

Village of Mukwonago
Notice of Meeting and Agenda

COMMITTEE OF THE WHOLE MEETING
Wednesday, March 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 Committee of the Whole Minutes from February 1, 2023.
[2023-02-01 DRAFT COW Minutes.docx](#)

5. Finance Committee, Trustee Darlene Johnson

Discussion and action possible on the following items.

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

[2023-01 January Treasury Report.pdf](#)

[2023-01 January Revenue & Expenditure Guideline.pdf](#)

- 5.2 Discussion and possible recommendation to approve Accounts Payable Vouchers in the amount of \$4,343,964.56.

[30123 AP COW PACKET - CORRECTED.pdf](#)

- 5.3 Discussion and possible recommendation on a Purchase Requisition for Core & Main in the amount of \$77,500 for Water Meter Replacements.

[AIRF-Purchase Req. for Meters 2023.docx](#)

[Purchase Requisition - 2023 Water Meters.pdf](#)

- 5.4 Discussion and possible recommendation to approve **Resolution 2023-07** Amending the 2022 Adopted Budgets for Fire Department, Community Development, Wisconsin Development, TID #5, Village Designated, Capital Equipment, Library, Capital Improvement, Water Utility, and Sewer Utility Funds.

[RESOLUTION 2023-07 \(Amend 2022 Budget - Various Funds\).pdf](#)

6. Health and Recreation Committee, Trustee John Meiners

Discussion and action possible on the following items

- 6.1 Discussion and possible recommendation of Phantom Lakes Management District for fireworks at Phantom Glen Park on July 3, 2023 from 3pm - 11 pm.
[07-03-2023 - Phantom Glen - Fireworks - 3-11 pm_Redacted.pdf](#)
- 6.2 Discussion and possible recommendation of special event permit for YMCA Mud Run at Mukwonago High School on June 24, 2023 from 11am-1pm.
[06-24-2023 - MHS - YMCA Mud Run - 11-1pm.pdf](#)
- 6.3 Discussion and possible recommendation on a park application from Amorphic Beer to host a beer garden in Field Park Pavilion B on May 20, June 24, July 8, August 26, and September 30, 2023.
[05-20-2023 - Field Pav B - Beer Garden - 2-8 pm_Redacted.pdf](#)
[06-24-2023 - Field Pav B - Beer Garden 2-8 pm_Redacted.pdf](#)
[07-08-2023 - Field Pav B - Beer Garden - 2-8 pm_Redacted.pdf](#)
[08-26-2023 - Field Pav B - Beer Garden - 2-8 pm_Redacted.pdf](#)
[09-30-2023 - Field Pav B - Beer Garden - 2-8 pm_Redacted.pdf](#)
- 6.4 Discussion and possible recommendation of a park and special event application from the Village of Mukwonago Police Department National Night Out at Field Park on August 1, 2023 from 6 pm - 8:30 pm.
[08-01-2023 - Field Park - National Night Out.pdf](#)
- 6.5 Discussion and possible recommendation of a park and special event permit application from Jack-O-Lantern Jaunt sponsored by the Mukwonago Rotary Club at Field Park on October 13/14, 2023 from 6 pm - 9:30 pm.
[10-13 - 14-2023 Field Park - Jack-O-Lantern Jaunt.pdf](#)
[10-13 - 14-2023 Field Park - Jack-O-Lantern Jaunt - Location Maps.pdf](#)
- 6.6 Discussion and possible recommendation of a park and special event application from Mukwonago Lions Foundation Easter Egg Hunt at Field Park on April 1, 2023 from 10 am - Noon.
[04-01-2023 - Field - Easter Egg Hunt 10a - Noon_Redacted.pdf](#)
- 6.7 Discussion and possible recommendation on a park and special event application for Mukwonago Lions Foundation Summerfeste at Field Park on June 15, 16, 17, and 18, 2023. This event will include the Father's Day Parade.
[06-15 - 06-18-2023 - Field - Summerfeste_Redacted.pdf](#)

7. Library Board of Trustees, Trustee Brill

- 7.1 Library Director Report for February 2023
[02_Library_Director_Report_Feburary_2023.pdf](#)

8. Village Clerk-Treasurer

- 8.1 February 21, 2023 Election Statistics Report *(No action required, for information only)*
[Election Statistics Report 2-21-23.jpg](#)
[Election Infograph 2-21-23.pdf](#)

9. Closed Session

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

10. Reconvene into Open Session

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

11. 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, February 1, 2023

Time: **5:30 pm**

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

Call to Order

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

Roll Call

Board Members Present

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

Also Present

Fred Schnook, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Diana Doherty, Finance Director
Dan Streit, Police Chief
Peter Gesch, Village Engineer
Nathan Bayer, Village Attorney
Ron Bittner, Public Works Director
Wayne Castle, Utilities Director
Tim Rutenbeck, Building Inspection Supervisor
Abby Armour, Library Director

Comments from the Public

None.

Approval of Minutes

Minutes of the Committee of the Whole Meeting of January 4, 2023

Decker/D. Johnson Motion to approve. Unanimously carried.

Library Board of Trustees, Trustee Brill

Library Director Report for January *(for information only, no action required)*

Library Abby Armour presented the 2023-2025 Strategic Plan for the Library.

Finance Committee, Trustee Darlene Johnson

**Monthly Treasury Report and PRELIMINARY Revenue/Expenditure Guideline
Report For December**

(For information only, no action required)

Discussion possible recommendation to approve Vouchers in the amount of \$3,944,353.95.

D Johnson/ Decker motion to recommend approval of Vouchers in the amount of \$3,944,353.95. Unanimously carried.

Health and Recreation Committee, Trustee John Meiners

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. Meiners/ Brill motion to recommend approval. Unanimously carried.

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.

Meiners/Decker motion to recommend approval. Unanimously carried.

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

Meiners/D Johnson motion to recommend approval of the phantom junction stage logo.

Trustee D. Johnson felt there should be railroad tracks

Trustee K. Johnson questioned if this was the only design.

DPW Director Bittner noted there was another with railroad tracks but there was question about it overpowering the stage design. It is meant to be included in the marketing materials only.

Trustee K. Johnson asked if there is an opportunity to redesign.

Trustee D. Johnson asked if they could take the trees out of it.

Trustee Meiners noted he felt it was fine to pass the way it is.

Trustee Decker noted he sees both arguments make sense. He would leave as is.

Trustee Brill noted he is generally okay with the logo, however did feel there was a bit too much detail of the stage. He understands there could be different styles utilized.

President Winchowky commented he likes it now.

Trustee Reeves does see both sides. Thought maybe they could take out the one of the trees
Roll Call: "Yes" Trustee Brill, Decker, Meiners, Reeves, Winchowky. "No" Trustees D. Johnson and K. Johnson. Motion carried 5-2

Public Works Committee, Trustee Brill

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

Brill/Decker motion to recommend approval.

This was rebid no bids were received last time and this time they came back more favorable within budget. Unanimously carried.

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.

Brill/Decker motion to recommend approval.

This has been discussed for some time and is included in the capital plan. There are some upgrades in the tank that will need to take place as well. This is for the engineering services to get a contract for the work.

President Winchowky questioned on Page 2 article 20 “replace overflow pipe if determined necessary” and wondered who determines if it is necessary.

Director Castle noted this is opportunity to bring water tower up to code for example the vent. Codes change over time, and this is a unique tower. So, this has a slightly smaller overflow pipe and he would like to review this at that time.

Trustee D Johnson concerned about the flag painting and was hoping it could remain.

Director Castle noted he will be working with the school and the fast “M” to bring before the board in the next few months. He hopes to keep the flag as well. Unanimously carried.

Administrator

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

Administrator Fred Schnook updated the combination of the planning, building and zoning departments into the new Community and Economic Development Department.

He has been appointed as the lead in that department. He reviewed some of these exercises what customer service means to them and develop goals for the department.

He further discussed the process and the need to develop a standardized flow for customers to understand their journey through the development process with the Village.

He presented a quote from Foth regarding creation of what that journey would be and what those requirements would be necessary for each step.

Brill/Decker motion to recommend approval creating the development process review system with Foth Infrastructure and Environment, LLC not to exceed \$14,000 plus \$3,000.

Trustee John Meiners commented he feels knowing a few of these things, it is a real problem so they don't spend so much before coming before the board asking if they approve of something. He noted he has heard from three different developers it is something we need to fix. Unanimously carried.

Adjournment

Meeting adjourned at 6:44pm

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer

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

100-111xxx	General Fund	3,922,758.81	953,487.96	1,906,719.89	1,062,550.96
100-111005/020/033	Checking/MRA/Accrued Sick	1,037,580.62	613,044.53	301,743.13	122,792.96
150-111300	Fire Department	237,823.85	133,008.44	104,815.41	
200-110xxx	Community Development (Deback)	668,430.08	32,920.88	635,509.20	
210-111xxx	Wisc Development - RLF	140,987.51	3,059.50	137,928.01	-
220-111xxx	TID#3-General	1,148,987.99	358,638.48	776,690.22	13,659.29
240-111xxx	TID#4-General	348,822.76	269,221.63	79,601.13	
250-111xxx	TID#5-General	2,539,597.48	453,748.43	2,085,849.05	
300-111xxx	Debt Service	1,675,361.57	788.41	1,674,573.16	
320-111300	Fire Department Designated	168,739.68	85.33	168,654.35	
340-111xxx	Village Designated Funds	659,333.09	128,757.92	530,575.17	
350-111xxx	American Rescue Plan Act	859,420.15		859,420.15	
410-111300	Recycling	247,198.56	146,214.54	100,984.02	
430-111300	Capital Equipment	285,858.28	181,047.92	104,810.36	
440-111xxx	Library	436,383.08	211,694.22	224,688.86	
480-111xxx	Capital Improvement Funds	2,868,431.94	65,120.26	2,348,231.54	455,080.14
500-111300	Stormwater District #1	46,833.41	30,469.98	16,363.43	
600-111xxx	Impact Fees	346,890.74	2,568.23	344,322.51	
720-111xxx	Taxroll	7,264,021.49	2,525,102.25	4,738,919.24	
810-111xxx	Parkland Site	238,954.17	20,114.02	218,840.15	
TOTAL		25,142,415.26	6,129,092.93	17,359,238.98	1,654,083.35

WATER UTILITY

610-111300	Cash	1,049,008.12	1,049,008.12		
610-111200	Bonds & Unrestricted Cash	480,615.31		480,615.31	
610-111400	Long Term Debt	26,454.93			26,454.93
610-111050	Current Year Debt Reserve	83,975.00	83,975.00	-	
610-111060	Required Debt Reserve	533,334.55	-	121,058.35	412,276.20
610-111080	Impact Fee	97,846.73	57,067.81	40,778.92	
610-111033	Accrued Sick Pay	10,349.95		10,349.95	-
TOTAL		2,281,584.59	1,190,050.93	652,802.53	438,731.13

SEWER UTILITY

620-111300	Cash	344,223.76	344,223.76		
620-111200	Bonds & Unrestricted Cash	501,499.58		501,499.58	
610-111400	Long Term Debt	126,264.83			126,264.83
620-111030	Sewer Connection Fee	199,078.49	1,154.84	197,923.65	-
620-111060	Required Debt Reserve	737,027.71	-	17,022.66	720,005.05
620-111050	Current Year Debt Reserve	129,104.61	129,104.61	-	
620-111070	Equipment Replacement Fund	738,712.23	-	543,792.37	194,919.86
620-111080	Impact Fee	770,979.18	231.92	770,747.26	
620-111033	Accrued Sick Pay	10,349.95		10,349.95	-
TOTAL		3,557,240.34	474,715.13	2,041,335.47	1,041,189.74

GRAND TOTAL	30,981,240.19	7,793,858.99	20,053,376.98	3,134,004.22
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Prepared by Diana Doherty

balance check

30,981,240.19

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PERIOD ENDING 01/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 01/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	322,500.00	4,784.00	317,716.00	1.48
PTAX	GENERAL PROPERTY TAX	3,208,321.00	1,212,645.91	1,995,675.09	37.80
TAXES	OTHER TAXES	440,234.00	34,658.33	405,575.67	7.87
IGOVTRV	INTERGOVERNMENTAL REVENUES	854,295.00	148,864.00	705,431.00	17.43
LICPER	LICENSES & PERMITS	451,537.00	10,947.40	440,589.60	2.42
LAWORD	FINES & FORFEITURES	173,000.00	10,175.05	162,824.95	5.88
PUBCHGS	PUBLIC CHARGES FOR SERVICES	30,488.00	1,424.25	29,063.75	4.67
LEISURE	LEISURE ACTIVITIES	72,000.00	0.00	72,000.00	0.00
IGOVTC	INTERGOVERNMENTAL CHARGES	202,833.00	306.28	202,526.72	0.15
INVTINC	INVESTMENT INCOME	68,000.00	44,353.14	23,646.86	65.23
TOTAL REVENUES		5,823,208.00	1,468,158.36	4,355,049.64	25.21
Expenditures					
5111	VILLAGE BOARD	70,563.00	6,474.30	64,088.70	9.18
5112	HISTORIC PRESERVATION	290.00	0.00	290.00	0.00
5120	MUNICIPAL COURT	38,954.00	2,294.51	36,659.49	5.89
5130	VILLAGE ATTORNEY	118,750.00	895.00	117,855.00	0.75
5141	VILLAGE ADMINISTRATOR	196,051.00	8,702.55	187,348.45	4.44
5142	CLERK-TREASURER	266,321.00	11,033.51	255,287.49	4.14
5144	ELECTIONS	28,150.00	366.69	27,783.31	1.30
5145	FINANCE DEPARTMENT	71,273.00	(6,943.35)	78,216.35	(9.74)
5150	IT SERVICES	15,000.00	0.00	15,000.00	0.00
5151	INDEPENDENT AUDITING	14,000.00	0.00	14,000.00	0.00
5153	ASSESSMENT OF PROPERTY	22,050.00	1,491.78	20,558.22	6.77
5154	RISK & PROPERTY INSURANCE	128,103.00	26,557.00	101,546.00	20.73
5160	VILLAGE HALL	50,816.00	1,861.78	48,954.22	3.66
5211	POLICE ADMINISTRATION	1,288,048.00	75,241.90	1,212,806.10	5.84
5212	POLICE PATROL	1,115,941.00	53,538.32	1,062,402.68	4.80
5213	CRIME INVESTIGATION	252,396.00	15,281.49	237,114.51	6.05
5215	POLICE TRAINING	12,000.00	0.00	12,000.00	0.00
5220	FIRE STATION (VILLAGE)	8,706.00	28.21	8,677.79	0.32
5235	EMERGENCY GOVERNMENT	2,000.00	0.00	2,000.00	0.00
5241	BUILDING INSPECTOR	301,443.00	19,979.69	281,463.31	6.63
5247	BOARD OF APPEALS	1,150.00	0.00	1,150.00	0.00
5254	DAMS	10,226.00	470.37	9,755.63	4.60
5300	DPW GENERAL ADMINISTRATION	351,899.00	33,175.20	318,723.80	9.43
5323	GARAGE	68,148.00	1,979.50	66,168.50	2.90
5324	MACHINERY & EQUIPMENT	117,218.00	2,307.33	114,910.67	1.97
5335	ENGINEERING	75,000.00	0.00	75,000.00	0.00
5341	STREETS & ALLEYS	20,205.00	916.53	19,288.47	4.54
5342	STREET LIGHTING	190,250.00	0.00	190,250.00	0.00
5343	CURBS GUTTERS & SIDEWALKS	5,572.00	0.00	5,572.00	0.00
5344	STORM SEWER	13,950.00	222.88	13,727.12	1.60
5345	STREET CLEANING	18,472.00	0.00	18,472.00	0.00
5346	BRIDGES & CULVERTS	1,530.00	0.00	1,530.00	0.00
5347	SNOW & ICE CONTROL	117,094.00	2,624.20	114,469.80	2.24
5348	STREET SIGNS & MARKINGS	20,800.00	0.00	20,800.00	0.00
5362	GARBAGE COLLECTION	4,073.00	200.50	3,872.50	4.92
5431	ANIMAL POUND	2,600.00	2,420.00	180.00	93.08
5512	MUSEUM	11,940.00	190.81	11,749.19	1.60
5521	PARKS	196,770.00	123.34	196,646.66	0.06
5522	CELEBRATIONS	7,867.00	1,177.02	6,689.98	14.96
5611	FORESTRY	28,009.00	2,579.73	25,429.27	9.21
5613	WEED CONTROL	243.00	0.00	243.00	0.00
5632	PLANNING DEPARTMENT	165,974.00	2,705.83	163,268.17	1.63
5660	STORMWATER MASTER PLAN	11,250.00	0.00	11,250.00	0.00
5670	ECONOMIC DEVELOPMENT	56,113.00	7,860.12	48,252.88	14.01
5900	OTHER FINANCING USES	326,000.00	0.00	326,000.00	0.00
TOTAL EXPENDITURES		5,823,208.00	275,756.74	5,547,451.26	4.74
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		5,823,208.00	1,468,158.36	4,355,049.64	25.21
TOTAL EXPENDITURES		5,823,208.00	275,756.74	5,547,451.26	4.74
NET OF REVENUES & EXPENDITURES		0.00	1,192,401.62	(1,192,401.62)	100.00

PERIOD ENDING 01/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 01/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	48,173.00	405.00	47,768.00	0.84
PTAX	GENERAL PROPERTY TAX	605,081.00	50,423.42	554,657.58	8.33
EBIX	EBIX REVENUES	1,073,143.00	58,846.53	1,014,296.47	5.48
IGOVTRV	INTERGOVERNMENTAL REVENUES	99,832.00	0.00	99,832.00	0.00
PUBCHGS	PUBLIC CHARGES FOR SERVICES	100.00	540.00	(440.00)	540.00
IGOVTC	INTERGOVERNMENTAL CHARGES	605,081.00	0.00	605,081.00	0.00
INVTINC	INVESTMENT INCOME	660.00	520.69	139.31	78.89
TOTAL REVENUES		2,432,070.00	110,735.64	2,321,334.36	4.55
Expenditures					
5140	ADMINISTRATIVE & GENERAL	27,869.00	2,322.41	25,546.59	8.33
5221	FIRE ADMINISTRATION	1,065,202.00	73,553.40	991,648.60	6.91
5222	FIRE SUPPRESSION	60,380.00	116.95	60,263.05	0.19
5223	FIRE TRAINING	27,429.00	1,207.27	26,221.73	4.40
5231	AMBULANCE	355,754.00	20,030.68	335,723.32	5.63
5232	AMBULANCE TRAINING	14,738.00	713.31	14,024.69	4.84
5233	REFERENDUM FUNDED STAFFING	679,116.00	0.00	679,116.00	0.00
5700	CAPITAL OUTLAY EXPENDITURES	38,000.00	0.00	38,000.00	0.00
5900	OTHER FINANCING USES	163,582.00	0.00	163,582.00	0.00
TOTAL EXPENDITURES		2,432,070.00	97,944.02	2,334,125.98	4.03
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		2,432,070.00	110,735.64	2,321,334.36	4.55
TOTAL EXPENDITURES		2,432,070.00	97,944.02	2,334,125.98	4.03
NET OF REVENUES & EXPENDITURES		0.00	12,791.62	(12,791.62)	100.00

PERIOD ENDING 01/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 01/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	200.00	0.00	200.00	0.00
UTILREV	UTILITY REVENUES	2,184,000.00	897.26	2,183,102.74	0.04
CONTRIB	CONTRIBUTED CAPITAL	120,000.00	0.00	120,000.00	0.00
MISCINC	MISC INCOME UTILITIES	147,200.00	40,055.14	107,144.86	27.21
IGOVTC	INTERGOVERNMENTAL CHARGES	1,000.00	44.90	955.10	4.49
INVSTINC	INVESTMENT INCOME	18,675.00	5,907.83	12,767.17	31.63
TOTAL REVENUES		2,471,075.00	46,905.13	2,424,169.87	1.90
Expenditures					
5900	OTHER FINANCING USES	279,257.00	0.00	279,257.00	0.00
6200	PUMPING OPERATIONS	142,281.00	1,022.59	141,258.41	0.72
6210	PUMPING MAINTENANCE	94,742.00	7.99	94,734.01	0.01
6300	WATER TREATMENT OPERATIONS	75,121.00	1,114.12	74,006.88	1.48
6310	WATER TREATMENT MAINTENANCE	27,582.00	569.67	27,012.33	2.07
6450	T&D-DISTR RSRVR/STNDP MAINT	3,683.00	57.84	3,625.16	1.57
6451	T&D-MAINS MAINTENANCE	47,130.00	123.40	47,006.60	0.26
6452	T&D-SERVICES MAINTENANCE	42,320.00	886.94	41,433.06	2.10
6453	T&D-METERS MAINTENANCE	27,244.00	223.86	27,020.14	0.82
6454	T&D-HYDRANTS MAINTENANCE	47,861.00	145.15	47,715.85	0.30
6901	METER READING LABOR	8,236.00	61.70	8,174.30	0.75
6902	ACCOUNTING & COLLECTING LABOR	84,865.00	6,582.07	78,282.93	7.76
6920	ADMINISTRATIVE & GENERAL EXP	1,042,300.00	58,042.38	984,257.62	5.57
TOTAL EXPENDITURES		1,922,622.00	68,837.71	1,853,784.29	3.58
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,471,075.00	46,905.13	2,424,169.87	1.90
TOTAL EXPENDITURES		1,922,622.00	68,837.71	1,853,784.29	3.58
NET OF REVENUES & EXPENDITURES		548,453.00	(21,932.58)	570,385.58	4.00

PERIOD ENDING 01/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 01/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 620 - SEWER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	400.00	0.00	400.00	0.00
UNCLASSIFIED	Unclassified	15,000.00	0.00	15,000.00	0.00
UTILREV	UTILITY REVENUES	1,825,440.00	2,705.75	1,822,734.25	0.15
LICPER	LICENSES & PERMITS	119,800.00	0.00	119,800.00	0.00
CONTRIB	CONTRIBUTED CAPITAL	56,000.00	0.00	56,000.00	0.00
MISCINC	MISC INCOME UTILITIES	175,000.00	0.00	175,000.00	0.00
INVSTINC	INVESTMENT INCOME	35,580.00	9,852.20	25,727.80	27.69
TOTAL REVENUES		2,227,220.00	12,557.95	2,214,662.05	0.56
Expenditures					
5900	OTHER FINANCING USES	64,949.00	0.00	64,949.00	0.00
8010	WWTP-TREATMENT/DISPOSAL/GP	575,971.00	9,922.24	566,048.76	1.72
8020	LIFT STATIONS/PUMPING EQUIP	27,627.00	31.80	27,595.20	0.12
8030	WASTEWATER COLLECTION SYSTEM	73,308.00	779.00	72,529.00	1.06
8300	ACCOUNTING/COLLECTING	82,365.00	6,465.70	75,899.30	7.85
8400	ADMINISTRATIVE & GENERAL	673,016.00	26,402.54	646,613.46	3.92
TOTAL EXPENDITURES		1,497,236.00	43,601.28	1,453,634.72	2.91
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		2,227,220.00	12,557.95	2,214,662.05	0.56
TOTAL EXPENDITURES		1,497,236.00	43,601.28	1,453,634.72	2.91
NET OF REVENUES & EXPENDITURES		729,984.00	(31,043.33)	761,027.33	4.25

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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MUKWONAGO

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PERIOD ENDING 01/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL

SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 01/31/2023	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		12,953,573.00	1,638,357.08	11,315,215.92	12.65
TOTAL EXPENDITURES - ALL FUNDS		11,675,136.00	486,139.75	11,188,996.25	4.16
NET OF REVENUES & EXPENDITURES		1,278,437.00	1,152,217.33	126,219.67	90.13

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	2/23/2023	\$	81,582.46
Library Accounts Payable	2/10/2023	\$	19,334.31
Charter Communications/Spectrum (ach withdrawal)	2/10/2023	\$	1,797.89
US Bank (ach withdrawal)	2/23/2023	\$	15,474.33
We Energies (ach withdrawal)	2/10/2023	\$	52,894.96
Check Disbursement - Court	2/8/2023	\$	3,762.75
Check Disbursement - Invoice Cloud	2/3/2023	\$	233.00
Check Disbursement - Tax Settlements	2/15/2023	\$	3,994,317.60
Check Disbursement - Payroll Related	2/1/2023	\$	9,136.91
Check Disbursement - Payroll Related	2/15/2023	\$	149,688.35
Check Disbursement - Payroll Related	2/22/2023	\$	657.20
Check Disbursement - Tax Overpayment Refunds	1/27/2023	\$	14,738.47
Check Disbursement - Tax Overpayment Refunds	2/22/2023	\$	346.33
Total for Approval:		\$	<u>4,343,964.56</u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

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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: AC SERVICE INC						
CU23-39762	VILLAGE HALL REZONE PROJECT	480-5700-573000	9,800.00	9,800.00	DPW	03/02/2023
TOTAL VENDOR AC SERVICE INC				9,800.00		
VENDOR NAME: AIRGAS USA LLC						
9994901045	AIRGAS ANNUAL CYLINDER LEASE	150-5231-531100	2,923.70	2,923.70	FIRE	03/02/2023
TOTAL VENDOR AIRGAS USA LLC				2,923.70		
VENDOR NAME: ALSCO						
IMIL1884028	PD FEBRUARY 9 MAT CLEANING SERVICE	100-5211-539400	42.66	42.66	POLICE	03/02/2023
IMIL1886042	WALK OFF MATTS	100-5160-521900	57.58	57.58	DPW	03/02/2023
TOTAL VENDOR ALSCO				100.24		
VENDOR NAME: AMAZON CAPITOL SERVICES						
IHY676MX7VPG	CONFERENCE ROOM IT IMPROVEMENTS	430-5700-571000	1,299.47	1,299.47	ADMIN	03/02/2023
TOTAL VENDOR AMAZON CAPITOL SERVICES				1,299.47		
VENDOR NAME: AQUA-PURE OF WI						
1253	WWTF-TOTES OF PHOS X CHEMICAL	620-8010-824000	2,460.00	2,460.00	UTILITIES	03/02/2023
TOTAL VENDOR AQUA-PURE OF WI				2,460.00		
VENDOR NAME: AQUATIC INFORMATICS INC.						
00013901	HACH WIMS SOFTWARE SUBSCRIPTION	610-6920-692300	816.00	1,632.00	UTILITIES	03/02/2023
		620-8400-852000	816.00			
TOTAL VENDOR AQUATIC INFORMATICS INC.				1,632.00		
VENDOR NAME: AT & T MOBILITY						
287314801786021520	AT & T INVOICE FIRSTNET 12-07-2022 TO 02150-5221-522500		1,098.49	1,098.49	FIRE	03/02/2023
287291370101021520	PD AT&T JANUARY AND FEBRUARY CELL PHONES100-5211-522500		1,444.36	1,444.36	POLICE	03/02/2023
TOTAL VENDOR AT & T MOBILITY				2,542.85		
VENDOR NAME: BOUND TREE MEDICAL LLC						
84865028	EMS SUPPLIES	150-5231-531100	274.00	274.00	FIRE	03/02/2023
84850956	EMS SUPPLIES	150-5231-531100	92.72	92.72	FIRE	03/02/2023
84850955	EMS SUPPLIES	150-5231-531100	98.80	98.80	FIRE	03/02/2023
84852676	EMS SUPPLIES	150-5231-531100	23.18	23.18	FIRE	03/02/2023
TOTAL VENDOR BOUND TREE MEDICAL LLC				488.70		
VENDOR NAME: BRAKE & EQUIPMENT						
730375	TRUCK #5 SALT SPINNER	100-5324-539500	104.69	104.69	DPW	03/02/2023
TOTAL VENDOR BRAKE & EQUIPMENT				104.69		
VENDOR NAME: C & M AUTO PARTS INC						
6079-363417	3488 BATTERIES	150-5231-539500	189.43	189.43	FIRE	03/02/2023
6079-363419	3488 BATTERIES	150-5231-539500	167.43	167.43	FIRE	03/02/2023
6079-363620	TRCK #1 POWER STEERING HOSE	100-5324-539500	27.21	27.21	DPW	03/02/2023
6079-363586	BRAKE CLEANER	100-5323-531100	43.08	43.08	DPW	03/02/2023
6079-363585	TRAILER ELECTRICAL CONNECTOR	100-5324-539500	4.69	4.69	DPW	03/02/2023
6079-363471 PD	SQUAD OIL FILTER	100-5212-539500	6.78	6.78	POLICE	03/02/2023
6079-363471 BLDG	FILTER	100-5241-539500	27.60	27.60	BUILDING	03/02/2023

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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					
TOTAL VENDOR C & M AUTO PARTS INC			466.22		
VENDOR NAME: CENTRAL OFFICE SYSTEMS					
79058183	COPIER INVOICE	150-5221-531100	92.00	FIRE	03/02/2023
79058078	FEBRUARY 2023 LEASE PAYMENT 458	100-5142-531200	19.64	ALLOCATE	03/02/2023
		100-5300-539900	17.37		
		100-5120-531100	7.31		
		100-5141-531100	9.36		
		100-5145-531100	15.54		
		100-5241-531200	2.62		
		100-5632-531200	3.07		
		100-5211-531200	20.58		
		150-5221-531100	21.33		
		410-5363-531200	1.65		
		440-5511-531200	18.65		
		500-5344-531200	4.04		
		610-6902-690300	12.03		
		620-8300-840000	11.81		
TOTAL VENDOR CENTRAL OFFICE SYSTEMS			257.00		
VENDOR NAME: CINTAS					
4146925329	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	119.48	DPW	03/02/2023
4146925480	UNIFORM SERVICE	610-6920-693000	62.08	UTILITIES	03/02/2023
		620-8400-856000	62.08		
4146212665	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	119.48	DPW	03/02/2023
4146212842	WATER/WWTF-UNIFORM SERVICE	610-6920-693000	54.08	UTILITIES	03/02/2023
		620-8400-856000	54.08		
TOTAL VENDOR CINTAS			471.28		
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY					
323053012723	COLUMBIA SOUTHER TUITION - KIRKPATRICK	100-5212-516300	760.00	POLICE	03/02/2023
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY			760.00		
VENDOR NAME: CORE & MAIN LP					
S304073	WATER-LARGE METER HEAD REPLACEMENTS	610-6453-665300	3,524.45	UTILITIES	03/02/2023
TOTAL VENDOR CORE & MAIN LP			3,524.45		
VENDOR NAME: COREY OIL, LTD					
288423 FIRE	COREY OIL INVOICE	150-5222-539500	350.25	FIRE	03/02/2023
		150-5231-539500	350.26		
288423 DPW	VARIOUS EQUIPMENT OILS	100-5324-535100	895.19	DPW	03/02/2023
288423 PD	SQUAD OIL	100-5212-535100	609.76	POLICE	03/02/2023
TOTAL VENDOR COREY OIL, LTD			2,205.46		

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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: COUNTY WIDE EXTINGUISHER, INC					
29080	STATION #1 HOOD FIRE SUPPRESSION INSPECT	100-5220-539400 140.50	140.50	DPW	03/02/2023
TOTAL VENDOR COUNTY WIDE EXTINGUISHER, INC			140.50		
VENDOR NAME: CRIVELLO CARLSON S.C.					
5331-183866	JANUARY LEGAL SERVICES	100-5521-531100 260.00	5,152.12	FINANCE	03/02/2023
		610-6920-692300 240.00			
		100-5130-521900 4,652.12			
5331-183868	SPECTRUM	100-5130-521900 220.00	220.00	FINANCE	03/02/2023
5331-183869	TOWER LEASES	610-6920-692300 220.00	220.00	FINANCE	03/02/2023
5331-183870	CHAPMAN LIEN WAIVER	100-0000-211425 20.00	20.00	FINANCE	03/02/2023
5331-183867	MEADOWLAND AND TID 6 LEGAL WORK	100-5130-521900 460.00	940.00	FINANCE	03/02/2023
		100-5670-521900 480.00			
TOTAL VENDOR CRIVELLO CARLSON S.C.			6,552.12		
VENDOR NAME: EBIX					
12290	EBIX INVOICE	150-5231-521900 5,990.64	5,990.64	FIRE	03/02/2023
TOTAL VENDOR EBIX			5,990.64		
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS					
2525400	EMS SUPPLIES	150-5231-531100 275.15	275.15	FIRE	03/02/2023
2526937	EMS SUPPLIES	150-5231-531100 13.95	13.95	FIRE	03/02/2023
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS			289.10		
VENDOR NAME: ENTRANCE SYSTEMS					
45801	WWTF-GATE OPENER MAINTENANCE	620-8010-834000 563.00	563.00	UTILITIES	03/02/2023
TOTAL VENDOR ENTRANCE SYSTEMS			563.00		
VENDOR NAME: EXCEL BUILDING SERVICES LLC					
3971	PD BUILDING CLEANING SERVICE	100-5211-539400 975.00	975.00	POLICE	03/02/2023
TOTAL VENDOR EXCEL BUILDING SERVICES LLC			975.00		
VENDOR NAME: FASTENAL COMPANY					
WIMU95961	FLOW BOLTS	100-5324-539500 120.25	120.25	DPW	03/02/2023
TOTAL VENDOR FASTENAL COMPANY			120.25		
VENDOR NAME: GRAINGER					
9600094750	WWTF-DIGESTER BOILER WATER RECIRCULATION	620-8010-833000 647.33	647.33	UTILITIES	03/02/2023
9601631808	SPARE BOILER WATER RECIRCULATION PUMP MO	620-8010-827000 647.33	647.33	UTILITIES	03/02/2023
TOTAL VENDOR GRAINGER			1,294.66		
VENDOR NAME: HAWKINS WATER TREATMENT					
6401804	CHEMICAL FOR WATER TREATMENT	610-6300-663100 40.00	40.00	UTILITIES	03/02/2023
6399762	PHOS. CHEM. FEED SKID PARTS	620-8010-824000 183.64	183.64	UTILITIES	03/02/2023
6399015	CHEMICAL FOR WATER TREATMENT	610-6300-663100 1,064.31	1,064.31	UTILITIES	03/02/2023
6394530	WWTF-CHEMICAL FEED PUMP PARTS	620-8010-824000 1,160.14	1,160.14	UTILITIES	03/02/2023
TOTAL VENDOR HAWKINS WATER TREATMENT			2,448.09		

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,						
54070	2023 GREENWALD / DEBACK LITIGATION	100-5130-521900	500.00	500.00	FINANCE	03/02/2023
54071	PROSECUTIONS	100-5130-521900	862.50	862.50	FINANCE	03/02/2023
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				1,362.50		
VENDOR NAME: HOME DEPOT						
JAN 2023	PD FURNACE FILTERS	100-5211-539400	29.90	29.90	POLICE	03/02/2023
TOTAL VENDOR HOME DEPOT				29.90		
VENDOR NAME: JAMES IMAGING SYSTEMS						
1283566	COPIER INVOICE	150-5221-531100	96.63	96.63	FIRE	03/02/2023
TOTAL VENDOR JAMES IMAGING SYSTEMS				96.63		
VENDOR NAME: JEFFERSON FIRE & SAFETY						
IN149265	2022 WI DNR GRANT PGI HOODS	150-5700-571300	1,169.11	1,169.11	FIRE	03/02/2023
TOTAL VENDOR JEFFERSON FIRE & SAFETY				1,169.11		
VENDOR NAME: LIFE-ASSIST, INC.						
1292689	EMS SUPPLIES	150-5231-531100	359.07	359.07	FIRE	03/02/2023
TOTAL VENDOR LIFE-ASSIST, INC.				359.07		
VENDOR NAME: MACQUEEN EQUIPMENT						
P12070	MSA G1 TANK REPAIR	150-5222-539500	40.75	40.75	FIRE	03/02/2023
TOTAL VENDOR MACQUEEN EQUIPMENT				40.75		
VENDOR NAME: MARCO TECHNOLOGIES						
33351580	COPIER LEASE	620-8400-856000	87.08	174.16	UTILITIES	03/02/2023
		610-6920-692100	87.08			
TOTAL VENDOR MARCO TECHNOLOGIES				174.16		
VENDOR NAME: MCMASTER-CARR						
92791074	WWTF-DRILL BITS OR DOOR SEALS	620-8010-834000	94.89	94.89	UTILITIES	03/02/2023
TOTAL VENDOR MCMASTER-CARR				94.89		
VENDOR NAME: MED ALLIANCE						
251954	EMS SUPPLIES	150-5231-531100	413.07	413.07	FIRE	03/02/2023
TOTAL VENDOR MED ALLIANCE				413.07		
VENDOR NAME: MESSAGEUS						
230310134	WATER/WWTF-LONG DISTANCE PHONE SERVICE	610-6920-692100	3.32	6.64	UTILITIES	03/02/2023
		620-8400-851000	3.32			
TOTAL VENDOR MESSAGEUS				6.64		
VENDOR NAME: MINUTEMAN PRESS OF BURLINGTON						

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: MINUTEMAN PRESS OF BURLINGTON						
51573	VILLAGE HALL WINDOW ENVELOPES	100-5241-531100	10.13	636.86	ALLOCATE	03/02/2023
		100-5142-531100	75.79			
		100-5145-531100	59.97			
		100-5141-531100	36.11			
		100-5632-531100	11.85			
		100-5323-531100	67.06			
		100-5120-531100	28.21			
		100-5211-531100	79.42			
		150-5221-531100	82.35			
		410-5363-531100	6.37			
		500-5344-531100	15.60			
		610-6920-692100	46.43			
		620-8300-840000	45.60			
		440-5511-531100	71.97			
TOTAL VENDOR MINUTEMAN PRESS OF BURLINGTON				636.86		
VENDOR NAME: NAPA AUTO PARTS - SP018						
184317	WATER-PUMP MOTOR OIL CHANGE	610-6210-662500	101.99	101.99	UTILITIES	03/02/2023
186347	SNOWBLOWER PARTS	620-8010-827000	2.35	2.35	UTILITIES	03/02/2023
TOTAL VENDOR NAPA AUTO PARTS - SP018				104.34		
VENDOR NAME: NORTHERN LAKE SERVICE INC						
2301134	WATER-BACTI SAMPLING	610-6300-663200	255.00	255.00	UTILITIES	03/02/2023
TOTAL VENDOR NORTHERN LAKE SERVICE INC				255.00		
VENDOR NAME: PROHEALTH CARE LAB BILLING						
10002360328	PROHEALTH DECEMBER AND JANUARY BLOOD DRA	100-5212-521900	74.26	74.26	POLICE	03/02/2023
TOTAL VENDOR PROHEALTH CARE LAB BILLING				74.26		
VENDOR NAME: PROVEN POWER INC						
02-420600	SNOWBLOWER DRIVE CHAIN	100-5324-539500	90.04	90.04	DPW	03/02/2023
TOTAL VENDOR PROVEN POWER INC				90.04		
VENDOR NAME: SHRED-IT USA						
8003363479	2023 FEBRUARY VH SHREDDING SERVICES	100-5141-531100	44.78	89.56	ALLOCATE	03/02/2023
		100-5142-531100	22.39			
		100-5632-531100	22.39			
TOTAL VENDOR SHRED-IT USA				89.56		
VENDOR NAME: SOMAR ENTERPRISES						
102899	RESERVE NAME TAGS	100-5212-534700	33.80	33.80	POLICE	03/02/2023
TOTAL VENDOR SOMAR ENTERPRISES				33.80		
VENDOR NAME: STRYKER SALES, LLC						
4047291M	EMS SUPPLIES	150-5231-531100	350.20	350.20	FIRE	03/02/2023
4048653M	LUCAS 3 CAPITAL	430-5700-571400	1,740.75	1,740.75	FIRE	03/02/2023
4036082M	LUCAS 3 EMS CAPITAL	430-5700-571400	16,446.22	16,446.22	FIRE	03/02/2023

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: STRYKER SALES, LLC						
	TOTAL VENDOR STRYKER SALES, LLC			18,537.17		
VENDOR NAME: TERMINAL ANDRAE INC.						
59996	WATER-LED LIGHT UPGRADES	610-6200-662500	250.00	250.00	UTILITIES	03/02/2023
	TOTAL VENDOR TERMINAL ANDRAE INC.			250.00		
VENDOR NAME: THE UNIFORM SHOPPE OF GREEN BAY INC						
330056	NEW OFFICER UNIFORMS - PITCHER	100-5212-534700	844.20	844.20	POLICE	03/02/2023
330122	2023 CLOTHING ALLOWANCE - WILSON	100-5212-534600	299.50	299.50	POLICE	03/02/2023
	TOTAL VENDOR THE UNIFORM SHOPPE OF GREEN BAY INC			1,143.70		
VENDOR NAME: T-MOBILE						
FEB 2023	NEW PHONE SERVICE	150-5221-522500	114.45	114.45	FIRE	03/02/2023
	TOTAL VENDOR T-MOBILE			114.45		
VENDOR NAME: TRIPLE CROWN PRODUCTS						
318279	OFFICER SUMMER AND WINTER HATS - NEW UNI	100-5212-534600	15.80	313.00	POLICE	03/02/2023
		100-5211-534600	15.80			
		100-5211-534600	15.80			
		100-5212-534700	265.60			
	TOTAL VENDOR TRIPLE CROWN PRODUCTS			313.00		
VENDOR NAME: ULINE						
159496015	WATER/WWTF-SHOP DISPOSABLE RAGS	620-8010-827000	182.81	365.62	UTILITIES	03/02/2023
		610-6920-693000	182.81			
	TOTAL VENDOR ULINE			365.62		
VENDOR NAME: UTILITY SALES & SERVICE						
0075219-IN	AERIAL TRUCK REPAIRS AND CERTIFICATION	100-5324-539500	5,071.63	5,071.63	DPW	03/02/2023
	TOTAL VENDOR UTILITY SALES & SERVICE			5,071.63		
VENDOR NAME: VAN AACKEN KEVIN						
2023 BOOT ALLOWANCE	2023 BOOT ALLOWANCE - VAN AACKEN	100-5323-534800	100.00	100.00	DPW	03/02/2023
	TOTAL VENDOR VAN AACKEN KEVIN			100.00		
VENDOR NAME: VANGUARD COMPUTERS INC						
57898	DPW LAPTOP	100-5300-522950	1,097.45	1,097.45	DPW	03/02/2023
	TOTAL VENDOR VANGUARD COMPUTERS INC			1,097.45		
VENDOR NAME: VERIZON WIRELESS						
9926837094	VERIZON INVOICE	150-5221-522500	50.12	50.12	FIRE	03/02/2023
	TOTAL VENDOR VERIZON WIRELESS			50.12		
VENDOR NAME: WAGNER, ROBERT						
FEB 2023 MILEAGE	FEBRUARY 2023 MILEAGE REIMBURSEMENT - WA	100-5323-533500	258.00	258.00	DPW	03/02/2023
	TOTAL VENDOR WAGNER, ROBERT			258.00		

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: WAUKESHA CTY TREASURER					
2023-24010056	PD RADIO PROGRAMMING	100-5212-521900 175.32	175.32	POLICE	03/02/2023
TOTAL VENDOR WAUKESHA CTY TREASURER			175.32		
VENDOR NAME: WCEDA					
1330	2023 MEMBERSHIP	100-5670-521900 500.00	500.00	ADMIN	03/02/2023
TOTAL VENDOR WCEDA			500.00		
VENDOR NAME: WELDERS SUPPLY CO.					
10341395	WELDING BOTTLE RENTAL	100-5323-531100 240.00	240.00	DPW	03/02/2023
TOTAL VENDOR WELDERS SUPPLY CO.			240.00		
VENDOR NAME: WI DEPT OF JUSTICE CIB					
L6812T 202301	BACKGROUND CHECKS	100-5211-521900 77.00 100-0000-242205 21.00	98.00	ALLOCATE	03/02/2023
TOTAL VENDOR WI DEPT OF JUSTICE CIB			98.00		
VENDOR NAME: WI MUNICIPAL JUDGES ASSOCIATION					
2023 DUES	2023DUES	100-5120-532400 100.00	100.00	FINANCE	03/02/2023
TOTAL VENDOR WI MUNICIPAL JUDGES ASSOCIATION			100.00		
VENDOR NAME: WI STATE LAB OF HYGIENE					
727439	WATER-MONTHLY FLUORIDE SAMPLE	610-6300-663200 28.00	28.00	UTILITIES	03/02/2023
TOTAL VENDOR WI STATE LAB OF HYGIENE			28.00		
VENDOR NAME: WI SUPREME COURT					
680-0000000773	CONTINUING ED - JUDGE	100-5120-533500 700.00	700.00	FINANCE	03/02/2023
TOTAL VENDOR WI SUPREME COURT			700.00		
GRAND TOTAL:			81,582.46		

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/10/2023	GEN	35885	ALSCO	MATS & DUSTERS	440-5511-531000	72.62
02/10/2023	GEN	35886	AMAZON CAPITOL SERVICES	TAPE	440-5511-531100	61.87
		35886		DVD CASES	440-5511-531600	41.55
		35886		CRICUT SUPPLIES	440-5511-531700	106.53
		35886		ADULT PROGRAM SUPPLIES	440-5511-533100	339.27
		35886		MARKETING BROCHURE HOLDERS	440-5511-533300	53.37
		35886		MICROPHONE	440-5511-581000	24.98
		35886		BOOKS	440-5700-532800	505.19
		35886		DVD	440-5700-532900	843.09
						<hr/> 1,975.85
02/10/2023	GEN	35887	AMERICA AQUARIA	FISH TANK MAINTENANCE	440-5511-531000	85.00
02/10/2023	GEN	35888	BAKER & TAYLOR INC.	BOOKS	440-5700-532800	3,794.41
02/10/2023	GEN	35889	BERNSTEIN & ASSOCIATES, LLC	NAGPRA CONSULTANT	440-5890-580600	1,350.00
02/10/2023	GEN	35890	BRODART	BOOKS	440-5700-532800	266.52
02/10/2023	GEN	35891	CENGAGE LEARNING	BOOKS	440-5700-532800	249.51
02/10/2023	GEN	35892	CENTER POINT LARGE PRINT	BOOKS	440-5700-532800	27.27
02/10/2023	GEN	35893	DEMCO INC	PROCESSING SUPPLIES	440-5511-531600	671.71
02/10/2023	GEN	35894	ERIC HUEMMER	BOOK DELIVERY	440-5511-533200	9.04
02/10/2023	GEN	35895	FINDAWAY WORLD	AUDIO BOOK	440-5700-532900	94.93
02/10/2023	GEN	35896	FRIENDS OF THE DOMES	EXPLORE PASS/ PD BY FRIENDS	440-5890-580600	120.00
02/10/2023	GEN	35897	GREAT AMERICAN FINANCIAL SVCS.	3/10/23-4/09/23	440-5511-522000	353.14
02/10/2023	GEN	35898	HINZ TANYA	PAINTING CLASS	440-5511-533100	60.00
02/10/2023	GEN	35899	IMPACT ACQUISITIONS, LLC	TONER SHIPPING CHARGE	440-5511-531100	20.48

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/10/2023	GEN	35900	JOHNSON CONTROLS SECURITY	2/1/23-4/30/23 SERVICE	440-5511-522000	1,742.04
02/10/2023	GEN	35901	KLASSY KLEANERS	WEEKEND CLEANING	440-5511-531000	960.00
02/10/2023	GEN	35902	KNESER DEBRA	CUSTOMER SERVICE TRAINING	440-5511-533500	400.00
02/10/2023	GEN	35903	MICROMARKETING LLC	AUDIO BOOKS	440-5700-532900	148.74
02/10/2023	GEN	35904	MIDWEST TAPE	HOOPLA	440-5511-534900	611.34
		35904		AUDIO BOOKS	440-5700-532900	327.95
						<hr/> 939.29
02/10/2023	GEN	35905	MILWAUKEE ART MUSEUM	EXPLORE PASS/PD BY FRIENDS	440-5890-580600	600.00
02/10/2023	GEN	35906	MUKWONAGO ROTARY CLUB	DUES & MEALS	440-5511-533300	138.50
02/10/2023	GEN	35907	QUILL LLC	CLEANING SUPPLIES	440-5511-531100	625.06
02/10/2023	GEN	35908	SCHOOL LIFE, DIVISION OF IMAGESTUFF	SUMMER READING PROGRAM SUPPLIES	440-5511-533100	155.20
02/10/2023	GEN	35909	STAMN, MICHELE	PLANT DIET PROGRAM	440-5511-533100	100.00
02/10/2023	GEN	35910	UNITED STATES ALLIANCE FIRE PROTECT	ANNUAL INSPECTION	440-5511-522000	900.00
02/10/2023	GEN	35911	WILS	WPLC BUYING POOL	440-5511-534900	3,475.00
			TOTAL - ALL FUNDS	TOTAL OF 27 CHECKS		19,334.31

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/10/2023	GEN	594 (E)	CHARTER COMMUNICATIONS	FEBRUARY 2023 BILL	100-5120-522500	37.73
		594 (E)		FEBRUARY 2023 BILL	100-5141-522500	15.96
		594 (E)		FEBRUARY 2023 BILL	100-5142-522500	144.01
		594 (E)		FEBRUARY 2023 BILL	100-5145-522900	70.39
		594 (E)		FEBRUARY 2023 BILL	100-5160-522500	29.45
		594 (E)		FEBRUARY 2023 BILL	100-5211-522500	459.68
		594 (E)		FEBRUARY 2023 BILL	100-5241-522500	41.00
		594 (E)		FEBRUARY 2023 BILL	100-5323-522500	74.00
		594 (E)		FEBRUARY 2023 BILL	100-5512-522500	177.96
		594 (E)		FEBRUARY 2023 BILL	150-5221-522500	368.57
		594 (E)		FEBRUARY 2023 BILL	410-5363-522500	4.57
		594 (E)		FEBRUARY 2023 BILL	440-5511-522500	294.56
		594 (E)		FEBRUARY 2023 BILL	500-5344-522500	2.29
		594 (E)		FEBRUARY 2023 BILL	610-6920-692100	38.86
		594 (E)		FEBRUARY 2023 BILL	620-8400-851000	38.86
						<hr/> 1,797.89
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		1,797.89

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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: 4IMPRINT, INC						
KIM CATHRYN	STAFF GIFTS	440-5890-580600	816.86	816.86	LIBRARY	02/22/2023
TOTAL VENDOR 4IMPRINT, INC				816.86		
VENDOR NAME: AMAZON PRIME*1M8G42HW3						
KREISER ROBERT	AMAZON PRIME MEMBERSHIP (TO BE REFUNDED	100-5211-531100	15.04	15.04	POLICE	02/22/2023
TOTAL VENDOR AMAZON PRIME*1M8G42HW3				15.04		
VENDOR NAME: AMAZON.COM*A67AX4F93 AMZN						
CASTLE WAYNE A	WWTF-POLYMER BARREL LEVEL SENSOR	620-8010-825000	182.24	182.24	UTILITIES	02/22/2023
TOTAL VENDOR AMAZON.COM*A67AX4F93 AMZN				182.24		
VENDOR NAME: AMAZON.COM*DO7WD5UY3						
STIEN JEFFREY R	EMS SUPPLIES	150-5231-531100	29.98	29.98	FIRE	02/22/2023
TOTAL VENDOR AMAZON.COM*DO7WD5UY3				29.98		
VENDOR NAME: AMAZON.COM*MX4C17MQ3						
STREIT DANIEL	OFFICE SUPPLIES	100-5211-531100	70.89	70.89	POLICE	02/22/2023
TOTAL VENDOR AMAZON.COM*MX4C17MQ3				70.89		
VENDOR NAME: AMAZON.COM*RC63841T3 AMZN						
KUBIAK MICHAEL	SQUAD GUN BOXES	100-5212-531100	34.99	34.99	POLICE	02/22/2023
TOTAL VENDOR AMAZON.COM*RC63841T3 AMZN				34.99		
VENDOR NAME: AMAZON.COM*VL2S559C3						
DEMOTTO CHRIS	REPLACE RADIO TOWER BATTERIES	100-5211-539500	398.98	398.98	POLICE	02/22/2023
TOTAL VENDOR AMAZON.COM*VL2S559C3				398.98		
VENDOR NAME: AMZN MKTP US*2203U8JE3						
STIEN JEFFREY R	DPW FIRST AID SUPPLIES	100-5323-534800	8.79	8.79	DPW	02/22/2023
TOTAL VENDOR AMZN MKTP US*2203U8JE3				8.79		
VENDOR NAME: AMZN MKTP US*2L6XR79O3						
STIEN JEFFREY R	FIRE SUPPLIES	150-5222-531100	35.73	35.73	FIRE	02/22/2023
TOTAL VENDOR AMZN MKTP US*2L6XR79O3				35.73		
VENDOR NAME: AMZN MKTP US*2N3KK8T03						
STREIT DANIEL	TRACS THERMAL PRINTER PAPER	100-5212-531100	153.12	153.12	POLICE	02/22/2023
TOTAL VENDOR AMZN MKTP US*2N3KK8T03				153.12		
VENDOR NAME: AMZN MKTP US*BT6TB6CU3						
STIEN JEFFREY R	EMS SUPPLIES	150-5231-531100	11.99	11.99	FIRE	02/22/2023
TOTAL VENDOR AMZN MKTP US*BT6TB6CU3				11.99		
VENDOR NAME: AMZN MKTP US*FA9IF4683						
STIEN JEFFREY R	DPW FIRST AID SUPPLIES	100-5323-534800	33.08	33.08	DPW	02/22/2023
TOTAL VENDOR AMZN MKTP US*FA9IF4683				33.08		
VENDOR NAME: AMZN MKTP US*HE1U06S20						
STREIT DANIEL	REFURBISHED REPLACEMENT DISPATCH HEADSET	100-5211-539500	109.00	109.00	POLICE	02/22/2023

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VENDOR NAME: AMZN MKTP US*HE1U06S20						
TOTAL VENDOR AMZN MKTP US*HE1U06S20				109.00		
VENDOR NAME: AMZN MKTP US*IM2088VE3						
DOHERTY DIANA	LABOR LAW POSTERS FOR 2023	100-5145-531100	31.45	125.80	FINANCE	02/22/2023
		100-5211-531100	31.45			
		100-5300-539900	31.45			
		610-6920-693000	15.73			
		620-8400-856000	15.72			
TOTAL VENDOR AMZN MKTP US*IM2088VE3				125.80		
VENDOR NAME: APPLE.COM/BILL						
SURA MATTHEW J	APPLE STORAGE	150-5231-531100	0.99	0.99	FIRE	02/22/2023
TOTAL VENDOR APPLE.COM/BILL				0.99		
VENDOR NAME: APWA WISCONSIN CHAPTER						
BITTNER RONALD	APWA SPRING CONFRENCE BITTNER	100-5323-533500	125.00	250.00	DPW	02/22/2023
		410-5363-533500	62.50			
		100-5660-535200	57.25			
		500-5344-533500	5.25			
TOTAL VENDOR APWA WISCONSIN CHAPTER				250.00		
VENDOR NAME: BP#9507229BULL FROG STAT						
STREIT DANIEL	WCPA CONFERENCE FUEL - STREIT	100-5211-533500	53.50	53.50	POLICE	02/22/2023
TOTAL VENDOR BP#9507229BULL FROG STAT				53.50		
VENDOR NAME: CARDINAL PUMP CO						
PETERSON RANDY	PUMP SEALS	100-5324-539500	64.74	64.74	DPW	02/22/2023
TOTAL VENDOR CARDINAL PUMP CO				64.74		
VENDOR NAME: CASEYS #3498						
SURA MATTHEW J	A3451 TRIP TO FOSTER COAH	150-5231-539500	20.00	20.00	FIRE	02/22/2023
TOTAL VENDOR CASEYS #3498				20.00		
VENDOR NAME: CERTIF A GIFT						
DOHERTY DIANA	TRACY TIPTON RETIREMENT GIFT	100-5141-539800	690.94	690.94	FINANCE	02/22/2023
TOTAL VENDOR CERTIF A GIFT				690.94		
VENDOR NAME: D J*WALL-ST-JOURNAL						
KIM CATHRYN	QTRLY SUBSCRIPTION	440-5511-532700	164.97	164.97	LIBRARY	02/22/2023
TOTAL VENDOR D J*WALL-ST-JOURNAL				164.97		
VENDOR NAME: DNH*GODADDY.COM						
BITTNER RONALD	PHANTOM JUNCTION DOMAIN NAME	100-5521-531100	63.68	63.68	DPW	02/22/2023
BITTNER RONALD	PHANTOM JUNCTION DOMAIN NAME	100-5521-531100	23.34	23.34	DPW	02/22/2023
TOTAL VENDOR DNH*GODADDY.COM				87.02		

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: DOGBOTIC LLC						
ARMOUR ABBY	WORKSHOP	440-5511-533500	550.00	550.00	LIBRARY	02/22/2023
TOTAL VENDOR DOGBOTIC LLC				550.00		
VENDOR NAME: DOMINO'S 2096						
BITTNER RONALD	HEART SAVER/ FIRSST AID TRAINING LUNCH	100-5323-533500	100.14	100.14	DPW	02/22/2023
KIM CATHRYN	PROGRAM TREATS	440-5511-531700	36.79	36.79	LIBRARY	02/22/2023
TOTAL VENDOR DOMINO'S 2096				136.93		
VENDOR NAME: DROPBOX*PHL92VT8H21S						
KIM CATHRYN	ANNUAL SUBSCRIPTION/ NAGPRA	440-5511-534000	119.88	119.88	LIBRARY	02/22/2023
TOTAL VENDOR DROPBOX*PHL92VT8H21S				119.88		
VENDOR NAME: DULTMEIER SALES						
PETERSON RANDY	PRESSURE WASHER PARTS	100-5323-531100	45.48	45.48	DPW	02/22/2023
PETERSON RANDY	TRUCK WASH/ PRESSURE WASHER PARTS	100-5323-531100	218.40	218.40	DPW	02/22/2023
TOTAL VENDOR DULTMEIER SALES				263.88		
VENDOR NAME: FEDEX 562681242						
DOHERTY DIANA	W-2 - FED-EX	100-5300-539900	1.91	28.64	FINANCE	02/22/2023
		100-5111-539900	1.43			
		100-5120-539900	0.32			
		100-5141-539900	0.16			
		100-5145-539900	0.64			
		100-5142-539900	0.32			
		100-5144-521900	3.98			
		100-5241-539900	0.32			
		100-5632-539900	0.16			
		100-5670-521900	0.16			
		100-5211-539900	2.07			
		100-5212-539900	2.55			
		100-5213-521900	0.32			
		150-5221-539900	8.09			
		440-5511-534000	4.93			
		610-6902-690300	0.64			
		620-8300-840000	0.64			
TOTAL VENDOR FEDEX 562681242				28.64		
VENDOR NAME: FEDEX 562769714						

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: FEDEX 562769714						
DOHERTY DIANA	1095 FORMS - FED-EX	100-5300-539900	3.37	24.74	FINANCE	02/22/2023
		100-5141-539900	0.37			
		100-5145-539900	1.52			
		100-5142-539900	0.75			
		100-5241-539900	0.75			
		100-5632-539900	0.37			
		100-5211-539900	4.87			
		100-5212-539900	3.37			
		100-5213-521900	0.75			
		150-5221-539900	3.00			
		440-5511-534000	3.00			
		610-6902-690300	1.50			
		620-8300-840000	1.12			
TOTAL VENDOR FEDEX 562769714				24.74		
VENDOR NAME: FLEET FARM 5400						
MILLER KENNETH	WATER/WWTF-CLEANING SUPPLIES	620-8010-827000	60.14	80.14	UTILITIES	02/22/2023
		610-6210-662300	20.00			
TOTAL VENDOR FLEET FARM 5400				80.14		
VENDOR NAME: GANSON ENGINEERING						
KREISER ROBERT	TRACS THERMAL PRINTER PAPER	100-5212-531100	358.00	358.00	POLICE	02/22/2023
TOTAL VENDOR GANSON ENGINEERING				358.00		
VENDOR NAME: GOVERNMENT FINANCE OFFIC						
DOHERTY DIANA	3-13 WEBINAR	100-5145-533500	35.00	35.00	FINANCE	02/22/2023
DOHERTY DIANA	3-14 WEBINAR	100-5145-533500	85.00	85.00	FINANCE	02/22/2023
TOTAL VENDOR GOVERNMENT FINANCE OFFIC				120.00		
VENDOR NAME: GREEN BAY PACKERS/HOF						
KIM CATHRYN	EXPLORE PASS/ PD BY FRIENDS	440-5890-580600	121.33	121.33	LIBRARY	02/22/2023
TOTAL VENDOR GREEN BAY PACKERS/HOF				121.33		
VENDOR NAME: HOBBY LOBBY ECOMM						
KIM CATHRYN	PROGRAM SUPPLIES	440-5511-533100	56.75	56.75	LIBRARY	02/22/2023
TOTAL VENDOR HOBBY LOBBY ECOMM				56.75		
VENDOR NAME: HOMEDEPOT.COM						
MILLER KENNETH	WATER/WWTF-ANCHOR HARDWARE	620-8010-827000	105.46	210.91	UTILITIES	02/22/2023
		610-6210-662300	105.45			
TOTAL VENDOR HOMEDEPOT.COM				210.91		
VENDOR NAME: IIMC						
GOURDOUX LINDA	IIMC MEMBERSHIP D CLERK	100-5142-532400	125.00	125.00	CLERK	02/22/2023

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE	
VENDOR NAME: IIMC							
TOTAL VENDOR IIMC				125.00			
VENDOR NAME: IN *RENEW BIOMEDICAL SERV							
SURA MATTHEW J	HAMILTON T1 PREVENTATIVE MAINTENANCE	150-5231-539500	740.00	740.00	FIRE	02/22/2023	
TOTAL VENDOR IN *RENEW BIOMEDICAL SERV				740.00			
VENDOR NAME: IN *WISCONSIN WASTEWATER							
CASTLE WAYNE A	WATER/WWTF-TRAINING	610-6920-693000	32.50	65.00	UTILITIES	02/22/2023	
		620-8400-854100	32.50				
TOTAL VENDOR IN *WISCONSIN WASTEWATER				65.00			
VENDOR NAME: JUNG SEED							
KIM CATHRYN	SEEDS FOR PROGRAM	440-5511-533100	48.04	48.04	LIBRARY	02/22/2023	
TOTAL VENDOR JUNG SEED				48.04			
VENDOR NAME: KALAHARI RESORT - WI							
CASTLE WAYNE A	HOTEL FOR CONFERENCE	610-6920-693000	133.76	267.53	UTILITIES	02/22/2023	
		620-8400-854100	133.77				
CASTLE WAYNE A HOTEL FOR CONFERENCE							
		610-6920-693000	84.50	169.00	UTILITIES	02/22/2023	
		620-8400-854100	84.50				
DEMOTTO CHRIS KALAHARI HOTEL BALANCE WCPA CONFERENCE -100-5211-533500				198.00	198.00	POLICE	02/22/2023
STREIT DANIEL	KALAHARI HOTEL BALANCE WCPA CONFERENCE -100-5211-533500		286.00	286.00	POLICE	02/22/2023	
TOTAL VENDOR KALAHARI RESORT - WI				920.53			
VENDOR NAME: KWIK TRIP 43400004341							
WAGNER ROBERT	FUEL #15 APPLETON WI INSPECTION	100-5324-535100	110.14	110.14	DPW	02/22/2023	
TOTAL VENDOR KWIK TRIP 43400004341				110.14			
VENDOR NAME: LAKESIDE INTERNATIONAL							
PETERSON RANDY	INTERNATIONAL PATROL TRUCK ALTERNATOR	100-5324-539500	288.66	288.66	DPW	02/22/2023	
TOTAL VENDOR LAKESIDE INTERNATIONAL				288.66			
VENDOR NAME: LOCAL GOVERNMENT EDUCATIO							
DOHERTY DIANA	GREEN BAY TRAINING - LISSA	100-5145-533500	499.00	499.00	FINANCE	02/22/2023	
DOHERTY DIANA	GREEN BAY TRAINING - MATTHEW	100-5145-533500	499.00	499.00	FINANCE	02/22/2023	
TOTAL VENDOR LOCAL GOVERNMENT EDUCATIO				998.00			
VENDOR NAME: MAILCHIMP *MISC							
KIM CATHRYN	NEWSLETTER	440-5511-534000	84.00	84.00	LIBRARY	02/22/2023	
TOTAL VENDOR MAILCHIMP *MISC				84.00			
VENDOR NAME: MENARDS FRANKLIN WI							
KINDER MATTHEW	WWTF-TOOL FOR PHOS. CHEMICAL PIPE REPAIR	620-8010-824000	11.59	11.59	UTILITIES	02/22/2023	
TOTAL VENDOR MENARDS FRANKLIN WI				11.59			

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VENDOR NAME: METRO MARKET #384						
STIEN JEFFREY R	STATION SUPPLIES	150-5221-531100	34.07	34.07	FIRE	02/22/2023
TOTAL VENDOR METRO MARKET #384				34.07		
VENDOR NAME: MOCIC						
KREISER ROBERT	MOCIC MEMBERSHIP	100-5213-532400	150.00	150.00	POLICE	02/22/2023
TOTAL VENDOR MOCIC				150.00		
VENDOR NAME: NATIONAL REGISTRY EMT						
STIEN JEFFREY R	NREMT RECERTIFICATION- FICKAU	150-5221-533500	32.00	32.00	FIRE	02/22/2023
TOTAL VENDOR NATIONAL REGISTRY EMT				32.00		
VENDOR NAME: NETFLIX.COM						
ISELY MARY JO	2/1/23-2/28/23	440-5511-531800	19.99	19.99	LIBRARY	02/22/2023
TOTAL VENDOR NETFLIX.COM				19.99		
VENDOR NAME: NORGREN, INC.						
MILLER KENNETH	WWTF-AIR FILTER DIGESTER SLUDGE PUMP	620-8010-827000	554.04	554.04	UTILITIES	02/22/2023
TOTAL VENDOR NORGREN, INC.				554.04		
VENDOR NAME: NORMAN EQUIPMENT COMPANY						
MILLER KENNETH	WWTF-REPLACEMENT VALVES FOR PHOS. CHEM F	620-8010-824000	425.00	425.00	UTILITIES	02/22/2023
MILLER KENNETH	WWTF-FRIEGHT CHARGE FOR CHEMICAL FEED VA	620-8010-824000	17.37	17.37	UTILITIES	02/22/2023
TOTAL VENDOR NORMAN EQUIPMENT COMPANY				442.37		
VENDOR NAME: O'LEARY PLUMBING & HEAT						
KIM CATHRYN	RO TANK	440-5511-539500	87.75	87.75	LIBRARY	02/22/2023
KIM CATHRYN	REPLACEMENT FILTERS	440-5511-531100	96.69	96.69	LIBRARY	02/22/2023
TOTAL VENDOR O'LEARY PLUMBING & HEAT				184.44		
VENDOR NAME: PAYPAL *WISCONSIN L WISCO						
BITTNER RONALD	WAUKSSHA COUNTY STORMWATER WORK SHOP	100-5660-535200	109.92	120.00	DPW	02/22/2023
		500-5344-533500	10.08			
TOTAL VENDOR PAYPAL *WISCONSIN L WISCO				120.00		
VENDOR NAME: QC SUPPLY						
MILLER KENNETH	WWTF-HOSE HANGERS	620-8010-827000	229.94	229.94	UTILITIES	02/22/2023
TOTAL VENDOR QC SUPPLY				229.94		
VENDOR NAME: QDOBA 1857 CATERING						
KIM CATHRYN	STAFF DEVELOPMENT LUNCH	440-5511-533500	271.95	271.95	LIBRARY	02/22/2023
TOTAL VENDOR QDOBA 1857 CATERING				271.95		
VENDOR NAME: SCUBA.COM						
STIEN JEFFREY R	SCUBA SUPPLIES- COUMO CLOTHING	150-5221-534600	278.20	278.20	FIRE	02/22/2023
TOTAL VENDOR SCUBA.COM				278.20		
VENDOR NAME: SHERRILLTREE						
BITTNER RONALD	FORESTRY SUPPLIES	100-5611-531100	299.98	299.98	DPW	02/22/2023

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VENDOR NAME: SHERRILLTREE						
TOTAL VENDOR SHERRILLTREE				299.98		
VENDOR NAME: SIGNUPGENIUS						
KIM CATHRYN	METASPACE SIGN UP	440-5511-531700	11.99	11.99	LIBRARY	02/22/2023
KIM CATHRYN	AARP SIGN UP	440-5511-534000	11.99	11.99	LIBRARY	02/22/2023
TOTAL VENDOR SIGNUPGENIUS				23.98		
VENDOR NAME: SP CUTRATEBATTERIES						
DEMOTTO CHRIS	SQUAD BATTERY CHARGES	100-5212-531100	28.00	28.00	POLICE	02/22/2023
TOTAL VENDOR SP CUTRATEBATTERIES				28.00		
VENDOR NAME: SP GSISTORE.COM						
MILLER KENNETH	WWTF-GARAGE HEATER FAN MOTOR REPLACEMENT	620-8010-834000	201.06	201.06	UTILITIES	02/22/2023
TOTAL VENDOR SP GSISTORE.COM				201.06		
VENDOR NAME: SQ *BETTY BRINN CHILDREN'						
KIM CATHRYN	EXPLORE PASS/ PD BY FRIENDS	440-5890-580600	500.00	500.00	LIBRARY	02/22/2023
TOTAL VENDOR SQ *BETTY BRINN CHILDREN'				500.00		
VENDOR NAME: SQ *ELKHORN DRIVESHAFT CO						
BITTNER RONALD	WIDE OUT PLOW BLADE	100-5324-539500	462.60	462.60	DPW	02/22/2023
TOTAL VENDOR SQ *ELKHORN DRIVESHAFT CO				462.60		
VENDOR NAME: THE HOME DEPOT #4921						
KIM CATHRYN	DIY PROGRAM SUPPLIES	440-5511-533100	40.66	40.66	LIBRARY	02/22/2023
KIM CATHRYN	PROGRAM SUPPLIES	440-5511-533100	15.65	15.65	LIBRARY	02/22/2023
MILLER KENNETH	WWTF-HOSE FOR GRIT ROOM	620-8010-827000	52.48	52.48	UTILITIES	02/22/2023
MILLER KENNETH	WWTF-GARAGE OUTLET COVER REPLACEMENT	620-8010-834000	8.92	8.92	UTILITIES	02/22/2023
SUKOWATY JAYME	WATER-WELL MOTOR OIL DRAIN	610-6210-662300	23.62	23.62	UTILITIES	02/22/2023
TOTAL VENDOR THE HOME DEPOT #4921				141.33		
VENDOR NAME: THE HOME DEPOT 4921						
BONK JASON	WATER-WELL 5 PAINTING	610-6210-662500	87.69	87.69	UTILITIES	02/22/2023
TOTAL VENDOR THE HOME DEPOT 4921				87.69		
VENDOR NAME: TOOLDISCOUNTER.COM						
KUBIAK MICHAEL	SQUAD LOCK-OUT TOOLKITS	100-5212-531100	331.94	331.94	POLICE	02/22/2023
TOTAL VENDOR TOOLDISCOUNTER.COM				331.94		
VENDOR NAME: US BANK						
CASTLE WAYNE A	REFUND OF TAXES FOR CONFERENCE HOTEL	620-8400-854100	(20.77)	(41.53)	UTILITIES	02/22/2023
		610-6920-693000	(20.76)			
STREIT DANIEL	TRACS THERMAL PRINTER PAPER REFUND	100-5212-531100	(153.12)	(153.12)	POLICE	02/22/2023
TOTAL VENDOR US BANK				(194.65)		
VENDOR NAME: USPS PO 5657100149						
BONK JASON	WATER-FLUORIDE SAMPLE POSTAGE	610-6300-663200	4.85	4.85	UTILITIES	02/22/2023
KIM CATHRYN	MAIL PACKAGE	440-5511-531500	9.55	9.55	LIBRARY	02/22/2023

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VENDOR NAME: USPS PO 5657100149						
TOTAL VENDOR USPS PO 5657100149				14.40		
VENDOR NAME: UWCC REGISTRATIONS						
WAGNER ROBERT	APWA TRAINING VANAAECKEAN	100-5323-533500	150.00	150.00	DPW	02/22/2023
WAGNER ROBERT	APWA TRAINING VANAACKEN	100-5323-533500	150.00	150.00	DPW	02/22/2023
TOTAL VENDOR UWCC REGISTRATIONS				300.00		
VENDOR NAME: VBELTS4LESS LLC						
PETERSON RANDY	TORO BELTS	100-5324-539500	197.41	197.41	DPW	02/22/2023
TOTAL VENDOR VBELTS4LESS LLC				197.41		
VENDOR NAME: VBS*VONAGE BUSINESS						
DYKSTRA DIANA	FEBRUARY 2023 PHONE SERVICE	100-5141-522500	12.84	996.40	ALLOCATE	02/22/2023
		100-5142-522500	64.33			
		100-5145-522900	51.36			
		100-5241-522500	25.68			
		100-5632-522500	12.84			
		100-5323-522500	25.81			
		100-5512-522500	12.85			
		100-5120-522500	12.84			
		100-5211-522500	238.25			
		150-5221-522500	233.76			
		440-5511-522500	251.85			
		610-6920-692100	27.00			
		620-8400-851000	26.99			
TOTAL VENDOR VBS*VONAGE BUSINESS				996.40		
VENDOR NAME: WALGREENS #7039						
KIM CATHRYN	ICE MELT	440-5511-531100	11.49	11.49	LIBRARY	02/22/2023
TOTAL VENDOR WALGREENS #7039				11.49		
VENDOR NAME: WAL-MART #1571						
KIM CATHRYN	PROGRAM SUPPLIES/BINGO	440-5511-533100	23.24	23.24	LIBRARY	02/22/2023
STIEN JEFFREY R	FIRE SUPPLIES	150-5222-531100	11.76	11.76	FIRE	02/22/2023
TOTAL VENDOR WAL-MART #1571				35.00		
VENDOR NAME: WI CODE UPDATES						
RUTENBECK TIM	WINTER CODE UPDATES	100-5241-533500	120.00	120.00	BUILDING	02/22/2023
TOTAL VENDOR WI CODE UPDATES				120.00		
VENDOR NAME: WISCONSIN LAW ENFORCEM						
STREIT DANIEL	WILEAG ANNUAL DUES	100-5211-532400	360.15	360.15	POLICE	02/22/2023
TOTAL VENDOR WISCONSIN LAW ENFORCEM				360.15		
VENDOR NAME: WISCONSIN WASTEWATER OPER						
KINDER MATTHEW	WATER/WWTF-TRAINING FOR STAFF	620-8400-854100	135.00	270.00	UTILITIES	02/22/2023
		610-6920-693000	135.00			

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VENDOR NAME: WISCONSIN WASTEWATER OPER						
TOTAL VENDOR WISCONSIN WASTEWATER OPER				270.00		
VENDOR NAME: WM SUPERCENTER #1571						
KIM CATHRYN	PROGRAM SUPPLIES	440-5511-533100	30.45	30.45	LIBRARY	02/22/2023
KIM CATHRYN	PROGRAM SUPPLIES	440-5511-531700	70.46	70.46	LIBRARY	02/22/2023
WEGNER ANDREW P	STATION SUPPLIES	150-5221-531100	48.83	48.83	FIRE	02/22/2023
TOTAL VENDOR WM SUPERCENTER #1571				149.74		
GRAND TOTAL:				15,474.33		

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4416115682 57771	WE ENERGIES 0700126680-00001 Digester Gas 620-8010-821200	01/27/2023 MROCKLEY 0700126680-00001 Digester Gas	02/09/2023	780.74 780.74	0.00	Paid	Y 02/09/2023
4416115682 57772	WE ENERGIES 0700126680-00002 Well #3 Elec 610-6200-662200	01/27/2023 MROCKLEY 0700126680-00002 Well #3 Elec	02/09/2023	1,752.58 1,752.58	0.00	Paid	Y 02/09/2023
4416115682 57773	WE ENERGIES 0700126680-00003 Street Lights 100-5342-522200	01/27/2023 MROCKLEY 0700126680-00003 Street Lights	02/09/2023	3,932.91 3,932.91	0.00	Paid	Y 02/09/2023
4416115682 57774	WE ENERGIES 0700126680-00004 Greenwald 610-6200-662200	01/27/2023 MROCKLEY 0700126680-00004 Greenwald	02/09/2023	231.60 231.60	0.00	Paid	Y 02/09/2023
4416115682 57775	WE ENERGIES 0700126680-00005 Booster Station 610-6200-662200	01/27/2023 MROCKLEY 0700126680-00005 Booster Station	02/09/2023	832.77 832.77	0.00	Paid	Y 02/09/2023
4416115682 57776	WE ENERGIES 0700126680-00007 1240 N. Rochester 620-8020-821000	01/27/2023 MROCKLEY 0700126680-00007 1240 N. Rochester	02/09/2023	152.60 152.60	0.00	Paid	Y 02/09/2023
4416115682 57777	WE ENERGIES 0700126680-00008 Police Garage 100-5211-522200	01/27/2023 MROCKLEY 0700126680-00008 Police Garage	02/09/2023	191.74 191.74	0.00	Paid	Y 02/09/2023
4416115682 57778	WE ENERGIES 0700126680-00009 Fld Prk Baseball 100-5521-522200	01/27/2023 MROCKLEY 0700126680-00009 Fld Prk Baseball Lights	02/09/2023	23.28 23.28	0.00	Paid	Y 02/09/2023
4416115682 57779	WE ENERGIES 0700126680-000010 Fox River View 620-8020-821000	01/27/2023 MROCKLEY 0700126680-000010 Fox River View	02/09/2023	257.88 257.88	0.00	Paid	Y 02/09/2023
4416115682 57780	WE ENERGIES 0700126680-000011 DPW Elec 100-5323-522200	01/27/2023 MROCKLEY 0700126680-000011 DPW Elec	02/09/2023	536.31 536.31	0.00	Paid	Y 02/09/2023

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4416115682 57781	WE ENERGIES 0700126680-000012 Fire 150-5221-522200	01/27/2023 MROCKLEY 0700126680-000012 Fire	02/09/2023	3,242.03 3,242.03	0.00	Paid	Y 02/09/2023
4416115682 57782	WE ENERGIES 0700126680-000013 police-CTH E N of 100-5211-522200	01/27/2023 MROCKLEY 0700126680-000013 police-CTH E N of Sugd	02/09/2023	21.12 21.12	0.00	Paid	Y 02/09/2023
4416115682 57783	WE ENERGIES 0700126680-000014 Hall 100-5160-522200	01/27/2023 MROCKLEY 0700126680-000014 Hall	02/09/2023	1,375.89 1,375.89	0.00	Paid	Y 02/09/2023
4416115682 57784	WE ENERGIES 0700126680-000014 Hall Gas 100-5160-522400	01/27/2023 MROCKLEY 0700126680-000014 Hall Gas	02/09/2023	683.61 683.61	0.00	Paid	Y 02/09/2023
4416115682 57785	WE ENERGIES 0700126680-000016 Miniwauken Park 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000016 Miniwauken Park	02/09/2023	22.50 22.50	0.00	Paid	Y 02/09/2023
4416115682 57786	WE ENERGIES 0700126680-000017 Holz Elec 620-8010-821100	01/27/2023 MROCKLEY 0700126680-000017 Holz Elec	02/09/2023	10,248.97 10,248.97	0.00	Paid	Y 02/09/2023
4416115682 57787	WE ENERGIES 0700126680-000018 Parks 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000018 Parks	02/09/2023	24.50 24.50	0.00	Paid	Y 02/09/2023
4416115682 57788	WE ENERGIES 0700126680-000019 Atkinson Pump 620-8020-821000	01/27/2023 MROCKLEY 0700126680-000019 Atkinson Pump	02/09/2023	606.49 606.49	0.00	Paid	Y 02/09/2023
4416115682 57789	WE ENERGIES 0700126680-000020 Well #6 610-6200-662200	01/27/2023 MROCKLEY 0700126680-000020 Well #6	02/09/2023	1,016.08 1,016.08	0.00	Paid	Y 02/09/2023
4416115682 57790	WE ENERGIES 0700126680-000021 DPW Gas 100-5323-522400	01/27/2023 MROCKLEY 0700126680-000021 DPW Gas	02/09/2023	1,187.03 1,187.03	0.00	Paid	Y 02/09/2023

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4416115682 57791	WE ENERGIES 0700126680-000022 Concession 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000022 Concession Building	02/09/2023	135.23 135.23	0.00	Paid	Y 02/09/2023
4416115682 57792	WE ENERGIES 0700126680-000023 Well #3 Gas 610-6200-662200	01/27/2023 MROCKLEY 0700126680-000023 Well #3 Gas	02/09/2023	10.89 10.89	0.00	Paid	Y 02/09/2023
4416115682 57793	WE ENERGIES 0700126680-000024 Parks-200 S 100-5342-522200	01/27/2023 MROCKLEY 0700126680-000024 Parks-200 S Rochester	02/09/2023	30.68 30.68	0.00	Paid	Y 02/09/2023
4416115682 57794	WE ENERGIES 0700126680-000027 Police 100-5211-522200	01/27/2023 MROCKLEY 0700126680-000027 Police	02/09/2023	2,282.38 2,282.38	0.00	Paid	Y 02/09/2023
4416115682 57795	WE ENERGIES 0700126680-000028 Miniwaukan 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000028 Miniwaukan Pavilion	02/09/2023	26.99 26.99	0.00	Paid	Y 02/09/2023
4416115682 57796	WE ENERGIES 0700126680-000029 F. Park Sump Pump 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000029 F. Park Sump Pump	02/09/2023	23.90 23.90	0.00	Paid	Y 02/09/2023
4416115682 57797	WE ENERGIES 0700126680-000031 Holz Gas 620-8010-821200	01/27/2023 MROCKLEY 0700126680-000031 Holz Gas	02/09/2023	404.20 404.20	0.00	Paid	Y 02/09/2023
4416115682 57798	WE ENERGIES 0700126680-000032 Well #4 Elec 610-6200-662200	01/27/2023 MROCKLEY 0700126680-000032 Well #4 Elec	02/09/2023	2,082.32 2,082.32	0.00	Paid	Y 02/09/2023
4416115682 57799	WE ENERGIES 0700126680-000033 Parks 100-5521-522200	01/27/2023 MROCKLEY 0700126680-000033 Parks	02/09/2023	26.36 26.36	0.00	Paid	Y 02/09/2023
4416115682 57800	WE ENERGIES 0700126680-000034 Street Lights 100-5342-522200	01/27/2023 MROCKLEY 0700126680-000034 Street Lights	02/09/2023	84.27 84.27	0.00	Paid	Y 02/09/2023

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4416115682 57801	WE ENERGIES 0700126680-000036 Flashers 100-5211-522200	01/27/2023 MROCKLEY	02/09/2023	11.19	0.00	Paid	Y 02/09/2023
	0700126680-000036 Flashers			11.19			
4416115682 57802	WE ENERGIES 0700126680-000037 Well #4 Gas 610-6200-662200	01/27/2023 MROCKLEY	02/09/2023	205.94	0.00	Paid	Y 02/09/2023
	0700126680-000037 Well #4 Gas			205.94			
4416115682 57803	WE ENERGIES 0700126680-000038 Museum 100-5512-522200	01/27/2023 MROCKLEY	02/09/2023	533.76	0.00	Paid	Y 02/09/2023
	0700126680-000038 Museum			533.76			
4416115682 57804	WE ENERGIES 0700126680-000039 Well #5 610-6200-662200	01/27/2023 MROCKLEY	02/09/2023	2,500.04	0.00	Paid	Y 02/09/2023
	0700126680-000039 Well #5			2,500.04			
4416115682 57805	WE ENERGIES 0700126680-00043 Outdoor Stage 100-5521-522200	01/27/2023 MROCKLEY	02/09/2023	22.34	0.00	Paid	Y 02/09/2023
	0700126680-00043 Outdoor Stage			22.34			
4416115682 57806	WE ENERGIES 0709449777-00001 Library Gas 440-5511-522400	01/27/2023 MROCKLEY	02/09/2023	2,289.31	0.00	Paid	Y 02/09/2023
	0709449777-00001 Library Gas			2,289.31			
4416115682 57807	WE ENERGIES 0709449777-00002 Library Elec 440-5511-522200	01/27/2023 MROCKLEY	02/09/2023	2,512.69	0.00	Paid	Y 02/09/2023
	0709449777-00002 Library Elec			2,512.69			
4416115682 57808	WE ENERGIES 0712697628-00001 Tower Radio Bldg 100-5211-522200	01/27/2023 MROCKLEY	02/09/2023	26.66	0.00	Paid	Y 02/09/2023
	0712697628-00001 Tower Radio Bldg			26.66			
4416115682 57809	WE ENERGIES 0712697628-00002 Mukw Dam 100-5254-522200	01/27/2023 MROCKLEY	02/09/2023	26.05	0.00	Paid	Y 02/09/2023
	0712697628-00002 Mukw Dam			26.05			
4416115682 57810	WE ENERGIES 0712697628-00003 PD Tower meter 100-5211-522200	01/27/2023 MROCKLEY	02/09/2023	49.68	0.00	Paid	Y 02/09/2023
	0712697628-00003 PD Tower meter #05662			49.68			

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INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 02/09/2023 - 02/09/2023
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: EFT
WE ENERGIES REPORT FOR BOARD

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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 57811	WE ENERGIES 0712697628-00004 1224 Riverton 620-8020-821000	01/27/2023 MROCKLEY 0712697628-00004 1224 Riverton	02/09/2023	149.82 149.82	0.00	Paid	Y 02/09/2023
4416115682 57812	WE ENERGIES 0712697628-00006 Well #7 610-6200-662200	01/27/2023 MROCKLEY 0712697628-00006 Well #7	02/09/2023	1,692.62 1,692.62	0.00	Paid	Y 02/09/2023
4416115682 57813	WE ENERGIES 0712697628-00007 School Crossing 100-5342-522200	01/27/2023 MROCKLEY 0712697628-00007 School Crossing Lights	02/09/2023	17.10 17.10	0.00	Paid	Y 02/09/2023
4414784505 57814	WE ENERGIES 0700126680-00015 STREET LIGHTS 100-5342-522200	01/27/2023 MROCKLEY 0700126680-00015 STREET LIGHTS	02/09/2023	10,421.71 10,421.71	0.00	Paid	Y 02/09/2023
4404806406 57815	WE ENERGIES 0700126680-00006 Field Park 100-5521-522200	01/27/2023 MROCKLEY 0700126680-00006 Field Park	02/09/2023	62.99 62.99	0.00	Paid	Y 02/09/2023
4404806406 57816	WE ENERGIES 0700126680-000025 Tower 610-6200-662200	01/27/2023 MROCKLEY 0700126680-000025 Tower	02/09/2023	34.54 34.54	0.00	Paid	Y 02/09/2023
4404806406 57817	WE ENERGIES 0700126680-00030 Andrews Street 100-5521-522200	01/27/2023 MROCKLEY 0700126680-00030 Andrews Street	02/09/2023	110.67 110.67	0.00	Paid	Y 02/09/2023

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User: MROCKLEY
DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 02/09/2023 - 02/09/2023
JOURNALIZED PAID
VENDOR CODE: 0034 - CHECK TYPE: EFT
WE ENERGIES REPORT FOR BOARD

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

# of Invoices:	47	# Due:	0	Totals:	52,894.96	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					52,894.96	0.00	

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	1,375.89	
100-5160-522400	GAS	683.61	
100-5211-522200	ELECTRIC	2,582.77	
100-5254-522200	ELECTRIC	26.05	
100-5323-522200	ELECTRIC	536.31	
100-5323-522400	GAS	1,187.03	
100-5342-522200	ELECTRIC	14,486.67	
100-5512-522200	ELECTRIC	533.76	
100-5521-522200	ELECTRIC	478.76	
150-5221-522200	ELECTRIC	3,242.03	
440-5511-522200	ELECTRIC	2,512.69	
440-5511-522400	GAS	2,289.31	
610-6200-662200	FUEL OR POWER PURCHASED	10,359.38	
620-8010-821100	WWTP ELECTRIC POWER	10,248.97	
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	1,184.94	
620-8020-821000	PUMPING POWER & FUEL	1,166.79	

--- TOTALS BY FUND ---

100 - GENERAL FUND	21,890.85	0.00
150 - FIRE/AMBULANCE FUND	3,242.03	0.00
440 - LIBRARY FUND	4,802.00	0.00
610 - WATER UTILITY FUND	10,359.38	0.00
620 - SEWER UTILITY FUND	12,600.70	0.00

--- TOTALS BY DEPT/ACTIVITY ---

5160 - VILLAGE HALL	2,059.50	0.00
5211 - POLICE ADMINISTRATION	2,582.77	0.00
5221 - FIRE ADMINISTRATION	3,242.03	0.00
5254 - DAMS	26.05	0.00
5323 - GARAGE	1,723.34	0.00
5342 - STREET LIGHTING	14,486.67	0.00
5511 - LIBRARY SERVICES	4,802.00	0.00
5512 - MUSEUM	533.76	0.00
5521 - PARKS	478.76	0.00
6200 - PUMPING OPERATIONS	10,359.38	0.00
8010 - WWTP-TREATMENT/DISPOSAL/GP	11,433.91	0.00
8020 - LIFT STATIONS/PUMPING EQUIP	1,166.79	0.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/08/2023	GEN	35882	TREASURER STATE OF WI	COURT FINES AND FEES	100-0000-242400	3,041.95
02/08/2023	GEN	35883	TREASURER WAUKESHA COUNTY	COURT FINES AND FEES	100-0000-243240	710.80
02/08/2023	GEN	35884	WALWORTH CTY TREASURER	COURT FINES AND FEES	100-0000-243250	10.00
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		3,762.75

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/03/2023	GEN	593 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - JANUARY	100-5142-539900	15.45
		593 (E)		INVOICE CLOUD MONTHLY FEES - JANUARY	100-5241-539900	7.63
		593 (E)		INVOICE CLOUD MONTHLY FEES - JANUARY	410-5363-539900	64.97
		593 (E)		INVOICE CLOUD MONTHLY FEES - JANUARY	610-6902-690300	79.98
		593 (E)		INVOICE CLOUD MONTHLY FEES - JANUARY	620-8300-840000	64.97
						<hr/> 233.00
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		233.00

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 35912 - 35918
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2023	GEN	35912	EAST TROY SCHOOL DISTRICT	FEBRUARY 2023 TAX SETTLEMENT	720-0000-246200	83,129.27
02/15/2023	GEN	35913	GATEWAY TECHNICAL COLLEGE	FEBRUARY 2023 TAX SETTLEMENT	720-0000-246300	7,558.72
02/15/2023	GEN	35914	MUKWONAGO AREA SCHOOLS	FEBRUARY 2023 TAX SETTLEMENT & DNR PILT	100-0000-211400	1,412.32
		35914		FEBRUARY 2023 TAX SETTLEMENT & DNR	720-0000-246000	3,007,953.88
						<u>3,009,366.20</u>
02/15/2023	GEN	35915	PHANTOM LAKES MGMT DISTRICT	FEBRUARY 2023 TAX SETTLEMENT	720-0000-245000	32,615.16
02/15/2023	GEN	35916	WALWORTH CTY TREASURER	FEBRUARY 2023 TAX SETTLEMENT	720-0000-243110	34,296.64
02/15/2023	GEN	35917	WAUKESHA CTY TREASURER	FEBRUARY 2023 TAX SETTLEMENT & DNR PILT	100-0000-211400	330.75
		35917		FEBRUARY 2023 TAX SETTLEMENT & DNR	720-0000-243100	703,746.35
						<u>704,077.10</u>
02/15/2023	GEN	35918	WCTC	FEBRUARY 2023 TAX SETTLEMENT & DNR	100-0000-211400	57.92
		35918		FEBRUARY 2023 TAX SETTLEMENT & DNR	720-0000-246100	123,216.59
						<u>123,274.51</u>
			TOTAL - ALL FUNDS	TOTAL OF 7 CHECKS		3,994,317.60

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/01/2023	GEN	35815	MISSION SQUARE	RETIREMENT PR 02/03/23	100-0000-215250	4,173.55
		35815		RETIREMENT PR 02/03/23	440-0000-215250	814.77
		35815		RETIREMENT PR 02/03/23	610-0000-215250	184.92
		35815		RETIREMENT PR 02/03/23	620-0000-215250	473.04
						<hr/> 5,646.28
02/01/2023	GEN	35816	SECURIAN FINANCIAL GROUP INC	FEBRUARY 2023 ACCIDENT INS	100-0000-215305	35.48
02/01/2023	GEN	591 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 02/03/23	100-0000-215250	718.92
		591 (E)		RETIREMENT PR 02/03/23	150-0000-215250	736.23
						<hr/> 1,455.15
02/01/2023	GEN	592 (E)	HASLER MAILING SOLUTIONS	POSTAGE	100-5142-531500	2,000.00
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		9,136.91

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2023	GEN	35919	AFLAC	ACCOUNT# V1553 SUPPLEMENTAL	100-0000-215302	330.66
		35919		ACCOUNT# V1553 SUPPLEMENTAL	150-0000-215302	307.72
		35919		ACCOUNT# V1553 SUPPLEMENTAL	610-0000-215302	5.32
		35919		ACCOUNT# V1553 SUPPLEMENTAL	620-0000-215302	228.06
						<hr/> 871.76
02/15/2023	GEN	35920	MINNESOTA LIFE INSURANCE	MARCH 2023 LIFE INSURANCE	100-0000-215301	1,198.39
		35920		MARCH 2023 LIFE INSURANCE	150-0000-215301	167.15
		35920		MARCH 2023 LIFE INSURANCE	440-0000-215301	128.59
		35920		MARCH 2023 LIFE INSURANCE	610-0000-215301	20.55
		35920		MARCH 2023 LIFE INSURANCE	620-0000-215301	196.77
						<hr/> 1,711.45
02/15/2023	GEN	35921	MISSION SQUARE	RETIREMENT PR 02/17/23 ACCT 305155	100-0000-215250	4,296.30
		35921		RETIREMENT PR 02/17/23 ACCT 305155	440-0000-215250	818.44
		35921		RETIREMENT PR 02/17/23 ACCT 305155	610-0000-215250	181.89
		35921		RETIREMENT PR 02/17/23 ACCT 305155	620-0000-215250	487.70
						<hr/> 5,784.33
02/15/2023	GEN	35922	MUKWONAGO PROFESSIONAL	FEBRUARY 2023 FIRE UNION DUES	150-0000-215500	450.00
02/15/2023	GEN	35923	MUKWONAGO PROFESSIONAL POLICE	FEBRUARY 2023 POLICE UNION DUES	100-0000-215500	525.00
02/15/2023	GEN	35924	VILLAGE OF MUKWONAGO MRA	FEBRUARY 2023 FSA	100-0000-215350	1,831.24
		35924		FEBRUARY 2023 FSA	150-0000-215350	583.88
		35924		FEBRUARY 2023 FSA	440-0000-215350	20.00
		35924		FEBRUARY 2023 FSA	620-0000-215350	180.78
						<hr/> 2,615.90
02/15/2023	GEN	596 (E)	EMPLOYEE TRUST FUNDS	MARCH 2023 HEALTH INSURANCE	100-0000-215300	52,586.64
		596 (E)		MARCH 2023 HEALTH INSURANCE	150-0000-215300	8,444.34
		596 (E)		MARCH 2023 HEALTH INSURANCE	440-0000-215300	6,792.88
		596 (E)		MARCH 2023 HEALTH INSURANCE	610-0000-215300	2,969.66
		596 (E)		MARCH 2023 HEALTH INSURANCE	620-0000-215300	6,642.16
						<hr/> 77,435.6

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
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Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2023	GEN	597 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 02/17/23	100-0000-215250	718.34
		597 (E)		RETIREMENT PR 02/17/23	150-0000-215250	736.23
						<hr/> 1,454.57
02/15/2023	GEN	598 (E)	UKG INC.	PAYROLL PROCESSING FEES JANUARY 2023	100-5111-539900	99.78
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5120-539900	28.51
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5141-539900	14.25
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5142-539900	28.51
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5145-539900	57.01
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5211-539900	142.54
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5212-539900	142.54
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5213-521900	28.51
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5241-539900	28.51
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5300-539900	114.03
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5632-539900	14.25
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	100-5670-521900	14.25
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	150-5221-539900	427.61
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	440-5511-534000	313.58
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	610-6902-690300	42.76
		598 (E)		PAYROLL PROCESSING FEES JANUARY 2023	620-8300-840000	57.01
						<hr/> 1,553.65
02/15/2023	GEN	599 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - JANUARY 2023	100-0000-215200	35,982.55
		599 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	10,906.26
		599 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	4,941.74
		599 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	500-0000-215200	30.30
		599 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	2,427.60
		599 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	2,997.56
						<hr/> 57,286.01
TOTAL - ALL FUNDS				TOTAL OF 10 CHECKS		149,688.35

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/22/2023	GEN	600 (E)	DELTA DENTAL OF WISCONSIN	MARCH 2023 DENTAL PREMIUM	100-0000-215304	438.64
		600 (E)		MARCH 2023 DENTAL PREMIUM	150-0000-215304	20.98
		600 (E)		MARCH 2023 DENTAL PREMIUM	440-0000-215304	61.48
		600 (E)		MARCH 2023 DENTAL PREMIUM	610-0000-215304	9.55
		600 (E)		MARCH 2023 DENTAL PREMIUM	620-0000-215304	0.21
						<hr/> 530.86
02/22/2023	GEN	601 (E)	DELTA DENTAL OF WISCONSIN	MARCH 2023 VISION PREMIUMS	100-0000-215303	84.88
		601 (E)		MARCH 2023 VISION PREMIUMS	440-0000-215303	41.46
						<hr/> 126.34
TOTAL - ALL FUNDS				TOTAL OF 2 CHECKS		657.20

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK NUMBER 35810 - 35814
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/27/2023	GEN	35810	ANDERSON, RYAN	TAX OVERPAYMENT MUKV 1965066	720-0000-121100	3,806.87
01/27/2023	GEN	35811	BUDZINSKY, RICHARD	TAX OVERPAYMENT MUKV 1971070	720-0000-121100	1,741.42
01/27/2023	GEN	35812	DICRISTO, SHARON	TAX OVERPAYMENT MUKV 2010978056	720-0000-121100	3,202.72
01/27/2023	GEN	35813	ELLISON, MARK & PATRICIA	TAX OVERPAYMENT MUKV1965-087	720-0000-121100	4,306.45
01/27/2023	GEN	35814	WATTS, THOMAS & HOLLY	TAX OVERPAYMENT MUKV 1976048	720-0000-121100	1,681.01
			TOTAL - ALL FUNDS	TOTAL OF 5 CHECKS		14,738.47

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/23/2023	GEN	35998	BOLDON, ERIC	TAX OVERPAYMENT MUKV 1974046	720-0000-121100	164.20
02/23/2023	GEN	35999	REITER, MARGARET	TAX OVERPAYMENT MUKV 1964987004	720-0000-121100	182.13
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		346.33



Agenda Item Cover Report

Date: 2-20-23	Committee/Board: Public Works
Submitted by: Wayne Castle	Department: Water Utility
Date of Committee Action: 3-1-23	Date of Village Board Action: 3-15-23

Subject:

Purchase of water meters for 2023

Executive Summary:

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

Fiscal Impact:

Budgeted capital expense, \$77,500 from reserves.

Executive Recommendation/Action:

For the Committee to recommend to Village Board to approve purchase of water meters for 2023.

Attachments Included

- Purchase Requisition-2023 Water Meters

VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE: 2-20-23		NUMBER:	
----------------------	--	----------------	--

VENDOR NAME & ADDRESS:	SHIP TO:
Core & Main 15655 West Rodgers Dr. New Berlin, WI 53151	Mukwonago WWTF 1200 Holz Pkwy Mukwonago, Wi. 53149

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
Water Utility	Core & Main	<i>Wayne Carter</i>

BUDGETED ITEM?	YES	BUDGETED SOURCE:	Capital
-----------------------	-----	-------------------------	---------

ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	200	iPerl 3/4S 6' 3W PE 1G SM 7WHL 12S4GBXX	\$150.00	\$30,000.00	610-0000- 134600
2	20	iPerl 1 GAL 6' cable 3W SM	\$235.00	\$4,700.00	610-0000- 134600
3	200	510M S/Point M2 wired SP HR&LD Sock Code	\$160.00	\$32,000.00	610-0000- 134600
4	54	510M S/Point M2 Wired DP HR & LD 5396353751204MI	\$200.00	\$10,800	610-0000- 134600
			TOTAL	\$77,500.00	

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

RESOLUTION 2023-07

**A RESOLUTION AMENDING THE 2022 ADOPTED BUDGETS FOR THE FIRE DEPT,
COMMUNITY DEVELOPMENT, WISCONSIN DEVELOPMENT, TID #5, VILLAGE
DESIGNATED, CAPITAL EQUIPMENT, LIBRARY, CAPITAL IMPROVEMENT, WATER AND
WASTERWATER UTILITY FUND BUDGETS**

WHEREAS, action by the Village Board of the Village of Mukwonago is required to amend the 2022 Adopted Budget, and,

WHEREAS, the Village Board has reviewed the budget amendments listed below and recommends their adoption for the reasons specified,

NOW, THEREFORE, BE IT RESOLVED the Village Board of the Village of Mukwonago hereby approves amending 2022 Adopted Village Budget as follows:

		Revenue Budget	Expenditure Budget
		Increase/(Decrease)	Increase/(Decrease)
Fund 150 – FIRE DEPT FUND			
150-4300-434100	STATE SHARED REVENUES	10,106	
150-4300-434200	STATE AID OR GRANT	11,306	
150-4300-434400	EMS ACT 102 GRANT	13,032	
150-4620-474300	PROHEALTH EMT AGREEMENT	103,969	
150-4800-488500	INSURANCE PROCEEDS	13,522	
150-4800-489000	DONATIONS RECEIVED	1,730	
150-4820-488000	SALE OF OWNED PROPERTY	35,526	
150-4900-493000	FUND BALANCE APPLIED	(40,403)	
150-5700-580500	ACT 102 EXPENSES - EQUIPMENT		12,130
150-5880-580500	ACT 102 EXPENSES - TRAINING		2,185
150-5900-590500	TRANSFER TO FUND BALANCE		134,473
		148,788	148,788

Recognize unbudgeted revenues and use of ProHealth Care EMT reserve to offset loss in Interfacility revenues; also use of designated ACT 102 funds

Fund 200 – COMMUNITY DEVELOPMENT FUND			
200-4810-487100	INTEREST REVENUE	18,000	
200-4900-493000	FUND BALANCE APPLIED	(343,000)	
200-4900-495000	PROCEEDS FROM DEBT	(1,500,000)	
200-5700-582100	IMPROVEMENTS		(1,800,000)
200-5805-581500	UNDERWRITER DISCOUNT		(25,000)
		(1,825,000)	(1,825,000)

Decrease budget for debt not issued due to delay in completion of Deback Drive project

Fund 210 – WISCONSIN DEVELOPMENT FUND			
210-4810-487100	INTEREST REVENUE	2,248	
210-4900-493000	FUND BALANCE APPLIED	(131,312)	
210-5670-589500	GRANT \$ DISBURSED TO DEVELOPER		(131,312)
210-5900-590500	TRANSFER TO FUND BALANCE		2,248
		(129,064)	(129,064)

Decrease budget for delay in Espresso Love project; recognize interest revenue not budgeted

		Revenue Budget Increase/(Decrease)	Expenditure Budget Increase/(Decrease)
Fund 250 - TID #5			
250-4900-493000	FUND BALANCE APPLIED	(1,300,000)	
250-5700-586500	STATE OR COUNTY PROJECTS		(1,300,000)
Decrease budget for debt not issued and delay in HWY 83 project			
Fund 340 - VILLAGE DESIGNATED FUND			
340-4800-489000	DONATIONS RECEIVED	22,643	
340-4820-488200	SALE OF POLICE ITEMS	579	
340-4820-488300	SALE OF DPW ITEMS	3,146	
340-5890-580601	DPW DONATED FUND EXPENDITURES		9,200
340-5890-580602	POLICE DONATED FUND EXPENDITURES		13,200
340-5890-581100	EQUIPMENT LESS THAN \$5000		20,000
340-5900-590500	TRANSFER TO FUND BALANCE		(16,032)
		26,368	26,368
Recognize donations received and expenditures made from designated funds			
Fund 430 – CAPITAL EQUIPMENT			
430-4810-487100	INTEREST REVENUE	3,601	
430-4820-488200	SALE OF POLICE CAPITAL	16,151	
430-4900-493000	FUND BALANCE APPLIED	195,748	
430-4900-495000	PROCEEDS FROM DEBT	(183,000)	
430-5700-571200	DPW CAPITAL		17,000
430-5700-571800	VILLAGE-WIDE CAPITAL		12,000
430-5700-572000	FIRE STATION IMPROVEMENTS		12,500
430-5805-581500	UNDERWRITER DISCOUNT		(9,000)
		32,500	32,500
Increase budget for debt not issued, substituting it with use of fund balance reserves to fund an unbudgeted carry over project from 2021 and unexpected equipment replacements			
Fund 440 - LIBRARY FUND			
440-4800-489000	DONATIONS RECEIVED	108,682	
440-4900-493000	FUND BALANCE APPLIED	11,726	
440-5890-580600	DONATED FUND EXPENDITURES		120,408
		120,408	120,408
Recognize Library donations received and spent in 2022			
Fund 480 - CAPITAL IMPROVEMENT FUND			
480-4810-487100	INTEREST REVENUE	43,017	
480-4900-493000	FUND BALANCE APPLIED	(573,858)	
480-4900-495000	PROCEEDS FROM DEBT	(1,519,584)	
480-5700-584900	PARK IMPROVEMENT PROJECTS		(1,290,000)
480-5700-586100	ROAD RESURFACING PROJECTS		(180,425)
480-5700-589600	LAND ACQUISITION / DISPOSITION		(550,000)
480-5805-581500	UNDERWRITER DISCOUNT		(30,000)
		(2,050,425)	(2,050,425)
Decrease budget for debt not issued due to postponement of projects			

		Revenue Budget Increase/(Decrease)	Expenditure Budget Increase/(Decrease)
Fund 610- WATER UTILITY			
610-4010-463000	HYDRANT RENTAL	18,000	
610-4420-447500	WATER IMPACT FEES REC'D	(53,800)	
610-4800-421200	CONTRIBUTED CAPITAL	118,645	
610-4810-487100	INTEREST REVENUE	15,850	
610-4810-487400	REQUIRED DEBT RESERVE INTEREST	4,900	
610-5140-582600	WATER IMPACT FEE EXPENSE		44,598
610-5900-590500	TRANSFER TO FUND BALANCE		58,997
		<hr/>	<hr/>
		103,595	103,595

Increase budget to recognize additional revenues and use of impact fees for developer main upsizing

Fund 620 – WASTEWATER UTILITY			
620-4010-461100	METERED SALES - RESIDENTIAL	23,878	
620-4010-461200	METERED SALES - COMMERCIAL	16,518	
620-4010-461300	METERED SALES - INDUSTRIAL	1,183	
620-4010-461400	METERED SALES – MULTI-FAMILY	6,076	
620-4010-465000	METERED SALES - OTHER	2,464	
620-4020-467000	SEWER CONNECTION FEE	(115,463)	
620-4020-468000	HOLDING TANK DISPOSAL CHARGE	77,293	
620-4020-471000	PENALTIES	2,120	
620-4800-421200	CONTRIBUTED CAPITAL	83,329	
620-4810-487100	INTEREST REVENUE	24,200	
620-4810-487300	CY DEBT RESERVE INTEREST	3,193	
620-4810-487400	REQUIRED DEBT RESERVE INTEREST	5,565	
620-4810-487500	EQUIPMENT REPLACEMENT INTEREST	8,092	
620-4810-487600	SEWER CONNECTION FEE INTEREST	2,234	
620-5900-590500	TRANSFERS TO OTHER FUNDS		140,682
		<hr/>	<hr/>
		140,682	140,682

Increase budget to recognize additional revenues

Passed and adopted by Roll Call Vote this 15th day of March, 2023.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

Date Submitted: 1/27/2023

Event Date: July 3rd 2023

Rain date July 8th 2023

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)

Indianhead Beach

Open-air Shelter	\$50.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

Miniwaukan

Park Pavilion	\$50.00 per day	\$ _____
Electricity Coordination	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

Minor

Open-air Shelter	\$50.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

Phantom Glen

Park Pavilion	\$50.00 per day	\$ _____
Electricity Coordination	\$15.00 per day	\$ _____
Non-Resident Fee	Additional \$25.00 per day	\$ _____

DEPOSIT (all rentals, check those that apply)

Park Deposit	\$100.00 per day	\$ <u>100?</u>
Key Deposit	\$25.00	\$ _____

RENTAL INFORMATION

Date(s) of Event: July 3rd with a rain date July 8thEstimated Number of Participants: 2

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

Event Start Time:	<u>Setup starts at 3pm, majority of park closes at 8pm, show at 9:30pm</u>	Event End Time:	<u>Fireworks crew should be packed up by 11pm, PLMD team will complete debris cleanup by 10am the following day</u>
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APPLICANT INFORMATION

Name: Jake Jagmin on behalf of Phantom Lakes Management District.**ORGANIZATION INFORMATION (if applicable)**

Name of Organization: Phantom Lake Management DistrictMailing Address: PO Box 391 City: Mukwonago State/Zip: 53149

Phone Number: _____ Is organization a 501(c)3? Yes: _____ No: _____

Website Address: <https://phantomlakes.us/>

Revised 5/2022

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

1-27-2023

Date

Jake Jagmin

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

Please read through each of the items below and initial each line to signify that you have read, understand, and agree.

- JJ Reservations are dependent upon availability.
- NA Keys are responsibility of the Applicant to check out at Village Hall, no greater than 48 hours in advance of your event. After completion of the event, keys can be placed in the drop box behind Village Hall. Lost keys will result in re-keying charges. No keys needed, Village Police to lock restrooms at 8pm.
- NA The buildings are not to be left unlocked or unattended at any time. Any damages resulting from being left unattended will be the responsibility of the Applicant.
- JJ The Applicant should review the facility at opening and complete "Pre-Event" inspection of the Facility Checklist. Any pre-existing damages or problems must be identified at that time.
- JJ Banners at parks: Banners are responsibility of Applicant. Banners may only be put up 2 weeks prior to the event at the park. Banners are limited in size to 5 ft x 7 ft (35 Sq Ft)
- JJ Parking is only allowed in designated parking areas. **Performance Stage:** NO vehicles are allowed on the path without prior approval from the Public Works Director or designee. 5 Star Fireworks to park truck and trailer on the grass during setup.
- JJ Following the event, a representative from the Public Works Department will conduct a "Post-Event" inspection and complete the Facility Checklist. The applicant will be notified if the facility was found in unsatisfactory condition.
- JJ Layout: A sketch of the event area, toilet facilities, concession area, and parking areas shall be submitted with the application. Please include layout map. Attached is the map used in the past. DPW to install/remove posts, FD to install caution tape onto posts and place barricades to close the car parking lot. Setup zone starts at 3pm and expands to the keep out zone at 8pm. PLMD will remove the caution tape the morning after the event when the area has been inspected for unexploded shells in daylight.

Cleaning/Damages

- JJ Applicants shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damage fee will be determined by the number of man hours required and/or cost for services or property replacement. JJ authorizing on behalf of PLMD. Liability is PLMD's responsibility.
- NA There are no decorations allowed to be affixed to the Ceiling. Applicant must adhere to the required post event clean up items on the facility checklist. Any items left incomplete may result in a forfeit of any or all of the damage deposit. Additional clean up charges will be billed at \$50 per ½ hour.
- JJ Applicant agrees to abide by all Park Rules, Regulations, and Ordinances of the Village of Mukwonago.
- JJ The applicant of this rental agreement shall be solely responsible for any violation, damages to the building and cleaning of the building. Any repair costs for damages will be withheld from damage deposit, direct billed to applicant or charges as a special assessment against the applicant's property tax bill. JJ authorizing on behalf of PLMD. Liability is PLMD's responsibility.

VILLAGE OF MUKWONAGO

- JJ Once approval has been granted, the Village Board, Village Administrator, Chief or Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency to weather, fire, riot, or administrative or clerical error. No fee would be charged for cancellation by a Village Officer. *FD to confirm valid and proper insurance certificates are in place prior to the event. [The contractor (5-star fireworks) does not renew his annual insurance policy until approximately April (as has occurred in years past)]*
- JJ Applicant agrees to indemnify and hold harmless for all expenses, liability, and/or claim arising out of harm or activity of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at event, if necessary. *JJ authorizing on behalf of PLMD. Liability is PLMD's responsibility.*
- JJ Security and Protection: The sponsor of any event shall be responsible for adequate uniformed security personnel. A security plan shall be furnished at least seven (7) days prior to the date of the event for Police Department approval. *NOTE: Check with Police Department to see if off-duty or reserve police officers would be available for event. Only security personnel approved by the Mukwonago Police Department may be used. PLMD will coordinate with the Village Police Chief, Town Police Chief, Village DPW, Fire Chief and Village Parks and Recreation*
- JJ Parking Space(s) on Village streets or Village Owned Parking Lot: Parking of cars shall be on paved areas only. Heavy vehicles on grassy areas for loading and unloading must be authorized the Public Works Director or designee. The Police Department shall be notified in advance if traffic control is needed on public thoroughfares. *5 Star Fireworks to park truck and trailer on the grass during setup.*
- NA Fires: All fires must be in personal grills or designated fireplaces.
- JJ Clean-up: Cleaning of the park is the responsibility of the organizer. The event area shall be maintained in an orderly manner during the event and final clean-up shall commence immediately post event. If clean-up is not completed by the end of the next business day, Village personnel shall be utilized and a bill, minus the deposit will be issued to the organizer. Future use of Village facilities may be revoked. *Cleaning to be conducted immediately after the event with flashlights. Debris will be picked up the following morning before 10am*

Please respond YES or NO to the following questions. Please supply additional information if required.

- YES **Insurance Requirements (Required for Special Event):** If YES, the Applicant will provide evident 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. *Fire Chief Stein to verify valid insurance document in place prior to the event. Anticipated availability is April 2023.*
- NO **Sales:** If YES, attach a list of all vendors and products for sale.

VILLAGE OF MUKWONAGO

NO **Electricity:** If YES, list pavilions where electricity is needed. **Performance Stage:** Power Requirements: ____ 110V 20 Amp ____ 110V 30 Amp ____ 110V 50 Amp

NO **Food/Non-Alcoholic Beverages:** If YES, the necessary permits and related information for the sale of food shall be obtained from the Waukesha County Health Department (262-896-8300).

YES **Street Usage/Roadway Closure:** If YES, if the event is in the street, street barricades are required. What type and How many barricades will be required? _____

Caution tape around setup and 'keep out' zone, barricades to close car parking lot or no parking after 7 pm signs. DPW and FD to be responsible for installation of caution tape and barricades.

NO **Parking Space(s) on Private Lots:** IF YES, if parking in private lots near the event is required, the applicant shall obtain written permission from the adjacent property owners directly.

NO **Alcohol Served:** If YES, if beer or other fermented malt beverages are sold, a Temporary Class "B"/"Class B" Retailer's License must be completed and turned in with payment with the rental application. Please list the number of Village of Mukwonago licensed bartenders that will be on site: _____

NO **Admission or Gate Fee Charged:** If YES, explain in detail the reason for the fee.

NO **Loudspeakers and/or Amplification:** If YES, will it be a: Band ____ DJ ____ Other ____
What are the hours be? _____ All noise (loudspeakers and/or amplification ends at 11 p.m.

NO **Tents, Canopies, or Other Temporary Structures:** 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.

NO **Inflatable Devices:** If YES, number and location of devices.

NO **Additional Port-a-Pots:** If Yes, using the information below, will your event require Portable Restrooms? Majority of Phantom Glenn park to be closed to spectators during the event due to the safety distances required.

Determining if you need additional port-a-pots. Attendance at the function exceeds 300 people. Any damage will be the responsibility of the sponsoring group. They shall be clean, usable, properly enclosed, emptied when full, and a minimum 100 feet from food preparation areas. They shall be removed the next regular business day. The following schedule should be followed:

301-400 persons – 3 port-a-pots (1 for the men & 2 for the women)

401-500 persons – 6 port-a-pots (2 for the men & 4 for the women)

501-600 persons – 9 port-a-pots (3 for the men & 6 for the women)

for additional 250 persons over 600, an additional port-a-pot for each sex will be required



White line represents posts and caution tape that shall be installed by 8PM to create the keep out zone. Bathrooms should be locked by Village Police at 8PM.

No cars are to be within the car parking lot after 8PM. DPW/FD/Police to place barricades prior to this time or utilize no parking after 8pm signs.

Orange line represents posts and caution tape that shall be installed by 3PM to create the setup area. Contractor to park a truck and/or trailer within this area during setup. Bathrooms to remain accessible until 8PM.

Red line represents 5" shell launch area

Blue line represents 4" shell launch area

Green line represents 3" shell launch area

Yellow line is for "cakes" launch area

Caution tape will be removed by PLMD after the area is inspected for unexploded shells in the daylight and any additional firework debris is picked up. This will be completed no later than 10am the morning following the event. (Contractor will also inspect and clean up directly after the fireworks display using flashlights).



Lake patrol to keep boats 450' away from launch site, during the fireworks display. Boat launch will remain open.

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: 2/1/23

Total Fees Paid: \$10

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

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Ymca
Mailing Address: 245 E. Wolf Run City: Mukwonago State: WI Zip: 53149
Phone Number: 262-363-7950 Is the organization a 501(c)3 organization? ☒ YES ☐ NO
Website Address: www.gwcymca.org
Event Contact Person: Kim Sippl
Mailing Address: 245 E. Wolf Run City: Mukwonago State: WI Zip: 53149
Home Phone: _____ Work Phone: 262-363-7924 Cell Phone: 262-720-3881
Email Address: KSippl@gwcymca.org

EVENT INFORMATION

Name of the Event: Mukwonago Ymca Family Mud Run Date(s) of the Event: June 24, 2023
Event Start Time: 11:00am Event End Time: 1:00pm
Location of the Event: Mukwonago High School
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.
2 mile run, Family mud run event to raise money and awareness for the Annual Support Campaign.
7am Setup route/registration area 11am-1pm Heats of 100 every 10 minutes
10am Open registration. 1pm take down
F. Based on the class definitions found in the manual, what class is your event? ☐ CLASS I ☒ CLASS II
G. Estimated # of participants: 600+ Spectators: 500+ Vendors: 2

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: NA
- 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: 11am - 1pm
- I. Please list the number of security staff you will be providing for the event: 30-40
- 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
HS Parking lot erected by All Star Rentals
- 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
High School Parking
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☒ YES ☐ NO
High School Dumpsters
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?
Fire Dept. Volunteers
- 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).

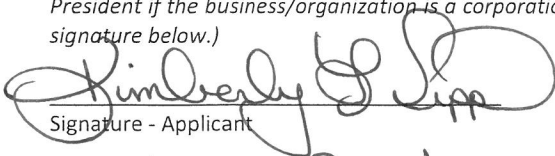
TERMINATION OF AN EVENT

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

Kimberly Sipp

Name & Title (PRINT)

Branch Admin Director

2-1-23

Date

Signature - Applicant

Name & Title (PRINT)

Date

FOR OFFICE USE ONLY

Date Fees Paid 2/1/23	Receipt # 73312	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

VILLAGE OF MUKWONAGO
Park Facilities Rental Application

Date Submitted: 01-FEB-2023

Event Date: 20-MAY-2023

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	\$100.00 per day	\$ _____
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	\$ <u>75.00</u>
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	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
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	\$ _____
✓ Pavilions B and C Deposit	\$100.00 per day	\$ <u>100.00</u>
✓ Key Deposit	\$25.00	\$ <u>25.00</u>

RENTAL INFORMATIONDate(s) of Event: 20-MAY-2023Estimated Number of Participants: 100

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

Event Start Time: 2:00 pm Event End Time: 8:00 pm**APPLICANT INFORMATION**Name: Alan WillhiteE-mail: alan@amorphicbeer.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Amorphic BeerMailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: https://www.amorphicbeer.com**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.

Alan Willhite

Applicant Signature

01-FEB-2023

Date

Alan Willhite

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
Park Facilities Rental Application

Date Submitted: 01-FEB-2023

Event Date: 24-JUN-2023

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	\$100.00 per day	\$ _____
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	\$ <u>75.00</u>
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	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
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	\$ _____
✓ Pavilions B and C Deposit	\$100.00 per day	\$ <u>100.00</u>
✓ Key Deposit	\$25.00	\$ <u>25.00</u>

RENTAL INFORMATIONDate(s) of Event: 24-JUN-2023Estimated Number of Participants: 100

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

Event Start Time: 2:00 pm Event End Time: 8:00 pm**APPLICANT INFORMATION**Name: Alan Willhite

A [REDACTED]
D [REDACTED]

E-mail: alan@amorphicbeer.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Amorphic BeerMailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: https://www.amorphicbeer.com**TERMINATION OF AN EVENT**

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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

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Applicant Signature

01-FEB-2023

Date

Alan Willhite

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
Park Facilities Rental Application

Date Submitted: 01-FEB-2023

Event Date: 08-JUL-2023

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

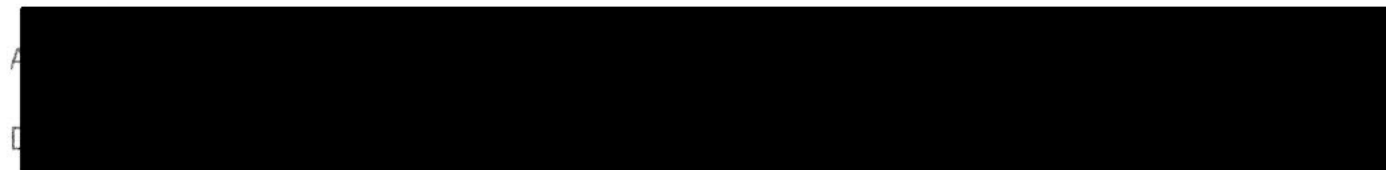
Pavilion A (Main) 1-49 people	\$100.00 per day	\$ _____
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
✓ Pavilion B (Ball Diamond)	\$75.00 per day	\$ <u>75.00</u>
Pavilion C (Playground Pavilion)	\$75.00 per day	\$ _____
Baseball Field (non-athletic organizations)	\$25.00 per day	\$ _____
Baseball Field Lights	\$40.00 per day	\$ _____
Entire Park	\$300.00 per day	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
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	\$ _____
✓ Pavilions B and C Deposit	\$100.00 per day	\$ <u>100.00</u>
✓ Key Deposit	\$25.00	\$ <u>25.00</u>

RENTAL INFORMATIONDate(s) of Event: 08-30-2023Estimated Number of Participants: 100

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

Event Start Time: 2:00 pm Event End Time: 8:00 pm**APPLICANT INFORMATION**Name: Alan WillhiteE-mail: alan@amorphicbeer.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Amorphic BeerMailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: https://www.amorphicbeer.com**TERMINATION OF AN EVENT**

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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

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Applicant Signature

01-FEB-2023

Date

Alan Willhite

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
Park Facilities Rental Application

Date Submitted: 01-FEB-2023

Event Date: 26-AUG-2023

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	\$100.00 per day	\$ _____
Pavilion A (Main) 50-100 people	\$150.00 per day	\$ _____
<input checked="" type="checkbox"/> Pavilion A (Main) more than 100 people	\$175.00 per day	\$ _____
<input checked="" type="checkbox"/> Pavilion B (Ball Diamond)	\$75.00 per day	\$ <u>75.00</u>
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	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
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	\$ _____
✓ Pavilions B and C Deposit	\$100.00 per day	\$ <u>100.00</u>
✓ Key Deposit	\$25.00	\$ <u>25.00</u>

RENTAL INFORMATIONDate(s) of Event: 26-AUG-2023Estimated Number of Participants: 100

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

Event Start Time: 2:00 pm Event End Time: 8:00 pm**APPLICANT INFORMATION**Name: Alan WillhiteE-mail: alan@amorphicbeer.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Amorphic BeerMailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: https://www.amorphicbeer.com**TERMINATION OF AN EVENT**

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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

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Alan Willhite

Applicant Signature

01-FEB-2023

Date

Alan Willhite

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
Park Facilities Rental Application

Date Submitted: 01-FEB-2023

Event Date: 30-SEP-2023

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	\$100.00 per day	\$ _____
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	\$ <u>75.00</u>
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	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
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	\$ _____
✓ Pavilions B and C Deposit	\$100.00 per day	\$ <u>100.00</u>
✓ Key Deposit	\$25.00	\$ <u>25.00</u>

RENTAL INFORMATIONDate(s) of Event: 30-SEP-2023Estimated Number of Participants: 100

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

Event Start Time: 2:00 pm Event End Time: 8:00 pm**APPLICANT INFORMATION**Name: Alan WillhiteE-mail: alan@amorphicbeer.com**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Amorphic BeerMailing Address: 3700 N Fratney St City: Milwaukee State/Zip: WI 53212Phone Number: 414-485-6705 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: https://www.amorphicbeer.com**TERMINATION OF AN EVENT**

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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

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Alan Willhite
Applicant Signature

01-FEB-2023
Date

Alan Willhite
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
Park Facilities Rental Application

Date Submitted: _____

2-2-23

Event Date: _____

8/1/23

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	\$100.00 per day	\$ _____
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	\$ _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
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 \$ _____
Pavilions B and C Deposit \$100.00 per day \$ _____
Key Deposit \$25.00 \$ _____

RENTAL INFORMATION

Date(s) of Event: 8/1/23

Estimated Number of Participants: 500

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

Event Start Time: 6pm Event End Time: 8:30 pm

APPLICANT INFORMATION

Name: Village of Mukwonago Police Department

Address: 627 S. Rochester St City: Mukwonago State/Zip: WI 53149

Daytime Phone: 262-363-6435

E-mail: mkubiak@MKPD.org

ORGANIZATION INFORMATION (if applicable)

Name of Organization: Same

Mailing Address: _____ City: _____ State/Zip: _____

Phone Number: _____ Is organization a 501(c)3? Yes: _____ No: _____

Website Address: _____

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

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Applicant Signature

2-2-23

Date

LT. Kubiak

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: _____ 11-08-2022 _____

Total Fees Paid: _____

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

ORGANIZATION INFORMATION

Name of Organization: _____ VILLAGE OF MUKWONAGO POLICE DEPARTMENT/ NEIGHBORHOOD
WATCH _____

Mailing Address: _____ 627 S. Rochester St. _____ Mukwonago _____ 53149
City: _____ State: WI _____ Zip: _____
262-363-6435

Phone Number: _____ Is the organization a 501(c)3 organization?: → YES → NO

Website Address: _____

Event Contact Person: _____ LT. Mike
Kubiak _____

Mailing Address: _____ 627 S. Rochester St. _____ Mukwonago _____
City: _____ State: WI _____ Zip: _____
53149

Home Phone: _____ Work Phone: _____ 262-363-6435 _____ Cell Phone: _____

Email Address: _____

EVENT INFORMATION

Name of the Event: _____ National Night out 2023 _____ Date(s) of the Event: _____ 08-01-2023 _____

Event Start Time: _____ 6:00 PM _____ Event End Time: _____
8:30PM _____

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.
- ___ Crime Prevention event held annually on the first Tuesday of August across the Nation. Various departments and local organizations showcase their equipment and services they offer. Various kids games and events throughout the park.
- _____
- _____
- _____
- _____
- F. Based on the class definitions found in the manual, what class is your event? → CLASS I → CLASS II
- G. Estimated # of participants: ___350-500___ Spectators: ___325-500___ Vendors: ___25-50___

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: _____
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* → YES → NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* → YES → NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* → YES → NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* → YES → NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* → YES → NO
- H. Does your event involve amplified music? → YES → NO
- If yes, will the amplified music be a: → Band → DJ → Other
- Hours of amplified music: _____
- I. Please list the number of security staff you will be providing for the event: _____12_____
- 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.)?
- _____

-
-
-
- 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

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.

Special Events Permit Application (Rev 3/21)

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
LT. Michael Kubiak

Signature - Applicant

Name & Title (PRINT)

Name & Title (PRINT)

11-07-2022
Date

Date

FOR OFFICE USE ONLY			
Date Fees Paid	Receipt #	Date Deposit Paid	Deposit Returned?
Police Department:	Approved → Denied →	Comments:	
Fire Department:	Approved → Denied →	Comments:	
Public Works Department:	Approved → Denied →	Comments:	
Village Clerk:	Approved → Denied →	Comments:	
Village Board Approval Date	Village President Signature	Permit #	Issue Date

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION AND FEES SHEET

DEPARTMENT CONTACTS:

Clerk/Treasurer (262) 363-6421
Building Inspection (262) 363-6419
Fire (262) 363-6426

Police (262) 363-6435
Public Works (262) 363-6447
Water/Sewer Utility (262) 363-6416

VILLAGE PERMIT AND OTHER FEES:

Class I Event (Includes alcohol and/or amplified music)	\$20 per day of event
Class II Event	\$10 per day of event
Electrical Inspection	\$75 per hour

VILLAGE OF MUKWONAGO

Park Facilities Rental Application

Date Submitted: _____

Event Date: October 13/14 2023

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.

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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	\$100.00 per day	\$ _____
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</u> _____
Electricity Coordination (Pavilions B and C)	\$15.00 per day	\$ _____
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>200</u>
Pavilions B and C Deposit	\$100.00 per day	\$ _____
Key Deposit	\$25.00	\$ <u>25</u>

RENTAL INFORMATIONDate(s) of Event: October 2023Estimated Number of Participants: 2000

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

Event Start Time: 6 pm Event End Time: 9:30 pm**APPLICANT INFORMATION**Name: Einar C. Srang-nAddress: 827 S. Rochester St Ste 112 City: Mukwonago State/Zip: WI / 53149Daytime Phone: 262 363-4141E-mail: riverviewdental@Centurytel.net**ORGANIZATION INFORMATION (if applicable)**Name of Organization: Mukwonago Rotary ClubMailing Address: 827 S. Rochester St. Ste 112 City: Mukwonago State/Zip: WI / 53149Phone Number: 262 363 4141 Is organization a 501(c)3? Yes: _____ No: XWebsite Address: Mukwonagorotary.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

1-31-2023
Date

Einar Svang II
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 '23

Please read through each of the items below and initial each line to signify that you have read, understand, and agree.

JS Reservations are dependent upon availability.

JS Keys are responsibility of the Applicant to check out at Village Hall, no greater than 48 hours in advance of your event. After completion of the event, keys can be placed in the drop box behind Village Hall. Lost keys will result in re-keying charges.

JS The buildings are not to be left unlocked or unattended at any time. Any damages resulting from being left unattended will be the responsibility of the Applicant.

JS The Applicant should review the facility at opening and complete "Pre-Event" inspection of the Facility Checklist. Any pre-existing damages or problems must be identified at that time.

JS Banners at parks: Banners are responsibility of Applicant. Banners may only be put up 2 weeks prior to the event at the park. Banners are limited in size to 5 ft x 7 ft (35 Sq Ft)

JS Parking is only allowed in designated parking areas. **Performance Stage:** NO vehicles are allowed on the path without prior approval from the Public Works Director or designee.

JS Following the event, a representative from the Public Works Department will conduct a "Post-Event" inspection and complete the Facility Checklist. The applicant will be notified if the facility was found in unsatisfactory condition.

JS Layout: A sketch of the event area, toilet facilities, concession area, and parking areas shall be submitted with the application. Please include layout map.

Cleaning/Damages

JS Applicants shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damage fee will be determined by the number of man hours required and/or cost for services or property replacement.

JS There are no decorations allowed to be affixed to the Ceiling. Applicant must adhere to the required post event clean up items on the facility checklist. Any items left incomplete may result in a forfeit of any or all of the damage deposit. Additional clean up charges will be billed at \$50 per 1/2 hour.

JS Applicant agrees to abide by all Park Rules, Regulations, and Ordinances of the Village of Mukwonago.

JS The applicant of this rental agreement shall be solely responsible for any violation, damages to the building and cleaning of the building. Any repair costs for damages will be withheld from damage deposit, direct billed to applicant or charges as a special assessment against the applicant's property tax bill.

Revised 6/2022

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VILLAGE OF MUKWONAGO

JS Once approval has been granted, the Village Board, Village Administrator, Chief or Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency to weather, fire, riot, or administrative or clerical error. No fee would be charged for cancelation by a Village Officer.

JS Applicant agrees to indemnify and hold harmless for all expenses, liability, and/or claim arising out of harm or activity of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at event, if necessary.

JS Security and Protection: The sponsor of any event shall be responsible for adequate uniformed security personnel. A security plan shall be furnished at least seven (7) days prior to the date of the event for Police Department approval. *NOTE:* Check with Police Department to see if off-duty or reserve police officers would be available for event. Only security personnel approved by the Mukwonago Police Department may be used.

JS Parking Space(s) on Village streets or Village Owned Parking Lot: Parking of cars shall be on paved areas only. Heavy vehicles on grassy areas for loading and unloading must be authorized the Public Works Director or designee. The Police Department shall be notified in advance if traffic control is needed on public thoroughfares.

JS Fires: All fires must be in personal grills or designated fireplaces.

JS Clean-up: Cleaning of the park is the responsibility of the organizer. The event area shall be maintained in an orderly manner during the event and final clean-up shall commence immediately post event. If clean-up is not completed by the end of the next business day, Village personnel shall be utilized and a bill, minus the deposit will be issued to the organizer. Future use of Village facilities may be revoked.

Please respond YES or NO to the following questions. Please supply additional information if required.

ES **Insurance Requirements (Required for Special Event):** If YES, the Applicant will provide evident 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.

ES **Sales:** If YES, attach a list of all vendors and products for sale.

Girl Scouts : Popcorn & Candy

Scots Dogs: Hot Dogs & Brats

Sugar Spin : Cotton Candy

Revised 6/2022

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VILLAGE OF MUKWONAGO

- YES **Electricity:** If YES, list pavilions where electricity is needed. **Performance Stage:** Power Requirements: 110V 20 Amp 110V 30 Amp 110V 50 Amp
Current Receptacles t/o Park
- YES **Food/Non-Alcoholic Beverages:** If YES, the necessary permits and related information for the sale of food shall be obtained from the Waukesha County Health Department (262-896-8300).
- No **Street Usage/Roadway Closure:** If YES, if the event is in the street, street barricades are required. What type and How many barricades will be required? 8
- No **Parking Space(s) on Private Lots:** IF YES, if parking in private lots near the event is required, the applicant shall obtain written permission from the adjacent property owners directly.
- No **Alcohol Served:** If YES, if beer or other fermented malt beverages are sold, a Temporary Class "B"/"Class B" Retailer's License must be completed and turned in with payment with the rental application. Please list the number of Village of Mukwonago licensed bartenders that will be on site:
N/A
- YES **Admission or Gate Fee Charged:** If YES, explain in detail the reason for the fee.
Proceeds back to the Community for local Projects.
- YES **Loudspeakers and/or Amplification:** If YES, will it be a: Band DJ Other X
What are the hours be? All noise (loudspeakers and/or amplification ends at 11 p.m.
- YES **Tents, Canopies, or Other Temporary Structures:** 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. *See enclosed Map*
- YES **Inflatable Devices:** If YES, number and location of devices.
Multiple Small Inflatables t/o Park.
- No **Additional Port-a-Pots:** If Yes, using the information below, will your event require Portable Restrooms?

Determining if you need additional port-a-pots. Attendance at the function exceeds 300 people. Any damage will be the responsibility of the sponsoring group. The shall be clean, usable, properly enclosed, emptied when full, and a minimum 100 feet from food preparation areas. They shall be removed the next regular business day. The following schedule should be followed:

301-400 persons – 3 port-a-pots (1 for the men & 2 for the women)

401-500 persons – 6 port-a-pots (2 for the men & 4 for the women)

501-600 persons – 9 port-a-pots (3 for the men & 6 for the women)

for additional 250 persons over 600, an additional port-a-pot for each sex will be required

Revised 6/2022

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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 '23

Application Fee: See fee sheet

Date Submitted: _____

Total Fees Paid: _____

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

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Rotary Club
Mailing Address: 827 S. Rochester St Ste 112 City: Mukwonago State: WI Zip: 53149
Phone Number: 262 363 4141 Is the organization a 501(c)3 organization?: ☐ YES ☒ NO
Website Address: Mukwonagorotary.org
Event Contact Person: Einar O. Svang II
Mailing Address: 827 S. Rochester St Ste 112 City: Mukwonago State: WI Zip: 53149
Home Phone: 262 965 3586 Work Phone: 262 363 4141 Cell Phone: 262 337 3989
Email Address: riverviewdental@Centurytel.net

EVENT INFORMATION

Name of the Event: Jack-o-lantern Jaunt Date(s) of the Event: October 13th 2023
Event Start Time: 6pm Event End Time: 9:30pm
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.

Jack-o-lantern Jaunt - Halloween Haunt
Family Friendly event highlighting illuminated Jack-o-lanterns and
a Haunted House for younger children
Proceeds back to Community for local projects.

- F. Based on the class definitions found in the manual, what class is your event? ☒ CLASS I ☐ CLASS II
- G. Estimated # of participants: 60-100 Spectators: 2000 Vendors: 3

girl Scouts
Scotts Dags
Sugar Spin-Cotton Candy

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: N/A
- 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: 6 - 9:30 pm
- I. Please list the number of security staff you will be providing for the event: 12
- J. Will you need barricades provided by the Village for your event? ☒ YES ☐ NO
 If yes, how many? 8
- 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.)?
None
- 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

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

Einar Svang II - Committee Chair
Name & Title (PRINT)

1-31-2023
Date

Signature - Applicant

Jim Cotterone
Name & Title (PRINT)

1-31-2023
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

Special Events Permit Application (Rev 3/21)

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION AND FEES SHEET

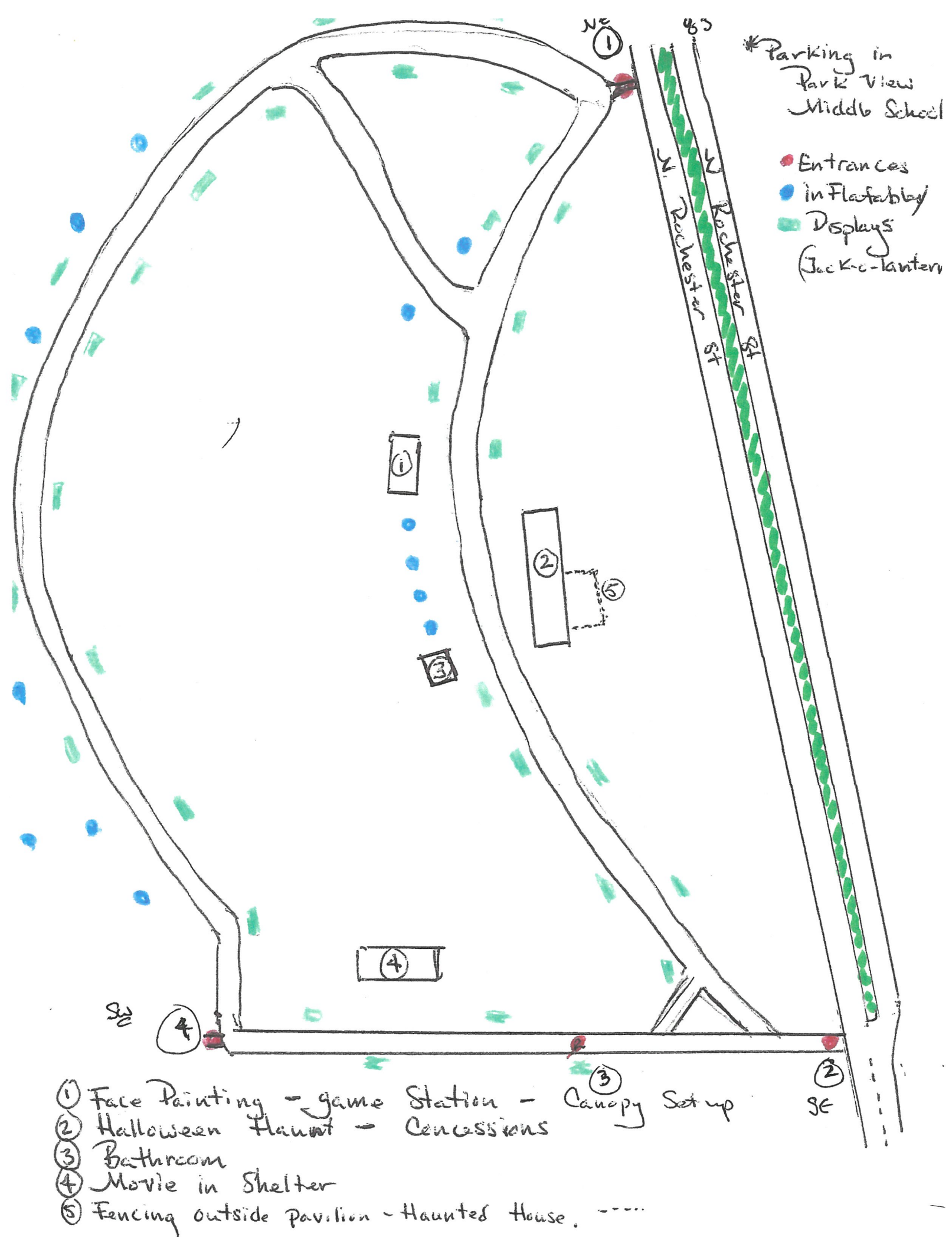
DEPARTMENT CONTACTS:

Clerk/Treasurer (262) 363-6421
Building Inspection (262) 363-6419
Fire (262) 363-6426

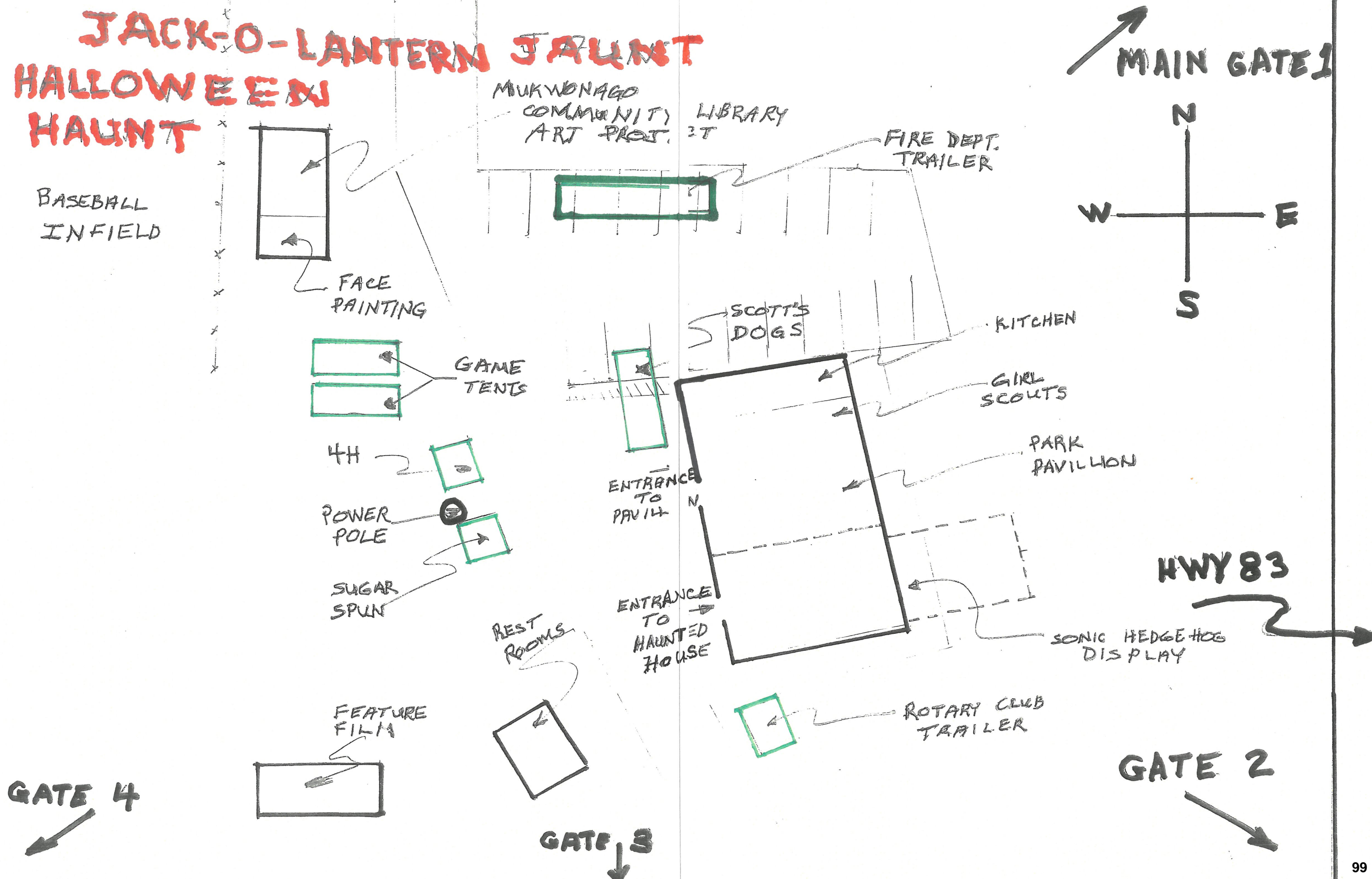
Police (262) 363-6435
Public Works (262) 363-6447
Water/Sewer Utility (262) 363-6416

VILLAGE PERMIT AND OTHER FEES:

Class I Event (Includes alcohol and/or amplified music)	\$20 per day of event
Class II Event	\$10 per day of event
Electrical Inspection	\$75 per hour
Fireworks Permit	No charge; State and local permit required
Parade Permit	\$25
Park Rental Permit	To be determined at the Clerk/Treasurer's Office
Pre-event Safety Inspection	\$75 per hour
Security Deposit	\$200 per event; May encounter additional deposit if using a park facility
Temporary Operator (Bartender) License	\$33 + \$10 background check fee each
Temporary Class B (Picnic) Beer and/or Wine License	\$10 per event
Tent Inspection (<2,500 sq. ft.)	\$35
Tent Inspection (>2,500 sq. ft.)	\$50



JACK-O-LANTERN JAWNT HALLOWEEN HAUNT



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

VILLAGE OF MUKWONAGO PARK FACILITIES RENTAL APPLICATION FIELD PARK

Date Submitted: 01/12/2023

Event Date: April 1, 2023 or April 9

Complete, accurate and specific information must be entered. Please Print.

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Court, 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: Field Park Usage
440 River Crest Ct
Mukwonago, WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check all that apply)

- | | | |
|---|--|---------------|
| <input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – 1-49 people | \$100.00 per day | \$ _____ |
| <input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – 50-100 people | \$150.00 per day | \$ _____ |
| <input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – more than 100 people | \$175.00 per day | \$ _____ |
| <input type="checkbox"/> Field Park Pavilion B Resident (Ball Diamond Pavilion) | \$75.00 per day | \$ _____ |
| <input type="checkbox"/> Field Park Pavilion C Resident (Playground Pavilion) | \$75.00 per day | \$ _____ |
| <input type="checkbox"/> Field Park Baseball Field Reservation (for non-athletic organizations) | \$25.00 per day | \$ _____ |
| <input type="checkbox"/> Field Park Baseball Field Lights | \$40.00 per day | \$ _____ |
| <input type="checkbox"/> Entire Park Resident | \$200.00 ^{\$300} per day | \$ <u>50.</u> |
| <input type="checkbox"/> Electricity and Coordination (Pavilions B or C) | \$15.00 per day | \$ _____ |
| <input type="checkbox"/> Non-Resident Fee | Additional \$25.00 per day | \$ _____ |
| Fee Total | | \$ _____ |

DEPOSIT (check all that apply)

- | | | |
|---|----------|----------|
| <input type="checkbox"/> Field Park Pavilion A and/or entire park Deposit | \$200.00 | \$ _____ |
| <input type="checkbox"/> Field Park Pavilion B and C Deposit | \$100.00 | \$ _____ |
| <input type="checkbox"/> Key Deposit | \$25.00 | \$ _____ |
| Deposit Total | | \$ _____ |

APPLICANT INFORMATION

Name: Albert Frankenstein

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation Inc.

Mailing Address: P O Box 61 City: Mukwonago State: WI Zip: 53149

Phone Number: _____ Is the organization a 501(c)3 organization?: ☒ YES ☐ NO

Website Address: www.e-clubhouse.org/sites/mukwonago/

RENTAL INFORMATION

Date(s) of the Event: April 1, 2023 or 9, depending upon the weather

Estimated # of Participants: 400

NOTE: (If there are 150 people or more, a special event permit will be required under separate application):

Event Start Time: 10:00 AM Event End Time: 12:00 noon

A. Generally, describe your event and its purpose.

The Lions Easter Egg Hunt is open to any child in the following four age groups: 2-3, 4-5, 6-7, and 8-9. The group starts in the pavilion and going to designated areas in the park to look for the hidden eggs. Each age group have available 20 special gifts to choose from, except the 2-3 have 50 gifts available. Each child receives a bag of candy. Cockies and hot chocolate are provided.

B. Please provide your COVID-19 Action Plan

C. Will you be serving alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses may be necessary under separate application.* ☐ YES ☒ NO

D. Does your event involve amplified music?

If yes, will the amplified music be a: ☐ Band ☐ DJ ☐ Other

Hours of amplified music: _____

E. If you will be using the baseball field lights, what are the times needed?

F. 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. There may be a separate fee for tent inspection.* ☐ YES ☒ NO

G. Please describe your dumpster/clean-up plan.

The Lions will cleanup the park after the event and put any materials into the garbage cans. The porta johns available in the park may be used by the children.

H. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?

None

INSURANCE REQUIREMENTS

The Applicant 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

DEPOSIT REQUIREMENTS

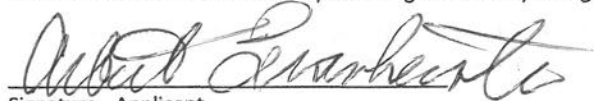
The applicant is required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit (amount listed above) each scheduled day of the event (or portion thereof) two months prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all 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.



Signature - Applicant

01/12/2023

Date

Albert Frankenstein, treasurer

Print Name

FOR OFFICE USE ONLY

Date Fees/Deposit Paid	Receipt #	Date Deposit Returned	Permit #
Key # Issued	Date Key Issued	Key # Returned	Date Key Issued
Application forwarded to: <input type="checkbox"/> Administrator <input type="checkbox"/> Building Inspection <input type="checkbox"/> Fire Department <input type="checkbox"/> Police Department <input type="checkbox"/> Public Works Department <input type="checkbox"/> Clerk <input type="checkbox"/> Utilities – Sewer or Water			

PARK AND FIELD USE POLICY

When not in reserved use, the Village of Mukwonago parks and fields are open to the public on a first-come first-serve basis so long as the property and equipment are used with care and for appropriate uses. **Village youth groups will apply separately. Contact the Village Clerk's office for more information.**

FOR RESERVED USE OF VILLAGE PARKS

In order to insure exclusive availability and proper preparation, the individual(s) or group(s) must comply with the following procedure:

1. A representative must appear in person at the Village Clerk's Office (Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to noon) to fill out an application for reserved use of a park facility at least **two (2) months in advance** of use. **Deposit must be paid upon submittal of the application, otherwise the park may be given to another party. The renter is responsible to pick up the pavilion key at the Clerk's Office 1-2 business days prior to their rental day. No items shall be stored in the pavilion prior to the rental day unless payment has been received for the extra day(s).**
2. Payment of all fees must be paid upon submittal of the application. Fees are listed on Page 1 of the application.
3. "Resident" is defined as a person, group, or company having a Village of Mukwonago address. The event must only be for the business or group within the Village limits, or personal events only for applicants residing in the Village.
4. A receipt and a copy of the executed application will be given at time of payment. This receipt and approved application should be taken to the park for evidence of reserve use priority if there is any dispute. If the park is not yielded by other individuals after visual inspection of receipt and polite request to vacate, the receipt holder should call the Mukwonago Police Department (363-6435).
5. CANCELLATIONS must be made a minimum of 24 hours in advance of reserved time. No cancellations can be made except from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to noon on Friday. If Clerk's Office has received cancellation at least 24 hours prior to reserved time, a refund will be given. If less than 24 hours notice is given, no refund will be given.

RULES FOR THE USE OF ANY VILLAGE PARK

1. Only the facilities indicated are to be used. Inspection after use is required. Said inspection shall be performed by a representative of the Village as determined by the Public Works Director. The representative will have full authority to determine if the facilities have been cleaned sufficiently to warrant return of the deposit and that no damage to the facilities exist. In the event of a dispute, an appeal can be made to the Village Board.
2. Buildings, if used, must be cleaned by 9:00 a.m. of the day following their use. Picnic grounds and other areas must be clean and restored upon completion of the function unless special arrangements have been stated on the permit.

A. Cleaning includes:

- 1) Normal kitchen cleaning, picking up after yourself and wiping down facilities used.
 - 2) Garbage cans must be left clean in pavilion and in picnic areas. Park users are responsible to bring their own 55-gallon garbage bags, then they are to be placed in the dumpster in park.
 - 3) The floor in the pavilion must be cleaned thoroughly with soap and water when beer and soda are served.
 - 4) In all circumstances, the grounds must be restored no later than noon of the day following its use.
3. No grills are to be placed directly on the ground, otherwise parties will be responsible to replace the dead grass.
 4. If generators are to be used, they must be placed on the HWY 83 side of the park.
 5. A deposit in accordance with the schedule stated on page 1 is required from the individual, group or organization requesting use of any park facility. Please note:

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: 01/12/2023

Total Fees Paid: _____

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

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation Inc.

Mailing Address: P O Box 61 City: Mukwonago State: WI Zip: 53149

Phone Number: 262-363-4380 Is the organization a 501(c)3 organization?: ☒ YES ☐ NO

Website Address: www.e-clubhouse.org/sites/mukwonago/

Event Contact Person: Albert Frankenstein



EVENT INFORMATION

Name of the Event: Mukwonago Lions Easter Egg Hunt Date(s) of the Event: April 1 or 8, 2023

Event Start Time: 10:00 AM Event End Time: 12:00 noon

Location of the Event: Field Park - 933 North Rochester Street

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.

The Lions Easter Egg Hunt is open to four ages of 2-3, 4-5, 6-7, 8-9. Each age group utilizes a different area of Field Park from the Pavilion. There are 20 special prizes for each age group, except there are 50 gifts for the 2-3 year olds.

Cookies and hot chocolate is available to all families and children attending.

Each child receives a bag of candy.

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

G. Estimated # of participants: 400 Spectators: 50 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: _____
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☐ YES ☒ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? ☐ YES ☒ NO
 If yes, will the amplified music be a: ☐ Band ☐ DJ ☐ Other
 Hours of amplified music: _____
- I. Please list the number of security staff you will be providing for the event: _____
- 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.)?
 People may park along the road in Field Park and on the blacktop around the pavilion.
 The Lions will clean up any debris and place in garbage cans.
 The porta johns located in the park will be available for people to use.

- 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



Mukwonago Lions Foundation, Inc. & Mukwonago Lions Club, Inc.

PO Box 61, Mukwonago, WI 53149

Mukwonago Lions Easter Egg Hunt

April 1 or April 9, 2023

Plan of Operation

- The Easter Egg Hunt activities are held on the grounds of Field Park with parking in Field Park.
- The event begins at 10:00 AM with families arriving before the event. The event is completed by 12:00 noon.
- The Easter Egg Hunt is an out-of-doors event. Children are normally held in the pavilion prior to the hunt. Based upon covid concerns, we will have the children group outside of the pavilion on the opposite side of the pavilion from where that age group has their eggs hidden.
- Lions will provide signage near the pavilion to encourage social distancing, and to wash hands, or use hand sanitizer, at regular intervals. Lions will provide available hand sanitizer.
- Hot chocolate and cookies will be available for the children. However, they will be need to remain outside of the building whenever possible.
- Village to provide:
 1. Access to Picnic tables, Lion volunteers will place to incorporate social distancing.
 2. The porta johns used in the park during the winter will continue to be available.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/12/2023

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

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

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No. Ext): 1-800-316-6705	FAX (A/C, No.): 847-934-6186
INSURED Mukwonago Lions Club, Inc. Mukwonago Lions Foundation, Inc. Club 10342 Mukwonago Wisconsin	E-MAIL ADDRESS: lionsclubs@dspins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	NAIC # 22667
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			HDO G47352241	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISA H10761220	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Mukwonago Lions Easter Egg Hunt, April 1 or 8, 2023

*** Mukwonago Lions Easter Egg Hunt ***

is included as an Additional Insured(s), but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER

CANCELLATION

Village of Mukwonago, Village Clerk
440 River Crest Court
Mukwonago, WI 53149 Wisconsin 53149

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

AUTHORIZED REPRESENTATIVE

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

VILLAGE OF MUKWONAGO PARK FACILITIES RENTAL APPLICATION FIELD PARK

6/15, 16, 17, 18

Date Submitted: January 12, 2023

Complete, accurate and specific information must be entered. Please Print.

GUIDELINES

This form must be completely in its entirety and submitted to the Village of Mukwonago Clerk's Office, 440 River Crest Court, 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: Field Park Usage
440 River Crest Ct
Mukwonago, WI 53149
Email to: lgourdoux@villageofmukwonago.com

FEES (check all that apply)

<input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – 1-49 people	\$100.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – 50-100 people	\$150.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion A Resident (Main Pavilion) – more than 100 people	\$175.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion B Resident (Ball Diamond Pavilion)	\$75.00 per day	\$ _____
<input type="checkbox"/> Field Park Pavilion C Resident (Playground Pavilion)	\$75.00 per day	\$ _____
<input type="checkbox"/> Field Park Baseball Field Reservation (for non-athletic organizations)	\$25.00 per day	\$ _____
<input type="checkbox"/> Field Park Baseball Field Lights	\$40.00 per day	\$ _____
<input type="checkbox"/> Entire Park Resident	4 X 50 \$200.00 per day	\$ <u>200</u>
<input type="checkbox"/> Electricity and Coordination (Pavilions B or C)	\$15.00 per day	\$ _____
<input type="checkbox"/> Non-Resident Fee	Additional \$25.00 per day	\$ _____
Fee Total		\$ _____

10 Lig
45 Operator
50 Sp Event

DEPOSIT (check all that apply)

<input type="checkbox"/> Field Park Pavilion A and/or entire park Deposit	\$200.00	\$ _____
<input type="checkbox"/> Field Park Pavilion B and C Deposit	\$100.00	\$ _____
<input type="checkbox"/> Key Deposit	\$25.00	\$ _____
Deposit Total		\$ _____

APPLICANT INFORMATION

Name: Albert Frankenstein, treasurer

A
D
E

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation, Inc.

Mailing Address: P O Box 61

City: Mukwonago

State: WI

Zip: 53149

Phone Number: _____

Is the organization a 501(c)3 organization?:

☒ YES ☐ NO

Website Address: www.e-clubhouse.org/sites/mukwonago/

RENTAL INFORMATION

Date(s) of the Event: June 15, 16, 17, 18 2023

Estimated # of Participants: 500 to 2000 daily

NOTE: (If there are 150 people or more, a special event permit will be required under separate application):

Event Start Time: Thursday June 15 6:30

Event End Time: Sunday 6:30 PM

A. Generally describe your event and its purpose.

Park set-up Monday - Wednesday June 12 - 14. Thursday evening softball, wine tasting, bingo, live music, carnival, etc. Friday evening softball, Father of the Year, live music, carnival, & fireworks. Saturday live music, horse shoe tournament, children's activities, petting zoo, carnival, & softball. Sunday Village wide parade, car show, live music, softball, carnival, etc.

B. Will you be serving alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses may be necessary under separate application.*

☒ YES ☐ NO

C. Does your event involve amplified music?

If yes, will the amplified music be a: ☒ Band ☐ DJ ☐ Other

Hours of amplified music: Thursday 6:30-10:30; more

D. If you will be using the baseball field lights, what are the times needed?

E. 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. There may be a separate fee for tent inspection.*

☒ YES ☐ NO

F. Please describe your dumpster/clean-up plan.

Lions will provide 2 - 30 yard dumpsters for garbage. Garbage barrels will be emptied as needed. Clean-up will be done every night. Clean-up will be completed after the fireworks. Clean-up of Field Park, Kiwanis Park and Park View Middle School parking lot will be completed on Monday.

G. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?

The Lions need assistance from the Police Department, Parks Department, and Fire Department.

Parks move the concrete anchors for the 60X100 tent, picnic tables, garbage barrels, etc.

Fire department assists with the fireworks protection and as needed. Police assist throughout.

INSURANCE REQUIREMENTS

The applicant will provide an indemnity bond if the event has 50-149 people per day. The applicant will obtain liability insurance for an event that includes alcohol or has 150 or more people per day. Proof of this insurance, with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees, and contractors as an additional insured party is due no later than 20 days before the event.

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

DEPOSIT REQUIREMENTS

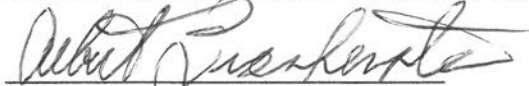
The applicant is required to submit to the Village Clerk-Treasurer's Office a cleaning/damage deposit (amount listed above) each scheduled day of the event (or portion thereof) two months prior to the starting date of the event. That deposit shall be refunded to the applicant, if, upon inspection, all 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 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.



Signature - Applicant

January 12, 2023

Date

Albert Frankenstein, treasurer

Print Name

FOR OFFICE USE ONLY

Date Fees/Deposit Paid	Receipt #	Date Deposit Returned	Permit #
Key # Issued	Date Key Issued	Key # Returned	Date Key Issued
Application forwarded to: <input type="checkbox"/> Administrator <input type="checkbox"/> Building Inspection <input type="checkbox"/> Fire Department <input type="checkbox"/> Police Department <input type="checkbox"/> Public Works Department			



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/12/2023

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

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

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186
	E-MAIL ADDRESS: lionsclubs@dspins.com	
INSURED Mukwonago Lions Club, Inc. Mukwonago Lions Foundation, Inc. Club 10342 Mukwonago Wisconsin	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	NAIC # 22667	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			HDO G47352241	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISA H10761220	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Mukwonago Lions Summerfeste June 12-19, 2023

*** Kiwanis International, Mukwonago Kiwanis Club, Mukwonago Kiwanis Foundation; including softball, horse shoe, children's activities, petting zoo, live bands, fireworks, carnival, car show, and parade. ***

is included as an Additional Insured(s), but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.

CERTIFICATE HOLDER POLICY DO NOT APPLY TO THE SALE OR SERVING OF **CANCELLATION** COVERAGES

Village of Mukwonago, Village Clerk
440 River Crest Court
Mukwonago, WI 53149 Wisconsin 53149

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

AUTHORIZED REPRESENTATIVE

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: January 12, 2023

Total Fees Paid: _____

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

ORGANIZATION INFORMATION

Name of Organization: Mukwonago Lions Foundation, Inc.

Mailing Address: P O Box 61 City: Mukwonago State: WI Zip: 53149

Phone Number: 262-363-4380 Is the organization a 501(c)3 organization?: ☒ YES ☐ NO

Website Address: www.e-clubhouse.org/sites/mukwonago/

Event Contact Person: Frank Erdmann, chairperson

EVENT INFORMATION

Name of the Event: Mukwonago Lions Summerfeste Date(s) of the Event: June 15, 16, 17, 18
Thursday 6:00-10:30 PM; Friday 6:00-11:30 PM; Saturday 8:00 AM-11:30 PM; Sunday 8:00 AM-6:30 PM
Event Start Time: _____ Event End Time: _____

Location of the Event: 933 North Rochester Street, Field Park, Mukwonago

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.

Field Park set-up from Monday, June 12 - June 14; Thursday evening softball, wine tasting, bingo, live music, carnival, and other activities; Friday evening softball, Father of the Year, live music, carnival, and fireworks; Saturday live music, horse shoe tournament, children's activities, petting zoo, carnival and softball; Sunday village wide noon parade, car show, live music, softball, and carnival. Entire event will have food, beer, soda, etc.

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

G. Estimated # of participants: _____ Spectators: 500 to 2000 daily 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: 4 minimum
- 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: Thursday 6:00-10:30 PM; Friday and Saturday 7:00-11:30 PM; Sunday 2:00-6:30 PM
- I. Please list the number of security staff you will be providing for the event: to be determined
- J. Will you need barricades provided by the Village for your event? ☒ YES ☐ NO
 If yes, how many? to be determined
- 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.)?
The Lions will utilize all of the Village of Mukwonago garbage cans and 60 from the American Legion.
All Village of Mukwonago picnic tables will be utilized.
~~The Lions will provide 2 - 30 yard dumpsters.~~
The Lions will provide 21 porta-johns, 1 handicap porta-john, and 4 wash stations. These maybe moved as needed. The Village of Mukwonago rest rooms will be locked during the event.
The Village of Mukwonago staff will move the concrete blocks used as anchors for the 60X100 tent.
~~The Village police department, fire department, and parks department will assist throughout the event.~~
- 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:

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

Other Documents:

- XX ☐ Plan of operation/proposal.
XX ☐ Overview of the site to be used for the event (layout of the event site).
XX ☐ 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).

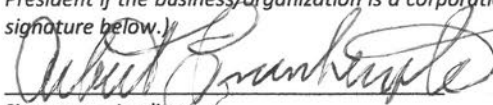
TERMINATION OF AN EVENT

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

Albert Frankenstein, treasurer

Name & Title (PRINT)

January 12, 2023

Date

Signature - Applicant

Name & Title (PRINT)

Date

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

SPECIAL EVENT PERMIT APPLICATION

CONTACT INFORMATION AND FEES SHEET

DEPARTMENT CONTACTS:

Clerk/Treasurer (262) 363-6421
Building Inspection (262) 363-6419
Fire (262) 363-6426

Police (262) 363-6435
Public Works (262) 363-6447
Water/Sewer Utility (262) 363-6416

VILLAGE PERMIT AND OTHER FEES:

Class I Event (Includes alcohol and/or amplified music)	\$20 per day of event
Class II Event	\$10 per day of event
Electrical Inspection	\$75 per hour
Fireworks Permit	No charge; State and local permit required
Parade Permit	\$25
Park Rental Permit	To be determined at the Clerk/Treasurer's Office
Pre-event Safety Inspection	\$75 per hour
Security Deposit	\$200 per event; May encounter additional deposit if using a park facility
Temporary Operator (Bartender) License	\$33 + \$10 background check fee each
Temporary Class B (Picnic) Beer and/or Wine License	\$10 per event
Tent Inspection (<2,500 sq. ft.)	\$35
Tent Inspection (>2,500 sq. ft.)	\$50



Mukwonago Lions Foundation, Inc. & Mukwonago Lions Club, Inc.

PO Box 61, Mukwonago, WI 53149

Mukwonago Lions Summerfeste, June 15 – 18, 2023

Plan of Operation

- Summerfeste activities are held on the grounds of Field Park with limited parking in Field Park and general parking at Park View Middle School and Kiwanis Park.
- Setup begins on the Monday prior and cleanup completed the Monday following. The Farmers Market may have their event on Wednesday afternoon at the north side of Field Park.
- Summerfeste is an out-of-doors event; including softball, children's activities, parade, fireworks, etc.
- Lions will provide signage near the pavilion to encourage social distancing, and to wash hands, or use hand sanitizer, at regular intervals. Lions will provide available hand sanitizer.
- Village to provide:
 1. Access to Picnic tables, Lion volunteers will place to incorporate social distancing.
 2. Barricades may be needed (coordinate with Parks Department and Police Department)

Lions will incorporate and direct food vendors with the following enhanced safety information:

1. Disposable canned beer and soda or single use cups shall be used during the event.
2. Food vendors will be recommended to avoid providing condiments from communal receptacles.
3. Picnic tables will be placed in a manner to promote social distancing.
4. Food vendors will be recommended to have hand sanitizer available for customers.
5. Food vendors will be recommended to use plastic gloves or wash hands, or use hand sanitizer, at regular intervals.
6. Vendors may wear masks if they choose to do so.
7. High touch surfaces in common areas, specifically lavatories, to be sanitized on a periodic basis by volunteers using sanitizing sprayer or cleaning solution.

Bands will be performing in an outside tent during the event. Participants shall be encouraged to socially distance, wear masks if they choose to do so, and use wash hands, or use hand sanitizer, at regular intervals. Tent sides will remain open to allow for adequate air circulation.

The parade is an outside event. Parade participant forms shall emphasize social distancing, avoiding physical contact, periodic hand washing or use of hand sanitizer, and limit interaction with people outside of your group.

The pavilion bar area will be washed and wiped frequently to maintain reasonable cleanliness. The doors remain open to allow for adequate air circulation.

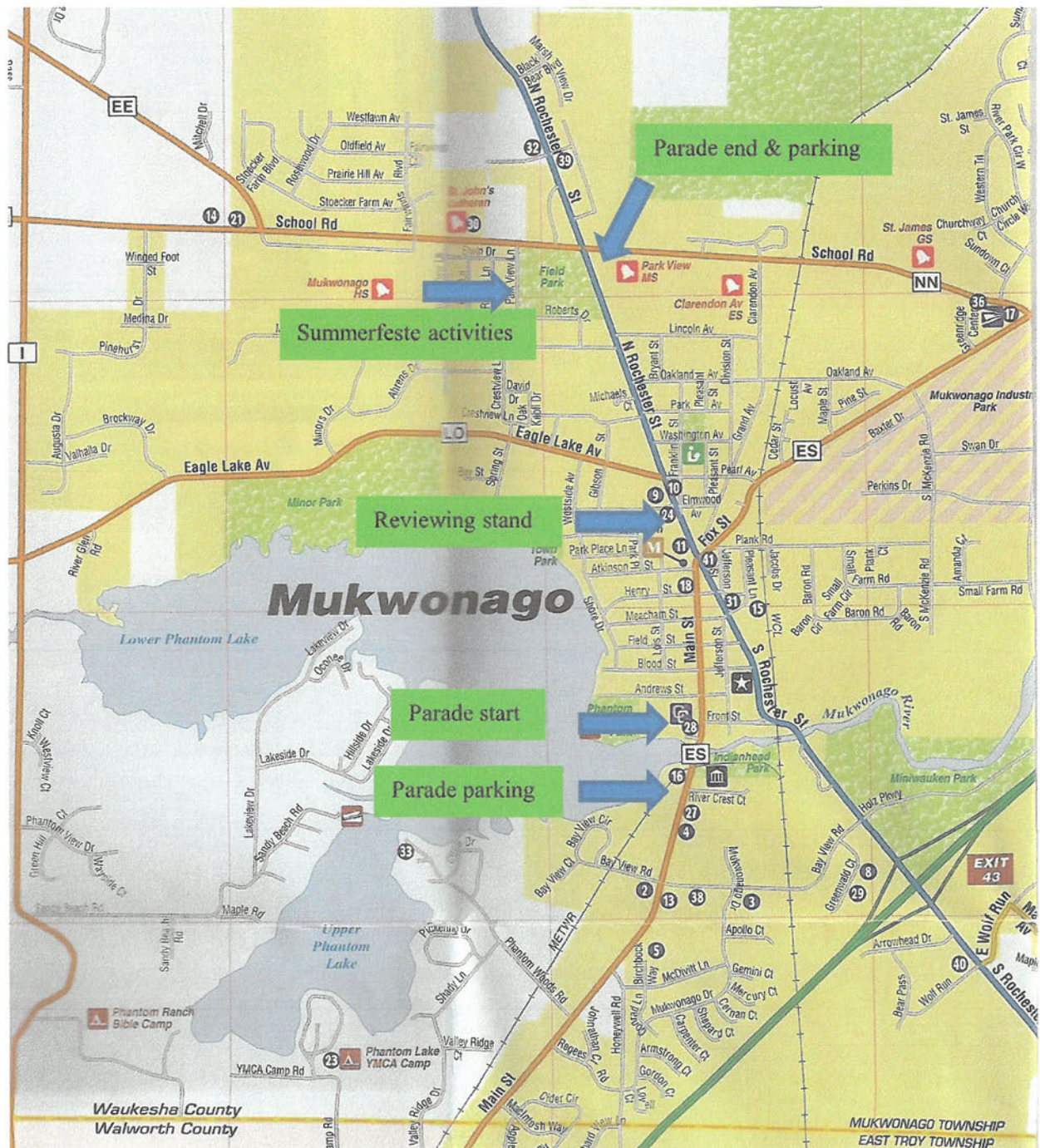
MUKWONAGO FATHER'S DAY PARADE

Traffic re-routed during parade by Mukwonago Police Department. Route 83 on north, along Hwy NN, Holz Parkway, to Hwy 83 south. Re-routed Hwy ES from east, along Holz Parkway, follow Bayview Road to Hwy ES south. Barricades on all cross streets along parade route between Field Park and Bayview Road. Barricades as needed along re-routed routes.

General Parade Lineup will be on a first come first serve by 11:00 AM near the Napa Auto Parts, 850 South Main Street (County ES) and continues up River Crest Court to the Mukwonago Village hall. Parking is available on River Crest Court.

Parade begins at noon, Sunday, FATHERS DAY. Parade route is north on Highway ES to stop and go light, north on Hwy 83 to Field Park and Park View Middle School.

Reviewing stand located in parking lot near Subway (corner Lake Street and Hwy 83).



Library Director Report: February 2023

Director Meetings and Activities

I attended the January 17 Friends of the Library meeting. I asked for them to once again sponsor our current Explore Passes for another \$4,300 (to places such as the Milwaukee County Zoo, East Troy Railroad Museum, etc.) and the possibility of sponsoring some new ones. The Friends generously agreed to continue sponsor and will work with me to learn more about new pass options. They will also sponsor Book Pages again.

On February 1, I presented the Library's Strategic Plan to the Committee of the Whole (COW). This is an important step to communicating to the Village the goals of the Library and working with them to ensure the best for the community.

I've been conducting "mid-year" periodic reviews of my department heads to realign evaluations to June/July so that I can assess merit pay increases in time for budgeting. I am also delegating sub-goals of the Strategic Plan, such as data gathering and preliminary investigations so that when the Board is ready to focus on one goal, there will be useful information all ready to work from.

Circulation (Emily Ceithamer)

In January we had a great staff development day with the whole staff in the morning and then the circ team spent the afternoon working together. The staff development days are super helpful for me because I never get the opportunity to meet with my whole staff any other time as there is always at least one of us running our desk! We always have a meeting with all of us to go over what is new and what is upcoming during these training days. Especially with my team being all part-time, it's great to have them all in once place where we can all converse. This staff development day we also did training for the new smartlockers and went over the process of signing up patrons for new cards to make sure we are all staying consistent.

We've decided to do our soft launch on the lockers on Monday February 6, so if you would like to be one of the first to use them and give us feedback please talk to someone at the circulation desk!

I've also recently taken over doing Interlibrary loan from Cathryn, so that is also something that is new! It's been great learning that and seeing how that piece fits into the services we provide our patrons!

Children's Department (Jane DeAngelis)

Frozen Frolics: a Saturday Station Play event recap
Saturday, January 14th from 10:00 am to 2:00 pm

At least 200 people explored numerous stations throughout the Children's Area enjoying all things frosty. There were books, games, puzzles, crafts, physical challenges, tongue twisters, plus two surprise special guests.



National Hug a G.I. Day: a Saturday Station Play event (Saturday, March 4th from 10:00 am to 2:00 pm) Join us as we celebrate National Hug a G.I. Day. We will create Hug Cards to send to veterans. There will also be games, crafts, word puzzles, a patriotic photo booth, and physical challenges. Can you survive basic training? Fun for families of all ages.

Reference and Adult Services (Chris Stape)

Quite a bit of time was spent calling Native America Tribes regarding our NAGPRA Summary. It can get monotonous leaving voicemails, but when I get to speak to a Tribe member, I quite enjoy it. I am learning a lot and the Tribes I do get to speak to are appreciative of the follow up.

Adult Bingo continues to grow. We've regularly hit about as many attendees as we can handle due to seating. The Spice of the Month Club keeps on rolling as well. We gave out 90 kits just in the month of January (a program high.) It also seems our two main book clubs are growing for the first time in years. I'm continuing my Adult Nonfiction weeding project, which has turned into an ongoing project year-round. The Adult Winter Reading Challenge wrapped up at the end of January—41 participants, which is a bit more than last year. Programming starts picking up in February with programs on Wisconsin fighter pilots, Radon, and a painting class.

Technical Services and Thingery (Mary Jo Isely)

New book orders were inventoried, processed & catalogued. 405 new items were processed and cataloged in January. Reviewing & editing troubleshooting manual for Thingery items. The newest addition to "Thingery Create!" is a Photo Studio Light Box. Forthcoming items will include a Metal Stamping Kit, Sizzix Die Cutter/Embosser, Ice Cream Maker, & Bubble Machine. I am currently working on packaging logistics.

I have received emails from several CAFÉ libraries asking questions about our Thingery. They are in the first phases of beginning their own version of the Thingery & are interested in physical arrangement, circulation procedures, and policies. My answers include images of our display, packaging, and circulation ideas. At least one library liked what they saw so much they are going to mirror our display and circulation processes. A new small book display was created at the end of New Fiction. Best Fiction of 2022 proved to be extremely popular. Restocked often. The neverending weeding project in Adult Fiction continues.

MetaSpace 511 & Technology (Nancy Aycok)

The new year started off with makerspace appointments for patrons eager to start working on new projects now the holidays are over. The laser machine has been busy with patrons engraving and cutting projects and with staff creating little llama looms for kids to use for weaving during Family Maker Day, and helping patrons learn how to laser engrave fleece blankets to keep warm on chilly days. Looking over stats from 2022 it was noted that the laser engraving/cutting machine is the most popular item in MetaSpace 511, with 237 plus hours logged on it just for appointments (not including programs) during the year.

More homeschool families and groups have become interested in meeting up to learn about MetaSpace 511 and to schedule different educational activities. MetaSpace 511 has been working with one homeschool group once a month since last Fall and the attendance has been growing with up to almost 50 people attending a mid-day activity. Due to the limited space in MetaSpace 511, other options are being explored (such as using the Community Room) to keep up the group's enthusiasm but control the noise. The downside of doing any MetaSpace programming in the Community Room is moving all of the supplies needed there and back again, not being able to do messier projects including paint, and not having access to demonstrate to the group makerspace equipment and incorporate it into the lessons. MetaSpace 511 wrapped up the end of January by celebrating National LEGO Day on Saturday, January 31st. The celebration was held in the children's area which turned out to be good since there were 150+ patrons of all ages attending, with a library door count that day of 266. Parents commented on how nice it was that the Library has LEGO events like this for families to be creative together and it's great that it's free so everyone can come.



Community Engagement Coordinator (Eric Huemmer)

Community Engagement: We have been using the start of the year as a time to reconnect community partners for programming, resources, and future outreach opportunities. We've met with the Community Education Coordinator for the School District to see how we can "cross promote" opportunities for continuing education of residents and patrons – those who are actively signing up for classes at MASD may be interested in our offerings through the MetaSpace 511 or DIY/Mixed Media art programs or the Udemy/Gale Courses and vice versa.

We're staying active with the Mukwonago Area Chamber as they look ahead at 2023 Farmer's Markets and Midnight Magic. The MCL will continue to offer our Annual Holiday Tree Lighting, the Sensory Friendly Tree Lighting, and offer feedback on how to revisit Midnight Magic to better attract residents and non-residents.

To understand the growing senior population here in Mukwonago, I am working with Julie Schiebe at Brooklife to form a round table discussion on senior offerings in the village. We will invite representatives from ProHealth, YMCA, MASD, services groups (Kiwanis, Rotary), VFW, etc. to start a dialogue on how that population is being served, what's lacking, where collaborations can happen, and how we can all be on the same page without providing redundant experiences.

Events & Programs: AARP registrations are now open, with 25 registrations being filled within the first 25 minutes of going live on SignUpGenius, with 70 signups in the first 5 hours. As of the start of February, we already have 223 slots filled. This service is highly valued in the community and we've been working with the Tax-Aide Coordinator to continue to streamline the process.



Working with LindenGrove, we now have their residents signing up for their very own library cards so they can checkout items from MCL and systemwide. Emily came with to process everything on the spot, and the residents were thrilled to have their very own cards again (or for the first time!)



Finally, we've established a great core of teens who regularly attend programs at the library (TAB, Teen D&D, Film Club). TAB mentioned they thoroughly enjoyed volunteering at events and are actively finding new ways to use them. We want to continue to grow this population and gather further feedback to act on, as we'll want to make further in-roads with Mukwonago's middle and high school students.

Statistics (see next page)

STATISTICS JANUARY 2023



20,773

JANUARY CIRCULATION
7% INCREASE OVER 2022

20,773

YEAR-TO DATE CIRCULATION

Circulation by Area



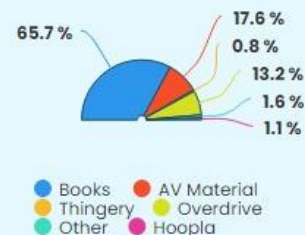
Circulation Trends



96

New Library Cards this month

Circulation of Stuff



Programs This month

56

ATTENDANCE:
General 434
Kids 865
Young Adult 52



285

People used the Community and Study Rooms

Items sent to other Libraries



3573

New Items Added

405

Renewals

6785



8915 Patron visits

Peak times

11:00 - 12:00 on Saturdays Avg 132 Checkouts

Slowest times

8:00 - 8:30 Thursdays Average 2 Checkouts

Village of Mukwonago**Election Statistics Report****Spring Primary****Tuesday, February 21, 2023**

	<u>Waukesha</u>	<u>Walworth</u>	
	Wards 1-10	Wards 11, 12	TOTAL VILLAGE
Registered Voters by County	5286	124	5,410
% Of Votes Cast	27.8%	30.6%	27.9%
	WAUKESHA	WALWORTH	
	W1-10	W11, 12	TOTAL VILLAGE
ABSENTEE Ballots <u>Cast</u> by Reporting Unit (Returned)	321	12	333
IN-PERSON Votes Cast by Reporting Unit	1151	26	1177
Total Voter Participation	1472	38	1510
Provisional Ballots Cast by Ward	0	0	0
Election Day Registrations	10	1	11
Absentee Ballots Issued			436
Absentee Ballots Returned			335
Absentee Ballots Rejected			2

February 21, 2023

Spring Primary

Snapshot

27.9%

The Total % Of Voter Turnout including both Walworth and Waukesha County residents in the Village.

Total Number of Absentee Ballots Issued. Only 335 Ballots were returned. It costs about \$2.19 for each ballot and about 15 min each for staff to prepare.

436

1,177

Number of Voters who voted In-Person on Election Day for Walworth (26) and Waukesha County (1,151) in the Village of Mukwonago.

Number of voters who registered to vote for the first time in the Village of Mukwonago at the Polls on Election Day

11

16

Number of Hours the poll workers worked in one day to provide a seamless Election for the Residents of Mukwonago.

