

Village of Mukwonago
Notice of Meeting and Agenda

COMMITTEE OF THE WHOLE MEETING
Wednesday, February 1, 2023

Time: **5:30 pm**

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

1. Call to Order

2. Roll Call

3. Comments from the Public

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

4. Approval of Minutes

- 4.1 Minutes of the Committee of the Whole Meeting of January 4, 2023
[2023-01-04 COW Draft Minutes.docx](#)

5. Library Board of Trustees, Trustee Brill

- 5.1 Library Director Report for January *(for information only, no action required)*
[Library_Director_Report_January_2023.pdf](#)
[Strategic Plan 2023-2025 COMPLETE.pdf](#)
[2022 Infographic](#)

6. Finance Committee, Trustee Darlene Johnson

Discussion and action possible on the following items.

- 6.1 Monthly Treasury Report and PRELIMINARY Revenue/Expenditure Guideline Report For December *(For information only, no action required)*
[2022-12 December Treasury Report.pdf](#)
[2022-12 December Revenue & Expenditure PRELIMINARY Report.pdf](#)
- 6.2 Discussion possible recommendation to approve Vouchers in the amount of \$3,944,353.95.
[020123 VB COW Packet.pdf](#)

7. Health and Recreation Committee, Trustee John Meiners

Discussion and action possible on the following items

- 7.1 Discussion and possible recommendation to approve a park facilities rental application of Croatian Fest 2023 on July 22, 2023. This event takes place at Field Park from noon to 8 pm. This event celebrates the Croatian Culture with Croatian music all day; Croatian food from 12-6 pm; a silent auction, 50-50 raffle and souvenir t-shirts for sale.

[07-22-2023 - Field - Croatian Fest - 7-20.7-21 Pav A_Redacted.pdf](#)

- 7.2 Discussion and possible recommendation on a park application and a Temporary Class "B"/"Class B" Retailers License from American Legion Post #375 using Field Park June 10-11, July 15-16, August 19-20, and September 9-10 for Maxwell Street Days 2023.

[06-9-11 - 07-14-16 - 08-18-20 - 09-8-10 - Field - Maxwell Street Days_Redacted.pdf](#)

[Temp Class B Maxwell Street Days 2023_Redacted.pdf](#)

- 7.3 Discussion and possible recommendation to approve the Phantom Junction Stage Logo.

[Phantom Junction Stage Logo Cover Report.docx](#)

[Phantom Junction_PNG-02.png](#)

8. Public Works Committee, Trustee Brill

Discussion and action possible on the following items

- 8.1 Discussion and possible recommendation to award the Miniwaukan Park Restroom Building REBID Contract to Ray Stadler Construction, Co in the amount of \$492,840.67

[Recommendation of Award - Miniwaukan.pdf](#)

- 8.2 Discussion and possible recommendation on Task Order 2023-01 a Task Order for the design, bidding and construction related services with Ruekert & Mielke, Inc and KLM Engineering for the North Water Tower Painting in the amount of \$155,848.

[AIRF-North Tower Painting Engineering Task Order 2023-01.docx](#)

[2023-01 North Water Tower Painting.pdf](#)

9. Administrator

- 9.1 Update on Community and Economic Development Department and a possible recommendation to create a development process review system.

[Customer.Service.Vision.Mission.Goals.Objectives.01.03.22.docx](#)

[EXAMPLE 1](#)

[EXAMPLE 2](#)

[Mukwonago Dev Review Proposal 122022_Update.pdf](#)

10. Adjournment

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

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

Wednesday, January 4, 2023

Time: **5:30 pm**

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

Call to Order

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

Roll Call

Board Members Present

Eric Brill
James Decker
Darlene 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
Jerad Wegner, Village Engineer
Nathan Bayer, Village Attorney
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspection Supervisor

Excused:

Ken Johnson

Comments from the Public

None

Presentations

Presentation, Discussion, and recommendation on the 2022 Village of Mukwonago CORP final draft.

Meiners/Decker motion to recommend approval of the 2022 Village of Mukwonago CORP Plan, with the current pedestrian multi use trail plan added and approve adjusting the top three results to the resident only survey options.

Lauren Dietz was present from MSA to provide the draft CORP plan. The survey results were separated out to designate Village and non-resident requests. The Village has over 21 acres of developed parkland per 1,000 residents. They are in good shape.

Trustee Johnson asked if in this state of economy if this type of plan would be wise to continue and put out there.

Bittner noted this is for the capital list and lays out the next five years. However, each project still comes before the Board and goes to BID and that is when the Board can determine if they will follow through on any particular development. It is necessary to have a robust plan so it is inclusive when you are ready to apply for grants should the needs change, so you don't have to amend your plan on short order.

Trustee Brill noted this is also used for the ability to apply for grants.

Roll Call: "Yes" Trustee Decker, Brill, Meiners, Reeves, Winchowky. "No" Trustee D. Johnson.
Motion carried 5-1.

Approval of Minutes

Committee of the Whole meeting minutes of December 7, 2022.

Johnson/Decker motion to approve. Unanimously carried.

Finance Committee, Trustee Darlene Johnson

Monthly Treasury Report and Revenue/Expenditure Guideline Report For November

(For information purposes only, no action required)

Motion to recommend to the Village Board to approve Vouchers in the amount of \$377,325.81.

D Johnson/Meiners motion to approve. Unanimously carried.

Health and Recreation Committee, Trustee John Meiners

Discussion and possible recommendation on naming the outdoor stage at Indian Head Park.

Meiners/Decker motion to recommend approval of naming the Indian Head Performance Stage "Phantom View Stage" at Indian Head Park. Unanimously carried.

Judicial Committee, Trustee Scott Reeves

Discussion and possible recommendation to approve a Change of Agent application for Aldi Inc #46, 111 E Wolf Run, Mukwonago to Tami Wright.

Reeves/Decker motion to recommend approval. Unanimously carried.

Personnel Committee, Trustee Johnson

Discussion and possible recommendation to the Village Board to approve Resolution 2023- 01 reclassifying the Clerk-Treasurer position within the Village's classification plan to a grade 7.

It was noted there was a memo from Personnel Chair Ken Johnson in regard to his recommendation to approve this item.

Administrator Schnook noted he was asked to have her position reclassified and went through her job description and there is some significant skill increases for education and complexity around elections. They have become very complex. That merits a higher level. This doesn't give a pay increase, it adjusts the position labor grade, not the salary. President Winchowky agreed with Administrator, elections have become complex, and the clerk does a good job at that. She is the one who is in charge with the Administrator is out of the office and is a department head. He feels it is important that we go forward with this. Winchowky/Decker motion to recommend approval of **Resolution 2023- 01** reclassifying the Clerk-Treasurer position within the Village's classification plan to a grade 7.

Trustee Meiners questioned if there is a reason for this.

Trustee D. Johnson noted that as former personnel chair she had already thought the Clerk was at the department head level and this crystalizes what we are trying to do. She agrees with this.

Trustee Reeves asked if the education requirement was met by the current clerk.

Administrator Schnook noted she exceeds that by having a Bachelor's Degree, Masters Degree, and Master Municipal Clerk designation.

Unanimously carried.

Public Works Committee, Trustee Brill

Discussion and possible recommendation on reimbursement for oversized water main to Minor's Estates Investments LLC in the amount of \$44,598.

It was noted there is a standardized water main size and the village requested this be upsized for future development, and the village pays the difference when we request. Brill/Decker motion to recommend approval on reimbursement for oversized water main to Minor's Estates Investments LLC in the amount of \$44,598. Unanimously carried.

Discussion and possible recommendation on Resolution 2023-02 a Resolution to approve a Letter of Credit Reduction for Fairwinds Subdivision Phase V contingent upon receipt of final lien waivers.

Brill/Decker motion to recommend approval on Resolution 2023-02 a Resolution to approve a Letter of Credit Reduction for Fairwinds Subdivision Phase V contingent upon receipt of final lien waivers. It was noted final lien waivers have been received. Unanimously carried.

Discussion and possible recommendation on Resolution 2023-03 a Resolution to accept all roadway infrastructure within Phase V and accept all Storm Sewer infrastructure within Phase V of the Fairwinds Subdivision contingent upon receipt of final lien waivers.

Brill/Decker motion to recommend approval of on Resolution 2023-03 a Resolution to accept all roadway infrastructure within Phase V and accept all Storm Sewer infrastructure within Phase V of the Fairwinds Subdivision contingent upon receipt of final lien waivers. It was noted final lien waivers have been received. Unanimously carried.

Discussion and possible recommendation on a Resolution 2023 - 04 to accept Public Water Main and Sanitary Sewer Infrastructure of Phase 2 Chapman Farms contingent upon receipt of final lien waivers.

Brill/Decker motion to recommend approval of on a Resolution 2023 - 04 to accept Public Water Main and Sanitary Sewer Infrastructure of Phase 2 Chapman Farms contingent upon receipt of final lien waivers. It was noted they are still waiting on a few lien waivers. Unanimously carried.

Discussion and possible recommendation on a Resolution 2023- 05 to authorize a Letter of Credit Reduction for Chapman Residential Phase 2 contingent upon receipt of final lien waivers.

Brill/Decker motion to recommend approval of a Resolution 2023- 05 to authorize a Letter of Credit Reduction for Chapman Residential Phase 2 contingent upon receipt of final lien waivers. It was noted all the lien waivers have been received. Unanimously carried.

Closed Session

Decker/D. Johnson motion to go into 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 Spectrum Litigation at 6:22pm. Roll Call: "Yes" Trustee Decker, Brill, D. Johnson, Meiners, Reeves, Winchowky. Unanimously carried.

Reconvene into Open Session

Decker/Meiners motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 6:39pm.

D. Johnson/Meiners motion to Authorize the Village Attorney to execute the settlement with Spectrum as discussed in closed session. Unanimously carried.

Adjournment

Meeting adjourned at 6:40pm

Respectfully submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer

DRAFT

Library Director Report: January 2023

Director Meetings and Activities

The Library had its first ever consultation with a Tribe regarding NAGPRA items. Consultation is outlined in federal law and is a formal meeting to discuss items that might need to be repatriated. During consultation, the Library representatives act as surrogates of the federal government as they negotiate with the sovereign Tribal nation, so it is a very important meeting. Our Grutzmacher Collection Policy dictates that the Library Director and one Library Board member must represent the Library during a consultation, so Eric Brill and myself attended this virtual meeting along with the Tribal representative and our Bernstein & Associates consultant Claire Wilbert who acted as facilitator. The consultation went well and the Tribe has already submitted a Request for Repatriation for one item. Our own policy and federal law will determine how we proceed from here, but, if the Library Board accepts the Request for Repatriation, we could repatriate this item by the end of spring.

I still spend a significant amount of time handling NAGPRA compliance including calling Tribes as a follow up to our NAGPRA Summary submission, creating and sharing files of photos when requested by Tribes, working with MHMS to remove items from display until further consultation, and general documentation to ensure we keep appropriate records as this responsibility will rest with the Library forever. I finally had time to get Chris Stape cross-trained on making follow-up phone calls and we anticipate to finish them by the end of the month.

Our smart lockers finally were installed on December 13 and the staff was trained on December 20. We are hoping to offer these lockers for 24/7 holds pickup around mid-January, but as of yet Smiota still hasn't finalized the database installation. Emily Ceithamer, the circulation team, and the staff at the Bridges Library System have worked very hard to physically and digitally set up everything in order for this to be a seamless option for customers, so we are just waiting on Smiota to finish. Luckily the lockers, installation, and additional wiring were all paid for by grants, which means this new service is completely free for us to offer our customers.

My proposal for the American Library Association Annual Conference & Exhibition in Chicago in June 2023 was accepted! I will be speaking on the topic entitled "NAGPRA in a Public Library: Real Life Experiences and Practical Advice for Institutions That Must Comply with the Native American Graves Protection and Repatriation Act." Claire Wilbert, our contact from Bernstein & Associates has agreed to speak with me so we can provide two viewpoints on this subject. It's an honor to speak at a national level, and I'm excited to share the amazing journey the Library Board and I have been on with the Grutzmacher Collection in the hopes that other libraries can learn from us.

Circulation (Emily Ceithamer)

In December we were excited to gain a new member of the circulation team! Adia is our newest shelver and she has been learning so fast and is a great addition already. We also were excited to have the lockers delivered and installed outside. We have been

getting a lot of questions from patrons about them ever since they arrived. Abby and I had all our materials in place and attended training before they were installed so we were ready to go. Once they were installed, we had a team training session with almost all of the circulation team so they could see them in action, and we could talk through any questions and concerns. I am working on getting a workflow and teaching everyone so we can get them up and running for the community. We just need Smiota to finish the database installation, and we are all set to go.

Children's Department (Jane DeAngelis)

Children's programs were on a short hiatus over the holidays so Miss Jane and Ms. Abby could have a break. Everything starts back up the first full week in January. Here's what we are offering:

Beanstack Cozy Winter Reading Challenge for children and teens

The Mukwonago Community Library invites kids and teens from Mukwonago to participate in a Winter Reading Challenge from December 19, 2022 through January 31, 2023. Read at least 10 hours and you will earn the book of your choice from the Youth Prize Book Collection. Anyone who completes the challenge will also earn a chance for a Grand Prize. Happy Reading Mukwonago!

Teen Contest: Before & After: Enter for a chance to win your favorite snack!

Fill in the missing word to complete the Before & After puzzle. Open to grades 7-12. Contest ends January 31, 2023.

How Well do You Know Frozen? Name that Disney character contest: Identify each Disney character for a chance to win an Olaf book tote.

Snow by the Numbers In-Library Scavenger Hunt: Find the snowballs hiding in the Children's Area. Each snowball has a number and the trivia question to the numerical answer on the entry form. Write down on the entry form the bolded word in each trivia question and return your completed sheet in exchange for a book from the Children's and Teen's Prize Book Collection. Open to children and teens of all ages. Event ends January 31, 2023.

Craft Bags: Winter paper plate wreath with snowflake stickers

Bubble Boogie: Ms. Abby is back every Tuesday at 9:30am to dance, sing, wiggle, and squirm to children's favorites plus many new musical hits! And there will be lots of bubbles!

Family Storytime: Join Miss Jane on Wednesdays as she shares songs, rhymes, fingerplays, and some of her all-time favorite picture books, both new and old. Recommended for families with children ages 3 and older.

Discovery Time: On Thursdays, enjoy socializing with other families while exploring our educational toys designed for young minds!

Frozen Frolics: a Saturday Station Play Event: Explore numerous stations throughout the Children's Area enjoying all things frosty. There will be books, games, puzzles, crafts, physical challenges, tongue twisters, and more. Fun for families of all ages. Drop in; no registration required.

Reference and Adult Services (Chris Stape)

As is typical, December was fairly quiet in Adult Services. We did have our "A Cup of Christmas Tea: A Tea Party and Guide to Hosting a Memorable Holiday Party" event which was great. The event filled up with a waiting list, but unfortunately, there were several no-shows. Definitely a success though. Prior to the main event for adults, Shawna also held a children's tea party and story time, which was very well attended. Our Spice of the Month Club continues to draw a lot of interest—another month with about 70 kits requested.

Our website software, which is hosted on the Bridges Library System platform for free, was updated in December. Bridges changed vendors and they migrated our site from the old to the new which meant we were unable to make changes to our website for several days. You may have noticed some odd symbols or weird layout for a few days as the migration was completed. We are now successfully on the new platform and our website remains active and looks exactly the way it always has. We can now make changes again and will be able to update graphics.

In the new year, we'll be bringing back Tanya's monthly (or semi-monthly) adult painting classes. We only had 2 Friday Flicks showings in December due to the Friends cookie sale and the holidays. I've noticed over the last year it's been getting difficult to find appropriate new movies to show. Since Covid, Hollywood only seems to be releasing superhero movies, horror, or animated films. Hopefully, that will change soon and our movie attendance will get better.

Technical Services and Thingery (Mary Jo Isely)

Loads of end-of-year orders were inventoried, processed & catalogued. Over 546 new items were processed and catalogued in December. Replacements for some Thingery backyard games are in processing. New additions to S.T.E.A.M. Kits and new additions to the Thingery are also in early processing stages. Weeding continues in Adult Fiction.

Thingery saw the addition of an Air Inflator, new Sewing Machine (Replacement), Fon-due Pot, Holiday mini loaves pan. 2022 Thingery stats show we have 200 items in the Thingery with a total of 2,765 circs. Explore Passes (all paid for by the Friends of the Library) were at the top of the list with 806 circs. Tech Tools which include i.e. Hotspots, Roku, Projectors, Chromebooks ran at no. 2 with 503 circs, & Games which constitute backyard games and supersized games came in no. 3 with 404 circs.

MetaSpace 511 & Technology (Nancy Aycock)

MetaSpace 511 had a busy December with well-attended programs, tours, and 1:1 Appointments. During December MetaSpace 511 was able to serve 91 patrons through 1:1 Appointments booked through Sign-Up Genius: "MetaSpace 511 Bookings." The online sign-up form rolled out to the public on November 21 and became popular quickly and helped to streamline making appointments. There is a vast increase in 1:1 Appointments, which are typically an hour, where patrons can come to train on machines like the Laser Machine, Cricut Maker Machine, 3D Printers, and more. Once trained, patrons can book a 1:1 Appointment to use equipment on their own. Of course, staff is always present for assistance, safety, and questions.

To demonstrate the increase in 1:1 Appointments, there were 29 patrons served in October, 58 patrons in November, and 91 patrons in December. These numbers do not reflect program numbers, only 1:1 appointments. Even with the larger number of patrons served during 1:1 Appointments there were over a dozen patrons who called and emailed that were turned away due to limited makerspace hours, and more who could not find an open appointment slot online. While many patrons were in MetaSpace 511 to make holiday decorations and gifts, they have also been eager to learn the equipment and come back to work on other projects. Lesson learned, mid-November through the end of December next year will be one of the busiest months, outside of SLP, for MetaSpace 511. Knowing this, future preparations will be to start reminding patrons book appointments to make holiday items earlier, delegate administrative work, and see about covering some of Lead Innovator Nancy's Info Desk shifts in December to better serve Library patrons.



Learning the CriCut



The Friends of the Library love the MetaSpace!

Community Engagement Coordinator (Eric Huemmer)

Community Engagement

December was a busy time for wrapping up 2022 and gearing up for 2023. On the Community Engagement front, an important aspect to carry over into 2023 is partnering with organizations and businesses that have the training and resources to better serve our patrons, either with a specific service (unemployment and the Job Center of Wisconsin) and/or a specific population

(children and adults on the autism spectrum and the Autism Society of Southeastern Wisconsin). Going into 2023, we'd like to leverage past and future survey results to better identify the needs of our community and who we can partner with if we don't have the bandwidth or the training.

With the approval of the Strategic Plan, we now have a clear understanding of what our priorities are, how we want to approach our messaging, and what sort of outreach we will need to accomplish our goals. The end of the year provided some time to plan ahead and be excited for 2023!

Events & Programs

The Sensory Friendly Holiday Tree Lighting was on December 1 and had 83 attendees including a handful of volunteers from the Autism Society of Southeastern Society (ASSEW) which partnered with the Library. Families and partners alike were thrilled with what the event had to offer, and we couldn't have asked for a better evening.

Terry's Adult DIY Class celebrated 5 years in December with a custom painted barn quilt square. Her two programs (Adult DIY and Mixed Media) have a great following and regularly fill up well in advance.

The Teen Advisory Council has been handling more and more responsibilities, helping out with events, planning, and offering feedback on teen marketing and outreach. They have so many ideas for events and programs I wish we had the time to do them all! We'll be working with them in the new year to be closely tied with the Summer Library Programming.

Finally, we have everything set and ready to go for the AARP Tax Aide Program that will begin registration January 9, 2023, and take place every Monday from February 6 through April 10. AARP is thrilled with our process and has made some changes of their own to hopefully accommodate more appointments. Last year they filed 256 tax returns and they're hoping to do more in 2023.



DIY Barn Quilt participants

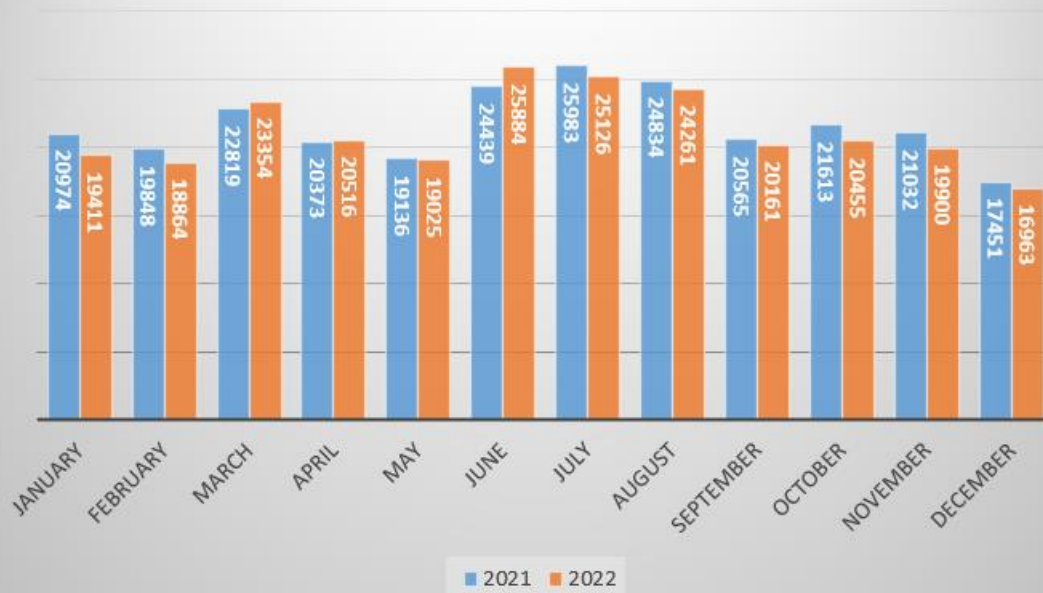


First Annual Sensory Friendly Holiday Tree Lighting

Statistics

Mukwonago Community Library								
STATISTICS DECEMBER 2022								
Circulation					Programming			
Bridges Library System	2022	2021	% to 2021	YR to Date	Type	General	Kids	Teens
Village of Mukwonago	5,060	4,481	13%	73,468	Bingo	57		
Town of Mukwonago	4,893	4,810	2%	72,643	Book Clubs	24		
Eagle	680	832	-18%	11,698	Friday Flicks	19		
Genesee	674	552	22%	9,210	Other Adult Programs	44		
North Prairie	796	1,528	-48%	12,685	Holiday Tree Lighting	83		
Vernon	1,639	1,415	16%	23,607	Kids Contests		74	
All other Waukesha County	747	1,088	-31%	12,690	Kids Storytimes		72	
Jefferson County	78	57	37%	1,654	Bubble Boogie		144	
Subtotal Bridges System	14,567	14,763	-1%	217,655	Other Kids Programs		53	
Other Wisconsin Counties					Makerday	83		
Milwaukee County	80	82	-2%	820	Other Makerspace Program	78		
Racine County	200	268	-25%	2,952	Teen Contest			6
Walworth County	2,101	2,313	-9%	31,984	Teen Programs			42
All other Wisconsin Counties	15	25	-40%	508	Totals	388	343	48
Subtotal Wisconsin Counties	2,396	2,688	-11%	36,264	Total Childrens Programs		20	
Total All Counties	16,963	17,451	-3%	253,919	Total YA Programs		5	
YTD ALL COUNTIES	253,919	259,067	-2%		Total General Programs		21	
Facility Usage				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	/	
Study Room Users	81	71	14.1%	Flipster (System Wide)	1690	3653	-53.7%	
History Room Users	44	1	4300.0%	Overdrive Circulation (Mukwonago)	2831	2626	7.8%	
Community Room Use	49			Gale Courses Verified (System Wide)	69	67	3.0%	
Patron Visits	6,965	6,175	12.8%	Interlibrary Loans Borrower	7	18	-61.1%	
Curbside Pick Ups	14	26	-46.2%	Interlibrary Loans Lender	22	19	15.8%	
				New Items Added	546	771	-29.2%	
				New Cards Added	52	40	30.0%	

Circulation by Month



PATRON VISITS



Mukwonago Community Library

Time Study

DEC 2022

Row Label	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total		
8AM-9AM	11	1	1	0	0	4	17		
9AM-10AM	83	313	142	196	49	120	903		
10AM-11AM	151	341	221	197	109	243	1262		Top 10
11AM-12PM	235	289	319	314	153	293	1603		Above Average
12PM-1PM	126	339	222	171	80	149	1087		Below Average
1PM-2PM	94	213	172	234	129	262	1104		Bottom 10
2PM-3PM	126	177	242	222	131	74	972		
3PM-4PM	249	232	301	276	137	42	1237		
4PM-5PM	235	234	174	190	220	0	1053		
5PM-6PM	184	279	170	127	100		860		
6PM-7PM	77	128	219	120			544	Average	155.239437
7PM-8PM	58	71	103	65			297	Median	151
8PM-9PM	14	37	6	26			83	Max	341
Grand Tot	1643	2654	2292	2138	1108	1187	11022		

Circulation Averages in 2022

	Feb	avg. per day	Mar	avg. per day	Apr	avg. per day	May	avg. per day	Jun	avg. per day	Jul	avg. per day		
6PM-7PM	648	22	689	22	586	20	880	28	1108	37	664	21		
7PM-8PM	299	10	379	12	279	9	501	16	831	28	468	15		
8PM-9PM	157	5	53	2	79	3	146	5	177	6	118	4		
	Aug	avg. per day	Sept	avg. per day	Oct	avg. per day	Nov	avg. per day	Dec	avg. per day	Year Total Averages			
6PM-7PM	648	21	897	30	694	23	799	27	544	18	6PM-7PM	24		
7PM-8PM	299	10	583	19	466	16	297	10	297	10	7PM-8PM	14		
8PM-9PM	157	5	61	2	125	4	78	3	83	3	8PM-9PM	4		

STRATEGIC PLAN

2023 - 2025



MUKWONAGO
COMMUNITY LIBRARY

Inspire Creativity
Embrace Community
Cultivate Connections



Welcome to our Library!

The Mukwonago Community Library Board of Trustees is proud to present the Strategic Plan for 2023-2025. It is an understatement to say that a lot has happened in the last few years. On a large scale, the COVID-19 pandemic irrevocably changed modern life, and, on a local scale, the Library experienced major changes including retirements, staff turnover, and hiring a new Library Director. This plan was created in response to these seismic shifts, focusing on gathering data about changing user preferences, assessing staffing for sustainability and expansion of services, and examining facilities to handle post-pandemic needs and community growth.



Planning Process

In May 2022, the Library Board formed the Strategic Planning Committee (SPC), and engaged Nancy Wilhelm to facilitate SWOT analyses with both the Library staff and Library Board. The SPC conducted a community survey in September 2022, then analyzed these data and the previous plan. Director Armour was instructed to develop a final draft. The staff created a new mission statement and values. The Library Board approved the final plan in November 2022.

Thank you to the 402 survey respondents, the Library Staff, the volunteer SPC, and the Library's stakeholders who provided the input that was essential to crafting this plan.

Strategic Planning Committee

Amy Mueller (community member)
Scott Reeves (Village Trustee)
Joanne Tlachac (Friends of the Library)
Jim Darin (Library Board)
Jerry Gasser (Library Board)
Howard Pringle (Library Board)

Mission

Serving the diverse needs of the community
by meeting the unique needs of the individual.

Vision

Inspire Creativity, Embrace Community,
and Cultivate Connections



Values

Innovation
Collaboration
Equity
Inclusion
Integrity

Our Commitment

INNOVATION

We embrace a culture of exploration, experimentation, and reflection to improve services, anticipate needs, and manage change.

We do this by...

Encouraging staff to pursue professional development to keep them on the cutting edge of library services and bring forward-thinking ideas to the Library

Creating a culture of openness to alternative solutions and empowering staff to propose new ideas that address shared challenges

Accepting and commending failures, understanding that innovation comes with risk

Allocating time and resources to seek out new and creative ideas

We do this by...

Working closely with the Bridges Library System and the Village of Mukwonago to provide the maximum amount of services and resources for the least amount of cost

Providing spaces, services, resources, and tools that facilitate interactivity and creativity for our staff and our users

Combining expertise and resources with community partners to amplify and extend the impact of the work done at the Library

COLLABORATION

We invest in sustained and intentional partnerships, both internally and externally, to achieve shared goals that increase the impact of our services and resources.

EQUITY

We actively seek opportunities to remove barriers to access and reflect on current practices to determine how we can better meet the needs of every individual in the community.

We do this by...

Providing equitable services and resources as well as supportive spaces to all users and staff members, regardless of race, age, sex, creed or religion, color, socio-economic status, handicap or disability, sexual orientation, gender identity or expression, arrest or conviction records, marital status, citizenship status, military or veteran's status, national origin, or ancestry

Continuously engaging in addressing our personal and organizational biases in order to transform our practices and achieve real change that benefits the community

Fostering an inclusive and respectful environment by listening and responding to the needs of our user communities and Library staff

We do this by...

Creating spaces, procedures, and policies that are user-friendly and accessible to all

Striving to build collections that represent the diverse life experiences and viewpoints of our local and global community

Seeking feedback and input from staff and community members with different identities, backgrounds, and perspectives to identify gaps in need and improve our facilities and services

INCLUSION

We commit to pursuing deliberate efforts to ensure that our Library is a welcoming place for all staff and users.

INTEGRITY

We seek to advocate for and protect the values of a public library.

We do this by...

Upholding the rights guaranteed by the First Amendment and the tenets of the American Library Association's "Freedom to Read Statement"

Finding and addressing problems proactively, then working closely as a unified team to brainstorm and implement solutions

Participating in advocacy efforts at the local, state, and national level to ensure libraries receive the funding and attention they deserve

Listening and communicating openly and effectively with each other and our user communities

Adhering to our Mission, Vision, and Values and following the Library Board's policies and Strategic Plan to provide the services, resources, and improvements we promise to our community



Strategic Priority

Inspire Creativity

We INSPIRE CREATIVITY by providing unique programs, services, and collections.

I LOVE the **Thingery!!** We are so lucky to have all of these items to check out and use or try **rather than buy or rent!**

- survey respondent

I LOVE the **Libby app**. I may not come to the library often but I am **CONSTANTLY listening to audiobooks**. I drive a lot so it's perfect.

- survey respondent

I love bringing my grandchildren to the library. The little one loves the 0-5 programs. **She calls it library school.**

- survey respondent

49%

of survey respondents
come to the library to
check out physical items

Area of Focus to... INSPIRE CREATIVITY

We focus on providing early literacy collections, services, and programs for our growing community.

To achieve this, the **Library Board** and **Library Director** will...

- Assess the capacity of the Youth Services Department to meet the needs of young children, tweens, and teens (2023)

To achieve this, the **Leadership Team** and **Library Director** will...

- Examine the usage and available staffing of the Youth Services desk (2024)
- Analyze youth program offerings to determine if we are meeting the needs of the community

To achieve this, the **Youth Services Team** and **Library Director** will...

- Use data to analyze the youth collections to identify and address needs and weaknesses
- Present regularly scheduled storytimes and programs built around early literacy concepts



To measure the success of these efforts we might look at...

- Number and percentage of youth in the community who have a library card
- Circulation statistics of children's materials

Area of Focus to... INSPIRE CREATIVITY

We focus on providing programs and services to meet the wide variety of interests and needs of adults.

To achieve this, the **Library Board** and **Library Director** will...

- Assess the capacity of the Adult Services Department to meet the needs of adults, retirees, and older adults (2023)



To achieve this, the **Leadership Team** and **Library Director** will...

- Examine the usage and available staffing for services available to adults (2024)

To achieve this, the **Adult Services Team** and **Library Director** will...

- Analyze adult program offerings to determine if we are meeting the needs of the community (2024)

To measure the success of these efforts we might look at...

- Number of adult users who utilize available services
- Number and percentage of adults who try new programs
- Percent of adult users in a survey who respond that they find programs and services that are valuable to them



Area of Focus to... INSPIRE CREATIVITY

We strive to build collections in all formats that enhance our community and satisfy their information, education, and entertainment needs.

To achieve this, the **Technical Services Team** and **Library Director** will...

- Assess The Thingery circulation, costs, and demands (2024)

To achieve this, the **Selectors** and **Library Director** will...

- Use data to analyze the shifting demands between physical items and digital items (2025)
- Use data to develop procedures for selection, deselection, and collection maintenance (2025)

To achieve this, the **Leadership Team** and **Library Director** will...

- Encourage staff to seek out professional development that shows them cutting-edge collection development techniques and fresh ideas for new collections



To measure the success of these efforts we might look at...

- Cost per circulation of Thingery items
- Implementation of new ideas brought back from Professional Development
- Percentage of users in a survey who respond that they find the materials they are looking for

Area of Focus to... INSPIRE CREATIVITY

We listen to our users and stakeholders on what they need and value in the Library.



To achieve this, the **Leadership Team** and **Library Director** will...

- Develop workflow internally to share user suggestions and survey responses amongst staff to meet user needs in alignment with the data (2025)
- Offer ways for users to recommend resources, programs, and services

To achieve this, the **Programming Team** and **Library Director** will...

- Provide short surveys for attendees of programs, then utilize that data to determine future program needs

To achieve this, the **Community Engagement Team** and **Library Director** will...

- Conduct frequent surveys in multiple formats to continuously gather data on user preferences, needs, and satisfaction



To **measure the success of these efforts** we might look at...

- Public engagement with surveys and other data gathering tools
- Implementation of ways for public to voice their recommendations and needs
- Percentage of users in a survey who respond that they find value in what the Library offers

Strategic Priority

Embrace Community

We EMBRACE COMMUNITY by being a welcoming, safe space for all. We understand that we are one part of a vibrant, thriving community and seek to meet our users where they are, delivering services and resources tailored to the needs of each individual.

I just wish there was more adult space/more private because it can become **very loud** during children's activities and **hard to work quietly**.

- survey respondent

We are continually amazed at your **professional staff** in all areas of the library. Their **knowledge** and **friendliness** are appreciated.

- survey respondent

49%

of survey respondents
visit the library a few
times a month

I think the children's area is great but it needs to be **kept current** as the needs of the children change.

- survey respondent

Area of Focus to...
EMBRACE COMMUNITY

We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.

To achieve this, the **Library Board** and **Library Director** will...

- Examine staffing levels to determine what is needed to meet the demands of providing timely circulation, help at the Information Desk, and help at the Youth Services Desk (2023)
- Use data to analyze open hours and availability of staff to appropriately provide programs and services (2023)
- Conduct time study of staff to determine gaps in needs and identify more efficient use of skills and talents (2023)
- Provide, promote, and enable staff development opportunities that improve customer service and professional skills

To **measure the success of these efforts** we might look at...

- Consistent delivery of high quality service at customer service desks
- Ability of Library to offer consistent levels of service during all open hours
- Number of users in a survey who respond that they received timely, accurate service
- Number of staff who are able to complete professional development opportunities



Area of Focus to...
EMBRACE COMMUNITY

We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.



To achieve this, the **Library Board** and **Library Director** will...

- Revisit the space needs plan considering post-pandemic needs such as more study rooms (2023)
- Conduct noise evaluation and explore solutions (2024)
- Use data to determine needs for youth and teen areas (2024)
- Examine the needs and location of MetaSpace 511 (2024)
- Work in partnership with the Village to ensure Library improvements fulfill mutual goals of providing welcoming, equitable spaces that are accessible to the whole community

To measure the success of these efforts we will...

- Create a capital plan



Area of Focus to... EMBRACE COMMUNITY

We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.

To achieve this, the **Library Board** and **Library Director** will...

- Explore the possibility of going fine free (2024)

To achieve this, the **Leadership Team** and **Library Director** will...

- Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility (2023)
- Explore technologies that help users find and get what they need faster and more efficiently

To achieve this, the **Community Engagement Team** and **Library Director** will...

- Conduct a study to determine which geographic areas and demographics do not currently use the Library (2023)

To achieve this, the **Technical Services Team**, **Library Board**, and **Library Director** will...

- Explore options for displaying and storing The Thingery items (2024)

To **measure the success of these efforts** we might look at...

- Number and percentage of users in a survey who respond that they find the Library facilities user-friendly
- Number of new library card holders from under-served areas
- Proper care and expansion of The Thingery



Strategic Priority

Cultivate Connections

We CULTIVATE CONNECTIONS by making it easy for users to find the materials, services, and other community resources they need through strategic marketing and communications.

As an educator, the **library was a life-saver** when school buildings were closed. So fortunate to have a community library with such a **wealth of services!**

- survey respondent

I didn't realize all what this library offers.

- survey respondent

I miss out on hearing about classes that I would have attended.

- survey respondent

61%

of survey respondents get their information about the Library from **our website**

47%

of survey respondents get their information about the Library from **social media**

Area of Focus to... CULTIVATE CONNECTIONS

We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the Library's presence in the community.

To achieve this, the **Library Board** and **Library Director** will...

- Provide, promote, and enable staff engagement at key community events
- Examine staffing levels needed to build and sustain this level of integration into the community

To achieve this, the **Programming Team** and **Library Director** will...

- Embed Library staff and programs in major events and influential organizations that already provide service to the community



To achieve this, the **Community Engagement Team** and **Library Director** will...

- Encourage other organizations to see the Library as a platform and hub for presenting, connecting, and sharing with the rest of the community

To achieve this, the **Adult Services Team**, **Library Board**, and **Library Director** will...

- Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community

To **measure the success of these efforts** we might look at...

- Number and percentage of unique community organizations collaborating with the Library
- Number of community events the Library actively participates in
- Staff participation in offsite community collaborations and events

Area of Focus to... CULTIVATE CONNECTIONS

We provide user-friendly and appealing ways to learn about the Library.

To achieve this, the **Library Board** and **Library Director** will...

- Examine current website and determine if it meets the needs of users seeking information about the Library (2023)
- Provide, promote, and enable staff development opportunities that focus on serving under-served and marginalized populations
- Invest in marketing and outreach materials



To achieve this, the **Leadership Team** and **Library Director** will...

- Explore options to utilize entryway for better communication of Library and community events and resources (2024)

To achieve this, the **Community Engagement Team** and **Library Director** will...

- Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly (2024)

To measure the success of these efforts we might look at...

- Usage statistics on website views
- Number and percentage of users on a survey who respond that they found what they were looking for easily on our website





Mukwonago patrons **SAVED**
\$4,498,395.85
 by using MCL instead of buying!



98,167
 Patron visits to MCL

255,707

Total Checkouts
 at MCL



café

1,040

New Library Cards

37,993

Digital Borrows
 (Libby, hoopla, Flipster)

Tuesday

Busiest Day
 of the Week
 in the Library

1,117

Busiest Check-in Day
 of the Year was
 December 27, 2022



1,296

Hours of Programs

\$25,000

Received from
 9 Grants Awarded

7,245

Reading Challenge
 Hours Read

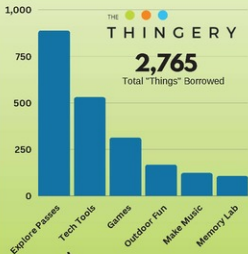


1,114

Study Room Uses

2022 in Review

Take a look at how the community used our Library.



887 Memories Made
 with Explore Passes
 Brought to you by the Friends of the Library

256

Taxes Filed through AARP

200+

Notary Appointments



250

Bingo Prizes



451

Paws To Read
 Visits with Therapy Dogs

645

Spice of the Month
 Make-&-Take Kits

418

People served through
 Maker Appointments



96

Tech Tu
 Appointments

34

TREASURERS REPORT	Dec-2022	TOTAL	Citizens	LGIP	Long Term Investments - Johnson Bank & ADM
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GENERAL VILLAGE

100-111xxx	General Fund	2,890,349.27	65,732.98	1,752,461.01	1,072,155.28
100-111005/020/033	Checking/MRA/Accrued Sick	1,015,978.44	603,901.24	300,654.49	111,422.71
150-111300	Fire Department	293,996.37	189,559.12	104,437.25	
200-110xxx	Community Development (Deback)	671,133.96	37,917.56	633,216.40	
210-111xxx	Wisc Development - RLF	140,482.25	3,051.86	137,430.39	-
220-111xxx	TID#3-General	799,217.44	11,690.44	773,888.06	13,638.94
240-111xxx	TID#4-General	207,941.05	128,627.11	79,313.94	
250-111xxx	TID#5-General	2,346,187.85	267,864.17	2,078,323.68	
300-111xxx	Debt Service	638,725.75	786.50	637,939.25	
320-111300	Fire Department Designated	168,131.04	85.16	168,045.88	
340-111xxx	Village Designated Funds	657,513.09	128,852.14	528,660.95	
350-111xxx	American Rescue Plan Act	856,319.51		856,319.51	
410-111300	Recycling	116,799.00	16,179.31	100,619.69	
430-111300	Capital Equipment	150,806.02	46,373.79	104,432.23	
440-111xxx	Library	325,737.48	101,859.26	223,878.22	
480-111xxx	Capital Improvement Funds	2,874,909.50	80,069.82	2,339,759.54	455,080.14
500-111300	Stormwater District #1	39,688.63	23,384.23	16,304.40	
600-111xxx	Impact Fees	345,646.31	2,566.06	343,080.25	
720-111xxx	Taxroll	6,919,921.23	1,167,506.82	5,752,414.41	
810-111xxx	Parkland Site	238,114.61	20,064.00	218,050.61	
TOTAL		21,697,598.80	2,896,071.57	17,149,230.16	1,652,297.07

WATER UTILITY

610-111300	Cash	702,707.14	702,707.14		
610-111200	Bonds & Unrestricted Cash	480,283.19		480,283.19	
610-111400	Long Term Debt	26,415.52			26,415.52
610-111050	Current Year Debt Reserve	41,801.18	41,801.18	-	
610-111060	Required Debt Reserve	532,283.58	-	120,621.59	411,661.99
610-111080	Impact Fee	97,651.17	57,019.37	40,631.80	
610-111033	Accrued Sick Pay	8,910.76		8,910.76	-
TOTAL		1,890,052.54	801,527.69	650,447.34	438,077.51

SEWER UTILITY

620-111300	Cash	98,537.58	98,537.58		
620-111200	Bonds & Unrestricted Cash	501,092.09		501,092.09	
610-111400	Long Term Debt	126,076.72			126,076.72
620-111030	Sewer Connection Fee	198,363.44	1,153.86	197,209.58	-
620-111060	Required Debt Reserve	735,893.64	-	16,961.25	718,932.39
620-111050	Current Year Debt Reserve	61,355.72	61,355.72	-	
620-111070	Equipment Replacement Fund	736,750.33	-	541,830.47	194,919.86
620-111080	Impact Fee	768,198.26	231.72	767,966.54	
620-111033	Accrued Sick Pay	8,910.76		8,910.76	-
TOTAL		3,235,178.54	161,278.88	2,033,970.69	1,039,928.97

GRAND TOTAL	26,822,829.88	3,858,878.14	19,833,648.19	3,130,303.55
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Prepared by Diana Doherty

balance check

26,822,829.88

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PERIOD ENDING 12/31/2022

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	89,694.00	30,418.22	59,275.78	33.91
PTAX	GENERAL PROPERTY TAX	3,006,389.00	3,006,328.40	60.60	100.00
TAXES	OTHER TAXES	436,463.00	412,645.95	23,817.05	94.54
IGOVTRV	INTERGOVERNMENTAL REVENUES	847,509.00	827,642.53	19,866.47	97.66
LICPER	LICENSES & PERMITS	446,937.00	436,326.05	10,610.95	97.63
LAWORD	FINES & FORFEITURES	173,000.00	157,511.58	15,488.42	91.05
PUBCHGS	PUBLIC CHARGES FOR SERVICES	30,488.00	24,889.18	5,598.82	81.64
LEISURE	LEISURE ACTIVITIES	72,000.00	59,700.31	12,299.69	82.92
IGOVTC	INTERGOVERNMENTAL CHARGES	200,201.00	232,625.88	(32,424.88)	116.20
INVTINC	INVESTMENT INCOME	11,300.00	84,805.43	(73,505.43)	750.49
TOTAL REVENUES		5,313,981.00	5,272,893.53	41,087.47	99.23
Expenditures					
5111	VILLAGE BOARD	67,713.00	50,086.27	17,626.73	73.97
5112	HISTORIC PRESERVATION	290.00	11.61	278.39	4.00
5120	MUNICIPAL COURT	37,954.00	37,683.42	270.58	99.29
5130	VILLAGE ATTORNEY	118,750.00	110,388.13	8,361.87	92.96
5141	VILLAGE ADMINISTRATOR	180,709.00	156,378.70	24,330.30	86.54
5142	CLERK-TREASURER	249,528.00	229,662.01	19,865.99	92.04
5144	ELECTIONS	26,900.00	20,652.15	6,247.85	76.77
5145	FINANCE DEPARTMENT	69,428.00	51,573.11	17,854.89	74.28
5150	IT SERVICES	15,000.00	10,448.05	4,551.95	69.65
5151	INDEPENDENT AUDITING	14,000.00	9,735.64	4,264.36	69.54
5153	ASSESSMENT OF PROPERTY	20,550.00	22,436.27	(1,886.27)	109.18
5154	RISK & PROPERTY INSURANCE	128,103.00	100,007.94	28,095.06	78.07
5160	VILLAGE HALL	48,836.00	52,662.05	(3,826.05)	107.83
5211	POLICE ADMINISTRATION	1,208,497.00	1,117,214.66	91,282.34	92.45
5212	POLICE PATROL	1,066,620.00	1,069,461.95	(2,841.95)	100.27
5213	CRIME INVESTIGATION	256,544.00	256,568.97	(24.97)	100.01
5215	POLICE TRAINING	12,000.00	7,995.72	4,004.28	66.63
5220	FIRE STATION (VILLAGE)	11,075.00	12,947.19	(1,872.19)	116.90
5235	EMERGENCY GOVERNMENT	2,000.00	834.00	1,166.00	41.70
5241	BUILDING INSPECTOR	282,221.00	245,009.56	37,211.44	86.81
5247	BOARD OF APPEALS	1,050.00	255.68	794.32	24.35
5254	DAMS	8,435.00	18,108.41	(9,673.41)	214.68
5300	DPW GENERAL ADMINISTRATION	356,588.00	334,385.21	22,202.79	93.77
5323	GARAGE	65,256.00	65,773.21	(517.21)	100.79
5324	MACHINERY & EQUIPMENT	113,045.00	128,140.41	(15,095.41)	113.35
5335	ENGINEERING	75,000.00	57,049.44	17,950.56	76.07
5341	STREETS & ALLEYS	22,024.00	15,589.35	6,434.65	70.78
5342	STREET LIGHTING	180,500.00	165,486.64	15,013.36	91.68
5343	CURBS GUTTERS & SIDEWALKS	25,631.00	23,864.91	1,766.09	93.11
5344	STORM SEWER	16,470.00	7,376.87	9,093.13	44.79
5345	STREET CLEANING	16,672.00	17,326.49	(654.49)	103.93
5346	BRIDGES & CULVERTS	2,550.00	0.00	2,550.00	0.00
5347	SNOW & ICE CONTROL	122,249.00	93,346.34	28,902.66	76.36
5348	STREET SIGNS & MARKINGS	16,297.00	15,307.73	989.27	93.93
5362	GARBAGE COLLECTION	3,664.00	5,696.98	(2,032.98)	155.49
5431	ANIMAL POUND	2,550.00	2,420.00	130.00	94.90
5512	MUSEUM	12,600.00	11,763.89	836.11	93.36
5521	PARKS	187,471.00	192,177.93	(4,706.93)	102.51
5522	CELEBRATIONS	8,200.00	12,270.06	(4,070.06)	149.63
5611	FORESTRY	24,296.00	31,473.44	(7,177.44)	129.54
5613	WEED CONTROL	210.00	228.28	(18.28)	108.70
5632	PLANNING DEPARTMENT	123,701.00	74,080.49	49,620.51	59.89
5660	STORMWATER MASTER PLAN	11,500.00	8,530.31	2,969.69	74.18
5670	ECONOMIC DEVELOPMENT	57,799.00	61,969.55	(4,170.55)	107.22
5900	OTHER FINANCING USES	43,505.00	0.00	43,505.00	0.00
TOTAL EXPENDITURES		5,313,981.00	4,904,379.02	409,601.98	92.29
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		5,313,981.00	5,272,893.53	41,087.47	99.23
TOTAL EXPENDITURES		5,313,981.00	4,904,379.02	409,601.98	92.29
NET OF REVENUES & EXPENDITURES		0.00	368,514.51	(368,514.51)	100.00

PERIOD ENDING 12/31/2022

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	40,403.00	50,857.87	(10,454.87)	125.88
PTAX	GENERAL PROPERTY TAX	194,835.00	194,835.00	0.00	100.00
EBIX	EBIX REVENUES	1,041,995.00	860,471.97	181,523.03	82.58
IGOVTRV	INTERGOVERNMENTAL REVENUES	84,000.00	121,252.18	(37,252.18)	144.35
PUBCHGS	PUBLIC CHARGES FOR SERVICES	100.00	930.00	(830.00)	930.00
IGOVTC	INTERGOVERNMENTAL CHARGES	194,835.00	194,835.00	0.00	100.00
INVTINC	INVESTMENT INCOME	270.00	2,322.83	(2,052.83)	860.31
TOTAL REVENUES		1,556,438.00	1,425,504.85	130,933.15	91.59
Expenditures					
5140	ADMINISTRATIVE & GENERAL	27,869.00	27,885.42	(16.42)	100.06
5221	FIRE ADMINISTRATION	1,002,618.00	1,010,711.52	(8,093.52)	100.81
5222	FIRE SUPPRESSION	57,880.00	65,446.40	(7,566.40)	113.07
5223	FIRE TRAINING	27,429.00	21,424.63	6,004.37	78.11
5231	AMBULANCE	357,904.00	359,830.28	(1,926.28)	100.54
5232	AMBULANCE TRAINING	14,738.00	12,291.32	2,446.68	83.40
5700	CAPITAL OUTLAY EXPENDITURES	38,000.00	22,828.40	15,171.60	60.07
5880	USE OF GRANTS/DONATIONS	0.00	2,184.16	(2,184.16)	100.00
5900	OTHER FINANCING USES	30,000.00	0.00	30,000.00	0.00
TOTAL EXPENDITURES		1,556,438.00	1,522,602.13	33,835.87	97.83
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		1,556,438.00	1,425,504.85	130,933.15	91.59
TOTAL EXPENDITURES		1,556,438.00	1,522,602.13	33,835.87	97.83
NET OF REVENUES & EXPENDITURES		0.00	(97,097.28)	97,097.28	100.00

PERIOD ENDING 12/31/2022

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	100.00	205.19	(105.19)	205.19
UTILREV	UTILITY REVENUES	2,139,000.00	2,170,592.80	(31,592.80)	101.48
CONTRIB	CONTRIBUTED CAPITAL	150,000.00	214,839.26	(64,839.26)	143.23
MISCINC	MISC INCOME UTILITIES	142,200.00	126,312.08	15,887.92	88.83
IGOVTC	INTERGOVERNMENTAL CHARGES	1,500.00	850.85	649.15	56.72
INVTINC	INVESTMENT INCOME	2,549.00	25,307.49	(22,758.49)	992.84
TOTAL REVENUES		2,435,349.00	2,538,107.67	(102,758.67)	104.22
Expenditures					
5140	ADMINISTRATIVE & GENERAL	0.00	44,598.00	(44,598.00)	100.00
5900	OTHER FINANCING USES	337,101.00	10,000.00	327,101.00	2.97
6200	PUMPING OPERATIONS	133,036.00	142,471.74	(9,435.74)	107.09
6210	PUMPING MAINTENANCE	113,828.00	33,786.42	80,041.58	29.68
6300	WATER TREATMENT OPERATIONS	68,562.00	81,156.96	(12,594.96)	118.37
6310	WATER TREATMENT MAINTENANCE	33,180.00	22,615.12	10,564.88	68.16
6450	T&D-DISTR RSRVR/STNDP MAINT	3,933.00	5,580.24	(1,647.24)	141.88
6451	T&D-MAINS MAINTENANCE	47,611.00	18,649.19	28,961.81	39.17
6452	T&D-SERVICES MAINTENANCE	42,809.00	28,097.47	14,711.53	65.63
6453	T&D-METERS MAINTENANCE	29,647.00	8,281.02	21,365.98	27.93
6454	T&D-HYDRANTS MAINTENANCE	48,513.00	19,144.31	29,368.69	39.46
6901	METER READING LABOR	9,711.00	3,251.81	6,459.19	33.49
6902	ACCOUNTING & COLLECTING LABOR	82,865.00	80,990.80	1,874.20	97.74
6920	ADMINISTRATIVE & GENERAL EXP	979,850.00	899,354.38	80,495.62	91.78
TOTAL EXPENDITURES		1,930,646.00	1,397,977.46	532,668.54	72.41
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,435,349.00	2,538,107.67	(102,758.67)	104.22
TOTAL EXPENDITURES		1,930,646.00	1,397,977.46	532,668.54	72.41
NET OF REVENUES & EXPENDITURES		504,703.00	1,140,130.21	(635,427.21)	225.90

PERIOD ENDING 12/31/2022

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 620 - SEWER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	1,000.00	755.63	244.37	75.56
UNCLASSIFIED	Unclassified	10,000.00	10,000.00	0.00	100.00
UTILREV	UTILITY REVENUES	1,707,000.00	1,759,240.15	(52,240.15)	103.06
LICPER	LICENSES & PERMITS	186,800.00	71,237.06	115,562.94	38.14
CONTRIB	CONTRIBUTED CAPITAL	96,000.00	118,882.08	(22,882.08)	123.84
MISCINC	MISC INCOME UTILITIES	150,000.00	213,932.14	(63,932.14)	142.62
INVSTINC	INVESTMENT INCOME	4,699.00	48,155.58	(43,456.58)	1,024.80
TOTAL REVENUES		2,155,499.00	2,222,202.64	(66,703.64)	103.09
Expenditures					
5900	OTHER FINANCING USES	82,893.00	0.00	82,893.00	0.00
8010	WWTP-TREATMENT/DISPOSAL/GP	519,468.00	697,507.75	(178,039.75)	134.27
8020	LIFT STATIONS/PUMPING EQUIP	28,227.00	23,903.92	4,323.08	84.68
8030	WASTEWATER COLLECTION SYSTEM	50,085.00	46,383.64	3,701.36	92.61
8300	ACCOUNTING/COLLECTING	80,865.00	79,559.61	1,305.39	98.39
8400	ADMINISTRATIVE & GENERAL	637,277.00	585,543.70	51,733.30	91.88
TOTAL EXPENDITURES		1,398,815.00	1,432,898.62	(34,083.62)	102.44
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		2,155,499.00	2,222,202.64	(66,703.64)	103.09
TOTAL EXPENDITURES		1,398,815.00	1,432,898.62	(34,083.62)	102.44
NET OF REVENUES & EXPENDITURES		756,684.00	789,304.02	(32,620.02)	104.31

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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MUKWONAGO

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PERIOD ENDING 12/31/2022

PRELIMINARY DECEMBER BUDGET TO ACTUAL

SELECT FUNDS

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		11,461,267.00	11,458,708.69	2,558.31	99.98
TOTAL EXPENDITURES - ALL FUNDS		10,199,880.00	9,257,857.23	942,022.77	90.76
NET OF REVENUES & EXPENDITURES		1,261,387.00	2,200,851.46	(939,464.46)	174.48

Accounts Payable Cover Sheet

Report:

**Period or corresponding
report date**

Village Accounts Payable	1/25/2023	\$	154,032.16
Library Accounts Payable	1/13/2023	\$	25,224.21
Charter Communications/Spectrum (ach withdrawal)	1/25/2023	\$	1,436.06
US Bank (ach withdrawal)	1/23/2023	\$	10,958.12
We Energies (ach withdrawal)	1/17/2023	\$	48,497.84
Check Disbursement - Court	1/11/2023	\$	4,387.17
Check Disbursement - Warrant	1/3/2023	\$	250.00
Check Disbursement - Invoice Cloud	1/23/2022	\$	347.90
Check Disbursement - Water Tax Lien Refund	1/4/2023	\$	115.72
Check Disbursement - WI Dept of Revenue Quarterly Tax	1/20/2023	\$	148.29
Check Disbursement - Tax Settlements	1/12/2023	\$	3,520,394.46
Check Disbursement - LWMMI Check Reissue	1/24/2023	\$	20.00
Check Disbursement - Payroll Related	1/5/2023	\$	6,854.94
Check Disbursement - Payroll Related	1/19/2023	\$	89,243.60
Check Disbursement - Payroll Related / Postage Annual Fee	1/25/2023	\$	64,672.57
Check Disbursement - Tax Overpayment Refunds	1/13/2023	\$	17,770.91
Total for Approval:		\$	<u><u>3,944,353.95</u></u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 02/02/2023 - 02/02/2023
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: AIRGAS USA LLC						
9133643917	EMS SUPPLIES	150-5231-531100	574.20	574.20	FIRE	02/02/2023
TOTAL VENDOR AIRGAS USA LLC				574.20		
VENDOR NAME: ALSCO						
IMIL1875633	PD MAT CLEANING SERVICE	100-5211-539400	39.63	39.63	POLICE	02/02/2023
IMIL1877706	VH WALKOFF MATS	100-5160-521900	52.82	52.82	DPW	02/02/2023
TOTAL VENDOR ALSCO				92.45		
VENDOR NAME: AMAZON CAPITOL SERVICES						
14YTTCMN4VD6	2022 BUSINESS PRIME MEMBERSHIP	100-5142-532400	59.76	298.77	ALLOCATE	12/31/2022
		100-5145-532400	59.73			
		610-6920-692100	29.88			
		620-8400-851000	29.88			
		100-5300-532400	59.76			
		100-5141-532400	59.76			
1YR1WKNJRWY4	2023 BUSINESS PRIME MEMBERSHIP	100-5142-532400	46.10	138.30	ALLOCATE	02/02/2023
		100-5145-532400	46.10			
		100-5300-532400	46.10			
TOTAL VENDOR AMAZON CAPITOL SERVICES				437.07		
VENDOR NAME: BASSETT MECHANICAL						
6511382	WWTF-DIGESTOR BOILER REPAIR	620-8010-833000	1,682.50	1,682.50	UTILITIES	02/02/2023
TOTAL VENDOR BASSETT MECHANICAL				1,682.50		
VENDOR NAME: BIASEW						
2023 DUES TIM	2023 MEMBERSHIP DUES	100-5241-532400	50.00	50.00	BUILDING	02/02/2023
2023 DUES CORRY	2023 MEMBERSHIP DUES	100-5241-532400	40.00	40.00	BUILDING	02/02/2023
2023 DUES LINDA	2023 MEMBERSHIP DUES	100-5241-532400	40.00	40.00	BUILDING	02/02/2023
2023 DUES ERIN	2023 MEMBERSHIP DUES	100-5241-532400	40.00	40.00	BUILDING	02/02/2023
TOTAL VENDOR BIASEW				170.00		
VENDOR NAME: BOUND TREE MEDICAL LLC						
84823119	EMS SUPPLIES	150-5231-531100	642.50	642.50	FIRE	02/02/2023
84819949	EMS SUPPLIES	150-5231-531100	458.46	458.46	FIRE	02/02/2023
TOTAL VENDOR BOUND TREE MEDICAL LLC				1,100.96		
VENDOR NAME: BS&A						
145533	PERMIT APPLICATION SERVICE FEE FOR ONLIN	100-5632-521901	370.00	370.00	BUILDING	02/02/2023
TOTAL VENDOR BS&A				370.00		
VENDOR NAME: C & M AUTO PARTS INC						
6079-362431	TUCK #1 DISTRIBUTOR CAP AND ROTOR	100-5324-539500	41.98	41.98	DPW	02/02/2023
6079-362226	#15 WHELL SPEED SENSOR	100-5324-539500	86.12	86.12	DPW	02/02/2023
6079-362625	SHOP SUPPLIES	100-5323-531100	42.64	42.64	DPW	02/02/2023
6079-362275 FIRE	3451 OIL FILTER	150-5231-539500	6.78	6.78	FIRE	02/02/2023
6079-362275 DPW	MACHINERY AND EQUIPMENT RUFUND CORE EXCH	100-5324-539500	(6.76)	(6.76)	DPW	02/02/2023
6079-362222	TRUCK #15 FUEL FILTER	100-5324-539500	43.49	43.49	DPW	02/02/2023
6079-362185	TRUCK #15 FUEL FILTER	100-5324-539500	12.49	12.49	DPW	02/02/2023

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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: C & M AUTO PARTS INC						
6079-362199	TRUCK #15 FILTER	100-5324-539500	18.49	18.49	DPW	02/02/2023
6079-362198	TRUCK #15 AIR FILTER	100-5324-539500	45.99	45.99	DPW	02/02/2023
6079-362201	TRUCK #15 BELT	100-5324-539500	61.48	61.48	DPW	02/02/2023
TOTAL VENDOR C & M AUTO PARTS INC				352.70		
VENDOR NAME: CENTRAL OFFICE SYSTEMS						
78788741	FEBRUARY LEASE PAYMENT 458	100-5142-531200	15.51	165.00	ALLOCATE	02/02/2023
		100-5300-539900	16.02			
		100-5120-531100	11.10			
		100-5141-531100	1.70			
		100-5145-531100	18.04			
		100-5241-531200	3.35			
		100-5632-531200	4.98			
		100-5211-531200	26.55			
		150-5221-531100	12.06			
		410-5363-531200	1.65			
		440-5511-531200	22.64			
		500-5344-531200	1.65			
		610-6902-690300	15.05			
		620-8300-840000	14.70			
78788394	COPIER INVOICE	150-5221-531100	92.00	92.00	FIRE	02/02/2023
TOTAL VENDOR CENTRAL OFFICE SYSTEMS				257.00		
VENDOR NAME: CINTAS						
4144158847	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	119.48	119.48	DPW	02/02/2023
4144159415	WATER/WWTF-UNIFORM SERVICE	610-6920-693000	62.08	124.16	UTILITIES	02/02/2023
		620-8400-856000	62.08			
4143419366	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	111.48	111.48	DPW	02/02/2023
4143419503	WATER/WWTF-UNIFORM SERVICE	610-6920-693000	54.08	108.16	UTILITIES	02/02/2023
		620-8400-856000	54.08			
TOTAL VENDOR CINTAS				463.28		
VENDOR NAME: CORE & MAIN LP						
S160479	WATER-LARGE METER HEAD REPLACEMENTS	610-6453-665300	2,823.75	2,823.75	UTILITIES	02/02/2023
S185432	WATER-LARGE METER HEAD REPLACEMENTS	610-6453-665300	1,772.93	1,772.93	UTILITIES	02/02/2023
TOTAL VENDOR CORE & MAIN LP				4,596.68		
VENDOR NAME: CORRPRO COMPANIES INC						
708478	WATER-CATHODIC PROTECTION SERVICE CONTRA	610-6920-692300	1,670.00	1,670.00	UTILITIES	12/31/2022
TOTAL VENDOR CORRPRO COMPANIES INC				1,670.00		
VENDOR NAME: CORRY EIFERT						
010723	SOFA TABLE REIMBURSEMENT FOR CONFERENCE	100-5632-531100	25.00	25.00	ADMIN	02/02/2023
TOTAL VENDOR CORRY EIFERT				25.00		
VENDOR NAME: COUNTY WIDE EXTINGUISHER, INC						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: COUNTY WIDE EXTINGUISHER, INC						
28795	SQUAD FIRE EXTINGUISHERS	100-5212-531100	262.04	262.04	POLICE	02/02/2023
TOTAL VENDOR COUNTY WIDE EXTINGUISHER, INC				262.04		
VENDOR NAME: DRAGONFLY EMBROIDERY						
20781	VILLAGE LOGO ITEMS	100-5141-539800	33.60	262.50	CLERK	02/02/2023
		100-0000-211400	228.90			
TOTAL VENDOR DRAGONFLY EMBROIDERY				262.50		
VENDOR NAME: DYNAMIC AWARDS						
20422	NAME PLAQUE	100-5211-531100	10.00	10.00	POLICE	12/31/2022
20681	NAME PLATE	100-5632-531100	10.00	10.00	PLANNER	02/02/2023
TOTAL VENDOR DYNAMIC AWARDS				20.00		
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS						
35636	CREDIT FOR RETURN EMS SUPPLIES	150-5231-531100	(183.72)	(183.72)	FIRE	02/02/2023
RTN106644	CREDIT FOR EMS SUPPLIES	150-5231-531100	(24.45)	(24.45)	FIRE	12/31/2022
2517795	EMS SUPPLIES	150-5231-531100	395.10	395.10	FIRE	02/02/2023
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS				186.93		
VENDOR NAME: EVOQUA WATER TECHNOLOGIES						
905553386-79	WWTF-PRIMARY CLARIFIER REPLACEMENT PARTS 620-8010-827000		1,923.56	1,923.56	UTILITIES	12/31/2022
TOTAL VENDOR EVOQUA WATER TECHNOLOGIES				1,923.56		
VENDOR NAME: EXCEL BUILDING SERVICES LLC						
3954	PD CLEANING SERVICE	100-5211-539400	975.00	975.00	POLICE	02/02/2023
TOTAL VENDOR EXCEL BUILDING SERVICES LLC				975.00		
VENDOR NAME: GEAR WASH LLC						
5-731	MENDEN TOG NAMETAG	150-5222-539500	74.92	74.92	FIRE	02/02/2023
TOTAL VENDOR GEAR WASH LLC				74.92		
VENDOR NAME: GENESEE AGGREGATE CORP						
18150	WWTF-SAND FOR SLUDGE BEDS	620-8010-825500	353.16	353.16	UTILITIES	02/02/2023
TOTAL VENDOR GENESEE AGGREGATE CORP				353.16		
VENDOR NAME: GENESEE AGGREGATE TRUCKING						
T18150	WWTF-SAND FOR SLUDGE BEDS HAULING CHARGE 620-8010-825500		245.53	245.53	UTILITIES	02/02/2023
TOTAL VENDOR GENESEE AGGREGATE TRUCKING				245.53		
VENDOR NAME: HAWKINS WATER TREATMENT						
6376665	WWTF-SLUDGE POLYMER	620-8010-825000	4,035.15	4,035.15	UTILITIES	02/02/2023
6376669	WATER-CHEMICALS FOR WATER TREATMENT	610-6300-663100	1,136.85	1,136.85	UTILITIES	02/02/2023
6372709	WATER-CL2 PARTS FOR CHEMICAL FEED WELL 5	610-6300-663200	147.09	147.09	UTILITIES	02/02/2023
6379284	WATER-WATER TREATMENT CHEMICALS	610-6300-663100	50.00	50.00	UTILITIES	02/02/2023
6382246	WATER- CL2 CHEMICAL FEED PARTS WELL5	610-6300-663200	577.20	577.20	UTILITIES	02/02/2023
TOTAL VENDOR HAWKINS WATER TREATMENT				5,946.29		
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,						

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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: HIPPENMEYER, REILLY, BLUM,						
53955	MISCELLANEOUS MATTERS	100-5130-521900	880.00	880.00	FINANCE	02/02/2023
53956	2022 GREENWALD/DEBACK LITIGATION	100-5130-521900	1,000.00	1,000.00	FINANCE	02/02/2023
53957	PROSECUTIONS	100-5130-521900	1,057.50	1,057.50	FINANCE	02/02/2023
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				2,937.50		
VENDOR NAME: HOME DEPOT						
DEC 2022	DPW SHOP AND VILLAGE HALL BUILDING MAINT	100-5160-539500	13.93	69.87	DPW	12/31/2022
		100-5323-539500	55.94			
TOTAL VENDOR HOME DEPOT				69.87		
VENDOR NAME: IMAGE TREND						
140041	IMAGE TREND 2023 ANNUAL SERVICE FEE	150-5221-521900	1,856.57	3,713.15	FIRE	02/02/2023
		150-5231-521900	1,856.58			
TOTAL VENDOR IMAGE TREND				3,713.15		
VENDOR NAME: JOHNSON, JARRED						
2022 CLOTHING	2022 CLOTHING ALLOWANCE - JOHNSON	150-5222-534600	50.00	50.00	FIRE	12/31/2022
TOTAL VENDOR JOHNSON, JARRED				50.00		
VENDOR NAME: LIFE-ASSIST, INC.						
1286049	EMS SUPPLIES	150-5231-531100	480.00	480.00	FIRE	02/02/2023
TOTAL VENDOR LIFE-ASSIST, INC.				480.00		
VENDOR NAME: MARCO TECHNOLOGIES						
33151302	WATER/WWTF-COPIER LEASE	620-8400-851000	102.82	205.64	UTILITIES	12/31/2022
		610-6920-692100	102.82			
TOTAL VENDOR MARCO TECHNOLOGIES				205.64		
VENDOR NAME: MARTH, JEANNIE						
REFUND 012023	UB REFUND ACCT 5872	610-0000-142000	181.40	181.40	ALLOCATE	02/02/2023
TOTAL VENDOR MARTH, JEANNIE				181.40		
VENDOR NAME: MESSAGEUS						
223650134	WATER/WWTF-PHONE MESSAGING	610-6920-692100	3.48	6.95	UTILITIES	02/02/2023
		620-8400-851000	3.47			
TOTAL VENDOR MESSAGEUS				6.95		
VENDOR NAME: MICHAEL DOUD JR						
2022 CLOTHING	2022 CLOTHING ALLOWANCE - DOUD JR	150-5222-534600	50.00	50.00	FIRE	12/31/2022
TOTAL VENDOR MICHAEL DOUD JR				50.00		
VENDOR NAME: MSA PROFESSIONAL SERVICES, INC.						

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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: MSA PROFESSIONAL SERVICES, INC.						
R08352005.0-9	CORP INSTALLMENT	480-5140-521900	900.00	900.00	DPW	02/02/2023
TOTAL VENDOR MSA PROFESSIONAL SERVICES, INC.				900.00		
VENDOR NAME: MUKWONAGO FIRE DEPT						
CPR INVOICE 2023	HEART SAVER AED/FIRSTAID TRAINING	100-5323-533500	630.00	630.00	DPW	02/02/2023
TOTAL VENDOR MUKWONAGO FIRE DEPT				630.00		
VENDOR NAME: NAPA AUTO PARTS - SP018						
183839	3462 TNT PUMP OIL	150-5222-531100	13.98	13.98	FIRE	02/02/2023
183821	WWTF-SCREEN HVAC REPAIR SUPPLIES	620-8010-834000	15.49	15.49	UTILITIES	02/02/2023
183769	WWTF-SCREEN ROOM HVAC REPAIR SUPPLIES	620-8010-834000	14.39	14.39	UTILITIES	02/02/2023
184345	524 LOADER HYDRAULIC HOSE	100-5324-539500	57.69	57.69	DPW	02/02/2023
184094	WATER-CLAMPS FOR SCADA ANTENNA	610-6210-662300	61.16	61.16	UTILITIES	02/02/2023
183984	WATER/WWTF-SHOP TOOLS	620-8010-827000	62.60	125.19	UTILITIES	02/02/2023
		610-6920-693000	62.59			
TOTAL VENDOR NAPA AUTO PARTS - SP018				287.90		
VENDOR NAME: NEXTEL WIRELESS SOLUTIONS						
138	NW RADIO TOWER CONNECTIVITY - CAPITAL RA	430-5700-571100	750.00	750.00	POLICE	02/02/2023
TOTAL VENDOR NEXTEL WIRELESS SOLUTIONS				750.00		
VENDOR NAME: NORTHERN LAKE SERVICE INC						
432067	WATER-RADIUM TREATMENT PILOT	610-6300-663200	682.06	682.06	UTILITIES	12/31/2022
432068	WATER-RADIUM TREATMENT PILOT	610-6300-663200	1,244.12	1,244.12	UTILITIES	12/31/2022
TOTAL VENDOR NORTHERN LAKE SERVICE INC				1,926.18		
VENDOR NAME: ORGANIZATION DEVELOPMENT						
13679	NEW OFFICER PSYCHOLOGICAL ASSESSMENT	100-5212-521900	700.00	700.00	POLICE	12/31/2022
TOTAL VENDOR ORGANIZATION DEVELOPMENT				700.00		
VENDOR NAME: PLUMBING INSPECTORS ASSOC						
2023 DUES CORRY	2023 MEMBERSHIP DUES	100-5241-532400	40.00	40.00	BUILDING	02/02/2023
2023 DUES TIM	2023 MEMBERSHIP DUES	100-5241-532400	40.00	40.00	BUILDING	02/02/2023
TOTAL VENDOR PLUMBING INSPECTORS ASSOC				80.00		
VENDOR NAME: PROHEALTH MEDICAL GROUP						
316359 UTILITIES	WWTF- QUARTERTLY DOT DRUG TEST	620-8400-856000	56.00	56.00	UTILITIES	12/31/2022
316359 DPW	RANDOM DOT TESTING	100-5300-521900	112.00	112.00	DPW	12/31/2022
316717	NEW RESERVE OFFICER DRUG PANEL AND MEDIC	100-5212-521900	95.00	95.00	POLICE	12/31/2022
TOTAL VENDOR PROHEALTH MEDICAL GROUP				263.00		
VENDOR NAME: PROHEALTH PHARMACY						
NOVEMBER 2022	EMS SUPPLIES	150-5231-531100	528.01	528.01	FIRE	12/31/2022
TOTAL VENDOR PROHEALTH PHARMACY				528.01		
VENDOR NAME: QUILL LLC						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: QUILL LLC					
30103395	VILLAGE PAPER AND ELECTION SUPPLIES	100-5144-531100 7.79	179.75	ALLOCATE	02/02/2023
		100-5241-531100 3.49			
		100-5142-531100 16.18			
		100-5145-531100 18.79			
		100-5141-531100 1.77			
		100-5632-531100 5.19			
		100-5323-531100 16.70			
		100-5120-531100 11.57			
		100-5211-531100 27.67			
		150-5221-531100 12.57			
		410-5363-531100 1.72			
		440-5511-531100 23.59			
		500-5344-531100 1.72			
		610-6920-692100 15.68			
		620-8300-840000 15.32			
29851112	COPIER PAPER	100-5211-531100 174.95	174.95	POLICE	02/02/2023
29975891	STATION SUPPLIES	150-5221-531100 36.05	36.05	FIRE	02/02/2023
29959406	STATION SUPPLIES	150-5221-531100 174.95	174.95	FIRE	02/02/2023
TOTAL VENDOR QUILL LLC			565.70		
VENDOR NAME: RUEKERT & MIELKE, INC.					
145044	12-00000.100 General Services	100-5335-521900 2,466.50	2,917.75	FINANCE	12/31/2022
		620-8400-852000 451.25			
145045	12-00000.300 Water Utility Services	610-6920-692300 101.00	101.00	FINANCE	12/31/2022
145046	12-10063.210 2022 GIS Services - GIS Dat	620-8400-852000 5,450.67	5,862.25	FINANCE	12/31/2022
		100-5241-521900 43.67			
		100-5300-521900 43.66			
		150-5221-521900 226.00			
		100-5611-521900 98.25			
145047	12-10096.300 Deback Drive Infrastructure	200-5335-521900 672.82	672.82	FINANCE	12/31/2022
145048	12-10098.122 WWTF Phosphorus Assistance	620-8400-852100 584.00	584.00	FINANCE	12/31/2022
145049	12-10115.300 2019 Well & Well Pump Impro	610-6920-692300 533.00	533.00	FINANCE	12/31/2022
145052	12-10131.231 Atkinson Pump Station Capac	620-0000-000104 256.84	256.84	FINANCE	12/31/2022
145051	12-10131.300 Atkinson Pump Station Capac	620-0000-000104 1,256.75	1,256.75	FINANCE	12/31/2022
145059	12-10152.100 Local Limits & Industrial P	620-8400-852000 2,336.94	2,336.94	FINANCE	12/31/2022
145061	12-10169.120 Wells 3 and 4 Radium Remova	610-0000-000109 1,481.00	1,481.00	FINANCE	12/31/2022
145064	12-10175.201 Miniwaukan Park Restroom Bu	480-5700-584900 4,905.00	4,905.00	FINANCE	12/31/2022
145065	12-10176.300 Minor Park Pedestrian Culve	480-5700-584900 2,733.00	2,733.00	FINANCE	12/31/2022
145067	12-10184.100 The Block / Review	100-5335-521900 267.00	267.00	FINANCE	12/31/2022
145068	12-92041.700 2022 SCADA Service Work	620-8400-852000 978.75	978.75	FINANCE	12/31/2022
145050	12-10127.100 210 MCDIVITT LANE EXPANSION	100-0000-211425 128.74	128.74	FINANCE	12/31/2022
145053	12-10134.100 200 GRAND AVENUE CONDOS / R	100-0000-211425 154.15	154.15	FINANCE	12/31/2022
145054	12-10139.310 MEADOWLAND TOWNHOMES DEVELO	100-0000-211425 1,203.24	1,203.24	FINANCE	12/31/2022
145055	12-10147.300 MINOR ESTATES PHASE 4 / CON	100-0000-211425 1,737.24	1,737.24	FINANCE	12/31/2022
145056	12-10148.300 GOODWILL OF MUKWONAGO / CON	100-0000-211425 1,125.15	1,125.15	FINANCE	12/31/2022
145057	12-10149.310 EDGEWOOD CONDOS / EROSION C	100-0000-211425 409.88	409.88	FINANCE	12/31/2022
145058	12-10149.300 EDGEWOOD CONDOS / EROSION C	100-0000-211425 516.63	516.63	FINANCE	12/31/2022
145060	12-10162.300 FLUERY'S EXPANSION / EROSIO	100-0000-211425 128.74	128.74	FINANCE	12/31/2022
145062	12-10170.300 600 PERKINS DRIVE IDC / ERO	100-0000-211425 506.90	506.90	FINANCE	12/31/2022

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 02/02/2023 - 02/02/2023
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: RUEKERT & MIELKE, INC.					
145066	12-10178.300 HILL COURT RELOAD SOUTH MUL	100-0000-211425	1,345.60	1,345.60 FINANCE	12/31/2022
145069	12-92097.306 FAIRWINDS PHASE 5 CONSTRUCT	100-0000-211425	861.00	861.00 FINANCE	12/31/2022
145070	12-92136.302 CHAPMAN FARM / CHAPMAN VILL	100-0000-211425	153.49	153.49 FINANCE	12/31/2022
145071	12-92136.303 CHAPMAN FARM / CHAPMAN RESI	100-0000-211425	1,301.49	1,301.49 FINANCE	12/31/2022
TOTAL VENDOR RUEKERT & MIELKE, INC.			34,458.35		
VENDOR NAME: SHERWIN-WILLIAMS					
1306-5	VILLAGE HALL PAINT	100-5160-539500	68.20	68.20 DPW	02/02/2023
7783-5	WWTF-PAINT FOR EFFLUENT PUMPS	620-8010-832000	102.84	102.84 UTILITIES	02/02/2023
TOTAL VENDOR SHERWIN-WILLIAMS			171.04		
VENDOR NAME: SHRED-IT USA					
8002964208	2022 DECEMBER VH SHREDDING SERVICES	100-5141-531100	46.52	93.04 ALLOCATE	12/31/2022
		100-5142-531100	23.26		
		100-5632-531100	23.26		
TOTAL VENDOR SHRED-IT USA			93.04		
VENDOR NAME: SOMAR ENTERPRISES					
102876	2023 UNIFORM ALLOWANCE - KREISER	100-5211-534600	178.74	178.74 POLICE	02/02/2023
TOTAL VENDOR SOMAR ENTERPRISES			178.74		
VENDOR NAME: SOUTHERN LAKES NEWSPAPERS					
2023 SUBSCRIPTION	MUKWONAGO TIMES SUBSCRIPTION	100-5111-539900	19.95	19.95 CLERK	02/02/2023
TOTAL VENDOR SOUTHERN LAKES NEWSPAPERS			19.95		
VENDOR NAME: TELEFLEX LLC					
9506467546	EMS SUPPLIES	150-5231-531100	677.50	677.50 FIRE	02/02/2023
TOTAL VENDOR TELEFLEX LLC			677.50		
VENDOR NAME: TERMINAL ANDRAE INC.					
59711	WATER-LIGHT REPLACEMENT AT WELL 6 AND 7	610-6210-662500	900.00	900.00 UTILITIES	12/31/2022
59712	WATER/SEWER-SCADA POLE INSTALL AT FIRE D	610-6210-662500	3,000.00	6,000.00 UTILITIES	12/31/2022
		620-8020-832000	3,000.00		
TOTAL VENDOR TERMINAL ANDRAE INC.			6,900.00		
VENDOR NAME: THE UNIFORM SHOPPE OF GREEN BAY INC					
330167	2023 UNIFORM ALLOWANCE - PINKOWSKI	100-5212-534600	513.70	513.70 POLICE	02/02/2023
TOTAL VENDOR THE UNIFORM SHOPPE OF GREEN BAY INC			513.70		
VENDOR NAME: USA BLUEBOOK					
232061	WWTF-STANDARD METHODS FOR LAB	620-8010-826000	350.61	350.61 UTILITIES	02/02/2023
225813	WWTF-THERMOMETER FOR LAB	620-8010-826000	91.20	91.20 UTILITIES	02/02/2023
226638	WWTF-LAB SUPPLIES	620-8010-826000	833.50	833.50 UTILITIES	02/02/2023
233921	WWTF-LAB SUPPLIES/PHOS CHEM FEED PARTS	620-8010-826000	206.25	286.43 UTILITIES	02/02/2023
		620-8010-824000	80.18		

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: USA BLUEBOOK					
241661	WWTF-LAB SUPPLIES	620-8010-826000	225.03	UTILITIES	02/02/2023
240243	WWTF-GLUE FOR PHOSPHOROUS CHEMICAL FEED	620-8010-824000	70.95	UTILITIES	02/02/2023
TOTAL VENDOR USA BLUEBOOK			1,857.72		
VENDOR NAME: VELOCITY LLC					
2023001	OFFICE 365 LICENSING AND SENTINEL ANTIVI	100-5111-522900	56.00	ALLOCATE	12/31/2022
		100-5120-522900	20.50		
		100-5141-522900	20.50		
		100-5142-522900	57.50		
		100-5211-522900	217.50		
		100-5241-522900	61.50		
		100-5300-522900	73.50		
		100-5512-522900	16.50		
		100-5632-522900	20.50		
		150-5221-522900	309.50		
		610-6920-692100	53.50		
		620-8400-851000	53.50		
		100-5145-522900	61.50		
		100-5150-521900	78.00		
2022084	IT SERVICES FOR DEC	100-5142-521901	170.00	ALLOCATE	12/31/2022
		100-5212-581100	1,190.00		
		150-5221-521901	255.00		
		610-6920-692300	212.50		
		620-8400-852000	212.50		
TOTAL VENDOR VELOCITY LLC			3,140.00		
VENDOR NAME: VERIZON WIRELESS					
9924461827	VERIZON LP15	150-5221-522500	50.10	FIRE	02/02/2023
TOTAL VENDOR VERIZON WIRELESS			50.10		
VENDOR NAME: WALWORTH CTY SECURITY ALARMS LLC					
16321	VH FIRE ALARM MONITORING	100-5160-521900	444.00	DPW	12/31/2022
TOTAL VENDOR WALWORTH CTY SECURITY ALARMS LLC			444.00		
VENDOR NAME: WATER WELL SOLUTIONS					
2022 WELL 6 FINAL	2ND AND FINAL PAYMENT	610-0000-000109	64,925.73	FINANCE	12/31/2022
TOTAL VENDOR WATER WELL SOLUTIONS			64,925.73		
VENDOR NAME: WAUKESHA COUNTY					
4703451	RECORDING RESOLUTION 2022-47 IDC STORMW	100-0000-211425	30.00	CLERK	02/02/2023
4703452	RECORDED MINORS ESTATES SECOND AMENDED,	100-0000-211425	30.00	CLERK	02/02/2023
TOTAL VENDOR WAUKESHA COUNTY			60.00		
VENDOR NAME: WAUKESHA COUNTY EMERGENCY					
484	STAFF ID CARDS	150-5222-531100	0.75	FIRE	02/02/2023
TOTAL VENDOR WAUKESHA COUNTY EMERGENCY			0.75		

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: WAUKESHA COUNTY FIRE CHIEFS						
2023-16	WCFCA 2023 MEMBERSHIP INVOICE	150-5221-532400	287.40	287.40	FIRE	02/02/2023
TOTAL VENDOR WAUKESHA COUNTY FIRE CHIEFS				287.40		
VENDOR NAME: WAUKESHA CTY TREASURER						
2023-24010051	RADIO PROGRAMMING - CAPITAL RADIO PROJEC	430-5700-571100	175.32	175.32	POLICE	12/31/2022
TOTAL VENDOR WAUKESHA CTY TREASURER				175.32		
VENDOR NAME: WI DEPT OF JUSTICE-TIME						
455TIME-0000013458	WI DOJ CIB BADGERNET AND TIME ACCESS -	1100-5211-522900	2,205.75	2,205.75	POLICE	02/02/2023
TOTAL VENDOR WI DEPT OF JUSTICE-TIME				2,205.75		
VENDOR NAME: WOLF PAVING CO., INC.						
43650	ASPHALT COLD PATCH	100-5341-539500	729.40	729.40	DPW	02/02/2023
TOTAL VENDOR WOLF PAVING CO., INC.				729.40		
VENDOR NAME: ZAESKE DEBORAH						
2023 UNIFORM ALLOW	2023 UNIFORM ALLOWANCE - ZAESKE	100-5211-534600	250.00	250.00	POLICE	02/02/2023
TOTAL VENDOR ZAESKE DEBORAH				250.00		
VENDOR NAME: ZORN COMPRESSOR & EQUIPMENT						
389899-00	WWTF-DIGESTOR COMPRESSOR MAINTENANCE	620-8010-833000	526.60	526.60	UTILITIES	02/02/2023
TOTAL VENDOR ZORN COMPRESSOR & EQUIPMENT				526.60		
GRAND TOTAL:				154,032.16		

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 35693 - 35716

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
01/13/2023	GEN	35693	IMIL1871445	ALSCO	OUTSIDE SERVICES	531000	5511	72.62
01/13/2023	GEN	35694#	1HNV-HYHV-KLGP	AMAZON CAPITOL SERVICES	OPERATIONAL SUPPLIES	531100	5511	64.97
			164L-6D49-L3GF		THINGERY COLLECTION	533000	5511	(5.89)
			1Y6K-4RPN-LLHW		BOOKS	532800	5700	63.86
			1P6D-QN3N-KGMG		AV MATERIAL	532900	5700	62.45
			13FK-KC6W-K4L6		EQUIPMENT LESS THAN \$5000	581100	5700	2,790.22
			CHECK GEN 35694 TOTAL FOR FUN					
01/13/2023	GEN	35695	44899	AMERICA AQUARIA	OUTSIDE SERVICES	531000	5511	85.00
			45581		OUTSIDE SERVICES	531000	5511	85.00
			CHECK GEN 35695 TOTAL FOR FUN					
01/13/2023	GEN	35696	2037174534	BAKER & TAYLOR INC.	BOOKS	532800	5700	1,933.89
			2037181098		BOOKS	532800	5700	416.90
			2037181099		BOOKS	532800	5700	2,500.80
			BAKER		BOOKS	532800	5700	72.07
			2037188609		BOOKS	532800	5700	323.11
			2037198599		BOOKS	532800	5700	123.39
			2037211341		BOOKS	532800	5700	172.22
			2037224403		BOOKS	532800	5700	16.31
			2037224404		BOOKS	532800	5700	269.41
			2037240832		BOOKS	532800	5700	15.84
			2037240833		BOOKS	532800	5700	140.64
			CHECK GEN 35696 TOTAL FOR FUN					
01/13/2023	GEN	35697	2052	BERNSTEIN & ASSOCIATES, LLC	DONATED FUND EXPENDITURES	580600	5890	1,620.00
01/13/2023	GEN	35698	B6529337	BRODART	BOOKS	532800	5700	509.90
			B6530644		BOOKS	532800	5700	418.37
			B65352293		BOOKS	532800	5700	294.34
			B6535975		BOOKS	532800	5700	425.16
			B6540761		BOOKS	532800	5700	188.88
CHECK GEN 35698 TOTAL FOR FUN							1,836.65	
01/13/2023	GEN	35699	79724243	CENGAGE LEARNING	BOOKS	532800	5700	25.60
			79741651		BOOKS	532800	5700	30.39
			79742165		BOOKS	532800	5700	58.35

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
Fund: 440 LIBRARY FUND									
			79766745		BOOKS	532800	5700	30.39	
			79628204		BOOKS	532800	5700	31.19	
				CHECK GEN 35699 TOTAL FOR FUN					175.95
01/13/2023	GEN	35700	7234319	DEMCO INC	OPERATIONAL SUPPLIES	531100	5511	696.78	
01/13/2023	GEN	35701	505-0000075205	DEPARTMENT OF ADMINISTRATION	DATA LINES	534300	5511	600.00	
01/13/2023	GEN	35702	960003211	EMCOR SERVICES	CONTRACTUAL SERVICES	522000	5511	2,307.00	
01/13/2023	GEN	35703	33103276	GREAT AMERICAN FINANCIAL SVCS	CONTRACTUAL SERVICES	522000	5511	353.14	
01/13/2023	GEN	35704	2820795	IMPACT ACQUISITIONS, LLC	OUTSIDE SERVICES	531000	5511	248.59	
01/13/2023	GEN	35705	38127724	JOHNSON CONTROLS SECURITY	TRAINING & TRAVEL	533500	5511	363.58	
01/13/2023	GEN	35706	666	KLASSY KLEANERS	OUTSIDE SERVICES	531000	5511	2,295.00	
				CHECK GEN 35706 TOTAL FOR FUN					2,643.11
01/13/2023	GEN	35707	2022	LIBRARY PETTY CASH	OPERATIONAL SUPPLIES	531100	5511	33.33	
			2022		POSTAGE	531500	5511	3.32	
			2022		PROGRAMMING	533100	5511	31.27	
				CHECK GEN 35707 TOTAL FOR FUN					67.92
01/13/2023	GEN	35708#	503176064	MIDWEST TAPE	ELECTRONIC TOOLS & SERVICES	534000	5511	550.01	
			503166551		AV MATERIAL	532900	5700	39.99	
				CHECK GEN 35708 TOTAL FOR FUN					590.00
01/13/2023	GEN	35709	MJ0446060	MILWAUKEE JOURNAL SENTINEL	NEWSPAPERS	532700	5511	421.04	
				CHECK GEN 35709 TOTAL FOR FUN					421.04
01/13/2023	GEN	35710	29406620	QUILL LLC	OPERATIONAL SUPPLIES	531100	5511	168.48	
			29915716		COLLECTION MAINTENANCE & REPAIR	531600	5511	233.36	
				CHECK GEN 35710 TOTAL FOR FUN					401.84
01/13/2023	GEN	35711	15149	RIVISTAS LLC	PERIODICALS	532600	5511	1,015.09	
			14688		TRAINING & TRAVEL	533500	5511	474.93	
				CHECK GEN 35711 TOTAL FOR FUN					1,490.02
01/13/2023	GEN	35712	111421	ROMAN ELECTRIC CO., INC.	REPAIRS & MAINTENANCE	539500	5511	1,695.61	
01/13/2023	GEN	35713	1142023	STORYBOOK ENCHANTMENTS LLC	PROGRAMMING	533100	5511	200.00	
				CHECK GEN 35713 TOTAL FOR FUN					200.00
01/13/2023	GEN	35714	6107916	UNIQUE MANAGEMENT	OUTSIDE SERVICES	531000	5511	19.75	

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
			6108903		OUTSIDE SERVICES	531000	5511	9.85
				CHECK GEN 35714 TOTAL FOR FUN				29.55
01/13/2023	GEN	35715	UT4206789	USA TODAY	NEWSPAPERS	532700	5511	398.65
01/13/2023	GEN	35716	611032	VERNON LIBRARY SUPPLIES	COLLECTION MAINTENANCE & REPAIR	531600	5511	230.08
					Total for fund 440 LIBRARY FUND			25,224.21
				TOTAL - ALL FUNDS				25,224.21

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/25/2023	GEN	590 (E)	CHARTER COMMUNICATIONS	JANUARY 2023 BILL	100-5120-522500	3.12
		590 (E)		JANUARY 2023 BILL	100-5141-522500	15.94
		590 (E)		JANUARY 2023 BILL	100-5142-522500	143.85
		590 (E)		JANUARY 2023 BILL	100-5145-522900	70.30
		590 (E)		JANUARY 2023 BILL	100-5160-522500	29.45
		590 (E)		JANUARY 2023 BILL	100-5211-522500	133.80
		590 (E)		JANUARY 2023 BILL	100-5241-522500	40.95
		590 (E)		JANUARY 2023 BILL	100-5323-522500	73.91
		590 (E)		JANUARY 2023 BILL	100-5512-522500	177.96
		590 (E)		JANUARY 2023 BILL	150-5221-522500	368.10
		590 (E)		JANUARY 2023 BILL	410-5363-522500	4.57
		590 (E)		JANUARY 2023 BILL	440-5511-522500	294.19
		590 (E)		JANUARY 2023 BILL	500-5344-522500	2.28
		590 (E)		JANUARY 2023 BILL	610-6920-692100	38.82
		590 (E)		JANUARY 2023 BILL	620-8400-851000	38.82
						<hr/> 1,436.06
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		1,436.06

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INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 01/23/2023 - 01/23/2023
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 BANK CODE: GEN - CHECK TYPE: EFT
 CREDIT CARD TRANSACTIONS FOR BOARD
 SORTED BY CARDHOLDER

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 0002 US BANK							
BITTNER RONALD 57302	DSPS E SERVICE FEE COM DSPS SERVICE FEE BACK FLOW 100-5323-539500	12/16/2022 MROCKLEY	01/23/2023	0.40 0.40	0.00	Paid	Y 12/31/2022
	REPAIRS & MAINTENANCE						
BITTNER RONALD 57303	DSPS EPAY ISE DSPS BACKFLOW REGISTRATION 100-5323-539500	12/16/2022 MROCKLEY	01/23/2023	20.00 20.00	0.00	Paid	Y 12/31/2022
	REPAIRS & MAINTENANCE						
CASTLE WAYNE A 57304	KALAHARI RESORT - WI ECOM WATER/WWTF-LODGING FOR TRAINING 610-6920-693000 620-8400-854100	12/15/2022 MROCKLEY	01/23/2023	113.00 56.50 56.50	0.00	Paid	Y 01/23/2023
	MISC GENERAL EXPENSES EDUCATIONAL/TRAINING EXPENSES						
DEMOTTO CHRIS 57305	WISCONSIN CHIEFS OF POLIC WCPA 2023 DUES - DEMOTTO 100-5211-532400	12/14/2022 MROCKLEY	01/23/2023	100.00 100.00	0.00	Paid	Y 01/23/2023
	MEMBERSHIP DUES						
DEMOTTO CHRIS 57306	APCO INTERNATIONAL INC APCO ILLUMINATIONS TRAINING FOR FOUR 100-5211-533500	12/17/2022 MROCKLEY	01/23/2023	436.00 436.00	0.00	Paid	Y 01/23/2023
	TRAINING & TRAVEL						
DYKSTRA DIANA 57307	WAL-MART #1571 REPLENISH PAPER SUPPLIES IN KITCHEN 100-5142-539900	12/19/2022 MROCKLEY	01/23/2023	17.75 17.75	0.00	Paid	Y 12/31/2022
	REPLENISH PAPER SUPPLIES IN KITCHEN						
DYKSTRA DIANA 57308	DOMINO'S 2096 STAFF LUNCH TAX BILL PROCESS 100-5142-539900	12/21/2022 MROCKLEY	01/23/2023	120.06 120.06	0.00	Paid	Y 12/31/2022
	STAFF LUNCH TAX BILL PROCESSING						
DYKSTRA DIANA 57309	SP WIZARDPINS.COM 2022 VILLAGE PINS 100-5144-531100	12/28/2022 MROCKLEY	01/23/2023	247.00 247.00	0.00	Paid	Y 12/31/2022
	2022 VILLAGE PINS						
DYKSTRA DIANA 57310	BLUE BAY RESTAURANT LUNCHEON EVENT 100-5142-539900	12/29/2022 MROCKLEY	01/23/2023	88.17 88.17	0.00	Paid	Y 12/31/2022
	LUNCHEON EVENT						

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Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN 57311	SIGNUPGENIUS METASPACE SIGN UP 440-5511-531400	12/16/2022 MROCKLEY	01/23/2023	11.99	0.00	Paid	Y 12/31/2022
	META SPACE EQUIPMENT & FIXTURES			11.99			
KIM CATHRYN 57312	SIGNUPGENIUS SIGNUP AARP 440-5511-533300	12/23/2022 MROCKLEY	01/23/2023	11.99	0.00	Paid	Y 12/31/2022
	OUTREACH			11.99			
KIM CATHRYN 57313	DROPBOX*56XD78SNWFG7 ELECTRONIC TOOLS 440-5511-534000	12/29/2022 MROCKLEY	01/23/2023	11.99	0.00	Paid	Y 01/23/2023
	ELECTRONIC TOOLS & SERVICES			11.99			
KINDER MATTHEW 57314	SHOPBACKFLOW.COM WWTF-BACKFLOW PREVENTER PARTS 620-8010-833000	12/22/2022 MROCKLEY	01/23/2023	961.60	0.00	Paid	Y 12/31/2022
	MAINT-TREATMENT/DISPOSAL PLANT			961.60			
KREISER ROBERT 57315	WAL-MART #1571 EMPLOYEE WALL PHOTOS 100-5211-531100	12/20/2022 MROCKLEY	01/23/2023	3.54	0.00	Paid	Y 12/31/2022
	OPERATIONAL SUPPLIES			3.54			
KREISER ROBERT 57316	SP SCOTT COMPANY DRU FIELD DRUG TEST KITS 100-5213-531100	12/22/2022 MROCKLEY	01/23/2023	112.95	0.00	Paid	Y 12/31/2022
	OPERATIONAL SUPPLIES			112.95			
KREISER ROBERT 57317	WAL-MART #1571 EMPLOYEE WALL PHOTO 100-5211-531100	12/29/2022 MROCKLEY	01/23/2023	1.18	0.00	Paid	Y 12/31/2022
	OPERATIONAL SUPPLIES			1.18			
MILLER KENNETH 57318	SQ *ELKHORN DRIVESHAFT CO WWTF-WIDEOUT PLOW REAPIR 620-8030-828000	12/16/2022 MROCKLEY	01/23/2023	537.24	0.00	Paid	Y 12/31/2022
	TRANSPORTATION EXPENSE			537.24			
SMITH JAMES A 57319	THE HOME DEPOT #4921 WWTF-INSULATION FOR AEARTION VALVES 620-8010-827000	12/20/2022 MROCKLEY	01/23/2023	74.92	0.00	Paid	Y 12/31/2022
	OPERATION SUPPLY/EXPENSE			74.92			
STIEN JEFFREY R 57320	FULLY PROMOTED HAHN 2022 CLOTHING	12/20/2022 MROCKLEY	01/23/2023	525.65	0.00	Paid	Y 12/31/2022

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Purchase Card	Vendor: 0002 US BANK						
	150-5221-534600	CLOTHING ALLOWANCE		525.65			
STIEN JEFFREY R 57321	WAL-MART #1571 2022 STIEN EDUCATION SUPPLIES 150-5221-533500	12/21/2022 MROCKLEY	01/23/2023	46.58	0.00	Paid	Y 12/31/2022
		TRAINING & TRAVEL		46.58			
STREIT DANIEL 57322	USPS PO 5657100149 SHIPPING TO RETURN RIFLES TO 10-33 100-5211-531500	12/15/2022 MROCKLEY	01/23/2023	141.55	0.00	Paid	Y 12/31/2022
		POSTAGE		141.55			
STREIT DANIEL 57323	PRINT PACK & SHIP CENTER SHIPPING SUPPLIES 100-5211-531100	12/15/2022 MROCKLEY	01/23/2023	10.00	0.00	Paid	Y 12/31/2022
		OPERATIONAL SUPPLIES		10.00			
STREIT DANIEL 57324	EAGLE ENGRAVING RETIREMENT AWARD 100-5211-539900	12/15/2022 MROCKLEY	01/23/2023	78.95	0.00	Paid	Y 12/31/2022
		OTHER		78.95			
STREIT DANIEL 57325	KALAHARI RESORT - WI WCPA CONFERENCE - KALAHARI HOTEL 1 100-5211-533500	12/16/2022 MROCKLEY	01/23/2023	143.00	0.00	Paid	Y 01/23/2023
		TRAINING & TRAVEL		143.00			
STREIT DANIEL 57326	VISTAPRINT OFFICER BUSINESS CARDS 100-5211-531200	12/22/2022 MROCKLEY	01/23/2023	88.00	0.00	Paid	Y 01/23/2023
		PRINTING		88.00			
STREIT DANIEL 57327	AMZN MKTP US*EK7RD6RA3 LABELS 100-5211-531100	12/26/2022 MROCKLEY	01/23/2023	25.98	0.00	Paid	Y 12/31/2022
		OPERATIONAL SUPPLIES		25.98			
STREIT DANIEL 57328	AMZN MKTP US*OA2LK6EN3 CD SLEEVES AND FARADAY BAGS 100-5213-531100	12/31/2022 MROCKLEY	01/23/2023	30.22	0.00	Paid	Y 01/23/2023
		OPERATIONAL SUPPLIES		30.22			
SUKOWATY JAYME 57329	THE HOME DEPOT #4921 WATER-PACKING WRAP FOR HMO PILOT 610-6300-663200	12/19/2022 MROCKLEY	01/23/2023	29.98	0.00	Paid	Y 12/31/2022
		OPERATION SUPPLY/EXP-TREATMENT		29.98			

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Purchase Card Vendor: 0002 US BANK							
ARMOUR ABBY 57330	WAL-MART #1571 PROGRAM PRIZE 440-5511-533100	01/03/2023 MROCKLEY	01/23/2023	23.44	0.00	Paid	Y 01/23/2023
	PROGRAMMING			23.44			
ARMOUR ABBY 57331	DOLLAR GENERAL #10855 PROGRAM PRIZES 440-5511-533100	01/03/2023 MROCKLEY	01/23/2023	29.30	0.00	Paid	Y 01/23/2023
	PROGRAMMING			29.30			
ARMOUR ABBY 57332	MY-STICKY-ELEMENTS - B ELECTRONIC TOOLS 440-5511-534000	01/05/2023 MROCKLEY	01/23/2023	29.25	0.00	Paid	Y 01/23/2023
	ELECTRONIC TOOLS & SERVICES			29.25			
ARMOUR ABBY 57333	WISCONSIN LIBRARY ASSOCIA LEGISLATIVE DAY REGISTRATION 440-5511-533500	01/05/2023 MROCKLEY	01/23/2023	28.00	0.00	Paid	Y 01/23/2023
	TRAINING & TRAVEL			28.00			
ARMOUR ABBY 57334	GAYLORD BROS INC ARCHIVAL BOXES NAGPRA 440-5890-580600	01/11/2023 MROCKLEY	01/23/2023	101.64	0.00	Paid	Y 01/23/2023
	DONATED FUND EXPENDITURES			101.64			
BITTNER RONALD 57335	ISA ISA MEMBERSHIP WAGNER 100-5300-532400	01/06/2023 MROCKLEY	01/23/2023	180.00	0.00	Paid	Y 01/23/2023
	MEMBERSHIP DUES			180.00			
BITTNER RONALD 57336	USHR FLAG SALES US FLAGS 100-5522-531100	01/09/2023 MROCKLEY	01/23/2023	249.80	0.00	Paid	Y 01/23/2023
	OPERATIONAL SUPPLIES			249.80			
BITTNER RONALD 57337	UWCC REGISTRATIONS APWA CLASSES WAGNER 100-5323-533500	01/09/2023 MROCKLEY	01/23/2023	150.00	0.00	Paid	Y 01/23/2023
	TRAINING & TRAVEL			150.00			
BITTNER RONALD 57338	UWCC REGISTRATIONS APWA CLASSES WAGNER 100-5323-533500	01/09/2023 MROCKLEY	01/23/2023	150.00	0.00	Paid	Y 01/23/2023
	TRAINING & TRAVEL			150.00			
BITTNER RONALD 57339	UWCC REGISTRATIONS APWA CLASSES WAGNER	01/09/2023 MROCKLEY	01/23/2023	150.00	0.00	Paid	Y 01/23/2023

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Purchase Card Vendor: 0002 US BANK							
	100-5323-533500	TRAINING & TRAVEL		150.00			
BITTNER RONALD 57340	WISCONSIN ARBORISTS ASSO WISCONSIN ARBORIST ANNUAL CONFERENCE 100-5323-533500	01/09/2023 MROCKLEY TRAINING & TRAVEL	01/23/2023	275.00 275.00	0.00	Paid	Y 01/23/2023
BONK JASON 57341	USPS PO 5657100149 WATER- POSTAGE FOR FLUORIDE SAMPLE 610-6300-663200	01/04/2023 MROCKLEY OPERATION SUPPLY/EXP-TREATMENT	01/23/2023	4.80 4.80	0.00	Paid	Y 01/23/2023
BROWN DAVID 57342	THE HOME DEPOT 4921 WWTF- MATERIAL FOR SCREENING ROOM 620-8010-827000	01/05/2023 MROCKLEY OPERATION SUPPLY/EXPENSE	01/23/2023	375.49 375.49	0.00	Paid	Y 01/23/2023
BROWN DAVID 57343	US BANK WWTF- REFUND OF MATERIAL FOR SCREEN 620-8010-827000	01/10/2023 MROCKLEY OPERATION SUPPLY/EXPENSE	01/23/2023	(49.82) (49.82)	0.00	Paid	Y 01/23/2023
BROWN DAVID 57344	PALMYRA CITGO WWTF-SMALL ENGINE FUEL 620-8010-827000	01/11/2023 MROCKLEY OPERATION SUPPLY/EXPENSE	01/23/2023	25.66 25.66	0.00	Paid	Y 01/23/2023
CASTLE WAYNE A 57345	AMZN MKTP US*D31708PM3 WATER/WWTF- CASES AND SCREEN 620-8400-851000 610-6920-692100	01/05/2023 MROCKLEY OFFICE SUPPLIES & EXPENSES OFFICE SUPPLIES & EXPENSES	01/23/2023	341.91 170.96 170.95	0.00	Paid	Y 01/23/2023
DOHERTY DIANA 57346	GOVERNMENT FINANCE OFFIC DOHERTY - WEBINAR 100-5145-533500	01/03/2023 MROCKLEY TRAINING & TRAVEL	01/23/2023	35.00 35.00	0.00	Paid	Y 01/23/2023
DOHERTY DIANA 57347	LOCAL GOVERNMENT EDUCATIO 2023 WGFOA DUES - DOHERTY 100-5145-532400	01/03/2023 MROCKLEY MEMBERSHIP DUES	01/23/2023	25.00 25.00	0.00	Paid	Y 01/23/2023
DOHERTY DIANA 57348	SOCIETYFORHUMANRESOURCE 2023 RENEWAL 100-5145-532400	01/12/2023 MROCKLEY MEMBERSHIP DUES	01/23/2023	229.00 229.00	0.00	Paid	Y 01/23/2023

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Purchase Card Vendor: 0002 US BANK							
DYKSTRA DIANA 57349	WISCMUNCLERKS WMCA 2023 MEMBERSHIP 100-5142-532400	01/09/2023 MROCKLEY MEMBERSHIP DUES	01/23/2023	65.00 65.00	0.00	Paid	Y 01/23/2023
DYKSTRA DIANA 57350	FACEBK 8N9QJLT3R2 BOOST POST FOR TAXES 100-5142-539900	01/10/2023 MROCKLEY BOOST AD FOR TAX COLLECTIONS	01/23/2023	14.00 14.00	0.00	Paid	Y 01/23/2023
DYKSTRA DIANA 57351	WEST BEND MUT INS BOND FOR CLERK NOTARY 100-5142-521900	01/10/2023 MROCKLEY BOND FOR CLERK NOTARY	01/23/2023	50.00 50.00	0.00	Paid	Y 01/23/2023
DYKSTRA DIANA 57352	WI DFI WS2 CFI CC EPAY NOTARY RENEWAL DYKSTRA 100-5142-539900	01/10/2023 MROCKLEY NOTARY RENEWAL DYKSTRA	01/23/2023	20.00 20.00	0.00	Paid	Y 01/23/2023
DYKSTRA DIANA 57353	VBS*VONAGE BUSINESS JANUARY 2023 PHONE SERVICE 100-5141-522500 100-5142-522500 100-5145-522900 100-5241-522500 100-5632-522500 100-5323-522500 100-5512-522500 100-5120-522500 100-5211-522500 150-5221-522500 440-5511-522500 610-6920-692100 620-8400-851000	01/12/2023 MROCKLEY TELEPHONE TELEPHONE SOFTWARE SUPPORT/MAINTENANCE TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE OFFICE SUPPLIES & EXPENSES OFFICE SUPPLIES & EXPENSES	01/23/2023	996.40 12.84 64.33 51.36 25.68 12.84 25.81 12.85 12.84 238.25 233.76 251.85 27.00 26.99	0.00	Paid	Y 01/23/2023
GOURDOUX LINDA 57354	WISCMUNCLERKS WMCA 2023 MEMBERSHIP DEPUTY 100-5142-532400	01/03/2023 MROCKLEY WMCA 2023 MEMBERSHIP DEPUTY	01/23/2023	65.00 65.00	0.00	Paid	Y 01/23/2023
ISELY MARY JO 57355	NETFLIX.COM 1/1/23-1/31/23 STREAMING SERVICE 440-5511-531800	01/01/2023 MROCKLEY THINGERY MAINTENANCE	01/23/2023	19.99 19.99	0.00	Paid	Y 01/23/2023

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Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN 57356	MAILCHIMP *MISC NEWSLETTER JANUARY 440-5511-534000	01/08/2023 MROCKLEY	01/23/2023	84.00	0.00	Paid	Y 01/23/2023
	ELECTRONIC TOOLS & SERVICES			84.00			
KIM CATHRYN 57357	WAL-MART #1571 PROGRAM SUPPLIES 440-5511-531700	01/09/2023 MROCKLEY	01/23/2023	36.78	0.00	Paid	Y 01/23/2023
	METASPACE MAINTENANCE			36.78			
KIM CATHRYN 57358	GARDEN PARTY FLORIST BOARD MEMBER FLOWERS 440-5890-580600	01/11/2023 MROCKLEY	01/23/2023	89.25	0.00	Paid	Y 01/23/2023
	DONATED FUND EXPENDITURES			89.25			
KIM CATHRYN 57359	WAL-MART #1571 CLEANING SUPPLIES 440-5511-531100	01/13/2023 MROCKLEY	01/23/2023	87.22	0.00	Paid	Y 01/23/2023
	OPERATIONAL SUPPLIES			87.22			
KIM CATHRYN 57360	THE HOME DEPOT 4921 CLEANING SUPPLIES 440-5511-531100	01/13/2023 MROCKLEY	01/23/2023	95.06	0.00	Paid	Y 01/23/2023
	OPERATIONAL SUPPLIES			95.06			
KREISER ROBERT 57361	WAL-MART #1571 BREAKROOM MICROWAVE 100-5211-539500	01/08/2023 MROCKLEY	01/23/2023	118.00	0.00	Paid	Y 01/23/2023
	REPAIRS & MAINTENANCE			118.00			
MILLER KENNETH 57362	WAL-MART #1571 WWTF SCREEN ROOM EXHAUST FANS PAINT 620-8010-834000	01/12/2023 MROCKLEY	01/23/2023	7.22	0.00	Paid	Y 01/23/2023
	MAINT-GENERAL PLANT/STRUCTURES			7.22			
MILLER KENNETH 57363	RAW PRODUCTS CORP WWTF-SCREEN ROOM EXHAUST FANS 620-8010-834000	01/13/2023 MROCKLEY	01/23/2023	36.74	0.00	Paid	Y 01/23/2023
	MAINT-GENERAL PLANT/STRUCTURES			36.74			
MILLER KENNETH 57364	AMZN MKTP US*3U5CH8M93 WATER- WELL 4 BILCO DOOR LOCK DUST 610-6210-662500	01/15/2023 MROCKLEY	01/23/2023	7.99	0.00	Paid	Y 01/23/2023
	MAINTENANCE-PUMPING			7.99			
MILLER KENNETH 57365	AMZN MKTP US*GK72P2PP3 WATER/WWTF- PHONE CHARGER ADAPTERS	01/15/2023 MROCKLEY	01/23/2023	97.95	0.00	Paid	Y 01/23/2023

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Purchase Card Vendor: 0002 US BANK							
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		48.98			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		48.97			
PETERSON RANDY 57366	CARNELL SALES, INC. TORO BEARINGS 100-5324-539500	01/09/2023 MROCKLEY REPAIRS & MAINTENANCE	01/23/2023	262.48	0.00	Paid	Y 01/23/2023
PETERSON RANDY 57367	CARNELL SALES, INC. TORO BEARINGS 100-5324-539500	01/12/2023 MROCKLEY REPAIRS & MAINTENANCE	01/23/2023	237.08	0.00	Paid	Y 01/23/2023
RUTENBECK TIM 57368	WI CODE UPDATES WISCONSIN WINTER CODE UPDATE 100-5241-533500	01/13/2023 MROCKLEY TRAINING & TRAVEL	01/23/2023	1,200.00	0.00	Paid	Y 01/23/2023
SMITH JAMES A 57369	THE HOME DEPOT #4921 WWTF- PLANT SUPPLIES/LAB SUPPLIES 620-8010-827000 620-8010-826000	01/13/2023 MROCKLEY OPERATION SUPPLY/EXPENSE LABORATORY	01/23/2023	18.95	0.00	Paid	Y 01/23/2023
STIEN JEFFREY R 57370	WAL-MART #1571 STATION SUPPLIES 150-5221-531100	01/03/2023 MROCKLEY OPERATIONAL SUPPLIES	01/23/2023	43.78	0.00	Paid	Y 01/23/2023
STIEN JEFFREY R 57371	AMZN MKTP US*5476L23X3 EMS SUPPLIES 150-5231-531100	01/06/2023 MROCKLEY OPERATIONAL SUPPLIES	01/23/2023	13.99	0.00	Paid	Y 01/23/2023
STIEN JEFFREY R 57372	AMAZON.COM*V52M29E03 AMZN EMS SUPPLIES 150-5231-531100	01/08/2023 MROCKLEY OPERATIONAL SUPPLIES	01/23/2023	147.94	0.00	Paid	Y 01/23/2023
STIEN JEFFREY R 57373	AMZN MKTP US*M88LB6NC3 EMS SUPPLIES 150-5231-531100	01/11/2023 MROCKLEY OPERATIONAL SUPPLIES	01/23/2023	24.77	0.00	Paid	Y 01/23/2023
STIEN JEFFREY R 57374	WAL-MART #1571 STAFF PHOTO 150-5221-531100	01/12/2023 MROCKLEY OPERATIONAL SUPPLIES	01/23/2023	0.13	0.00	Paid	Y 01/23/2023

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STREIT DANIEL							
57375	AMZN MKTP US*1H0PQ4TA3	01/02/2023	01/23/2023	170.99	0.00	Paid	Y
	FARADAY BAGS AND FLASH DRIVES	MROCKLEY					01/23/2023
	100-5213-531100	OPERATIONAL SUPPLIES		170.99			

STREIT DANIEL							
57376	STAPLS0205523918000001	01/03/2023	01/23/2023	156.43	0.00	Paid	Y
	CLEANING SUPPLIES	MROCKLEY					01/23/2023
	100-5211-539400	BLDG REPAIRS & MAINTENANCE		156.43			

STREIT DANIEL							
57377	NATW NATW.ORG	01/09/2023	01/23/2023	35.00	0.00	Paid	Y
	NATIONAL ASSOCIATION OF TOWN WATCH	MROCKLEY					01/23/2023
	100-5211-532400	MEMBERSHIP DUES		35.00			

SURA MATTHEW J							
57378	ZOOM.US 888-799-9666	01/03/2023	01/23/2023	149.90	0.00	Paid	Y
	ZOOM 2023	MROCKLEY					01/23/2023
	150-5221-532400	MEMBERSHIP DUES		149.90			

SURA MATTHEW J							
57379	APPLE.COM/BILL	01/09/2023	01/23/2023	0.99	0.00	Paid	Y
	APPLE STORAGE	MROCKLEY					01/23/2023
	150-5231-531100	OPERATIONAL SUPPLIES		0.99			

SURA MATTHEW J							
57380	MEDICAL DEVICE DEPOT INC	01/12/2023	01/23/2023	171.93	0.00	Paid	Y
	AED BATTERY VILLAGE HALL	MROCKLEY					01/23/2023
	100-5160-531100	OPERATIONAL SUPPLIES		171.93			

ZAESKE DEBBIE							
57381	KALAHARI RESORT - WI ECOM	01/03/2023	01/23/2023	90.00	0.00	Paid	Y
	WIPSCOMM CONFERENCE KALAHARI 1 NIGHT	MROCKLEY					01/23/2023
	100-5211-533500	TRAINING & TRAVEL		90.00			

Total Purchase Card Vendor: 0002 US BANK				10,958.12	0.00		
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# of Invoices:	79	# Due:	0	Totals:	11,007.94	0.00	
# of Credit Memos:	1	# Due:	0	Totals:	(49.82)	0.00	

Net of Invoices and Credit Memos:				10,958.12	0.00		
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--- TOTALS BY GL DISTRIBUTION ---

100-5120-522500	TELEPHONE	12.84
100-5141-522500	TELEPHONE	12.84
100-5142-521900	PROFESSIONAL SERVICES	50.00

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
100-5142-522500	TELEPHONE			64.33			
100-5142-532400	MEMBERSHIP DUES			130.00			
100-5142-539900	OTHER			259.98			
100-5144-531100	OPERATIONAL SUPPLIES			247.00			
100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE			51.36			
100-5145-532400	MEMBERSHIP DUES			254.00			
100-5145-533500	TRAINING & TRAVEL			35.00			
100-5160-531100	OPERATIONAL SUPPLIES			171.93			
100-5211-522500	TELEPHONE			238.25			
100-5211-531100	OPERATIONAL SUPPLIES			40.70			
100-5211-531200	PRINTING			88.00			
100-5211-531500	POSTAGE			141.55			
100-5211-532400	MEMBERSHIP DUES			135.00			
100-5211-533500	TRAINING & TRAVEL			669.00			
100-5211-539400	BLDG REPAIRS & MAINTENANCE			156.43			
100-5211-539500	REPAIRS & MAINTENANCE			118.00			
100-5211-539900	OTHER			78.95			
100-5213-531100	OPERATIONAL SUPPLIES			314.16			
100-5241-522500	TELEPHONE			25.68			
100-5241-533500	TRAINING & TRAVEL			1,200.00			
100-5300-532400	MEMBERSHIP DUES			180.00			
100-5323-522500	TELEPHONE			25.81			
100-5323-533500	TRAINING & TRAVEL			725.00			
100-5323-539500	REPAIRS & MAINTENANCE			20.40			
100-5324-539500	REPAIRS & MAINTENANCE			499.56			
100-5512-522500	TELEPHONE			12.85			
100-5522-531100	OPERATIONAL SUPPLIES			249.80			
100-5632-522500	TELEPHONE			12.84			
150-5221-522500	TELEPHONE			233.76			
150-5221-531100	OPERATIONAL SUPPLIES			43.91			
150-5221-532400	MEMBERSHIP DUES			149.90			
150-5221-533500	TRAINING & TRAVEL			46.58			
150-5221-534600	CLOTHING ALLOWANCE			525.65			
150-5231-531100	OPERATIONAL SUPPLIES			187.69			
440-5511-522500	TELEPHONE			251.85			
440-5511-531100	OPERATIONAL SUPPLIES			182.28			
440-5511-531400	META SPACE EQUIPMENT & FIXTURES			11.99			
440-5511-531700	METASPACE MAINTENANCE			36.78			
440-5511-531800	THINGERY MAINTENANCE			19.99			
440-5511-533100	PROGRAMMING			52.74			
440-5511-533300	OUTREACH			11.99			
440-5511-533500	TRAINING & TRAVEL			28.00			
440-5511-534000	ELECTRONIC TOOLS & SERVICES			125.24			
440-5890-580600	DONATED FUND EXPENDITURES			190.89			
610-6210-662500	MAINTENANCE-PUMPING			7.99			
610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT			34.78			

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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						
610-6920-692100	OFFICE SUPPLIES & EXPENSES			246.93			
610-6920-693000	MISC GENERAL EXPENSES			56.50			
620-8010-826000	LABORATORY			9.97			
620-8010-827000	OPERATION SUPPLY/EXPENSE			435.23			
620-8010-833000	MAINT-TREATMENT/DISPOSAL PLANT			961.60			
620-8010-834000	MAINT-GENERAL PLANT/STRUCTURES			43.96			
620-8030-828000	TRANSPORTATION EXPENSE			537.24			
620-8400-851000	OFFICE SUPPLIES & EXPENSES			246.92			
620-8400-854100	EDUCATIONAL/TRAINING EXPENSES			56.50			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			6,221.26	0.00		
	150 - FIRE/AMBULANCE FUND			1,187.49	0.00		
	440 - LIBRARY FUND			911.75	0.00		
	610 - WATER UTILITY FUND			346.20	0.00		
	620 - SEWER UTILITY FUND			2,291.42	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5120 - MUNICIPAL COURT			12.84	0.00		
	5141 - VILLAGE ADMINISTRATOR			12.84	0.00		
	5142 - CLERK-TREASURER			504.31	0.00		
	5144 - ELECTIONS			247.00	0.00		
	5145 - FINANCE DEPARTMENT			340.36	0.00		
	5160 - VILLAGE HALL			171.93	0.00		
	5211 - POLICE ADMINISTRATION			1,665.88	0.00		
	5213 - CRIME INVESTIGATION			314.16	0.00		
	5221 - FIRE ADMINISTRATION			999.80	0.00		
	5231 - AMBULANCE			187.69	0.00		
	5241 - BUILDING INSPECTOR			1,225.68	0.00		
	5300 - DPW GENERAL ADMINISTRATION			180.00	0.00		
	5323 - GARAGE			771.21	0.00		
	5324 - MACHINERY & EQUIPMENT			499.56	0.00		
	5511 - LIBRARY SERVICES			720.86	0.00		
	5512 - MUSEUM			12.85	0.00		
	5522 - CELEBRATIONS			249.80	0.00		
	5632 - PLANNING DEPARTMENT			12.84	0.00		
	5890 - USE OF DESIGNATED FUNDS			190.89	0.00		
	6210 - PUMPING MAINTENANCE			7.99	0.00		
	6300 - WATER TREATMENT OPERATIONS			34.78	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			303.43	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			1,450.76	0.00		
	8030 - WASTEWATER COLLECTION SYSTE			537.24	0.00		
	8400 - ADMINISTRATIVE & GENERAL			303.42	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0366			289.00			
	0707			428.28			
	1051			961.60			
	1086			1,200.00			
	1128			90.00			
	1275			351.33			
	2365			19.99			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	2544			1,618.38			
	3064			536.00			
	4175			235.67			
	5311			211.63			
	5538			880.12			
	5724			322.82			
	6347			65.00			
	6370			802.84			
	6639			454.91			
	7403			93.87			
	8389			687.14			
	8756			29.98			
	8764			4.80			
	9625			499.56			
	9708			1,175.20			

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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
4416115682 57382	WE ENERGIES 0700126680-00001 Digester Gas 620-8010-821200	12/29/2022 MROCKLEY 0700126680-00001 Digester Gas	01/17/2023	2,138.36 2,138.36	0.00	Paid	Y 12/31/2022
4416115682 57383	WE ENERGIES 0700126680-00002 Well #3 Elec 610-6200-662200	12/29/2022 MROCKLEY 0700126680-00002 Well #3 Elec	01/17/2023	1,809.15 1,809.15	0.00	Paid	Y 12/31/2022
4416115682 57384	WE ENERGIES 0700126680-00003 Street Lights 100-5342-522200	12/29/2022 MROCKLEY 0700126680-00003 Street Lights	01/17/2023	3,783.04 3,783.04	0.00	Paid	Y 12/31/2022
4416115682 57385	WE ENERGIES 0700126680-00004 Greenwald 610-6200-662200	12/29/2022 MROCKLEY 0700126680-00004 Greenwald	01/17/2023	221.88 221.88	0.00	Paid	Y 12/31/2022
4416115682 57386	WE ENERGIES 0700126680-00005 Booster Station 610-6200-662200	12/29/2022 MROCKLEY 0700126680-00005 Booster Station	01/17/2023	565.36 565.36	0.00	Paid	Y 12/31/2022
4416115682 57387	WE ENERGIES 0700126680-00007 1240 N. Rochester 620-8020-821000	12/29/2022 MROCKLEY 0700126680-00007 1240 N. Rochester	01/17/2023	134.20 134.20	0.00	Paid	Y 12/31/2022
4416115682 57388	WE ENERGIES 0700126680-00008 Police Garage 100-5211-522200	12/29/2022 MROCKLEY 0700126680-00008 Police Garage	01/17/2023	198.77 198.77	0.00	Paid	Y 12/31/2022
4416115682 57389	WE ENERGIES 0700126680-00009 Fld Prk Baseball 100-5521-522200	12/29/2022 MROCKLEY 0700126680-00009 Fld Prk Baseball Lights	01/17/2023	22.04 22.04	0.00	Paid	Y 12/31/2022
4416115682 57390	WE ENERGIES 0700126680-00010 Fox River View 620-8020-821000	12/29/2022 MROCKLEY 0700126680-00010 Fox River View	01/17/2023	204.11 204.11	0.00	Paid	Y 12/31/2022
4416115682 57391	WE ENERGIES 0700126680-00011 DPW Elec 100-5323-522200	12/29/2022 MROCKLEY 0700126680-00011 DPW Elec	01/17/2023	451.96 451.96	0.00	Paid	Y 12/31/2022

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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
4416115682 57392	WE ENERGIES 0700126680-000012 Fire 150-5221-522200	12/29/2022 MROCKLEY 0700126680-000012 Fire	01/17/2023	2,949.69 2,949.69	0.00	Paid	Y 12/31/2022
4416115682 57393	WE ENERGIES 0700126680-000013 police-CTH E N of 100-5211-522200	12/29/2022 MROCKLEY 0700126680-000013 police-CTH E N of Sugd	01/17/2023	19.58 19.58	0.00	Paid	Y 12/31/2022
4416115682 57394	WE ENERGIES 0700126680-000014 Hall 100-5160-522200	12/29/2022 MROCKLEY 0700126680-000014 Hall	01/17/2023	1,136.11 1,136.11	0.00	Paid	Y 12/31/2022
4416115682 57395	WE ENERGIES 0700126680-000014 Hall Gas 100-5160-522400	12/29/2022 MROCKLEY 0700126680-000014 Hall Gas	01/17/2023	476.72 476.72	0.00	Paid	Y 12/31/2022
4416115682 57396	WE ENERGIES 0700126680-000016 Miniwauken Park 100-5521-522200	12/29/2022 MROCKLEY 0700126680-000016 Miniwauken Park	01/17/2023	20.73 20.73	0.00	Paid	Y 12/31/2022
4416115682 57397	WE ENERGIES 0700126680-000017 Holz Elec 620-8010-821100	12/29/2022 MROCKLEY 0700126680-000017 Holz Elec	01/17/2023	9,627.20 9,627.20	0.00	Paid	Y 12/31/2022
4416115682 57398	WE ENERGIES 0700126680-000018 Parks 100-5521-522200	12/29/2022 MROCKLEY 0700126680-000018 Parks	01/17/2023	22.75 22.75	0.00	Paid	Y 12/31/2022
4416115682 57399	WE ENERGIES 0700126680-000019 Atkinson Pump 620-8020-821000	12/29/2022 MROCKLEY 0700126680-000019 Atkinson Pump	01/17/2023	493.19 493.19	0.00	Paid	Y 12/31/2022
4416115682 57400	WE ENERGIES 0700126680-000020 Well #6 610-6200-662200	12/29/2022 MROCKLEY 0700126680-000020 Well #6	01/17/2023	584.45 584.45	0.00	Paid	Y 12/31/2022
4416115682 57401	WE ENERGIES 0700126680-000021 DPW Gas 100-5323-522400	12/29/2022 MROCKLEY 0700126680-000021 DPW Gas	01/17/2023	798.36 798.36	0.00	Paid	Y 12/31/2022

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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
4416115682 57402	WE ENERGIES 0700126680-000022 Concession 100-5521-522200	12/29/2022 MROCKLEY 0700126680-000022 Concession Building	01/17/2023	132.36 132.36	0.00	Paid	Y 12/31/2022
4416115682 57403	WE ENERGIES 0700126680-000023 Well #3 Gas 610-6200-662200	12/29/2022 MROCKLEY 0700126680-000023 Well #3 Gas	01/17/2023	9.90 9.90	0.00	Paid	Y 12/31/2022
4416115682 57404	WE ENERGIES 0700126680-000024 Parks-200 S 100-5342-522200	12/29/2022 MROCKLEY 0700126680-000024 Parks-200 S Rochester	01/17/2023	31.98 31.98	0.00	Paid	Y 12/31/2022
4416115682 57405	WE ENERGIES 0700126680-000027 Police 100-5211-522200	12/29/2022 MROCKLEY 0700126680-000027 Police	01/17/2023	1,804.11 1,804.11	0.00	Paid	Y 12/31/2022
4416115682 57406	WE ENERGIES 0700126680-000028 Miniwaukan 100-5521-522200	12/29/2022 MROCKLEY 0700126680-000028 Miniwaukan Pavilion	01/17/2023	21.74 21.74	0.00	Paid	Y 12/31/2022
4416115682 57407	WE ENERGIES 0700126680-000029 F. Park Sump Pump 100-5521-522200	12/29/2022 MROCKLEY 0700126680-000029 F. Park Sump Pump	01/17/2023	21.89 21.89	0.00	Paid	Y 12/31/2022
4416115682 57408	WE ENERGIES 0700126680-000031 Holz Gas 620-8010-821200	12/29/2022 MROCKLEY 0700126680-000031 Holz Gas	01/17/2023	186.22 186.22	0.00	Paid	Y 12/31/2022
4416115682 57409	WE ENERGIES 0700126680-000032 Well #4 Elec 610-6200-662200	12/29/2022 MROCKLEY 0700126680-000032 Well #4 Elec	01/17/2023	1,861.36 1,861.36	0.00	Paid	Y 12/31/2022
4416115682 57410	WE ENERGIES 0700126680-000033 Parks 100-5521-522200	12/29/2022 MROCKLEY 0700126680-000033 Parks	01/17/2023	24.21 24.21	0.00	Paid	Y 12/31/2022
4416115682 57411	WE ENERGIES 0700126680-000034 Street Lights 100-5342-522200	12/29/2022 MROCKLEY 0700126680-000034 Street Lights	01/17/2023	73.29 73.29	0.00	Paid	Y 12/31/2022

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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
4416115682 57412	WE ENERGIES 0700126680-000036 Flashers 100-5211-522200	12/29/2022 MROCKLEY 0700126680-000036 Flashers	01/17/2023	11.06 11.06	0.00	Paid	Y 12/31/2022
4416115682 57413	WE ENERGIES 0700126680-000037 Well #4 Gas 610-6200-662200	12/29/2022 MROCKLEY 0700126680-000037 Well #4 Gas	01/17/2023	148.92 148.92	0.00	Paid	Y 12/31/2022
4416115682 57414	WE ENERGIES 0700126680-000038 Museum 100-5512-522200	12/29/2022 MROCKLEY 0700126680-000038 Museum	01/17/2023	403.29 403.29	0.00	Paid	Y 12/31/2022
4416115682 57415	WE ENERGIES 0700126680-000039 Well #5 610-6200-662200	12/29/2022 MROCKLEY 0700126680-000039 Well #5	01/17/2023	2,095.06 2,095.06	0.00	Paid	Y 12/31/2022
4416115682 57416	WE ENERGIES 0700126680-00043 Outdoor Stage 100-5521-522200	12/29/2022 MROCKLEY 0700126680-00043 Outdoor Stage	01/17/2023	22.32 22.32	0.00	Paid	Y 12/31/2022
4416115682 57417	WE ENERGIES 0709449777-00001 Library Gas 440-5511-522400	12/29/2022 MROCKLEY 0709449777-00001 Library Gas	01/17/2023	1,783.24 1,783.24	0.00	Paid	Y 12/31/2022
4416115682 57418	WE ENERGIES 0709449777-00002 Library Elec 440-5511-522200	12/29/2022 MROCKLEY 0709449777-00002 Library Elec	01/17/2023	2,388.10 2,388.10	0.00	Paid	Y 12/31/2022
4416115682 57419	WE ENERGIES 0712697628-00001 Tower Radio Bldg 100-5211-522200	12/29/2022 MROCKLEY 0712697628-00001 Tower Radio Bldg	01/17/2023	22.90 22.90	0.00	Paid	Y 12/31/2022
4416115682 57420	WE ENERGIES 0712697628-00002 Mukw Dam 100-5254-522200	12/29/2022 MROCKLEY 0712697628-00002 Mukw Dam	01/17/2023	23.62 23.62	0.00	Paid	Y 12/31/2022
4416115682 57421	WE ENERGIES 0712697628-00003 PD Tower meter 100-5211-522200	12/29/2022 MROCKLEY 0712697628-00003 PD Tower meter #05662	01/17/2023	43.84 43.84	0.00	Paid	Y 12/31/2022

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4416115682 57422	WE ENERGIES 0712697628-00004 1224 Riverton 620-8020-821000	12/29/2022 MROCKLEY 0712697628-00004 1224 Riverton	01/17/2023	115.70 115.70	0.00	Paid	Y 12/31/2022
4416115682 57423	WE ENERGIES 0712697628-00006 Well #7 610-6200-662200	12/29/2022 MROCKLEY 0712697628-00006 Well #7	01/17/2023	1,328.51 1,328.51	0.00	Paid	Y 12/31/2022
4416115682 57424	WE ENERGIES 0712697628-00007 School Crossing 100-5342-522200	12/29/2022 MROCKLEY 0712697628-00007 School Crossing Lights	01/17/2023	16.25 16.25	0.00	Paid	Y 12/31/2022
4414784505 57425	WE ENERGIES 0700126680-00015 STREET LIGHTS 100-5342-522200	12/29/2022 MROCKLEY 0700126680-00015 STREET LIGHTS	01/17/2023	10,068.83 10,068.83	0.00	Paid	Y 12/31/2022
4404806406 57426	WE ENERGIES 0700126680-00006 Field Park 100-5521-522200	12/29/2022 MROCKLEY 0700126680-00006 Field Park	01/17/2023	60.87 60.87	0.00	Paid	Y 12/31/2022
4404806406 57427	WE ENERGIES 0700126680-000025 Tower 610-6200-662200	12/29/2022 MROCKLEY 0700126680-000025 Tower	01/17/2023	33.31 33.31	0.00	Paid	Y 12/31/2022
4404806406 57428	WE ENERGIES 0700126680-00030 Andrews Street 100-5521-522200	12/29/2022 MROCKLEY 0700126680-00030 Andrews Street	01/17/2023	107.31 107.31	0.00	Paid	Y 12/31/2022

INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 01/17/2023 - 01/17/2023
 JOURNALIZED PAID
 VENDOR CODE: 0034 - CHECK TYPE: EFT
 WE ENERGIES REPORT FOR BOARD

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

# of Invoices:	47	# Due:	0	Totals:	48,497.84	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					48,497.84	0.00

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	1,136.11
100-5160-522400	GAS	476.72
100-5211-522200	ELECTRIC	2,100.26
100-5254-522200	ELECTRIC	23.62
100-5323-522200	ELECTRIC	451.96
100-5323-522400	GAS	798.36
100-5342-522200	ELECTRIC	13,973.39
100-5512-522200	ELECTRIC	403.29
100-5521-522200	ELECTRIC	456.22
150-5221-522200	ELECTRIC	2,949.69
440-5511-522200	ELECTRIC	2,388.10
440-5511-522400	GAS	1,783.24
610-6200-662200	FUEL OR POWER PURCHASED	8,657.90
620-8010-821100	WWTP ELECTRIC POWER	9,627.20
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	2,324.58
620-8020-821000	PUMPING POWER & FUEL	947.20

--- TOTALS BY FUND ---

100 - GENERAL FUND	19,819.93	0.00
150 - FIRE/AMBULANCE FUND	2,949.69	0.00
440 - LIBRARY FUND	4,171.34	0.00
610 - WATER UTILITY FUND	8,657.90	0.00
620 - SEWER UTILITY FUND	12,898.98	0.00

--- TOTALS BY DEPT/ACTIVITY ---

5160 - VILLAGE HALL	1,612.83	0.00
5211 - POLICE ADMINISTRATION	2,100.26	0.00
5221 - FIRE ADMINISTRATION	2,949.69	0.00
5254 - DAMS	23.62	0.00
5323 - GARAGE	1,250.32	0.00
5342 - STREET LIGHTING	13,973.39	0.00
5511 - LIBRARY SERVICES	4,171.34	0.00
5512 - MUSEUM	403.29	0.00
5521 - PARKS	456.22	0.00
6200 - PUMPING OPERATIONS	8,657.90	0.00
8010 - WWTP-TREATMENT/DISPOSAL/GP	11,951.78	0.00
8020 - LIFT STATIONS/PUMPING EQUIP	947.20	0.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/11/2023	GEN	35684	TREASURER STATE OF WI	COURT FINES & FEES	100-0000-242400	3,338.97
01/11/2023	GEN	35685	TREASURER WAUKESHA COUNTY	COURT FINES & FEES	100-0000-243240	1,048.20
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		4,387.17

01/25/2023 02:52 PM
User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 35620
Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/03/2023	GEN	35620	WEST ALLIS POLICE DEPT	RAMIREX, ZACHARY T, 08301993 AGENCY CASE #1S8051TK9C WARRANT #2022000129	100-0000-233200	250.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		250.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/23/2023	GEN	585 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES -	100-5142-539900	61.68
		585 (E)		INVOICE CLOUD MONTHLY FEES -	100-5241-539900	67.29
		585 (E)		INVOICE CLOUD MONTHLY FEES -	410-5363-539900	72.98
		585 (E)		INVOICE CLOUD MONTHLY FEES -	610-6902-690300	72.97
		585 (E)		INVOICE CLOUD MONTHLY FEES -	620-8300-840000	72.98
						<hr/> 347.90
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		347.90

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User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 35621
Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/04/2023	GEN	35621	KASPRZAK, JESSICA	REFUND DELINQUENT WTR TAX LIEN -	720-0000-121000	115.72
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		115.72

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/20/2023	GEN	584 (E)	WI DEPT OF REVENUE QTRLY TAX	WI DEPT OF REVENUE QTRLY TAX	100-5521-539900	6.47
		584 (E)		WI DEPT OF REVENUE QTRLY TAX	440-5511-539900	141.82
						<u>148.29</u>
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		148.29

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User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 35686 - 35692
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/12/2023	GEN	35686	EAST TROY SCHOOL DISTRICT	JANUARY TAX SETTLEMENT 2022	720-0000-246200	45,488.99
01/12/2023	GEN	35687	GATEWAY TECHNICAL COLLEGE	JANUARY TAX SETTLEMENT 2022	720-0000-246300	4,136.19
01/12/2023	GEN	35688	MUKWONAGO AREA SCHOOLS	JANUARY TAX SETTLEMENT 2022	720-0000-246000	2,684,552.57
01/12/2023	GEN	35689	PHANTOM LAKES MGMT DISTRICT	JANUARY TAX SETTLEMENT 2022	720-0000-245000	29,119.50
01/12/2023	GEN	35690	WALWORTH CTY TREASURER	JANUARY TAX SETTLEMENT 2022	720-0000-243110	18,767.39
01/12/2023	GEN	35691	WAUKESHA CTY TREASURER	JANUARY TAX SETTLEMENT 2022	720-0000-243100	628,319.47
01/12/2023	GEN	35692	WCTC	JANUARY TAX SETTLEMENT 2022	720-0000-246100	110,010.35
			TOTAL - ALL FUNDS	TOTAL OF 7 CHECKS		3,520,394.46

01/25/2023 02:41 PM				CHECK DISBURSEMENT REPORT FOR MUKWONAGO			Page	1/1
User: MROCKLEY				CHECK NUMBER 35809				
DB: Mukwonago				Banks: GEN				
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
01/24/2023	GEN	35809	LWMMI	GFLP V MUKWONAGO	100-5130-521900	20.00		
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		20.00		

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User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 01/05/2023 - 01/05/2023
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/05/2023	GEN	35682	MISSION SQUARE	RETIREMENT PAYROLL 01/06/23 ID	100-0000-215250	4,022.54
		35682		RETIREMENT PAYROLL 01/06/23 ID	440-0000-215250	746.02
		35682		RETIREMENT PAYROLL 01/06/23 ID	610-0000-215250	228.17
		35682		RETIREMENT PAYROLL 01/06/23 ID	620-0000-215250	425.32
						<hr/> 5,422.05
01/05/2023	GEN	35683	SECURIAN FINANCIAL GROUP INC	JANUARY 2023 ACCIDENT INS	100-0000-215305	16.90
01/05/2023	GEN	578 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 01/06/23	100-0000-215250	505.00
		578 (E)		RETIREMENT PR 01/06/23	150-0000-215250	910.99
						<hr/> 1,415.99
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		6,854.94

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 01/19/2023 - 01/19/2023
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/19/2023	GEN	35803	AFLAC	ACCOUNT# V1553 SUPPLEMENTAL	100-0000-215302	325.96
		35803		ACCOUNT# V1553 SUPPLEMENTAL	150-0000-215302	310.93
		35803		ACCOUNT# V1553 SUPPLEMENTAL	440-0000-215302	0.48
		35803		ACCOUNT# V1553 SUPPLEMENTAL	500-0000-215302	1.01
		35803		ACCOUNT# V1553 SUPPLEMENTAL	610-0000-215302	11.06
		35803		ACCOUNT# V1553 SUPPLEMENTAL	620-0000-215302	222.32
						<hr/> 871.76
01/19/2023	GEN	35804	MINNESOTA LIFE INSURANCE	FEBRUARY 2023 LIFE INSURANCE	100-0000-215301	1,165.20
		35804		FEBRUARY 2023 LIFE INSURANCE	150-0000-215301	167.15
		35804		FEBRUARY 2023 LIFE INSURANCE	440-0000-215301	128.58
		35804		FEBRUARY 2023 LIFE INSURANCE	610-0000-215301	47.58
		35804		FEBRUARY 2023 LIFE INSURANCE	620-0000-215301	169.74
						<hr/> 1,678.25
01/19/2023	GEN	35805	MISSION SQUARE	RETIREMENT PR 01/20/23	100-0000-215250	4,138.37
		35805		RETIREMENT PR 01/20/23	150-0000-215250	4.23
		35805		RETIREMENT PR 01/20/23	440-0000-215250	809.80
		35805		RETIREMENT PR 01/20/23	500-0000-215250	5.57
		35805		RETIREMENT PR 01/20/23	610-0000-215250	218.06
		35805		RETIREMENT PR 01/20/23	620-0000-215250	448.53
						<hr/> 5,624.56
01/19/2023	GEN	35806	MUKWONAGO PROFESSIONAL	JANUARY 2023 FIRE UNION DUES	150-0000-215500	450.00
01/19/2023	GEN	35807	MUKWONAGO PROFESSIONAL POLICE	JANUARY 2023 POLICE UNION DUES	100-0000-215500	550.00
01/19/2023	GEN	35808	VILLAGE OF MUKWONAGO MRA	JANUARY 2023 FSA	100-0000-215350	1,746.75
		35808		JANUARY 2023 FSA	150-0000-215350	585.03
		35808		JANUARY 2023 FSA	440-0000-215350	20.00
		35808		JANUARY 2023 FSA	620-0000-215350	180.78
						<hr/> 2,532.56
01/19/2023	GEN	580 (E)	DELTA DENTAL OF WISCONSIN	FEBRUARY 2023 DENTAL PREMIUMS	100-0000-215304	483.40
		580 (E)		FEBRUARY 2023 DENTAL PREMIUMS	150-0000-215304	20.98
		580 (E)		FEBRUARY 2023 DENTAL PREMIUMS	440-0000-215304	61.4

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 01/19/2023 - 01/19/2023
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
		580 (E)		FEBRUARY 2023 DENTAL PREMIUMS	610-0000-215304	9.44
		580 (E)		FEBRUARY 2023 DENTAL PREMIUMS	620-0000-215304	0.32
						<hr/> 575.62
01/19/2023	GEN	581 (E)	DELTA DENTAL OF WISCONSIN	FEBRUARY 2023 VISION PREMIUMS	100-0000-215303	84.88
		581 (E)		FEBRUARY 2023 VISION PREMIUMS	440-0000-215303	41.46
						<hr/> 126.34
01/19/2023	GEN	582 (E)	EMPLOYEE TRUST FUNDS	FEBRUARY 2023 HEALTH INSURANCE	100-0000-215300	50,422.13
		582 (E)		FEBRUARY 2023 HEALTH INSURANCE	150-0000-215300	8,503.00
		582 (E)		FEBRUARY 2023 HEALTH INSURANCE	440-0000-215300	6,738.20
		582 (E)		FEBRUARY 2023 HEALTH INSURANCE	500-0000-215300	68.13
		582 (E)		FEBRUARY 2023 HEALTH INSURANCE	610-0000-215300	4,184.52
		582 (E)		FEBRUARY 2023 HEALTH INSURANCE	620-0000-215300	5,427.30
						<hr/> 75,343.28
01/19/2023	GEN	583 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 01/20/23	100-0000-215250	755.00
		583 (E)		RETIREMENT PR 01/20/23	150-0000-215250	736.23
						<hr/> 1,491.23
			TOTAL - ALL FUNDS	TOTAL OF 10 CHECKS		89,243.60

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User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 586 - 588
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/25/2023	GEN	586 (E)	NEOPOST	ANNUAL ACH FUNDING FEE	100-5120-531500	5.34
		586 (E)		ANNUAL ACH FUNDING FEE	100-5142-531500	5.99
		586 (E)		ANNUAL ACH FUNDING FEE	100-5144-531500	15.06
		586 (E)		ANNUAL ACH FUNDING FEE	100-5211-531500	3.89
		586 (E)		ANNUAL ACH FUNDING FEE	100-5241-531500	0.31
		586 (E)		ANNUAL ACH FUNDING FEE	100-5323-531500	4.87
		586 (E)		ANNUAL ACH FUNDING FEE	100-5632-531500	1.23
		586 (E)		ANNUAL ACH FUNDING FEE	150-5231-531500	0.94
		586 (E)		ANNUAL ACH FUNDING FEE	220-5140-531500	0.02
		586 (E)		ANNUAL ACH FUNDING FEE	440-5511-531500	1.09
		586 (E)		ANNUAL ACH FUNDING FEE	500-5344-531500	1.94
		586 (E)		ANNUAL ACH FUNDING FEE	610-6902-690300	4.69
		586 (E)		ANNUAL ACH FUNDING FEE	620-8300-840000	4.63
						<hr/> 50.00
01/25/2023	GEN	587 (E)	UKG INC.	PAYROLL PROCESSING FEES DECEMBER	100-5111-539900	97.98
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	100-5120-539900	27.99
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	100-5141-539900	14.00
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	100-5142-539900	27.99
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	100-5145-539900	55.99
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	100-5211-539900	139.97
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	100-5212-539900	153.97
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	100-5213-521900	27.99
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	100-5241-539900	27.99
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	100-5300-539900	125.97
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	150-5221-539900	433.90
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	440-5511-539900	307.93
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	610-6902-690300	55.99
		587 (E)		PAYROLL PROCESSING FEES DECEMBER	620-8300-840000	55.99
						<hr/> 1,553.65
01/25/2023	GEN	588 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - DECEMBER 2022	100-0000-215200	34,407.82
		588 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	17,010.88
		588 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	6,567.98
		588 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	2,019.22
		588 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	3,063.02
						<hr/> 63,068.92
TOTAL - ALL FUNDS				TOTAL OF 3 CHECKS		64,672.5

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User: MROCKLEY
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 35717 - 35731
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/13/2023	GEN	35717	ANDRESHAK, MATTHEW AND ASHLEY	TAX OVERPAYMENT MUKV 2091011003	720-0000-121100	3,621.54
01/13/2023	GEN	35718	BUCHOLZ, ALLEN AND ERIKA	TAX OVERPAYMENT MUKV 1976932001	720-0000-121100	182.13
01/13/2023	GEN	35719	CHRISTENSON, GLORIA	TAX OVERPAYMENT MUKV 1974054004	720-0000-121100	198.10
01/13/2023	GEN	35720	DENISE L DUNAWAY REVOCABLE TRUST	TAX OVERPAYMENT MUKV 1979991002	720-0000-121100	182.13
01/13/2023	GEN	35721	HATCH, AMY	TAX OVERPAYMENT MUKV 1967127	720-0000-121100	3,874.95
01/13/2023	GEN	35722	HORVAT, DEAN	TAX OVERPAYMENT MUKV 2011108	720-0000-121100	108.13
01/13/2023	GEN	35723	MCFEELEY, SEAN AND STEPHANIE	TAX OVERPAYMENT MUKV 2011074	720-0000-121100	187.23
01/13/2023	GEN	35724	NELSEN, MICHAEL	TAX OVERPAYMENT MUKV 1979991007	720-0000-121100	779.32
01/13/2023	GEN	35725	RAGETH, SUSAN AND RICHARD	TAX OVERPAYMENT MUKV 1957001003	720-0000-121100	943.50
01/13/2023	GEN	35726	RAMGE, FREDERICK	TAX OVERPAYMENT MUKV 1976956	720-0000-121100	300.10
01/13/2023	GEN	35727	ROONEY LANG, PATRICIA	TAX OVERPAYMENT MUKV 1963999033	720-0000-121100	2,351.45
01/13/2023	GEN	35728	SCIBORSKI, JESSICA AND ALEXANDER	TAX OVERPAYMENT MUKV 1973065	720-0000-121100	157.74
01/13/2023	GEN	35729	SPITZA, EVAN AND EMILY	TAX OVERPAYMENT MUKV 1965068	720-0000-121100	4,464.97
01/13/2023	GEN	35730	TAUER, ROBERT	TAX OVERPAYMENT MUKV 1967029	720-0000-121100	222.85
01/13/2023	GEN	35731	WHALIN, PATRICK	TAX OVERPAYMENT MUKV 1971006	720-0000-121100	196.77
			TOTAL - ALL FUNDS	TOTAL OF 15 CHECKS		17,770.91

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

Date Submitted: _____

Event Date: 7/22 (~~7/20~~
7/21)

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Park Usage
440 River Crest Ct
Mukwonago WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check those that apply)

Field

Pavilion A (Main) 1-49 people <u>7/20/7/21 2 days</u>	\$100.00 per day	\$ <u>200.00</u>
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
Pavilion B (Ball Diamond)	\$75.00 per day	\$ _____
Pavilion C (Playground Pavilion)	\$75.00 per day	\$ _____
Baseball Field (non-athletic organizations)	\$25.00 per day	\$ _____
Baseball Field Lights	\$40.00 per day	\$ _____
Entire Park <u>7/22</u>	\$300.00 per day	\$ <u>300.00</u>
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ <u>15.00</u>
Non-Resident Fee	Additional \$25.00 per day	\$ _____

DEPOSIT (all rentals, check those that apply)

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ <u>600.⁰⁰</u>
Pavilions B and C Deposit	\$100.00 per day	\$ _____
Key Deposit	\$25.00	\$ <u>25.⁰⁰</u>

RENTAL INFORMATIONDate(s) of Event: July 22nd 2023Estimated Number of Participants: 200-300 at approx

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

Event Start Time: 12:00 Event End Time: 8:00**APPLICANT INFORMATION**Name: Carol Morrish GoddeE-mail: croatian993@gmail.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: John Morrish Croatian Lodge 993Is organization a 501(c)3? Yes: ☒ No: ☐Website Address: cfu lodge 993.org**TERMINATION OF AN EVENT**

The Village reserves the right to shut down an event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department, and/or there is a violation of Village Ordinances, State Statutes or the terms of the

applicant's permit. The Village Administrator and/or his/her designee may revoke an approved park facilities use permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

CERTIFICATION

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

Carol Gedde

Applicant Signature

1/4/23

Date

Carol Gedde

Print Name

Office Use Only

\$515

Fees Paid

72951

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator _____

Building Inspection _____

Fire _____

DPW _____

Police _____

Utilities _____

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

VILLAGE OF MUKWONAGO SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: _____

Total Fees Paid: \$ 20

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

ORGANIZATION INFORMATION

Name of Organization: John Morrish Croatian Lodge 993
Mailing Address: 310 Shore Dr City: Mukwonago State: WI Zip: 53149
Phone Number: 262 363 2124 Is the organization a 501(c)3 organization? ☒ YES ☐ NO
Website Address: cfuclodge993.org
Event Contact Person: Carol Morrish Gedde
Mailing Address: 310 Shore Dr City: Mukwonago State: WI Zip: 53149
Home Phone: 262 363 2124 Work Phone: _____ Cell Phone: 262-661-2482
Email Address: croatian993@gmail.com

EVENT INFORMATION

Name of the Event: Mukwonago Croatian Day Fest Date(s) of the Event: July 22nd 2023
Event Start Time: 12:00 (noon) Event End Time: 8:00
Location of the Event: Field Park

- A. Will your event take place in a residential neighborhood? *If yes, you will be required to notify all adjacent property owners when the event will occur.* ☐ YES ☒ NO
- B. Please provide your COVID-19 Action Plan.
- C. You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, and the direction of the route, including all turns and the number of traffic lanes to be used.
- D. If you are using a Village park, you must reserve the park through the Village Clerk-Treasurer's Office prior to getting your special event permit approved by the Village Board. Call 262-363-6420, Option 4.
- E. Generally describe your event and its purpose.
A one day event celebrating the Croatian Culture, with
Croatian music all day; Croatian food served from 12-6
We have a bar, a silent Auction, a 50-50 raffle
and souvenir t-shirts for sale
- F. Based on the class definitions found in the manual, what class is your event? ☒ CLASS I ☐ CLASS II
- G. Estimated # of participants: 30 workers Spectators: upto 300 at a time Vendors: _____

OTHER INFORMATION

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

- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: 1
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☒ YES ☐ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☐ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☒ YES ☐ NO
 If yes, will the amplified music be a: ☒ Band ☐ DJ ☐ Other
 Hours of amplified music: 7 hours
- I. Please list the number of security staff you will be providing for the event:
- J. Will you need barricades provided by the Village for your event? ☐ YES ☒ NO
 If yes, how many?
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☐ YES ☒ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☐ YES ☒ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☒ YES ☒ NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☐ YES ☐ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
We will have a 12 yard dumpster from Johns Disposal.
We will set up many fold up recycling bins with
bags provided by village Parks Dept.
- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? ☒ YES ☐ NO

INSURANCE REQUIREMENTS

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

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

Brian Bauer - ins. agent (363-7663)

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

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

Application:

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

Other Documents:

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

DEPOSIT REQUIREMENTS

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

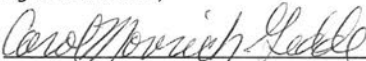
TERMINATION OF AN EVENT

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

CERTIFICATION

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

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



Signature - Applicant

Signature - Applicant

Carol Morvich Gedde / Sec. / Treasurer

Name & Title (PRINT)

Name & Title (PRINT)

1/19/23

Date

Date

FOR OFFICE USE ONLY

Date Fees Paid 1/30/23	Receipt # 72951	Date Deposit Paid 1-20-23	Deposit Returned?
Police Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments:	
Fire Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments:	
Public Works Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments:	
Village Clerk:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments:	
Village Board Approval Date	Village President Signature	Permit #	Issue Date

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

June⁹ 10-11
July¹⁴ 15-16
Aug¹⁸ 19-20
Sept⁸ 9-10

Date Submitted: 1-11-23

Event Date: SEPT 8-9-10

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Ct, Mukwonago, WI 53149, for approval. A Signed copy authorizing the use of the Park Facility will be returned to the requesting party. Fees and the park form must be on file **two (2) months** prior to the event. "Residents" include Village of Mukwonago residents.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Park Usage
440 River Crest Ct
Mukwonago WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check those that apply)

Field

Pavilion A (Main) 1-49 people	6/9, 7/14, 8/18, 9/8	\$100.00 per day	\$ <u>400.00</u> ✓
Pavilion A (Main) 50-100 people		\$150.00 per day	\$ _____
Pavilion A (Main) more than 100 people		\$175.00 per day	\$ _____
Pavilion B (Ball Diamond)		\$75.00 per day	\$ _____
Pavilion C (Playground Pavilion)		\$75.00 per day	\$ _____
Baseball Field (non-athletic organizations)		\$25.00 per day	\$ _____
Baseball Field Lights		\$40.00 per day	\$ _____
Entire Park		\$300.00 per day	\$ <u>2,400.00</u> ✓
Electricity Coordination (Pavilions B and C)		\$15.00 per day	\$ _____
Non-Resident Fee	Additional	\$25.00 per day	\$ _____

\$2,800.00

DEPOSIT (all rentals, check those that apply)

Pavilion A and/or entire park Deposit	\$200.00 per day	\$ _____
Pavilions B and C Deposit	\$100.00 per day	\$ _____
Key Deposit	\$25.00	\$ _____

RENTAL INFORMATIONDate(s) of Event: 6/9-11, 7/14-16, 8/18-20, 9/8-10Estimated Number of Participants: 4,000

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

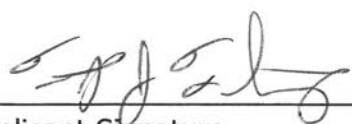
Event Start Time: 0800 Event End Time: 1700**APPLICANT INFORMATION**Name: Timothy J. FluryE-mail: 2ndViceCommander@Post375.ORG**ORGANIZATION INFORMATION (if applicable)**Name of Organization: AMERICAN LEGION Post #375Mailing Address: 627 E VETERANS WAY City: MUKNAGO State/Zip: WA/53149Phone Number: 262-363-3580 Is organization a 501(c)3? Yes: X No: _____Website Address: Post375.Org**TERMINATION OF AN EVENT**

The Village reserves the right to shut down an event that is in progress if it is deemed to be a public safety hazard by the Police Department, Fire Department, and/or there is a violation of Village Ordinances, State Statutes or the terms of the

applicant's permit. The Village Administrator and/or his/her designee may revoke an approved park facilities use permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

CERTIFICATION

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


Applicant Signature

1-11-23
Date

Timothy J. Flory
Print Name

Office Use Only

Fees Paid

Receipt #

Deposit Returned

Key # Issued

Key Returned

Department Approval

Administrator _____

Building Inspection _____

Fire _____

DPW _____

Police _____

Utilities _____

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

VILLAGE OF MUKWONAGO SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

Date Submitted: 1-11-23

Total Fees Paid: \$240

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

ORGANIZATION INFORMATION

Name of Organization: American Legion Post #375
Mailing Address: 627 E. Veterans Way City: Mukwonago State: WI Zip: 53149
Phone Number: 262-363-3580 Is the organization a 501(c)3 organization? ☐ YES ☐ NO
Website Address: Post375.org
Event Contact Person: Timothy J. Flory
Mailing Address: 172 Burr Oak St City: Palmyra State: WI Zip: 53156
Home Phone: 262-894-6492 Work Phone: _____ Cell Phone: _____
Email Address: 2ndvice6commander@Post375.org

EVENT INFORMATION

Name of the Event: Maxwell Street Days Date(s) of the Event: 6/10, 11, 7/15-16, 8/19-20
Event Start Time: 0800 Event End Time: 1700 9/9-10
Location of the Event: Field Park

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

Flea Market And Community Event

- F. Based on the class definitions found in the manual, what class is your event? ☒ CLASS I ☐ CLASS II
- G. Estimated # of participants: 6,000 Spectators: 3,000 Vendors: 500

OTHER INFORMATION

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

- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: 2
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☒ YES ☐ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☐ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☒ YES ☐ NO
 If yes, will the amplified music be a: ☒ Band ☐ DJ ☐ Other
 Hours of amplified music: NOON - 4 pm
- I. Please list the number of security staff you will be providing for the event: Village Police/RESERVE
- J. Will you need barricades provided by the Village for your event? ☐ YES ☒ NO
 If yes, how many? _____
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☐ YES ☒ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☒ YES ☐ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☐ YES ☒ NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☒ YES ☐ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
Picnic Table Help.

- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? ☒ YES ☐ NO

INSURANCE REQUIREMENTS

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

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

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

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

Application:

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

Other Documents:

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

DEPOSIT REQUIREMENTS

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

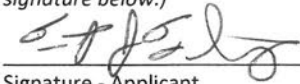
TERMINATION OF AN EVENT

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CERTIFICATION

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

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

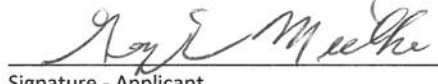


Signature - Applicant

Timothy J. Flory, Vice Commander
Name & Title (PRINT)

1-11-23

Date



Signature - Applicant

GEORGE E MUECKE 1ST VICE
Name & Title (PRINT)

1-11-23

Date

FOR OFFICE USE ONLY

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

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

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

FEE \$ 40

☐ Town ☒ Village ☐ City of Mukwonago

Application Date: 1-11-23

County of WAUKESHA

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

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

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

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

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☒ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name American Legion Post #375

(b) Address 627 E VETERANS WAY Mukwonago, WI 53149
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized 1934

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President _____

Vice President Timothy J Flury _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: SAME AS (F) ABOVE

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

(a) Street number Field Park

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Entire Park

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Maxwell Street Days

(b) Dates of event JUNE 10-11, JULY 15-16 AUG 19/20, SEPT 9-10

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature] 1-11-23
(Signature / Date)

American Legion Post #375
(Name of Organization)

Date Filed with Clerk 1-11-23

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Paul 1/18/23
#72562 \$40

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:
 - Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days.
 - "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)



Agenda Cover Report

Date: 1/26/23	Committee/Board: Health and Recreation
Submitted by: Ron Bittner	Department: Public Works
Date of Committee Action: 2/1/23	Date of Village Board Action: 2/15/23

Subject: Presentation of Phantom Junction Stage logo.
Executive Summary: The stage's resource development team's marketing volunteer created logos to represent the stage and would like to present the preferred design for village approval.
Fiscal Impact: N/A
Executive Recommendation/Action: We are requesting a recommendation for board approval the Phantom Junction Stage logo.

☐ Attachments Included



101

January 25, 2023

Ms. Diana Dykstra, CMC
Clerk-Treasurer
Village of Mukwonago
440 River Crest Court
Mukwonago, Wisconsin 53149

RE: REBID Miniwaukan Park Restroom Building

Dear Ms. Dykstra:

Bids for the above project were opened on January 19, 2023 at 10:00 a.m. at the Village Hall and were as follows:

	BIDDER	BASE BID	MANDATORY ALTERNATE
1.	<u>Ray Stadler Construction Co., Inc.</u>	<u>\$464,950.67</u>	<u>\$27,890.00</u>
2.	<u>All-Ways Contractors, Inc.</u>	<u>\$487,944.00</u>	<u>\$30,990.00</u>
3.	<u>Absolute Construction Enterprises, Inc.</u>	<u>\$495,350.91</u>	<u>\$23,745.20</u>
4.	<u>The Wanasek Corp.</u>	<u>\$585,000.00</u>	<u>\$30,000.00</u>

We reviewed the documentation submitted by the apparent low bidder and found that:

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder, nor to the proposed major subcontractors and suppliers.
3. Low bidder has successfully completed similar projects.

On these bases, we recommend that Ray Stadler Construction Co., Inc. be awarded the REBID Miniwaukan Park Restroom Building contract, in the amount of \$492,840.67. This amount is based on the bid unit prices and estimated quantities. Actual quantities, and therefore the final contract price, may vary. On all construction projects, and especially complex ones like this, unpredictable factors may increase the final contract amount. For this reason we recommend that the Village include a 10 percent contingency when preparing the financial plan for this work.

Our review did not include an evaluation of bidder's current financial condition nor of their permanent safety program.

Should you decide to accept our recommendation, we have prepared the enclosed Notice of Award for your use. After Board approval has been received, please have the appropriate official sign where indicated and forward a signed copy of the Notice of Award to our office. We will then fill in the date at the top of page one and forward it, with contracts for execution, to the Contractor. One fully completed Notice of Award will be returned to you for your records.

Ms. Diana Dykstra, CMC
Village of Mukwonago
January 25, 2023
Page 2

Bids remain subject to acceptance until March 20, 2023, unless Bidder agrees to an extension. Please advise us of your award decision, or call if there are any questions.

Respectfully,

RUEKERT & MIELKE, INC.



Michael E. Michalski
Project Engineer
mmichalski@ruekert-mielke.com

MEM:sjs

Encl: Notice of Award
Bid Tabulation

cc: Fred Schnook, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

NOTICE OF AWARD

Date of Issuance: _____

Contract: REBID Miniwaukan Park Restroom Building	Owner:	Village of Mukwonago
Bidder: Ray Stadler Construction Co., Inc.	Engineer:	Ruekert & Mielke, Inc.
Address: 6202 W. State Street	Engineer's Project No.:	12-10175.200
Wauwatosa, WI 53213		

TO BIDDER:

You are notified that your Bid dated January 19, 2023 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

REBID Miniwaukan Park Restroom Building Base Bid with the Mandatory Alternate

The Contract Price of your Contract is: \$ 492,840.67

Two (2) copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award, or have been transmitted or made available to Bidder electronically.

Two (2) sets of the Drawings will be delivered separately, or otherwise made available to Bidder electronically.

Bidder must comply with the following conditions precedent within 15 days of the date of issuance of this Notice of Award:

1. Deliver to Engineer one (1) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Agreement the Performance Bond, Payment Bond as specified in the Instructions to Bidders (Article 21), General Conditions (Paragraph 6.01).
3. Deliver with the executed Agreement certificates and other evidence of insurance as specified in the General Conditions (Article 6) and the Supplementary Conditions modifying Article 6 of the General Conditions.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Engineer will return to you one fully executed counterpart of the Agreement.

Owner: VILLAGE OF MUKWONAGO

Signature: _____
Authorized Signature

Title: _____

Date: _____

Copy: Engineer

COST COMPARISON OF BIDDERS

OWNER: Village of Mukwonago
PROJECT: REBID Miniwaukan Park Restroom Building
BID OPENING DATE: January 19, 2023

BASE BID				Ray Stadler Construction Co., Inc.		All-Ways Contractors, Inc.		Absolute Construction Enterprises, Inc.		The Wanasek Corp.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
1	Mobilization	L.S.	1	\$4,560.00	\$4,560.00	\$7,918.00	\$7,918.00	\$47,344.00	\$47,344.00	\$29,000.00	\$29,000.00
2	Traffic control	L.S.	1	\$1,500.00	\$1,500.00	\$1,400.00	\$1,400.00	\$550.00	\$550.00	\$2,640.00	\$2,640.00
3	Manufactured perimeter control device	L.F.	970	\$4.45	\$4,316.50	\$3.50	\$3,395.00	\$4.42	\$4,287.40	\$5.00	\$4,850.00
4	Temporary seed and mulch	S.Y.	3,400	\$0.66	\$2,244.00	\$0.01	\$34.00	\$1.65	\$5,610.00	\$0.75	\$2,550.00
5	Clearing and grubbing	L.S.	1	\$296.40	\$296.40	\$3,225.00	\$3,225.00	\$880.00	\$880.00	\$1,200.00	\$1,200.00
6	Furnish Huffcutt Sugar Maple restroom building	L.S.	1	\$181,931.46	\$181,931.46	\$184,484.00	\$184,484.00	\$175,547.90	\$175,547.90	\$189,000.00	\$189,000.00
7	Restroom building concrete footings and foundation	L.S.	1	\$22,500.18	\$22,500.18	\$48,585.00	\$48,585.00	\$23,994.30	\$23,994.30	\$26,000.00	\$26,000.00
8	Provide all other restroom building Work	L.S.	1	\$13,976.40	\$13,976.40	\$5,780.00	\$5,780.00	\$24,222.00	\$24,222.00	\$58,000.00	\$58,000.00
9	6-inch sanitary lateral w/spoil backfill	L.F.	48	\$125.40	\$6,019.20	\$137.00	\$6,576.00	\$121.00	\$5,808.00	\$165.00	\$7,920.00
10	4-inch sanitary lateral w/spoil backfill	L.F.	7	\$90.06	\$630.42	\$113.00	\$791.00	\$86.90	\$608.30	\$165.00	\$1,155.00
11	4-inch sanitary lateral w/granular backfill	L.F.	26	\$100.32	\$2,608.32	\$113.00	\$2,938.00	\$96.80	\$2,516.80	\$165.00	\$4,290.00
12	1 1/2-inch sanitary lateral w/spoil backfill	L.F.	6	\$84.36	\$506.16	\$113.00	\$678.00	\$81.40	\$488.40	\$165.00	\$990.00
13	1 1/2-inch sanitary lateral w/granular backfill	L.F.	15	\$94.62	\$1,419.30	\$113.00	\$1,695.00	\$91.30	\$1,369.50	\$165.00	\$2,475.00
14	2-inch HDPE water service w/spoil backfill	L.F.	280	\$19.93	\$5,580.40	\$88.00	\$24,640.00	\$19.23	\$5,384.40	\$60.00	\$16,800.00
15	2-inch HDPE water service w/granular backfill	L.F.	28	\$33.32	\$932.96	\$126.00	\$3,528.00	\$32.15	\$900.20	\$105.00	\$2,940.00
16	1-inch HDPE water service w/granular backfill	L.F.	28	\$31.74	\$888.72	\$126.00	\$3,528.00	\$30.62	\$857.36	\$105.00	\$2,940.00
17	2-inch tap, saddle and corporation valve	EA.	1	\$1,739.64	\$1,739.64	\$3,650.00	\$3,650.00	\$1,678.60	\$1,678.60	\$2,900.00	\$2,900.00
18	2-inch curb valve and curb box	EA.	1	\$1,607.40	\$1,607.40	\$1,550.00	\$1,550.00	\$1,551.00	\$1,551.00	\$1,300.00	\$1,300.00
19	1-inch curb valve and curb box	EA.	1	\$1,373.70	\$1,373.70	\$1,550.00	\$1,550.00	\$1,325.50	\$1,325.50	\$1,000.00	\$1,000.00
20	Water fountain	L.S.	1	\$8,122.50	\$8,122.50	\$7,300.00	\$7,300.00	\$7,837.50	\$7,837.50	\$8,500.00	\$8,500.00
21	Electrical conduit	L.F.	27	\$91.60	\$2,473.20	\$35.00	\$945.00	\$38.50	\$1,039.50	\$55.00	\$1,485.00
22	Construct parking lot to subgrade	L.S.	1	\$13,996.00	\$13,996.00	\$8,680.00	\$8,680.00	\$10,037.50	\$10,037.50	\$18,300.00	\$18,300.00
23	Grade, shape, and compact parking lot base	L.S.	1	\$6,829.74	\$6,829.74	\$7,780.00	\$7,780.00	\$19,240.10	\$19,240.10	\$18,900.00	\$18,900.00
24	Construct multi-use path to subgrade	L.S.	1	\$7,296.00	\$7,296.00	\$1,215.00	\$1,215.00	\$3,410.00	\$3,410.00	\$11,200.00	\$11,200.00
25	Grade, shape, and compact multi-use path base	L.S.	1	\$2,891.04	\$2,891.04	\$1,230.00	\$1,230.00	\$5,539.60	\$5,539.60	\$2,700.00	\$2,700.00
26	Excavation below subgrade (EBS), if required	C.Y.	270	\$27.65	\$7,465.50 *	\$23.00	\$6,210.00	\$10.40	\$2,808.00	\$40.00	\$10,800.00
27	Geotextile subgrade stabilization, if required	S.Y.	810	\$2.57	\$2,081.70	\$4.00	\$3,240.00	\$3.85	\$3,118.50	\$5.00	\$4,050.00
28	Excavation below subgrade (EBS) backfill, if required	TON	540	\$32.78	\$17,701.20	\$24.00	\$12,960.00	\$7.84	\$4,233.60	\$30.00	\$16,200.00
29	Crushed aggregate base course for concrete sidewalk	TON	30	\$26.39	\$791.70	\$24.00	\$720.00	\$40.37	\$1,211.10	\$45.00	\$1,350.00
30	3 inch Asphaltic concrete binder course	TON	650	\$89.03	\$57,869.50 **	\$92.00	\$59,800.00	\$85.91	\$55,841.50	\$83.00	\$53,950.00

COST COMPARISON OF BIDDERS

OWNER: Village of Mukwonago
PROJECT: REBID Miniwaukan Park Restroom Building
BID OPENING DATE: January 19, 2023

BASE BID				Ray Stadler Construction Co., Inc.		All-Ways Contractors, Inc.		Absolute Construction Enterprises, Inc.		The Wanasek Corp.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
31	1-1/2 inch Asphaltic concrete surface course	TON	325	\$102.49	\$33,309.25	\$97.00	\$31,525.00	\$98.89	\$32,139.25	\$95.00	\$30,875.00
32	3-inch Asphaltic concrete multi-use path	TON	80	\$134.52	\$10,761.60	\$139.00	\$11,120.00	\$129.80	\$10,384.00	\$125.00	\$10,000.00
33	Concrete sidewalk and ADA ramp	S.F.	740	\$12.37	\$9,153.80	\$14.90	\$11,026.00	\$13.41	\$9,923.40 ***	\$11.00	\$8,140.00
34	Detectable warning fields	S.F.	16	\$29.28	\$468.48	\$38.00	\$608.00	\$62.70	\$1,003.20	\$55.00	\$880.00
35	Pavement markings	L.S.	1	\$3,414.30	\$3,414.30	\$1,800.00	\$1,800.00	\$1,760.00	\$1,760.00	\$3,200.00	\$3,200.00
36	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	3,100	\$7.70	\$23,870.00	\$4.65	\$14,415.00	\$6.24	\$19,344.00	\$8.00	\$24,800.00
37	Traffic signs	EA.	7	\$142.50	\$997.50	\$100.00	\$700.00	\$104.50	\$731.50	\$135.00	\$945.00
38	Traffic sign posts	EA.	5	\$165.30	\$826.50	\$145.00	\$725.00	\$165.00	\$825.00	\$155.00	\$775.00
TOTAL OF ALL ESTIMATED PRICES (ITEMS 1 - 38)					\$464,950.67		\$487,944.00		\$495,350.91		\$585,000.00
MANDATORY ALTERNATES											
MA-1A.	Traffic control	L.S.	1	\$500.00	\$500.00	\$500.00	\$500.00	\$550.00	\$550.00	\$3,000.00	\$3,000.00
MA-2A.	Remove existing pavement	S.Y.	580	\$10.26	\$5,950.80	\$8.25	\$4,785.00	\$4.94	\$2,865.20	\$10.00	\$5,800.00
MA-3A.	Grade, shape, and compact multi-use path base	L.S.	1	\$3,705.00	\$3,705.00	\$5,515.00	\$5,515.00	\$3,575.00	\$3,575.00	\$4,500.00	\$4,500.00
MA-4A.	3-inch Asphaltic concrete multi-use path	TON	110	\$140.22	\$15,424.20	\$165.00	\$18,150.00	\$135.30	\$14,883.00	\$130.00	\$14,300.00
MA-5A.	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	300	\$7.70	\$2,310.00	\$6.80	\$2,040.00	\$6.24	\$1,872.00	\$8.00	\$2,400.00
TOTAL OF ALL ESTIMATED MANDATORY PRICES (ITEMS MA-1A - MA-5A)					\$27,890.00		\$30,990.00		\$23,745.20		\$30,000.00
TOTAL OF ALL ESTIMATED PRICES					\$492,840.67		\$518,934.00		\$519,096.11		\$615,000.00

Ray Stadler Construction Co., Inc.

* Bid Item No. 26 should be \$7,465.50 not \$7,464.15

** Bid Item No. 30 should be \$57,869.50 not \$57,865.50

Absolute Construction Enterprises, Inc.

*** Bid Item No. 33 should be \$9,923.40 not \$9,922.40



Agenda Item Cover Report

Date: 1/25/2023	Committee/Board: Public Works
Submitted by: Wayne Castle	Department: Water Utility
Date of Committee Action: 2/01/2023	Date of Village Board Action: 2/15/2023

Subject: North Tower Repainting – Design, Bidding, and Construction-Related Services

Executive Summary: The North Water Tower located on the north side of East Veterans Way was constructed in 1996. The tower is a single spheroid type of tank with a capacity of 500,000 gallons and head range of 37.0 feet. The tower was last painted in 1996 at the time of construction. The tower is due for a re-design to address previous items identified in a report from KLM Engineering in 2020. The tower is also due for re-coating to protect its steel surfaces.

R/M and KLM Engineering have teamed for this project. R/M will provide the contract documents (plans and specifications) and administer the construction contract. R/M will also administer the WDNR Safe Drinking Water Load Program. This is a low interest rate loan program that will save the Village approximately \$5,000 per year on the P/I payments. It is expected that the Village will be awarded this low interest rate loan.

KLM will provide welding and coating inspection services and will be a subconsultant to R/M. These inspections will be done on the prepared surfaces (sand blasting) and as the coats of paint are being applied. KLM provides comprehensive, full-time, high-quality, inspection services which are critical for any re-coating project.

The end goal of the project will be an updated tower that meets current standards with a new protective coating system. These improvements should last at least 25 years before further work is required for this tower.

Fiscal Impact: \$155,848

Executive Recommendation/Action: Committee recommendation to Village Board for approval.

☒ **Attachments Included** Task Order 2023-01

TASK ORDER

This is Task Order No. 2023-01,
consisting of 6 pages
Village of Mukwonago
North Water Tower Painting

Task Order

In accordance with the Agreement between Village of Mukwonago (Owner) and Ruekert & Mielke, Inc. (Engineer) for 2018/2019 Engineering Services, Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: North Water Tower Painting
- B. Description: Design, bidding and construction related services

The North Water Tower located on the north side of East Veterans Way was constructed in 1996. The tower is a single spheroid type of tank with a capacity of 500,000 gallons and head range of 37.0 feet. The tower was last painted in 1996 at the time of construction. T-Mobile and Verizon have cellular telephone service equipment mounted on the tower, and the Village police and fire departments have radio equipment mounted on the tower. The tower is located adjacent to Village Well No. 3 and the Village Public Works Garage. The tower was designed with an 8-inch diameter fill pipeline and 12-inch diameter withdrawal pipeline.

KLM Engineering, Inc. inspected the water tower in May of 2020 to examine structural condition, tower coatings, and tower accessories. KLM Engineering, Inc. recommended the following tower modifications, repairs, and recoating work items:

1. Replace pipe style safety climb device on the ladder in the wet interior with a self-retracting lifeline to allow safe access while ascending and descending the ladder.
2. Weld the joints between the roof plates and the access manway and ventilation manway.
3. Replace gasket on the manway located in the dry well tube.
4. Install submersible mixer in the tower with electrical components and control panel for operation through SCADA system. The mixing will reduce the likelihood and magnitude of ice formation in cold weather, prevent stratification in warm weather, improve water quality and reduce necessity of chemical additives such as chlorine.
5. Convert top landing of riser into a condensate ceiling equipped with a drain pipeline to the overflow pipe splash pad.
6. Install a new 24-inch diameter, pressure style manway in the tower bowl.
7. Replace bowl drain valve and piping.
8. Remove 8-inch diameter fill pipeline and reconfigure piping for the 12-inch diameter withdrawal to serve as fill and withdrawal pipeline. Modify site piping to accommodate this change.
9. Replace fill valve on riser.
10. Replace pipe style safety climb devices on all interior dry ladders with cable style ladder safety climb devices conforming to OSHA regulations.
11. Install half-moon cable brackets inside drywell tube for attachment of electrical and coaxial cables to bring ladder into OSHA compliance.
12. Temporarily remove insulation and aluminum jacketing from inlet pipe to facilitate abrasive blasting and painting of pipe. Reinstall after coating and replace insulation and jacketing as needed.
13. Install anchor point on exterior (roof side) of drywell tube for securing safety harnesses with lanyards.
14. Install stop chain connecting manway cover at top of drywell tube to manway curb.
15. Replace tower roof vent with proper unit.

TASK ORDER

16. Install two (2) 24-inch diameter, hinge covered, roof ventilation manways outside of existing handrail.
17. Weld bars and install sleeve around drywell tube to waterproof roof and meet WDNR requirements.
18. Install tow plate around existing handrail/antenna support to comply with AWWA D100.
19. Evaluate need to replace 16-foot diameter handrail/antenna support rail with pipe style roof handrail to conform to OSHA requirements and sized for antenna loads. Replace handrail if determined necessary.
20. Replace 6-inch diameter overflow pipe with larger pipe if determined necessary.
21. Install overflow pipe screen retainer and screen meeting Health Department regulations.
22. Abrasive blast and paint all reservoir surfaces after the repairs and modifications are completed and approved. Full containment will be required including impervious ground cover, a top cover or bonnet and negative air dust collection to maintain air quality and prevent drift of dust and fugitive emissions.

R/M will provide SDWLP funding assistance to the Village to obtain a low interest SDWLP loan. It is anticipated that the Village will save approximately \$5,000 per year on the P/I payment with this loan compared to a loan with market interest rates.

KLM Engineering, Inc. recommended that the above-described work be performed within three (3) years of their inspection.

A warranty inspection will be performed within 10 months of project completion to identify corrections needed.

R/M will engage KLM Engineering, Inc. as a subconsultant on the project for inspection of modifications and repairs; and metal preparation and coating. KLM Engineering, Inc. has extensive experience with water towers and has provided very good services to the Village.

2. **Services of Engineer:** The scope for this project includes SDWLP administration, a pre-design inspection and preparation of design report; antenna assessment; and design, bidding, and construction related services. The scope is provided in the following sections:
 - A. SDWLP Administration
 1. Prepare and submit online SDWLP application.
 2. Coordinate and process resolutions, legal opinion and SDWLP forms.
 3. Address questions from WDNR on application.
 4. Prepare packet of information on Construction Contract awarded for use by the WDNR and WDOA to prepare the Financial Assistance Agreement (FAA).
 5. Monitor FAA and loan closing. Address questions from agencies.
 6. Process American Iron and Steel certifications received from Contractor.
 7. Prepare SDWLP Disbursement requests.
 8. Prepare SDWLP closeout documents, submit information to the WDNR and answer questions and provide additional information as needed.
 9. Coordinate SDWLP program with Village Board and Village staff.
 - B. Antenna review, Antenna Removal Coordination, Antenna Reinstallation Coordination, and Antenna Reinstallation Inspections.
 - C. Design
 1. Perform project kickoff meeting onsite with Village staff and KLM Engineering, Inc. to verify the findings and recommendations in the inspection report and address any issues regarding design or construction of the improvements.
 2. Prepare list of improvements and obtain Village concurrence.

TASK ORDER

3. Review existing cellular antenna installations. Design modifications and improvements for reinstallation of antenna equipment. Notify cellular telephone service providers of Village's intention to paint the tank. Meet with Village Staff to discuss how best to coordinate temporary removal of cellular telephone service providers' and Village's equipment from tank.
4. Perform design of tower modifications, repairs, and coating elements of project, prepare preliminary drawings and specifications describing the tower modifications, repairs, and coating work.
5. Meet with Village Staff to review the preliminary drawings and specifications.
6. Prepare and assemble documents needed for public bidding.
7. Prepare a final construction cost estimate.
8. Prepare submittal including Form 3300-260, engineering report, and plans and specifications to the Wisconsin Department of Natural Resources (WDNR) requesting approval for the project. Respond to any WDNR reviewer questions.

D. Bidding

1. Prepare Contract Documents incorporating SDWLP requirements to maintain eligibility for funding.
2. Administer and coordinate public bidding using Quest bidding service.
3. Respond to bidder's questions. Maintain a log of bidder's questions and our responses.
4. Conduct a pre-bid meeting where bidders can visit the site. Issue notes of the meeting to all attendees.
5. Issue any required addenda.
6. Attend bid opening.
7. Review bids for completion of contract requirements. Review low bidder's qualification statement and references.
8. Issue Recommendation of Award and Notice of Award.

E. Construction Related Services

1. Coordinate contract execution with successful bidder. Coordinate bonds, insurance, Agreement, and other documents.
2. Conduct a preconstruction meeting. This includes writing the agenda, attending the meeting, and issuing meeting notes.
3. Coordinate general administration with contractor including answering questions and facilitating communication with Village.
4. Assist as required to help assure that equipment is removed from tank before painting contractor starts work.
5. Attend four progress meetings.
6. Review submittals including shop drawings, operation and maintenance manuals, start-up reports, and other submittals.
7. Review and process contractor pay requests including WDNR coordination for SDWLP.
8. Serve as Resident Project Engineer for construction review services (through KLM). Provide on-site observation as appropriate for character of the work being performed. This effort includes:
 - a. Inspecting welding repairs and modifications for surface defects.
 - b. Reviewing contractor's abrasive blast cleaning materials and equipment for compliance and condition.
 - c. Measuring surface profile created by abrasive blast cleaning using compressive tape or surface comparator.
 - d. Inspecting paint products for compliance with submittals.

TASK ORDER

- e. Observing contractor's paint product mixing and thinning for compliance with manufacturer's instructions.
 - f. Monitoring environmental conditions (i.e. ambient temperature, surface temperature, relative humidity and dew point) before and during coating application.
 - g. Inspecting cleaned surfaces prior to primer application and inspecting painted surfaces prior to successive coating applications.
 - h. Preparing inspection reports describing environmental conditions, observed activity and completion status.
9. Negotiate and coordinate change orders.
 10. Provide SCADA integration.
 11. Prepare a punch-list near the end of the project.
 12. Review design modifications/improvements (by others) for reinstallation of equipment on tank.
 13. Assist in coordinating reinstallation of equipment on the tank following the rehabilitation/painting work.
 14. Conduct two reinstallation inspections of the tank once the radio equipment has been reinstalled onto the water tank after the rehabilitation/painting project is completed.
 15. Coordinate project close out documentation including insurance, lien waivers, record documents (submitted by contractor), Consent of Surety for Final Payment, and other documentation.

The fee estimate for construction related services assumes 70 days of on-site inspection.

3. Owner's Responsibilities:

- Attend design progress meetings and render decisions.
- Pay for advertisement for bids and bidding document reproduction and distribution.
- Refer bidders and contractor questions to Engineer for response.
- Allow access on-site for Engineer and Contractor.
- Accommodate construction progress meetings with Engineer and Contractor to discuss project.
- Accommodate Contractor and Subcontractors during construction period.
- Operate water system facilities as required to maintain service while tank is offline.
- Collect chlorine residual and total coliform samples after the tank is ready to place in service and after the warranty inspection.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
Design and WDNR Submittal	June 30, 2023
Bidding Services	August 25, 2023
Construction Related Services	October 15, 2024

TASK ORDER

5. Payments to Engineer

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

B. Category of Services	Compensation for Services ^(a)		
	R/M	KLM	Total
SDWLP Administration	\$10,344 (T&E)	0	\$10,344
Antenna Coordination	(b)	(b)	(b)
Design	\$19,707 (T&E)	\$2,625 (LS)	\$22,332
Bidding	\$9,081 (T&E)	0	\$9,081
Construction Related Services	\$18,434 (T&E)	\$92,087 (LS)	\$110,521
Warranty Inspection	0	\$3,570 (LS)	\$3,570
TOTAL	\$57,566	\$98,282	\$155,848

(a) The Compensation Method is identified for each Category of Service: T&E – Time & Expense, LS – Lump Sum

(b) R/M and KLM recommend the Village establish an escrow account from cellular carriers for any Engineering and Inspection work on this project. We recommend \$9,500 per carrier and \$3,000 for any Village antennas.

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

6. Consultants

KLM Engineering, Inc.

7. Other Modifications to Standard Terms and Conditions

None.

8. Attachments

None.

9. Documents Incorporated by Reference

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

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions, (as modified above) set forth in the Master Engineering Agreement between Owner and Engineer, for 2018/2019 Engineering Services, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is February 15, 2023.

OWNER:

Village of Mukwonago

ENGINEER:

Ruekert & Mielke, Inc.

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

Name: Steven C. Wurster, P.E.

Title: Senior Vice President/COO

Date: January 25, 2023

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Name: David Arnott, P.E.

Title: Team Leader/Senior Project Manager

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

Email: darnott@ruekert-mielke.com

Phone: 262-953-3082

Fax: 262-542-5631

Vision: “*Improving our Mukwonago community’s quality of life and property values through sound community planning and sustainable economic development.*”

Mission: “*We are the Village’s Development Concierge, providing professional, empathetic customer assistance to people to help with their development ideas.*”

Goals:

- 1) Create a common understanding of the development system & process.

Work Plan:

- Tim S to add a customer check list to the application forms by the end of the year
- Mapping-out the Customer Journey
- Identifying Pain Points along that journey
- Benchmarking the current customer journey and development process

- 2) Develop measurable success indicators.

Work Plan:

- Shorten the Wait time on Pain Points - The process must be timely
- Get analytics data from our web page
- Get all planning and building inspection documents on the Village website. This is the first touch point
- We need surveys
- We need to get a PDF of the application on the web site
- We need to clean-up the web site/we need a separate page just for forms
- We need to eliminate the multiple spots where we keep documents on the website
- We need to create a web page for forms – the forms link are not working – We need a find it fast page
- We need to create a Community & Economic Development Department Page
- We need to define the customer journey and add links to the documents along the various stages of the journey – Tim S. to diagram this out.

- 3) Communication.

Work Plan:

- Share with the board and everyone else – we will be working on this. Shows accountability. Shows system-wide change.
- We need to properly on-board Erin and ensure she has the tools to perform the work necessary for the Community Planner/Zoning Administrator Position.
- ~~Fred to draft up an Orientation Schedule for Erin~~
- ~~Fred to draft up a On Boarding Plan for Erin~~

4) Clean-up.

Work Plan:

- Clean-up list of outstanding expired permits
- Building permits need to be issued to both the contractor and property owner
- ~~Fred to ask Attorney about closing these permits~~

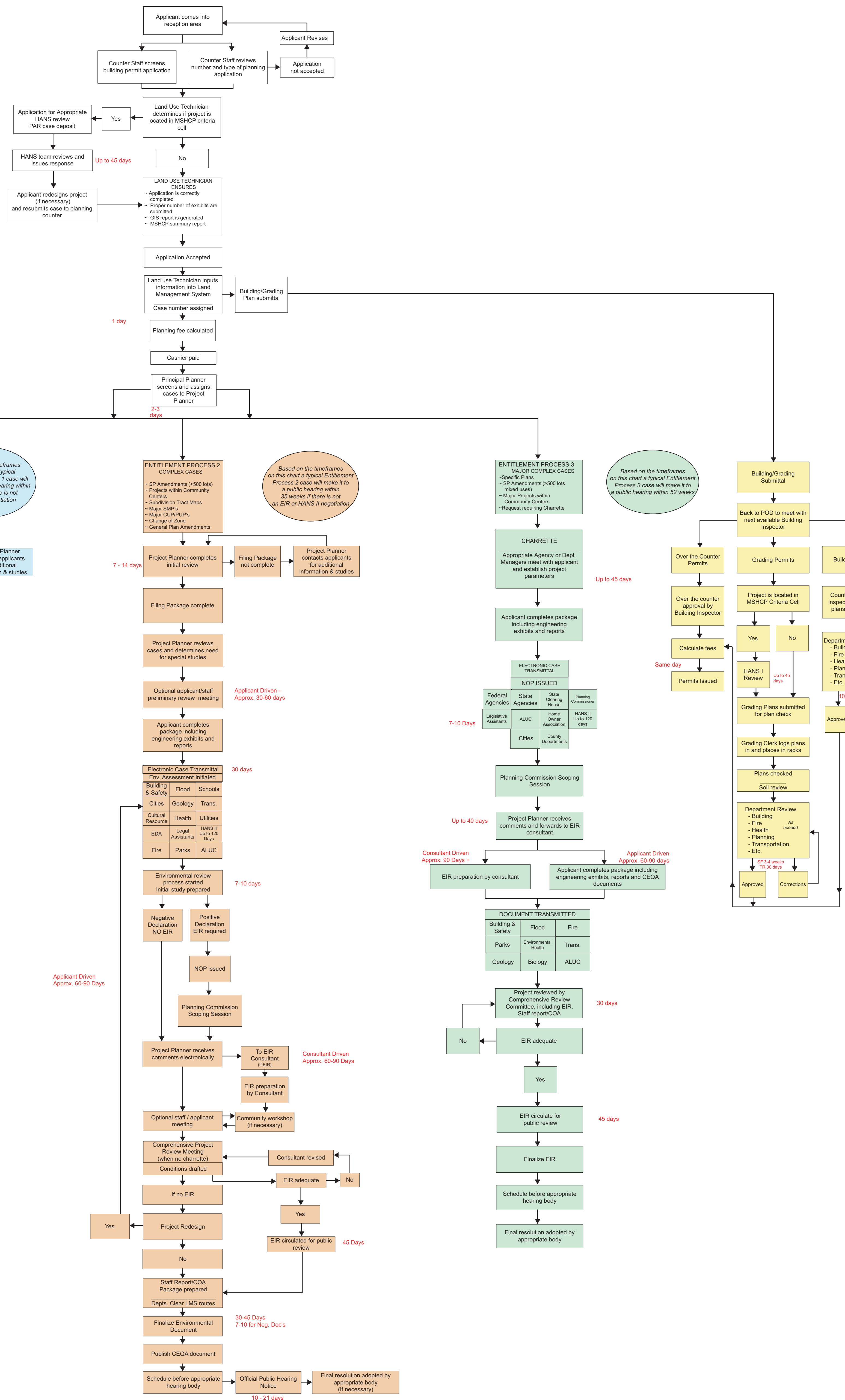
DRAFT



PLANNING

CASE INTAKE AND ENTITLEMENT PROCESS FLOWCHART

APRIL 21, 2004

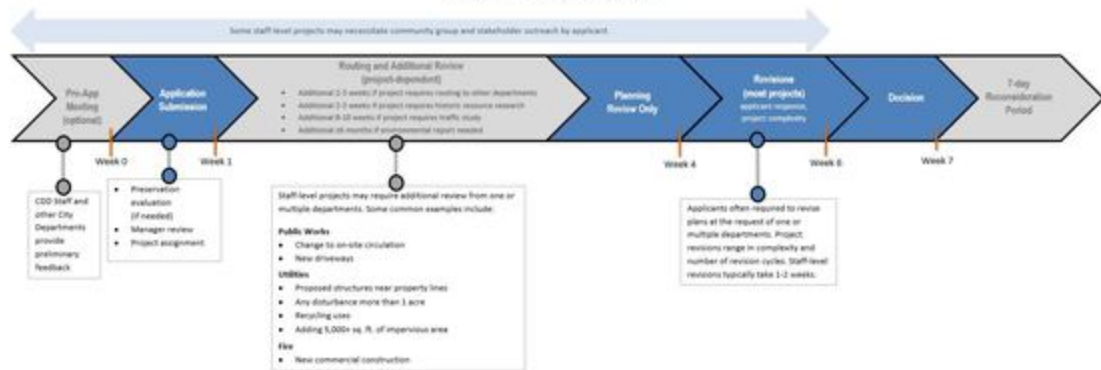


- ALUC** Airport Land Use Commission
CEQA CA Environmental Quality Act
Charrette An assembly of professional planning, engineering, governmental and other managers who join their talents and backgrounds to critique and analyze a project proposal.
COA Conditions of Approval
CPR Comprehensive Planning Review Meeting
CUP Conditional Use Permit
DEIR Draft Environmental Impact Report
EA Environmental Assessment
EDA Economic Development Agency
EIR Environmental Impact Report
HANS Habitat Assessment Negotiation Strategy
MSHCP Multiple Species Habitat Conservation Plan
NOP Notice of Preparation
PAR Pre-Application Review
POD The reception desk for all customers to check in at each regional office.
PUP Public Use Permit
SMP Surface Mining Permit
SP Specific Plan
TRC Technical Review Committee

ALL DAYS ARE CALENDAR DAYS

Staff-level project review

process, timeline (typical), and variables



*Staff-level review projects are those with unconditionally permitted uses that meet all development standards and guidelines within applicable zones, Special Planning Districts, Planned Unit Developments, Design Review Districts and Historic Districts. Staff-level project scopes range from additions to single-unit dwellings to large-scale commercial, office, and multi-use buildings that meet staff-level review criteria.



Ballpark Commons Office Building
7044 S. Ballpark Drive, Suite 200
Franklin, WI 53132
(414) 336-7900
foth.com

December 12, 2022

Fred Schnook, Village Administrator
Village of Mukwonago
440 River Crest Ct
Mukwonago, WI 53149

RE: Development Review Proposal

Dear Mr. Schnook :

By this letter Foth Infrastructure & Environment, LLC proposes to complete a comprehensive review of the Village of Mukwonago's planning, development, and permit processes. At this time the Village has a variety of such processes that are coordinated by numerous individuals at the Village. The Village has found that an independent study of the current processes is warranted in order to uncover new efficiencies and to set forth appropriate staff responsibilities. Such a study is in the best interest of the community as it moves forward, and outcomes shall allow the Village to be more responsive to its residents, businesses, and developers.

Proposed Scope & Party Responsibilities

The Project Team has outlined a scope of services listed herein that we believe to be the most efficient approach to accomplishing a successful development process review.

- Phase 1 (Weeks 1-3):
 - Foth Review of Current Practices/Ordinances
 - Code Review (Zoning, Land Division, Comprehensive Plan, Building/Structure Permitting)
 - Review of Current Processes/Outcomes
 - Review of Current Meeting Requirements/Timelines
 - Review of Current Permits and Applications
 - Foth Interviews/Discussion with Village Staff
 - Review of Current Responsibilities and Current Systems Used (ex. BSA)
 - To include at minimum: Village Administrator, Village Planner, Village Consultant Planner, Building Inspectors, Planning Administrator, Public Works/Utilities, Fire Department, possible Plan Commission and/or Elected Official
- Phase 1 (Weeks 4-6):
 - Completion of Existing Procedures/Responsibilities/Timelines
 - Deliverable 1: Initial flowchart(s) (existing processes)
 - Completion of Proposed New Procedures/Responsibilities/Timelines
 - Review with Village Administrator and staff

- Deliverable 2: Proposed overall flowchart
 - Deliverable 3: Updated internal/external procedure sheets
 - Deliverable 4: Recommendations for ordinance changes/updates
 - Deliverable 5: Review of New Flowchart and Procedures at Commission and Board (2 meetings)
- Phase 2 (Weeks 7-8):
 - Upon official approval of new flowchart and procedures a variety of other tasks may begin, including:
 - Deliverable 6: Research and recommend new project management application to oversee processes for staff (may be utilizing existing Village software (ex. BSA System) or other).
 - OPTION: Implement new project management system. Cost TBD
 - OPTION: Update various development/permit applications (pdf online fillable). ~\$2,500
 - OPTION: Provide a series of frequently asked questions (FAQs) for Village Website. ~\$800
 - OPTION: Adopt recommended ordinance changes/updates. ~\$1,500

Cost

For Village budgeting purposes Foth proposes a lump sum fee for all Phase 1 tasks and services in an amount not to exceed \$14,000. Phase 2 tasks and services are approximated in an amount of \$3,000. *NOTE: Phase 2 "Options" prices are shown above with the exception of the cost of implementing a future project management system. If required, this process and necessary costs can be determined at that future time.*

Options

1. *Phase 2 additional options are approximated above and can be added as the Village requests.*
2. *Additional public meeting attendance is at \$500 per meeting (Inclusive of travel, prep, and attendance).*

Thank you for the opportunity to serve the Village. We are very excited to be part of your team. We can be reached any time by at our contact information below.

Sincerely,

Foth Infrastructure & Environment, LLC



Jeff Muenkel, AICP CEcD EDFP
National Planning Lead
Jeff.Muenkel@foth.com
(414) 916-6465



Shaun Mularkey
Planner I
Shaun.Mularkey@foth.com
(262) 323-1465