Grove. Officer Cory Kirkpatrick is currently assigned as a tactical officer and Officer Petted is assigned to the crisis negotiator team. In 2022, SCIT added two new units to the team providing new resources in technology and medical care. The Technology Resource Group (TRG) and the Tactical Emergency Medic (TEMS) are comprised of officers and firefighters from member agency departments. Officer Cieszynski has been selected to participate in the TRG unit as a drone operator.

To join SCIT; officers must demonstrate skill, knowledge and competence, at their department, to be selected by their supervisor to apply for the team. There are three main phases to the application process; physical fitness, marksmanship and an oral interview. Failure in any one area results in removal from the process however officers may be able to participate in the application process the following year. If an officer is selected to join the team, they attend a basic swat training class and will continue to training with the team until approved by command to be operational, which can take a year.

2022 has again been a busy year for the team compared to annual activations since the team's inception in 2013. SCIT deployed 21 times with a wide variety of activations. This number of deployments was exactly the same as 2021, with 21 activations. For historical reference, our next busiest years were 2017 with 25 activations (14 dignitary protection operations) and 2015 with 23 activations (11 dignitary protection operations). The types of activations were diverse: a hostage rescue turned criminal barricade operation in Hartland, an ICAC traveler vehicle assault in Pewaukee, two high risk arrest warrants at hotels in Brookfield, several sniper over watch operations to assist with festivals or parades and numerous high risk search warrants related to drug or ICAC investigations. Since the team's inception in 2013, SCIT has deployed 182 times.



Prescription Drop Box / Drug Take Back Events

The medication disposal unit installed in the lobby in 2014 was again put to good use throughout 2022. **In 2022 we accepted approximately 337 pounds of medications in the drop box!** The red drop box can be accessed in the lobby 24-hours-per-day.

We also participated in the Drug Take Back event at Walgreens. Between the drop box and this event, we collected approximately 337 pounds of prescription pills to be properly disposed of.





Making a difference

The Town and Village of Mukwonago Police Departments would like to thank Walmart, Pepsi, the Village of Mukwonago Police Association and our other anonymous donors for their generous donations to the 2022 Shop With a Cop event on December 20, 2022. Yet again, this was a successful event with numerous deserving local children receiving gifts as they shopped with their parents and local law enforcement officers.





Neighborhood Watch Program

The Neighborhood Watch program is one of the department's oldest community programs. The program helps join police officers with the residents they serve. The goal is to work together to deter crime and help keep Mukwonago safe. We rely on members of the community to help notice strangers or activity that is out of place. To start your own Neighborhood Watch program, talk to your neighbors, find out who is interested in participating and set up a meeting. Meetings can be held at someone's home or a community room. Contact Lt. Michael Kubiak at (262) 363-6435 or email him at mkubiak@mkpd.org to help you get started.



Talks / Tours / Events

The Mukwonago Police Department provides numerous educational talks and tours to the public. Several times a year Girl and Boy Scout troops meet at the department to earn a merit badge in crime prevention. The tour takes the children to our dispatch center where they can see where 911 calls go to and see how emergency vehicles are dispatched to calls. They also see the officer work areas, prisoner process area, armory, squad cars and the officer's equipment. We also educate them and provide handouts containing anti-drug messages, crime prevention, stranger danger and other general safety practices.

If you have a group that would like a tour, please call the department for more information. You can reach us at 262-363-6435. information or to schedule your tour, or talk.





National Night Out

The Village of Mukwonago Police Department, working in conjunction with the Mukwonago Neighborhood Watch group, is very proud of the growing popularity of this annual event held at Field Park on the first Tuesday of August each year.

The National Night Out event aims to heighten crime and drug prevention awareness, generate support for and the participation in local anti-crime efforts, strengthen neighborhood spirit and police-community partnerships, and send a message to local criminals that neighborhoods are organized, on the look out, and fighting back!

The Village of Mukwonago Police Department was proud to partner with the Town of Mukwonago Police Department, Village of Mukwonago Public Works, and Mukwonago Fire Department to host the event.

Donors included:

- WE Energies
- Kwik Trip
- Citizen's Bank of Mukwonago
- Culvers
- AM Towing
- Lynch Mukwonago
- Walmart
- Brew 52
- David Allen Alan's
- Mukwonago Animal Hospital
- Mukwonago YMCA
- Sweet Delight Kettle Corn
- Siege Paintball
- Aurora Clinic
- Mukwonago Family Dentistry
- Newby's Seasonal Service
- Track 42
- Fork in the Road
- Klements Sausage
- Green Bay Packers
- Dousman Transport
- Milwaukee Admirals
- Milwaukee Milkmen

The financial and material support of the above donors helped greatly to make the event a huge success.

Thank you to all the wonderful people that make up the fabric of our community - all in the name of keeping Mukwonago a safe place to work, visit and play!





National Night Out *continued*

We are also very proud to partner with the Village of Mukwonago Board of Trustees and the Village President who attended this event, as well as the staff of the Mukwonago Police, who also volunteered for this event.





School Resource Officer Program

The School Resource Officer Program began at the Mukwonago High School in December 1999 as a result of a partnership with the Village of Mukwonago Police Department and the Mukwonago Area School District. In September 2018, we also partnered to place a School Resource Officer in the Park View Middle School.

This program is a proactive approach towards reducing and preventing problems associated with adolescents in the school. The program assists in providing the students with a safe learning environment and preventing incidents of school violence. The Officers are also involved in many programs in the Schools and the community.

Prime for Life - a program which provides drug and alcohol information to at risk students.

Tobacco Abatement Resolution – Developing measures to stop using tobacco products.

Quick 25/50 Program - Coordinator of crime stoppers and the Quick 25/50 Program.

Our current School Resource Officer at Mukwonago High School is **Officer Jason Steinbrenner** and at Park View Middle School is **Officer Joseph Petted**.

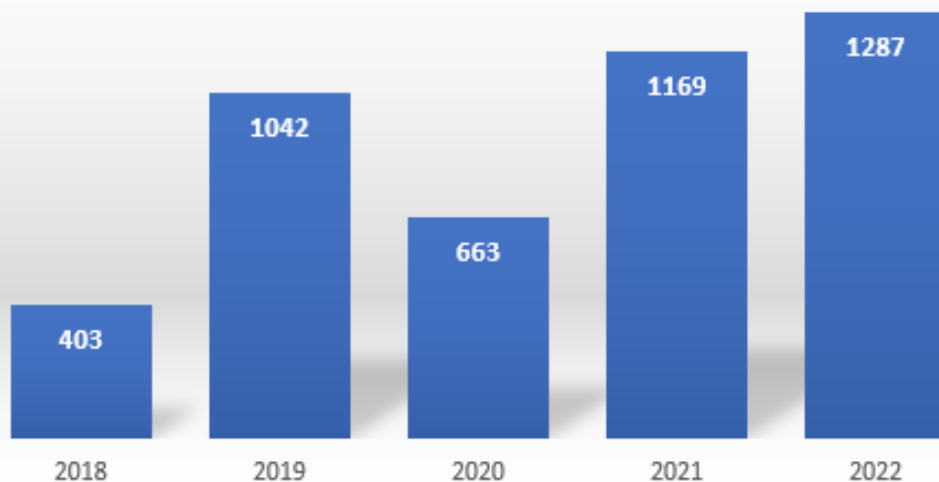
Mukwonago High School

OFFICER CONTACTS		CITATIONS	
ACTIVITY	2022 TOTAL	ACTIVITY	2022 TOTAL
Incidents	269	Parking	97
Student Contacts	600	Juvenile Referral	2
Meetings	495	Disorderly Conduct	3
Parent Calls / Emails	158	Poss Controlled Substance	11
Other Calls / Emails	582	Poss Drug Paraphernalia	1
Locker Searches	2	Misc. Traffic	4
Verbal Warnings	37	Poss Tobacco/Nicotine	18
Citations/Referrals	161	Underage Alcohol Drinking/Possession	3
Class Talks	14	Truancy	6
Reports Taken	65	CCW	1
Other	51	Criminal Damage to Property	1
		Battery	2
		Theft	1
TOTAL	2434	TOTAL	150



**Park View Middle School**

OFFICER CONTACTS		CITATIONS	
ACTIVITY	2022 TOTAL	ACTIVITY	2022 TOTAL
Incidents	64	Disorderly Conduct	2
Student Contacts	277	Possess Tobacco Minor	1
Meetings	112	Truancy	1
Parent Calls / Emails	213	Harassment	1
Other Calls / Emails	192	Wellness Check	1
Locker Searches	8	UAD	3
Verbal Warnings	41	Theft	1
Citations	11	Threats	1
Class Talks	40	CCW	1
Traffic Control in Lot	306		
Reports Taken	11		
TOTAL	1275	TOTAL	12

Parkview Middle School Contacts



Reserve and Explorer Programs

2022 showed a “return to normal”, with the full return of parades and special events throughout the Village. Our compliment of Reserve Officers eagerly accepted their assignments for all of our special events, continuing their tradition of providing excellent service to our citizens, visitors, and third party associates. We would like to thank all of our Reserve Officers for another year of getting the job done, and done well.

We added a new Reserve Officer in 2022, and lost one other. We hired Delaney Kubiak as a Reserve Officer in August of 2022. Reserve Officer Kubiak was previously an Explorer with Post 429. Officer Kubiak is working on her college education, in hopes of pursuing a career in law enforcement. Reserve Lieutenant Scott Buchholtz retired from his position in March of 2022, after 29 years of dedicated service to the Village of Mukwonago. On behalf of the Department, we would like to extend our gratitude to Reserve Lieutenant Buchholtz for his years of service.

Explorer Post 429 lost several members this year, due to promotion, school commitments, or “aging out” of the program. Our Explorer Post had monthly meeting/training sessions throughout the year, where all members were able to participate in hands-on exercises, learning and gaining first-hand experience on such topics as evidence collection, traffic stops, handcuffing, and tactics.

Our Explorers and Reserve Officers assisted with the Mukwonago National Night Out, and their participation greatly improved the success of the event. Thank you to all who donated their time to attend and help out.

Moving into 2023, we have no doubt our Reserve Officers will continue to rise to any challenges, and continue providing outstanding service to the Department, and to the community.

Reserve Retirement

On May 29, 2022, we celebrated the retirement of Reserve Lieutenant Scott Buchholtz. Scott served the Village of Mukwonago as a Reserve Officer for twenty-nine years. Past and present co-workers joined us for a luncheon in Scott's honor, and he was presented with a plaque commemorating his years of service. Scott proudly served the Village of Mukwonago Police Department and the citizens of Mukwonago and his presence will be missed. We wish Scott all the best in his retirement.





2022 NIBRS Data

National Incident Based Reporting System

In 2015, the Department began working to upgrade crime reporting from the Uniform Crime Report (UCR) to the National Incident Based Reporting System (NIBRS). We obtained a grant to fund updating the department's ProPhoenix Records Management System and developed tools to assist officers with NIBRS compliant data entry.

UCR and NIBRS are both regulated by the FBI and both use the same general concepts. NIBRS goes into greater detail than UCR and has 46 Group A offenses while UCR only has 8 Part I offenses. UCR does not differentiate between completed and attempted crimes while NIBRS does. Also, UCR tends to only report the most serious offense reported when multiple crimes are reported in the same period of time, location, and person/group of people. The great thing about NIBRS is the data can be submitted electronically in the form of ASCII text files, needing no manual input. UCR data is written documents that have to be hand entered into a computer system for analysis. Within a few years, the FBI will require all law enforcement agencies to report NIBRS data instead of UCR data.

Group A Reported Arrests		
Crimes Against Persons	Offenses	Total Arrests
TOTAL CRIME	227	124
Murder & Non-Negligent Manslaughter	0	0
Manslaughter by Negligence	0	0
Sex Offenses	1	0
Rape	0	0
Sodomy	0	0
Sexual Assault w/Object	0	0
Fondling	1	0
Sex offenses - Nonforcible	1	0
Incest	0	0
Statutory Rape	1	0
Aggravated Assault	4	3
Simple Assault	7	3
Intimidation	5	1
Kidnapping/Abduction	1	0
Human Trafficking	0	0
Human Trafficking, Commercial Sex Acts	0	0
Human Trafficking, Involuntary Servitude	0	0




Crimes Against Property	Offenses	Total Arrests
Robbery	2	0
Burglary	1	0
Theft/Larceny	93	64
Theft - Pocket-picking	0	0
Theft - Purse Snatching	0	0
Theft - Shoplifting	76	62
Theft from Building	3	0
Theft - Coin Operated Machine	0	0
Theft from Motor Vehicle	4	0
Theft of Motor Vehicle Parts	0	0
Theft - All Other Larceny	10	2
Motor Vehicle Theft	2	0
Stolen Property Offenses	1	1
Arson	0	0
Counterfeiting/Forgery	6	0
Fraud Offenses	21	1
Fraud - False Pretenses	5	0
Fraud - Credit Card/ATM	3	1
Fraud - Impersonation	5	0
Fraud - Welfare	0	0
Fraud - Wire	0	0
Fraud - Identity Theft	8	0
Fraud - Hacking/computer invasion	0	0
Embezzlement	1	0
Extortion/Blackmail	0	0
Bribery	0	0
Destruction/Vandalism	12	8

**2022 NIBRS Data *continued****National Incident Based Reporting System*

NIBRS only reports the **highest** level arrest for any incident where UCR report all arrests. For example, if you look at our Drug Equipment number, we had 12 incidents but only 6 arrests. That is because in most of those incidents, we also arrested the person for Possession of a Controlled Substance so only that arrest is reported, not the Narcotic Equipment arrest.

Crimes Against Society	Offenses	Total Arrests
Weapon Law Violations	5	4
Prostitution Offenses	0	0
Prostitution	0	0
Prostitution - Assisting	0	0
Prostitution - Purchasing	0	0
Drug/Narcotic Violations	41	35
Drug Equipment Violations	22	4
Gambling Offenses	0	0
Gambling - Betting	0	0
Gambling - Operating	0	0
Gambling - Equipment Violations	0	0
Gambling - Sports Tampering	0	0
Pornography	1	0
Animal Cruelty	0	0
TOTAL	69	43

Group B Arrests	
TOTAL CRIME (including juvenile)	62
Bad Checks	0
Curfew/Loitering/Vagrancy	0
Disorderly Conduct	19
Driving Under the Influence	25
Family Offenses, Nonviolent	0
Liquor Law Violation	0
Peeping Tom	0
Trespass of Real Property	0
All other Offenses	18


2022 Activity - Citation & Arrest by Month

MONTH	CITATIONS ISSUED	ARRESTS			
		Felony	Misdemeanor	Non-Criminal	TOTAL Arrests
JANUARY	177	3	7	16	26
FEBRUARY	165	6	9	23	38
MARCH	201	6	16	16	38
APRIL	171	1	4	13	18
MAY	186	0	6	24	30
JUNE	183	2	1	30	33
JULY	135	6	10	10	26
AUGUST	161	1	4	12	17
SEPTEMBER	151	10	11	27	48
OCTOBER	210	5	16	20	41
NOVEMBER	93	4	6	20	30
DECEMBER	75	7	12	22	41
TOTAL 2022 CITATIONS ISSUED					1908
TOTAL 2022 ARRESTS					386



2022 Citations Issued by Offense - ADULT

TRAFFIC OFFENSES		TRAFFIC OFFENSES CON'T	
Automobile Following Too Close	24	Operate M/V w/o Adequate Muffler	5
Cracked/Damaged Vehicle Windshield	1	Operate M/V w/o Headgear	1
Deviation From Designated Lane	9	Operate M/V w/o Insurance	182
Display of Power	5	Operate M/V w/o Proof of Insurance	6
Display Unauth. Veh. Registration	6	Operate Motorcycle w/o Valid License	2
Driving Too Fast for Condition	9	Operate Vehicle Without Rearview Mirror	1
Equipment Violation/Defective Brake Lamp(s)	25	Operate w/o Carrying License	2
Equipment Violation/Defective Headlamp	63	Operate w/o Valid License	37
Equipment Violation/Defective License Plate Lamp	11	Operating with a PAC	7
Equipment Violation/Defective Tail Lamp	3	Operating While Intoxicated	18
Excessive Window Tint	4	Operating While Intoxicated Refusal	5
Fail/Change Lane Passing Stop Emerg Vehicle	1	Operating With a Revoked Driver's License	3
Fail/Display Vehicle License or Stickers	7	Operating With Suspended Driver's License	64
Fail/Notify DMV of Address/Name Change	2	Operator Fail/Have Passenger Seatbelted	1
Fail/Stop at Stop Sign	63	Parking Lot Traffic Violation	27
Fail to Follow Indicated Turn	1	Passing Vehicle Stopped for Pedestrian/Bicyclist	1
Failure to stop for Stopped School bus	11	Passing in No-Passing Zone	1
Fail/Yield to Emergency Vehicle	2	Pedestrian/Bicyclist FYR	3
Fail/Yield - Making Left Turn	13	Possess Open Intoxicants in Motor Vehicle	4
Fail/Yield Right/Way from Stop Sign	12	Reckless Driving-Endanger Safety	6
Fail/Yield RT/Way From Parked Position	1	Speeding on Village Streets	564
Failure to Keep Control of Vehicle	35	Speeding on Freeway	64
Failure to Notify Police of Accident	3	Texting While Driving	1
Failure to Obey Traffic Officer/Sign/Signal	45	Unlawful U/Y Turn at Controlled Intersection	2
Failure to Yield Right of Way	5	Unlawful U/Y Turn-Erected Signs	4
FYR to Pedestrian/Bicycle/EPAMD	2	Unregistered Vehicle	272
Hit and run property adjacent to highway	3	Unsafe Backing	1
Hit and run unattended vehicle	4	Unsafe Lane Deviation	7
Illegal Pass of School Bus	1	Unsafe Passing on the Right	3
Improper Display of License Plate(s)	49	Unsafe Turn-At Intersection	1
Improper Turn	2	Vehicle Operator Fail/Wear Seat	16
Improper Attached License Plate(s)	1		
Improper Right Turn	2		
Inattentive Driving	38		
License Restriction Violation Class D/M Vehicle	1		
Operating After Revocation/Suspension of Vehicle Registration	51		
Operating Left of Center	3		
		TOTAL TRAFFIC	1,829

**2022 Citations Issued by Offense - ADULT** *continued*

NON - TRAFFIC CITATIONS		NON - TRAFFIC CITATIONS CON'T	
Battery	2	Theft Movable Property <=\$2500	3
Criminal Damage to Property	2	Trespass to Land	1
Criminal Trespass to Dwelling	1	Truancy	3
Disorderly Conduct	11	Underage Drinking—Possess	5
Dog Running at Large	5	Unlicensed Dog	2
Dog Causing Injury/Damage	1		
Harassment	1	TOTAL NON-TRAFFIC CITATIONS	136
Illegal Dumping	1		
Keeping of Domestic Chickens Violations	1	TOTAL CITATIONS (2022)	1,965
Lewd & Lascivious—Indecent Exposure	1		
Panhandling	1		
Possession of Cigarette by Minor	12		
Possess Cont Subst 961.41(3g)(b)	22		
Possess Drug Paraphernalia	10		
Resisting or Obstructing an Officer	5		
Retail Theft—Intentionally Take (Less than \$2500)	46		

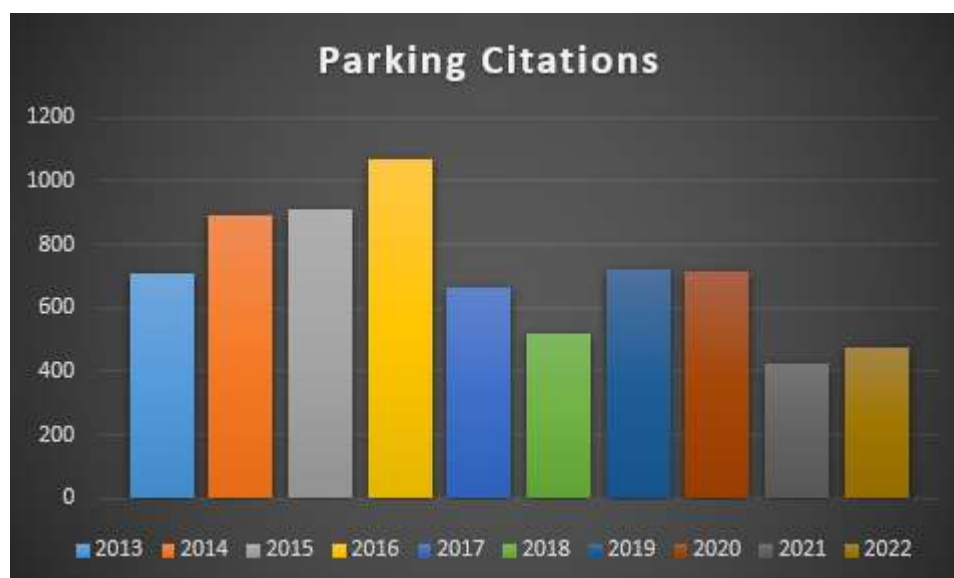
2022 Citations Issued by Offense - JUVENILE

OFFENSES	
Battery	1
Carrying A Concealed Weapon	2
Criminal Damage to Property	4
Disorderly Conduct	5
Display of Power	1
Harassment	1
Parking Lot Traffic Violation	4
Posses Drug Paraphernalia	2
Possession of Cigarette/Nicotine Product	22
Possession of Controlled Substance	10
Retail Theft (< \$2500)	5
Theft Moveable Property	2
Truancy	6
Underage Drinking-Possess	10
Unlicensed Vehicle and Minibike Violation	1
TOTAL JUVENILE CITATIONS (2022)	76



2022 Parking Violations

Parked Blocking a Sidewalk/Driveway	4
Parking on Cul De Sac	6
Parked In a Fire Lane	5
Parked In a Handicap Zone	2
Parked In a No Parking Zone	6
Parked in Posted Private Property	1
Parked Left Wheel to Curb	25
Parked Without Permit (MHS)	123
Parked More Than 2 hour Limit	7
Parked More than 24 hours/Abandoned	19
Parked On Grass in Village Park	5
Park Heavy Vehicle	2
Parked Too Close to a Fire Hydrant	1
Parked Less than 15ft from Crosswalk	1
Parked Unattached Trailer on Street	4
Restrictions: Winter/STH 83/Etc.	10
Winter Parking—Parked on Wrong Side of Street	35
Winter Parking—Parked Without a Permit	217
TOTAL 2022 PARKING VIOLATIONS	473

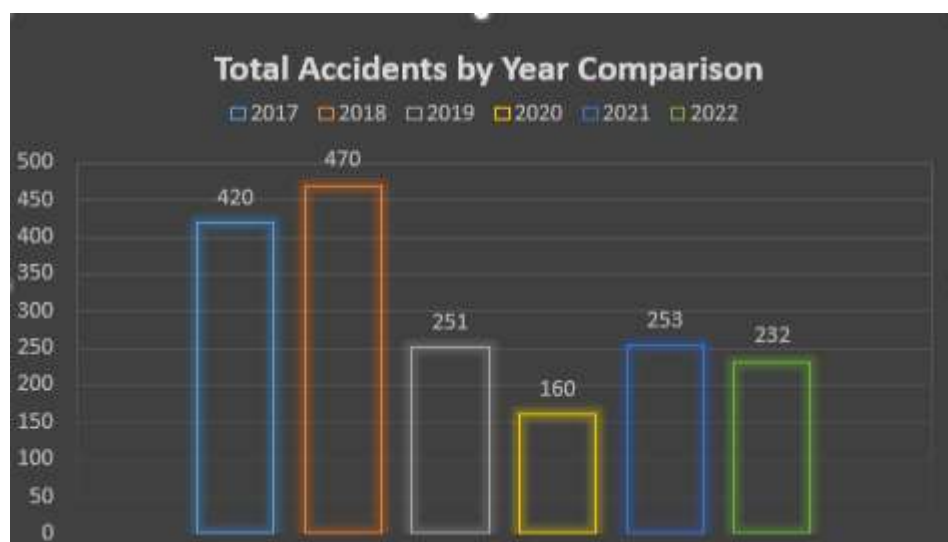




2022 Accident Reports

MONTH	Accidents	Vehicles Involved	Injured	FATAL
JANUARY	27	50	3	0
FEBRUARY	17	26	2	0
MARCH	10	20	5	0
APRIL	16	27	2	0
MAY	19	33	4	0
JUNE	11	21	5	0
JULY	12	23	3	0
AUGUST	20	33	8	0
SEPTEMBER	20	37	5	0
OCTOBER	30	56	4	0
NOVEMBER	24	38	3	0
DECEMBER	26	51	5	0
TOTAL	232	415	49	0

Total 2022 Accidents	232
Total 2022 Vehicles Involved	415
Total 2022 Injuries	49
Total 2022 Fatal Accidents	0





Village of Mukwonago Contacts

	FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	911 CALLS	TOTAL CONTACTS
JANUARY	1514	1074	462	107	3157
FEBRUARY	1527	988	380	63	2958
MARCH	1495	1171	431	90	3187
APRIL	1549	1031	414	89	3083
MAY	1590	1290	415	87	3382
JUNE	1697	1215	378	68	3358
JULY	1458	1214	428	76	3176
AUGUST	1553	1137	411	77	3178
SEPTEMBER	1562	1040	475	86	3163
OCTOBER	1625	1046	435	100	3206
NOVEMBER	1474	981	441	65	2961
DECEMBER	1472	887	578	113	3050
TOTAL	18,516	13,074	5,248	1,021	37,858

Total Contacts in 2021- 41,532

Town of Mukwonago Contacts

	FIRST SHIFT	SECOND SHIFT	THIRD SHIFT	911 CALLS	TOTAL
JANUARY	359	839	640	33	1871
FEBRUARY	356	728	561	35	1680
MARCH	358	904	652	26	1940
APRIL	414	718	662	32	1826
MAY	368	805	600	47	1820
JUNE	282	538	571	28	1419
JULY	384	641	675	36	1736
AUGUST	443	601	661	30	1735
SEPTEMBER	321	602	548	29	1500
OCTOBER	390	588	561	29	1568
NOVEMBER	367	578	565	32	1542
DECEMBER	324	573	531	47	1475
TOTAL	4,366	8,115	7,227	404	20,112

Total Contacts in 2021- 18,361



2022 Police Contacts

DEPARTMENT	TOTAL NUMBER OF CONTACTS	PERCENTAGE OF THE TOTAL CONTACTS
VILLAGE OF MUKWONAGO	37,859	65.07 %
TOWN OF MUKWONAGO	20,112	34.57 %
TOWN OF MUKWONAGO BOAT PATROL	128	0.22 %
TOWN OF EAGLE BOAT PATROL	83	0.14 %
TOTAL	58,182	100 %





Mukwonago Police Department

Squad Patrol / Fleet



Marked Squad



Marked Squad



Squad 32



Squad 26



Bicycle Patrol



Squad 33



Squad / Patrol Vehicle Descriptions

- SQUAD 24** 2018 Ford Interceptor SUV, black and white marked squad. Taken out of service May, 2022. 2022 Chevrolet Tahoe SUV, black and white marked squad placed in to service May, 2022.
- SQUAD 26** 2021 Ford Expedition, grey in color, placed in service on June 10, 2021. Remains as investigator/supervisor vehicle.
- SQUAD 28** 2020 Dodge Durango, put in to service in August, 2020.
- SQUAD 30** 2019 Ford Interceptor SUV, black and white marked squad. Taken out of service May, 2022. 2022 Chevrolet Tahoe SUV, black and white marked squad placed in to service May, 2022.
- SQUAD 32** 2017 Ford Interceptor, black in color, marked squad placed into service June, 2017.
- SQUAD 33** 2019 Chevrolet Silverado, black and white, placed in service January 25, 2019.
- SQUAD 34** 2017 Ford Interceptor put in service in March, 2020.
- SQUAD 36** 2018 Ford Interceptor SUV, black and white marked squad placed into service 2018.
- SQUAD 38** 2019 Ford Interceptor SUV, black and white marked squad. Taken out of service May, 2022. 2022 Chevrolet Tahoe SUV, black and white marked squad placed in service May, 2022.
- POLICE** 2004 Trek 4900 Mountain Bicycle and a 2022 Trek Marlin 6

SQUAD #	24	26	28	30	32	33	34	36	38
YEAR & MAKE	2022 Chevy (05/22)	2021 Ford	2020 Dodge	2022 Chevy (05/22)	2017 Ford	2019 Chevy Truck	2017 Ford	2018 Ford	2022 Chevy (05/22)
TOTAL MILES (Annual)	34,078	2,699	5,786	37,684	1,291	2,752	562	18,239	25,964
AVERAGE DAILY MILES	93	7	16	103	4	8	2	50	71

2022 TOTAL MILEAGE	129,055
2022 AVERAGE DAILY MILES	354
2022 TOTAL GASOLINE (Gallons)	11,319



Training and Career Development

Over the course of 2022, Mukwonago Dispatch Center logged 149 hours of training for dispatcher/clerks. This is an average of almost 25 hours of training per dispatcher. Mukwonago Dispatch is here 24 hours a day, 7 days a week and are the first point of contact whether you show up at the police department lobby, call in to the department via one of the three 911 lines, or on one of the eight non-emergency lines.



Each fiscal year the State of Wisconsin requires law enforcement officers to receive a minimum of 24 hours of training. In 2022, our 15 fulltime police officers logged 1951 hours of training. They received training in use of force, pursuit and emergency vehicle operations, responding to an active shooter, de-escalation and officer override training, to name a few topics. Some of these trainings are held at local departments, technical colleges or are in house trainings presented by the departments five State certified instructors.





Department Members

Years of service to the department and the community

41 - 45 Years

Crossing Guard Judy Podany (1978)

36 - 40 Years

30-35 Years

Officer Joseph Petted (1987)

Chief Daniel Streit (1992)

25 - 29 Years

Dispatcher/Clerk Cynthia Wellman (1993)

Reserve Officer Scott Buchholtz (1993)

Assistant Chief Christopher DeMotto (1995)

Officer Jason Steinbrenner (1996)

Dispatcher/Clerk Brenda DiMaggio (1997)

20 - 24 Years

Dispatch Supervisor/Clerk Deborah Zaeske (2000)

Dispatcher/Clerk Tracy Tipton (2000)

15 - 19 Years

Officer John Schubel (2006)

10-14 Years

Lieutenant Robert Kreiser (2009)

Officer Chet Wilson (2009)

Officer Cory Kirkpatrick (2011)

Reserve Officer Gary Walters (2012)

5 - 9 Years

Reserve Officer Chris Holtz (2015)

Reserve Officer Jon Schroeder (2015)

Dispatcher/Clerk Italia Hench (2016)

0—4 Years

Lt Michael Kubiak (2018)	Officer Kayla Tipton (2020)
Officer Brian Cieszynski (2018)	Dispatcher/Clerk Nicole Robertson (2020)
Officer Shaun Pinkowski (2018)	Dispatcher/Clerk Alyiah Simmons (2022)
Officer Taylor Zajichuk (2018)	Officer Dan McKinney (2022)
Officer Richard Rogers (2019)	Officer Peter Pitcher (2022)

*VILLAGE OF MUKWONAGO
POLICE DEPARTMENT*



MONTHLY REPORT

November 2023

Citation Totals by Offense

All Departments

Violation Date: 11/01/2023 through 11/30/2023

Court	Agency	Offense Code	Offense Description	Total
MKPD				
	Adult			
		346.14(1m)	Automobile Following Too Closely	2
		14-27(4)	Dog At Large	1
		346.46(1)	Fail/Stop At Stop Sign	6
		346.57(2)	Failure To Keep Vehicle Under Control	1
		346.48(1)	Failure To Stop For School Bus	4
		34-1	Grass and Weed Violations	1
		947.013(1M)	Harrassment	1
		346.485(1)	Illegal Pass Of School Bus Reported	1
		341.15(2)	Improperly Attached License Plates	2
		346.89(1)	Inattentive Driving	3
		341.04(1)	Non-Registration Of Auto, Etc	18
		341.03(1)	Operate After Rev/Susp Of Registration	2
		343.07(1g)(a)2	Operate Motor Vehicle By Permittee W/O Parent	1
		344.62(1)	Operate Motor Vehicle W/O Insurance	10
		347.14(1)	Operate Vehicle W/O Stopping Lights	2
		343.44(1)(a)	Operating After Suspension	2
		346.63(1)(a)	Operating While Intox.	1
		347.06(1)	Operation W/O Required Lamps Lighted	2
		346.945(1)(a)	Owner Liability-Sound Amplification Device	1
		82-71	Parking Lot Traffic Violation	1
		34-32	Public Nuisances Affecting Peace and Safety	2
		346.57(5)	Speeding Zone And Posted Limits	26
		347.06(3)	Unclean/Defective Lights Or Reflectors	4
		34-1	underage drinking	1
		346.87	Unsafe Backing Of Vehicle	1
		346.13(1)	Unsafe Lane Deviation	1
		346.37(1)(c)1	Violate Red Traffic Signal	3
Adult Grand Total				100

Citation Totals by Offense

All Departments

Violation Date: 11/01/2023 through 11/30/2023

Court	Agency	Offense Code	Offense Description	Total
MKPD				
	Juvenile			
		940.19(1)	Battery	1
		343.05(3)(a)	Operate W/O Valid License	1
		58-31(A)	Park And Playground Hours (Open 9a-9p)	1
		82-71	Parking Lot Traffic Violation	1
		961.573(1)	Possess Drug Paraphernalia	1
		961.41(3g)(b)	Possession of Controlled Substance	3
		54-103	Possession of Nicotine/Tobacco by a Minor	3
		118.163	Truancy	1
			Juvenile Grand Total	12

Mukwonago Police Department
Tickets Totals (by Violation)

Issue Date: 11/01/2023 through 11/30/2023

Violation Description	Violation Code	Area	Total
Handicapped Parking Violation	82-180		1
		By Violation:	1
Mhs - Park W/O Permit	82-212		1
		By Violation:	1
Park 24hr - Abandoned	82-1(K)		4
		By Violation:	4
Park Left Wheel To Curb	82-1(A)		1
		By Violation:	1
Park On Wrong Side - Winter	82-227		3
		By Violation:	3
Park Time Zone 1hr/2hr	82-1(E)		2
		By Violation:	2
Park W/O Permit - Winter	82-226		81
		OTHER	1
		By Violation:	82
		Total Tickets:	94



Monthly Case Overview Report

Printed On: 12/09/23 14:59

Reporting Period: 11/01/2023 - 11/30/2023

Village of Mukwonago Police - 1122

	Total
	67
Administrative/Informational	15
Animal Case Other Than Bite	1
Animal Complaints-Bite	2
Bail Jumping	1
Burglary-No Force/Nonres/Unknown	1
Criminal Damage-Private	1
Criminal Damage-Public	1
Disorderly Conduct	1
DOA - Sudden Death, Etc.	1
Emergency Detention/M.O.	1
Evidence Room	1
Found Property	2
Fraud-By Wire	1
Fraud-Imperson	2
Harassing Communication	1
Health-Safety	1
Hit and Run	1
Lost Property	1
Marijuana-Possession	3
OWI/DWI-Liquor	2
PI Accident	1
Public Order Crimes	5
Retail Theft <\$50	1
Retail Theft >\$200	1
Simple Assault	3
Station Contact	1
Telephone Information	1
Terrorist Threats	1
Theft - All Others >\$200	1
Traffic Offense/Traffic Other	9
Traffic Stop	1
Viol of Court Order Incl DV	1
Warrant Service	1



Arrests by Statute Report

Printed On: 12/09/23 15:00

Reporting Period: 11/02/23 - 11/28/23

This report contains all arrest charges.

	Total	Felony	Misdemeanor	Non-Criminal	Ordinance	Unclassified
100-14 - Building Permit Violation	1				1	
14-27(4) - Dog Running at Large	1				1	
34-1 - Grass and Weed Violations	1				1	
34-32 - Public Nuisances Affecting Peace and Safety	2				2	
346.63(1)(a) - Operating While Intoxicated - 1st Offense	1			1		
346.63(1)(a) - Operating While Intoxicated - 4th Offense in 5 Years	1	1				
54-1(1) - Retail Theft (Shoplifting)	1				1	
54-1(R) - Harrassment	1				1	
54-1(V) - Possession of a Controlled Substance	3				3	
54-1(V1) - Possession of Drug Paraphernalia	1				1	
54-103 - Possession of Nicotine or Tobacco Product by a Minor	3				3	
54-106 - Truancy/Habitual Truancy	1				1	
58-31 - Violation of Park or Playground Hours	1				1	
813.125(7) - Violate/Harassment Restraining Order	1		1			
940.19(1) - Battery	3		2		1	
943.50(1m)(b) - Retail Theft - Intentionally Take - (>\$500-\$5,000)	1	1				
946.49(1)(a) - Bail Jumping-Misdemeanor	1		1			
946.49(1)(b) - Bail Jumping-Felony	2	2				
947.01 - Disorderly Conduct	1		1			
947.019 - Terrorist Threats	2	2				
968.075 - Domestic Abuse Incident	1					1
FUGM - Fugitive Warrant Other Municipal	2			2		
Total	32	6	5	3	17	1



Traffic Crash List

Printed On: 12/09/23 15:01

Village of Mukwonago Police

Date Time	Case#	Crash #	Officer	Total Units	Total Injured	Total Killed	Crash Type	EMS#
11/22/2023 13:14		23-000186	Pinkowski, Shaun-spin42	2	0	0	C	
11/21/2023 01:21		23-000185	McKinney, Daniel-dmck44	1	0	0	C	
11/15/2023 17:25	23-048500	23-000184	Pitcher, Peter-ppit38	2	1	0	C	
11/15/2023 07:27		23-000183	McKinney, Daniel-dmck44	2	0	0	C	
11/29/2023 15:38		23-000182	Cieszynski, Brian-bcie45	2	0	0	C	
11/22/2023 13:05		23-000181	Petted, Joseph J-jpet43	2	0	0	C	
11/13/2023 20:50		23-000180	Cieszynski, Brian-bcie45	2	0	0	C	
11/10/2023 20:25		23-000179	Cieszynski, Brian-bcie45	1	0	0	D	
11/25/2023 17:33		23-000178	Wilson, Chet-cwil47	2	1	0	C	
11/13/2023 09:23	23-048080	23-000177	Wilson, Chet-cwil47	1	0	0	C	
11/13/2023 05:05		23-000176	Rogers, Richard-rrog49	1	0	0	D	
11/06/2023 12:30		23-000175	Kirkpatrick, Cory-ckir37	2	0	0	C	
11/11/2023 00:00		23-000174	Rogers, Richard-rrog49	2	0	0	C	
11/09/2023 15:19		23-000173	Pinkowski, Shaun-spin42	2	0	0	C	
11/10/2023 21:14		23-000172	McKinney, Daniel-dmck44	1	0	0	D	
11/09/2023 11:20		23-000171	Kreiser, Robert S-rkre39	2	0	0	C	
11/06/2023 13:40		23-000169	Kirkpatrick, Cory-ckir37	2	0	0	C	
11/06/2023 12:30		23-000168	Wilson, Chet-cwil47	2	0	0	C	
11/04/2023 21:55		23-000166	Rogers, Richard-rrog49	1	1	0	C	
Village of Mukwonago Police				32	3	0		

19

Police Contacts - Village

First Shift	1399
Second Shift	839
Third Shift	456
911 Calls	123
TOTAL CALLS	2817

**Eagle Lake Patrol
All Calls/Contacts****Police Contacts - Town**

First Shift	599
Second Shift	910
Third Shift	572
911 Calls	52
TOTAL CALLS	2133

**Phantom Lake Patrol
All Calls/Contacts**

<u>TOTAL CONTACTS</u>	4950
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FLEET MILES AND GAS USAGE

	<u>24</u> <u>22 Chev</u>	<u>26</u> <u>21 Ford</u>	<u>28</u> <u>20 Dodge</u>	<u>30</u> <u>22 Chev</u>	<u>32</u> <u>17 Ford</u>	<u>33</u> <u>19 Chev</u>	<u>34</u> <u>23 Chev</u>	<u>36</u> <u>18 Ford</u>	<u>38</u> <u>22 Chev</u>
Speed End	63179	9120	17112	58781	81238	14805	NA	91225	50267
Speed Beg	60352	8847	17017	56038	81058	14525	NA	91088	48258
Total Miles	2827	273	95	2743	180	280	NA	137	2009
Total Gas	257.4	15	22.3	242.4	10	30.4	NA	12	193.7

Respectfully Submitted,

Chief Daniel J. Streit
Village of Mukwongo Police Department

Status Report of the Downtown Mukwonago Strategic Plan



Downtown Development Committee Members

Trustee Scott Reeves - Village Board & Village Resident

Jason Wamser - Plan Commission Member and Village Resident

Tina Chitwood - Wisconsin Economic Development Corporation & Village Resident

Ray Goodden - Downtown Business Owner

Eliza Pautz - Downtown District Resident & Library Board Member

David Stockwell - Downtown Business Owner & Village Resident

James Pauer - Village Resident

Erin Scharf Staff Liaison, Village Planner/Zoning Administrator

Prepared by: Downtown Development Committee

December 7, 2023



Downtown Mukwonago Strategic Plan - 2023 Status Report

The purpose of this report is to update the Mukwonago Village Board and standing committees on the current status of the recommendations identified in the 2018 Downtown Mukwonago Strategic Plan. The Downtown Development Committee will also use this document as a resource to identify its 2023 workplan.

Geography Included in the Plan

The 2018 Plan focus included the Village Center Overlay Zoning District and the residential areas in the boundaries between Field Park on the North and Indianhead Park on the southwest as well as on Hwy. 83 to the railroad overpass in the southeast.

EXHIBIT 1 Ordinance No. 931

Village Center Overlay Zoning District Boundary and Sub-Districts



Sub-Districts

Red—Retail Center

Green—Multi-Purpose Perimeter

Yellow—Residential Perimeter

Status of Projects from June 2018 through April 2023

Tier 1 - Recommendations

These recommendations were of the highest importance to the committee and the community and were to be acted upon within a one-to-two-year timeframe. Additional details for each recommendation can be found at the end of this document under "Recommendation Descriptions."

- 1-1 | Engage a firm to create a roadway design and streetscaping enhancement plan. Such as sidewalks, crosswalks, beautification, lighting, safety, connectivity, and gateways. Begin implementing crosswalk safety enhancements.

Status	Completed
Narrative	<ul style="list-style-type: none"> Foth Streetscape Master Plan completed in 2020 Ruekert & Mielke, Inc. prepared Hwy. 83 30% design plans for WisDOT. DDC recommended 30% plans to the Board and approved on 2/23/2023. Board OK'd DDC to move forward with development of design standards in March 2023. Flashing crosswalk signals installed at multiple locations on Rochester St. Temporary bump outs on Rochester St. tested in 2022 and 2023 Downtown placemaking banners installed 2022 Flower planters installed at six locations in 2022 LED holiday lights replaced old holiday lights in 2022 Indianhead Park

- 1-2 | Adopt an ordinance to change the trucking route onto Veterans Way/Holz Parkway to bypass downtown.

Status	Completed
Narrative	<ul style="list-style-type: none"> Preferred Truck Route signs directing trucks to Holz Pkwy. and Veterans Pkwy. installed on Hwy. 83 at the North and South entrances of the community. Ongoing education can still be in process. Committee engaged in dialogue with WisDOT to discuss rerouting Hwy. 83 options and alternatives

- 1-3 | Encourage opportunities for community spaces to allow for activities, community meeting and relaxation spaces in downtown.

Status	On Going
Narrative	<ul style="list-style-type: none"> Phantom Junction Stage in Indianhead Park constructed in 2022. Collaboration with local service organizations to develop entertainment programming began in 2023 Ongoing support of Chamber and community events held in Downtown including: Fall Fest, Midnight Magic Parade, Business Trick or Treat Comprehensive Outdoor Recreation Plan (CORP) created and approved February 2023. Focus on trails to connect Indianhead Park to downtown

- 1-4 | Re-establish a Historic Preservation Commission (Landmark Commission) to guide and support historic preservation and compatible redevelopment.

Status	In Process
Narrative	<ul style="list-style-type: none"> HPC does exist, but it's focus area is the Grand Avenue and Pearl Street residential area; not the Village Center Overlay District nor the Retail Center Develop a relationship with the HPC to help establish guidelines once DDC's are completed. Scott Reeves serves on the Commission

- 1-5 | Engage a firm to conduct a market analysis with the goal of attracting new businesses and growing the existing economic base and maximizing the existing commercial space in downtown.

Status	In Process
Narrative	<ul style="list-style-type: none"> Redevelopment Resources Market Strategies report October 2020 Finalized a Business List of all businesses operating in the Village in March 2023 (Includes: Industry, Company Name, Address, Primary Contact E-mail, Name and Phone #)

- 1-6 | Investigate the development of a Downtown Business Owner's Association to support and enhance downtown.

Status	In Process
Narrative	<ul style="list-style-type: none"> DDC has participated in the WEDC Connect Communities program since 2021. DDC members and Village staff have participated in events and have submitted annual reporting to maintain certification in the program. <ul style="list-style-type: none"> Investigating the development of Downtown Business Owners' Associations is part of the resources offered by the Connect Communities Program.

Tier 2 - Recommendations

These recommendations were recommended to be acted upon within a three to four-year timeframe, as some recommendations build off the Tier 1 plans. Additional details for each recommendation can be found at the end of this document under "Recommendation Descriptions."

- 2-1 | Invest in the maintenance and replacement of pedestrian safety features and roadside amenities. Continue with pedestrian safety and crosswalk enhancements.

Status	In Process
Narrative	<ul style="list-style-type: none"> Sponsorship program expanded to include the potential purchase of benches, planters, trash receptacles, etc. (ongoing) Continue partnership with Master Gardener volunteers for the future care and maintenance of the planters (ongoing) 30% Streetscape plan rendering received from R&M – Feedback from staff received (includes permanent traffic calming measures)

- 2-2 | Engage a firm to develop a design plan with specific guidelines focusing on exterior building improvements which are consistent with Recommendation 1-1 to achieve a cohesive environment.

Status	In Process
Narrative	<ul style="list-style-type: none"> Guideline draft to be presented to the PC and VB in early 2024 Continued code enforcement related to property maintenance being performed by CED staff. Property owners/business have responded positively.

- 2-3 | Promote and collaborate with the Library, Chamber of Commerce, Red Brick Museum and the Wisconsin Historical Society for historical and cultural events and programming.

Status	In Process
Narrative	<ul style="list-style-type: none"> DDC member Eliza Pautz is also a member of the Library Board DDC member Trustee Reeves participates in the Red Brick Museum meetings

- 2-4 | Marketing to highlight the uniqueness of Mukwonago and to showcase events, culture,

and recreational activities.

Status	Pending
Narrative	<ul style="list-style-type: none"> • Zoning and Sign Code Updates slated for early 2024 • Guidelines to be approved afterwards. • Wait until the above are codified in order to come forward with a Marketing strategy. • Explore branding aligned with Village logo • Explore banners related to branding

2-5 | Create financial support programs to encourage and support downtown building improvements and business development.

Status	In Process
Narrative	<ul style="list-style-type: none"> • Attending Connect Community trainings to learn more about financial tools. • Village Administrator and President conducting employer retention visits - ongoing

2-6 | Invest in wayfinding signage around downtown and to key points of interest in the Village.

Status	In Process
Narrative	<ul style="list-style-type: none"> • KMG signage design plan created and adopted in March 2022 • 2022 Board approval to implement signage plan over four years • Will need to go out for RFP (fabrication and installation) for the Wayfinding signage prior to 2026 installation slated in the CIP

2-7 | Marketing of existing public parking options downtown.

Status	In Process
Narrative	<ul style="list-style-type: none"> • Map established and available on the CED website. • Narrow down street vs. public vs. private • Add a key for the map

2-8 | Investigate the development of a Business Improvement District (BID) to support and enhance downtown.

Status	Pending
Narrative	<ul style="list-style-type: none"> • DDC has participated in the WEDC Connect Communities program since 2021. DDC members and Village staff have participated in events and have submitted annual reporting to maintain certification in the program. <ul style="list-style-type: none"> ◦ Investigating the development of BIDs is part of the resources offered by the Connect Communities Program. • Wait until guidelines establish.

Summary and Next Steps

The Downtown Development Committee will continue to update the status report and use this as a tool to continue to establish work items which need to be addressed by the committee.

We anticipate draft guidelines to be ready for presentation by Spring of 2024. This will be dependent on the Zoning and Sign Code ordinances being adopted.

The Zoning Administrator is also diving into the Historical Data for the Village and working to establish

a timeline and inventory for any local designations as this data is not accurate at this time.

Recommendation Descriptions

The following details have been offered by the DSPSC for background and support for each recommendation. The estimated costs have been included for capital expense planning purposes and offer a range of cost-based on committee members' history and knowledge for the items. When available, actual cost estimates have been noted.

Recommendation 1-1

Engage a firm to create a roadway design and streetscaping enhancement plan. Elements to be included: sidewalks, crosswalks, beautification, lighting, safety, connectivity, and gateways. Begin implementing crosswalk safety enhancements.

Mukwonago has a fair number of historic buildings at its core, but the Hwy. 83 roadway corridor through downtown leaves a lot to be desired with many concrete surfaces, mismatched benches and lighting and limited color in the downtown. The downtown environment should be a key reason why people want to visit, shop, work and live in the center of the Village. Other considerations include:

- Overall cleanliness, attractiveness, maintenance and repair, and safety
- Connect to the rest of the community through signage and sidewalks.
- Inventory existing sidewalks, crosswalks, and other amenities such as benches, planters, and garbage bins
- Address sidewalks, crosswalks, and pedestrian safety features such as activated flashing pedestrian crossing signs, banners, streetlights, benches, garbage/recycling cans, bike racks, shade, vegetation, restrooms, water fountains, gathering spaces and gateways.
- Connect and enhance Indianhead Park on the southern boundary of downtown.
- The plan should also include a comprehensive recommendation for the downtown area along with a list of potential funding sources.
- Regarding implementation (see Tier 2 recommendations), consider a manageable block-by-block plan instead of attempting to improve the entire district at once.

This recommendation addresses enhancing the environment downtown to be a welcoming, friendly, attractive, colorful, connected, and safe environment.

Estimated Planning Cost: \$10,000-\$50,000

Recommendation 1-2

Adopt an ordinance to change the trucking route onto Veterans Way/Holz Parkway to bypass downtown.

To reduce heavy truck traffic, the DSPSC has recommended to the Village Board to adopt an ordinance diverting heavy truck traffic from Hwy 83 to Veterans Way/Holz Parkway. This should be supported by:

- Educating truck drivers of the preferred truck route
- Installation of new signs indicating the bypass route
- Educating residents and visitors about the option to use Veterans Way/Holz Parkway if they do not intend to stop at a business/location downtown.
- It is important that this recommendation does not negatively impact the business community, so the DSPSC is recommending the installation of additional signage to direct traffic to the historical downtown retail center.

Estimated Cost: \$250-\$2,000 for new signs to be installed informing drivers of new routes and limited costs associated with the Village Attorney's time spent on the project.

Recommendation 1-3

Encourage opportunities for community spaces to allow for activities, community meeting and relaxation spaces in the downtown area.

An engaged network of neighbors, community groups and volunteers should be created to develop additional cultural opportunities while capitalizing on the Village's existing assets (Red Brick Museum, Community Library) and events (arts, culture, and heritage). The goal will be to articulate the unique character of downtown culture, heritage, and recreational activities.

- Strengthen relationships with individuals and organizations to build a common vision and thereby maximize resources.
- Allocate additional human and fiscal resources for marketing and promoting the activities of this group.
- Encourage a connected parks and trail system that promotes a link to nature, recreation, and the downtown. Consider the goals for the Village's Comprehensive Outdoor Recreation Plan (2017) to make informed decisions pertaining to facilities and parks before making capital investment plans.

Estimated Cost: TBD based on the amenities and resources to be developed.

Recommendation 1-4

Re-establish a Historic Preservation Commission (Landmark Commission) to guide and support historic preservation and compatible redevelopment.

In recent history, the Village had a Historic Preservation Commission (HPC) which was absorbed by Mukwonago's Plan Commission. Reinstating a HPC is a top priority activity in the Tier 1 recommendations based on the community survey, feedback from the open house as well as the committee members' research on this topic. The Village also maintains a Certified Local Government (CLG) status with the Wisconsin Historical Society (WHS). The recommended activities for this group include:

- Assess the benefits of activating the Village's CLG status.
- Conduct walking tours to promote the historic features and cultural assets of downtown (in cooperation with the Red Brick Museum)
- Coordinate with the Red Brick Museum and Chamber to educate property owners about the benefits of historic preservation.
- Conduct an architectural review based on newly created Design Guidelines (Tier 2 activity)
- Develop financial tools to support historic preservation and compatible redevelopment (Tier 2 activity)

Estimated Cost: \$0

Recommendation 1-5

Engage a firm to conduct a market analysis with the goal of attracting new businesses and growing the existing economic base and maximizing the existing commercial space downtown.

By engaging a firm such as the UW-Extension to conduct a market analysis, relevant market data and information can be used to support existing and new business growth. Additional areas to be addressed in this report should include:

- Industry cluster targets and a market gap-analysis
- Programs to attract locally owned, independently owned, niche/specialty businesses as well as existing businesses seeking a second location downtown.
- Conduct a business and building inventory.

- Compare attraction prospects with existing land use and zoning ordinances within the Downtown Overlay District
- The results of the program should be communicated with existing businesses and property owners via a business outreach program (Tier 2 activity)

Estimated Report Cost: \$5,000-\$10,000

Recommendation 1-6

Investigate the development of a Downtown Business Owner's Association (DBA) and in the years 2-3 a Business Improvement District (BID) to support and enhance downtown.

Downtown business development is most successful when led by a strategically focused group. The DSPSC recommends the creation of an organizational structure to lead downtown business redevelopment activities and projects. Potential structures include:

- Downtown Business Owner's Association (DBA)
- Existing Village Economic Development Committee (EDC)
- A committee to be created under the Chamber of Commerce
- A Business Improvement District (see Tier 2 recommendation)
- Main Street program
- Connect Communities program.

The DSPSC is not recommending the Village coordinate the ongoing management/organization for downtown business development, as this is best done in a partnership with the Village, business owners, property owners and key downtown stakeholders. The Village should continue to highlight downtown economic development efforts during the annual Economic Development Breakfast, and for the Village President to continue with business retention visits, as well as engage in discussion with the newly created entity.

Estimated Cost - DBA (Tier 1): \$0

Recommendation 2-1

Invest in the maintenance and replacement of pedestrian safety features and roadside amenities.

Building off Recommendation 1-1 there will be needed maintenance as well as additional features to consider for the beautification of downtown. Elements to be assessed include but are not limited to:

- Maintaining sidewalks, crosswalks, and pedestrian safety features such as activated, flashing pedestrian crossing signs, banners, streetlights, benches, garbage and recycling bins, bike racks, elements that offer shade, vegetation, restrooms, water fountains and gathering spaces.
- Developing an annual flower/perennials planting/tree planting and maintenance program throughout downtown with an eye toward adding more color for prolonged periods of time
- Enhance the entrances to the historical pedestrian-friendly downtown with prominent visual upgrading and/or utilizing landmarks to serve as gateways.

Estimated Cost: Varies depending on the elements to be installed.

Recommendation 2-2

Engage a firm to develop a design plan with specific guidelines focusing on exterior building improvements which are consistent with Recommendation 1-1 to achieve a cohesive environment.

Historic buildings are critical to the fabric of downtown. The Village Center Overlay District ordinance provides guidance for maintenance and improvements made to existing commercial and residential properties in the district. By engaging a firm to develop a Design Guidelines Plan that focuses on exterior building improvements, the fabric of downtown will be enhanced for future generations to enjoy.

The guidelines should serve as a tool for commercial and residential properties during building renovations and new construction to support a cohesive image and branding for downtown. This will promote the preservation of the historic attributes of existing buildings while maintaining the historic authenticity of our community. Incorporating the recommended roadway improvements from the previous recommendation in the Tier 1 (see Roadway Improvements and Streetscaping Enhancement Plan) will maintain compatibility with the existing environment.

The firm will also conduct an independent analysis of commercial properties for the entirety of Mukwonago's downtown and include action items, funding sources and a consideration of multi-use housing opportunities.

It is recommended that the selected firm and the Village engage the public through several methodologies:

- Include downtown stakeholders and residents in several visioning as well as community workshops. Items to be addressed include the status of properties, identification of properties suited or marketable for commercial use and areas that lend themselves to possible redevelopment.
- Present results to the public for comment in informational feedback sessions
- Share design guidelines with the public via the Village's website and other resources.

Estimated Cost: \$10,000-\$50,000

Recommendation 2-3

Promote and collaborate with community-based organizations for historical and cultural events and programming.

Mukwonago has existing groups, such as the Community Library, Chamber of Commerce and Red Brick Museum, that offer programs and other activities which enhance the historic and cultural identity of the Village. The DSPSC recommends developing partnerships with these groups, the newly formed Historic Preservation Commission, the Mukwonago Area School District and Education Foundation, as well as downtown property and business owners to support existing events while encouraging new activities and cultural programming in the downtown.

Estimated Cost: \$0*

*New events/activities may require funds for implementation and marketing.

Recommendation 2-4

Marketing to highlight the uniqueness of Mukwonago and to showcase events, culture, and recreational activities.

The DSPSC recognizes the existing events and offerings by the Community Library, Chamber of Commerce, Red Brick Museum, School District, among others that provide historic and cultural benefit to Village residents and visitors. The Committee recommends actively conducting cross-promotions by each of these groups to create a strong and engaged network that will showcase activities throughout the community. The end goal is that residents have a greater sense of belonging and civic pride to support local, cultural, and recreational activities.

- Promote the development of a community calendar to consolidate all planned activities and events.

Estimated Cost: Varies depending on the type of marketing to be deployed.

Recommendation 2-5

Create financial support programs to encourage and support downtown building improvements and business development.

A part of implementing the new Design Guidelines and Market Analysis, financial support programs must be developed to encourage and support downtown building improvements and business development.

- Identify and research financial tools to support historic preservation, building improvements and compatible redevelopment (ex. Local lenders low-interest loan pool and Façade, White Box Grant, and Signage Grant)
- Identify other funding mechanisms to support business development (ex. Rent Assistance Grant, TIF, BID, housing financial assistance, Revolving Loan Fund, etc.)
- Implementation of selected financial assistance programs to be conducted by the Village and/or newly created HPC (or BID)
- Grants which aid in the revitalization of specific properties within downtown should also be pursued (ex. WI Economic Development Corporation's Community Development Investment Grant and Brownfield Grant)
- Continue the existing business retention program conducted by the Village President

- Create marketing materials to summarize all the available local and regional/state resources and business services organizations such as (SBA, SCORE, WWBIC) with property and business owners.

Estimated Cost: Varies with the program to be created. *Source of funds may come from the Village's General Fund, TIF, BID, etc.

Recommendation 2-6

Invest in wayfinding signage around the downtown and to key points of interest in the Village.

Develop a plan and install a coordinated wayfinding signage system throughout the Village including Downtown and Downtown Neighborhoods (i.e.: Pearl Street as a destination).

A system of well-balanced parks as well as land and water trails that connect and direct users to downtown, engages people of all ages and backgrounds, while enhancing the overall quality of life for Village residents and visitors. The Village has many trails that serve a range of uses (walking, biking, East Troy Railroad Trolley, boating, canoeing, and kayaking on the rivers and lakes).

- Signage will be installed to direct trail users to downtown.
- Install wayfinding signage from neighborhoods to downtown parks, public spaces and the business district.
- Downtown parking options must be signed and should present a positive and aesthetically pleasing image.

Estimated Cost: Varies but may range between \$10,000-\$25,000 depending on the number and style of signs to be installed.

Recommendation 2-7

Marketing of existing public parking options downtown.

Public parking spots exist downtown in both public parking lots and on-street parking. These parking spaces serve visitors, daytime workers, and attendees of special events.

The Chamber of Commerce, in its function as a visitors' bureau and special events coordinator, existing businesses, and other community stakeholders offer numerous tools to educate the public about the location of public parking options downtown.

Recommendations include:

- Develop a map to share with business owners, online map resource.
- Identifying the location of all parking spaces
- Install wayfinding/directional signage to identify the location of parking lots.
- Develop and undertake a capital repair and replacement plan for parking lots and parking spaces downtown.

Estimated Cost: TBD

Recommendation 2-8

Investigate the development of a Business Improvement District (BID) to support and enhance downtown.

See Recommendation 1-6.

Estimated Cost - BID (Tier 2): Each property owner in the BID pays an annual special assessment tax.

NOTICE OF INTENTION TO CIRCULATE A PETITION OF DETACHMENT

PLEASE TAKE NOTICE that the undersigned Owner of the Property will petition the Village of Mukwonago and the Village of Vernon for an Order to detach the following below described real estate from the Village of Mukwonago such that it will then become part of the Village of Vernon.

FIRST PARCEL

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

Commencing at the East 1/4 Corner of said Section 19; Thence South 87°32'52" West and along the North line of the said Southeast 1/4 Section, 1902.96 feet to a point on the East line of said Lot 1 of Certified Survey Map No. 8142; Thence South 01°43'08" East and along the East line of said Lot 1 of said Certified Survey Map No. 8142, 952.16 feet to a point; Thence South 88°16'52" West and along the existing Corporate Limits line, 200.00 feet to the place of beginning of lands hereinafter described; Thence North 84°58'32" West and along said existing Corporate Limits Line, 242.15 feet to a point; Thence North 81°19'56" East, 24.76 feet to a point; Thence North 84°59'24" East, 150.15 feet to a point; Thence South 60°27'58" East, 77.20 feet to the point of beginning of this description. Said Parcel contains 3,996 Square Feet (or 0.0917 Acres) of land, more or less.

SECOND PARCEL

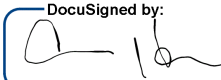
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25°28'51" East, 130.07 feet to a point; Thence North 77°52'12" East, 29.26 feet to the point of beginning of this description. Said Parcel contains 121,971 Square Feet (or 2.8001 Acres) of land, more or less.

PLEASE TAKE NOTICE that this Property is owned in its entirety by Craig Hein.

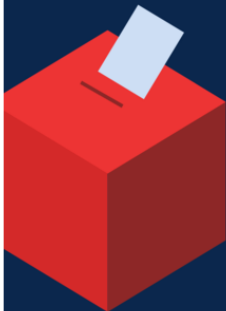
Dated this 6 day of December, 2023.

DocuSigned by:

By: 469822A2754D453...
Craig Hein

VOTING MACHINE OPEN HOUSE

with Village of Mukwonago Clerk-Treasurer Diana Dykstra

**Saturday,
January 13
11:30 am - 1:30 pm**



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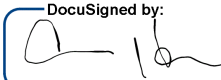
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