

Village of Mukwonago  
**Notice of Meeting and Agenda**

**COMMITTEE OF THE WHOLE MEETING**  
**Wednesday, September 6, 2023**

Time: **5:30 pm**

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

**1. Call to Order**

**2. Roll Call**

**3. Presentations**

- 3.1 Presentation from Jeff Standafer of Citizens Bank  
[Citizens Bank Annual Report.pdf](#)

**4. 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.*

**5. Approval of Minutes**

- 5.1 Minutes of August 2, 2023 Committee of the Whole Meeting.  
[2023-08-02 DRAFT COW Minutes](#)

**6. Finance Committee, Trustee Darlene Johnson**

*Discussion and action possible on the following items.*

- 6.1 Monthly Treasury Report and Revenue/Expenditure Guideline Report For July *(For information purposes only, no action required)*  
[2023-07 July Revenue & Expenditure Guideline.pdf](#)  
[2023-07 July Treasury Report.pdf](#)
- 6.2 Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$1,968,593.62.  
[090623 VB AP Packet.pdf](#)
- 6.3 Discussion and possible recommendation on a Patrol Squad purchase  
[2023 squad purchase cover letter.pdf](#)

- 6.4 Discussion and possible recommendation to approve a Resolution to Certify the Village of Mukwonago is exempt from the County Library Levy.  
[Resolution 2023-39 Library Exemption - Waukesha.pdf](#)
- 6.5 Discussion and possible recommendation on **Resolution 2023-44** A Resolution to adopt an update to the Village of Mukwonago Fund Balance Policy.  
[RESOLUTION 2023-44 \(Fund Balance Policy Update\).docx](#)  
[Village of Mukwonago GASB 54 Fund Balance Policy 2023 Revision.pdf](#)
- 6.6 Discussion and possible recommendation on **Resolution 2023-43** A Resolution to adopt an update to the Village of Mukwonago Capital Improvement Planning Policy.  
[RESOLUTION 2023-43 CIP Policy Update\).docx](#)  
[Village of Mukwonago Capital Improvement Planning Policy 2023 Revision to 2021 Version.pdf](#)
- 6.7 Discussion and possible recommendation on **Resolution 2023- 47** A Resolution to adopt an update to the Village of Mukwonago Capitalized Fixed Asset Policy  
[RESOLUTION 2023-47 \(Capitalized Fixed Asset Policy Update\).docx](#)  
[Village of Mukwonago Capitalized Fixed Asset Policy 2023 Revision.pdf](#)
- 6.8 Discussion and possible recommendation on a Contract for Maintenance Assessment Services with Associate Appraisal Consultants for 2024-2026.  
[RESOLUTION 2023-45 \(Associated Appraisal Contract 04-06\).docx](#)  
[Village of Mukwonago - 2024-2026 Assessor Maintenance Contract.pdf](#)
- 6.9 Discussion and possible recommendation on a Contract for Exterior Revaluation Services with Associated Appraisal and Consultants.  
[RESOLUTION 2023-46 \(Associated REVAL Contract 2024\).docx](#)  
[Village of Mukwonago - 2024 Assessor Exterior Revaluation Contract.pdf](#)

## **7. Health and Recreation Committee, Trustee John Meiners**

*Discussion and action possible on the following items*

- 7.1 Discussion and possible recommendation to Award the Indian Head Park Sign Project to Poblocki Signs in the amount of \$62,610.  
[Indian Head Park Sign Agenda Cover Report.docx](#)  
[Indianhead Park Sign.pdf](#)  
[Location Exhibit.pdf](#)
- 7.2 Discussion and possible recommendation to approve the new electric service for the Miniwaukan Park restrooms.  
[Miniwaukan Park Restroom Agenda Cover Report 2021.docx](#)  
[4875411 Cost Letter.pdf](#)  
[4875411 Sketch.pdf](#)  
[Pay Invoice.pdf](#)



## 8. Judicial Committee, Trustee Dale Porter

*Discussion and action possible on the following items*

- 8.1 Discussion and possible recommendation on a Resolution documenting the annual liquor license quota calculation for the Village of Mukwonago.  
[Cover Report - Liquor License Resolution.pdf](#)  
[Liquor Lic Quota Calc Resolution.pdf](#)
- 8.2 Discussion and possible recommendation of a Temporary Class "B" Retailer's License for the annual St. James Catholic Parish Fish Fry held at 830 E Veteran's Way, held on 10/6/2023, 11/3/2023, 12/1/2023, 1/5/2024, 2/2/2024, 3/1/2024, 4/5/2024, and 5/3/2024.  
[Temp Retailer's License - St James.pdf](#)
- 8.3 Discussion and possible recommendation on an Original Reserve "Class B"/Class "B" combination Fermented Malt Beverage and Liquor License application for Zip Main, LLC d/b/a The Block, at 944 & 950 Main Street, Mukwonago, WI 53149, Bradley Zajork, Agent.  
[Original Reserve Lic Application - The Block\\_Redacted.pdf](#)
- 8.4 Discussion and possible recommendation on an Original Reserve "Class B"/Class "B" Combination Fermented Malt Beverage and Liquor License Application for That Place LLC, d/b/a That Place Restaurant, 1015 E Veteran's Way, Mukwonago, WI 53149, Arturo Napoles, Agent.  
[Original Reserve Lic Application - That Place Restaurant\\_Redacted.pdf](#)

## 9. Library Board of Trustees, Trustee Eric Brill

- 9.1 Library Director Report *(For Information Only, No Action Required)*  
[08\\_Library\\_Director\\_Report\\_August\\_2023.pdf](#)

## 10. Personnel Committee, Trustee Ken Johnson

*Discussion and action possible on the following items*

- 10.1 Discussion and possible recommendation on **Ordinance 1019** An Ordinance to Amend **Chapter 2 Administration; Article IV Officers and Employees; DIVISION 4 Finance Director**.  
[Agenda Cover Report Department Head Ordinances Changes](#)  
[ORDINANCE 1019 Amend Finance Director .docx](#)
- 10.2 Discussion and possible recommendation on **Ordinance 1020** an Ordinance to Amend **Chapter 2 Administration; ARTICLE IV Officers and Employees; Division 2 Public Works Director**.  
[ORDINANCE 1020 Amend Public Works Director .docx](#)
- 10.3 Discussion and possible recommendation on **Ordinance 1021** an Ordinance to amend **Chapter 2 Administration, ARTICLE IV Officer and Employees; Division 5 Utilities Director**.  
[ORDINANCE 1021 Amend Utilities Director](#)

10.4 Discussion and possible recommendation on **CHARTER ORDINANCE 1022**, An Ordinance to amend Charter Ordinance **Chapter C, ARTICLE II Officers and Employees; Division 2 Clerk/Treasurer**  
[ORDINANCE 1022 Amend Charter Clerk-Treasurer](#)

10.5 Discussion and possible recommendation on **Resolution 2023-37** to approve the Employee Handbook Update.  
[2023 Summary of Employee Handbook changes - September COW.pdf](#)  
[RESOLUTION 2023-37 \(Employee Handbook Update\)](#)  
[Employee Handbook-2023 Updates for September COW agenda.pdf](#)

## **11. Public Works Committee, Trustee Eric Brill**

*Discussion and action possible on the following items*

11.1 Discussion and possible recommendation on a Resolution to approve the Stormwater Management Agreement with St. John's Evangelical Lutheran Church.  
[RESOLUTION 2023-41 \(SWMA St Johns\).pdf](#)

11.2 Discussion and possible recommendation to approve **Resolution 2023-42** a Resolution to approve a Letter of Credit Elimination for Goodwill of Mukwonago.  
[RESOLUTION 2023-42 \(LOC Elimination Goodwill\).pdf](#)

11.3 Discussion regarding residential sprinkler meter requests.  
[Memo\\_Residential Sprinkler Meter Request.docx](#)  
[Mukwonag\\_AM - 1 Rate.pdf](#)  
[Public Service Commission Inquiry.pdf](#)  
[Sewer use charge and surcharges.docx](#)

11.4 Update on Well #7

## **12. Closed Session**

Closed session pursuant to **Wis. Stats. § 19.85(1)(e)** (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) for negotiation with Briohn Construction, and a Development Agreement with the Village of Vernon;  
and pursuant to **Wis. Stats. § 19.85(1)(c)** (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) concerning Mukwonago Professional Policeman's Association.

## **13. 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

## **14. 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.





Citizens Bank Holding, Inc.

2022

ANNUAL REPORT

130 years serving the community

262-363-6500 | [WWW.CITIZENBANK.BANK](http://WWW.CITIZENBANK.BANK)



THE LAWS

CITIZENS BANK

CO

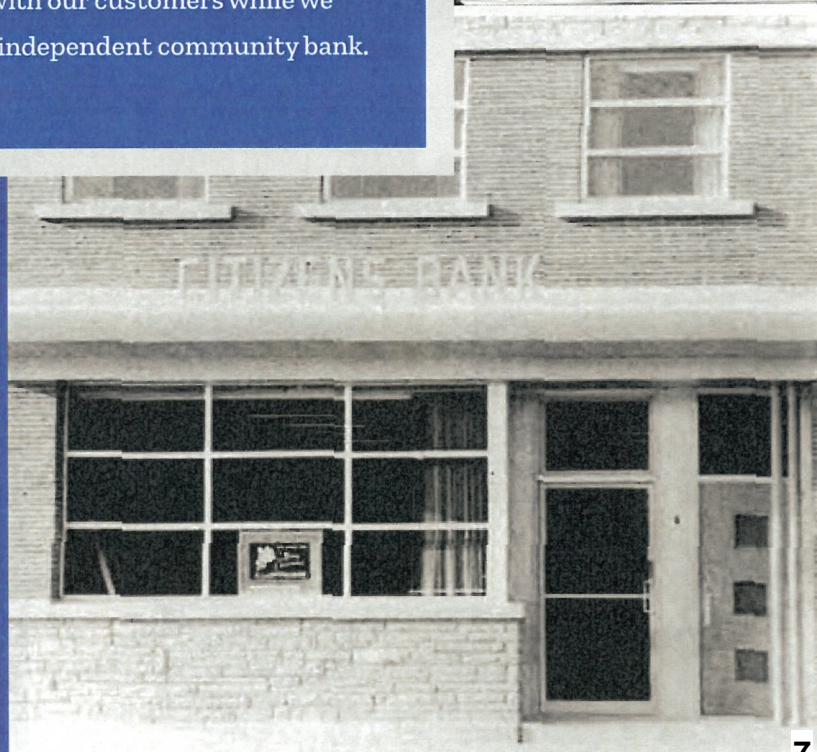
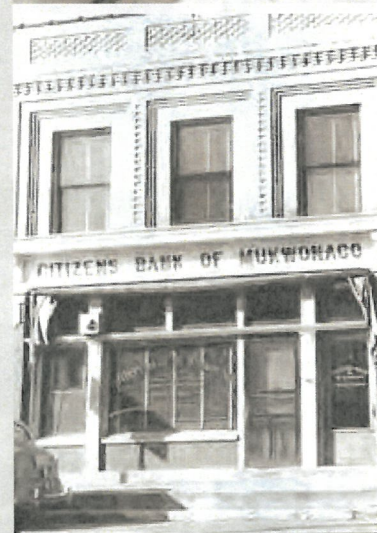
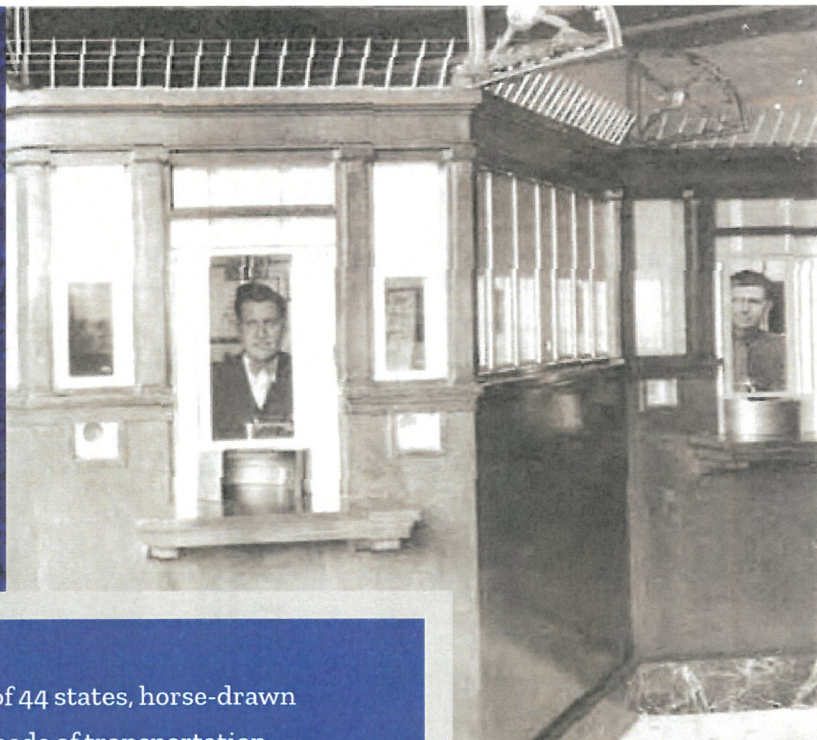
OF THE COMMON

*books of the  
Certificate for  
the said Co.  
and sealed*

In 1892, the U.S. consisted of 44 states, horse-drawn carriage was the primary mode of transportation, and an Illinois businessman named E.M. Winslow brought the first banking services to the small rural town of Mukwonago, Wisconsin – marking the start of Citizens Bank's rich history.

We have been around a long time but that certainly doesn't mean that we are set in our old ways. In fact, while we are proud of our heritage and the solid foundation upon which we are built, our focus today is on the here and now as well as the future. That's why we work so hard to strengthen our communities and develop deep, meaningful relationships with our customers while we continue to build a strong, independent community bank.

**130 YEARS**  
Serving the Community





## LETTER FROM THE PRESIDENT & CEO

Greetings Citizens Bank shareholders and stakeholders,

This past December we celebrated our 130th anniversary of meeting the needs of the communities we are proud to serve. As we begin our 14th decade in business, I am proud to present our annual report in this new and updated format. In addition to presenting the financial information contained herein, our intent is to give you a glimpse of our amazing history and our wonderful people, highlight some of their good deeds, and spotlight your outstanding community bank.

2022 was another year for the record books as Citizens Bank posted a record Net Income of \$12.86 million, up 12.5% over 2021. Year-end assets declined by 1.6% since 2021, but remained over \$1 billion for the second consecutive year. Both of these figures led to a strong Return on Assets (ROA) of 1.26%, which is a 9.6% increase over the prior year. The Net Income exceeded budget and, as a result, we were able to increase our annual dividends for the 11th consecutive year.

The Bank experienced favorable loan growth of \$67 million (+11.2%) that was especially robust in the areas of multifamily real estate and commercial real estate loans. Putting more of our assets into quality loans earns a better rate of return for the Bank. Along with this rapid growth of our loan portfolio, credit quality has remained strong as past due loans and net charge-offs continue to be very low.

As interest rates rose throughout the year, secondary market residential mortgage loan originations dropped to their lowest level in nearly 20 years. Despite little secondary market fee income or the Paycheck Protection Program (PPP) loan fee income that we experienced the prior two years, our other fee income remained strong and contributed nicely to the record Net Income.

Citizens Bank has not been immune to the impact of inflation on our expenses. We navigate this continued challenge, while also experiencing intense competition for deposits, a competitive labor market, and the prospects for another slower residential

homebuying season. Despite these factors, my outlook for 2023 remains positive as the steps we have made leave the Bank poised to remain efficient and competitive both now and for the future.

Finally, the Bank has gained considerable experience over the past several years utilizing a workforce that is increasingly mobile and continues to expand. It is important for us to attract and retain the finest and brightest talent in order to best serve the needs of our customers and communities. This will continue to be a point of emphasis for our Senior Management Team moving forward as we focus on assessing our branches and facilities of the future.

### Citizens Bank surpassed \$12 million in Net Income for the first time in our history.

There have been tremendous changes in banking since 1892 when staff would have to manually track all daily transactions and all customers had to come in-

person to have their needs met. In 2023, our customers are able to open new accounts, pay their bills, and transfer funds on their mobile phones from wherever they are. The branches of today have become information hubs where appointments can be set with our team members at times and places convenient to our customers. Even with all of the changes, there is a constant that remains the same

across these many decades: Citizens Bank continues to care deeply for the success of our communities, customers, team members, and shareholders.

Thank you for your continued support of Citizens Bank,

**Jeffrey L. Standafer,**  
President & CEO





## BOARD OF DIRECTORS



**Douglas R. Bruins**  
President (retired)  
Citizens Bank  
• DIRECTOR SINCE 1996 •

**M. Scott Connor, DDS, MD**  
Partner - Oral and  
Maxillofacial Surgery  
Associates, Ltd.  
• DIRECTOR SINCE 2018 •

**Warren E. Hansen Jr.**  
Owner - Farris, Hansen  
& Associates, Inc.  
• DIRECTOR SINCE 2007 •

**John P. Macy**  
Attorney - Municipal Law  
& Litigation Group, S.C.  
• DIRECTOR SINCE 2006 •

**Charles O. Miller Jr.**  
CEO & President (retired)  
Citizens Bank  
• CHAIRMAN SINCE 2019 •  
• DIRECTOR SINCE 1994 •

# OUR VISION, MISSION AND VALUES

### VISION:

The vision of Citizens Bank is to help people, businesses, and communities achieve financial success to build a better future.

### MISSION:

The mission of Citizens Bank is to combine the expertise of our team members with the convenience of technology to offer diverse products and services which will allow us to foster strong relationships within our communities, while providing a fair return to our shareholders.

### VALUES:

Citizens Bank believes in and aspires to create a culture that supports our team members, customers, communities, and shareholders.

**LOYALTY.** We will consistently show our dedication to building positive and trusting relationships.

**ACCOUNTABILITY.** Each team member will take responsibility for their role in the Bank, professional growth, and quality customer service.

**COLLABORATION.** We will work cooperatively as a team to achieve excellence.



## BOARD OF DIRECTORS



**Matthew S. Moroney, JD**  
President & COO -  
Wangard Partners, Inc.  
• DIRECTOR SINCE 2019 •

**Cheryl A. Sment**  
President - Interstate Sealant  
& Concrete, Inc.  
• DIRECTOR SINCE 2014 •

**Jeffrey L. Standafer**  
President & CEO -  
Citizens Bank  
• DIRECTOR SINCE 2019 •

**Ann T. Zess**  
President - Allan Integrated  
Control Systems, Inc.  
• DIRECTOR SINCE 2012 •

**OUR PEOPLE ARE  
COMMITTED TO  
DELIVERING EXCELLENCE  
IN COMMUNITY BANKING**

### SENIOR MANAGEMENT TEAM

**Jeffrey L. Standafer**  
President & Chief Executive Officer

**Stefanie Bonesteel**  
Senior Vice President - Marketing Manager

**Brett Engelking**  
Senior Vice President - Business Banking Manager

**Kelley Jensen**  
Senior Vice President - Mortgage and Consumer Lending Manager

**Sarah Oberthaler**  
Senior Vice President - Chief Administrative Officer

**Adam Raychel**  
Senior Vice President - Chief Financial Officer



## FINANCIAL HIGHLIGHTS

2022

2022 / 2021

Citizens Bank achieved record net income in 2022, crossing the \$12 million in earnings mark for the first time in its history.



NET INCOME:

\$12,855,156



+12.5% OVER 2021



RETURN ON ASSETS:

1.26%



+9.6% OVER 2021



DIVIDENDS PER SHARE:

\$3.50



+16.7% OVER 2021

YEARS ENDING DECEMBER 31  
(Dollars in thousands)

	2022	2021
<b>ASSETS</b>	<b>\$1,009,978</b>	<b>\$1,026,219</b>
<b>GROSS LOANS</b>	<b>\$675,497</b>	<b>\$608,568</b>
<b>DEPOSITS</b>	<b>\$879,215</b>	<b>\$896,692</b>
<b>OTHER BORROWINGS</b>	<b>\$15,000</b>	<b>\$5,000</b>
<b>STOCKHOLDER'S EQUITY</b>	<b>\$114,201</b>	<b>\$123,542</b>
<b>NET INCOME</b>	<b>\$12,855</b>	<b>\$11,430</b>
<b>DIVIDENDS</b>	<b>\$2,333</b>	<b>\$2,001</b>

AVERAGE BALANCES (UNAUDITED)

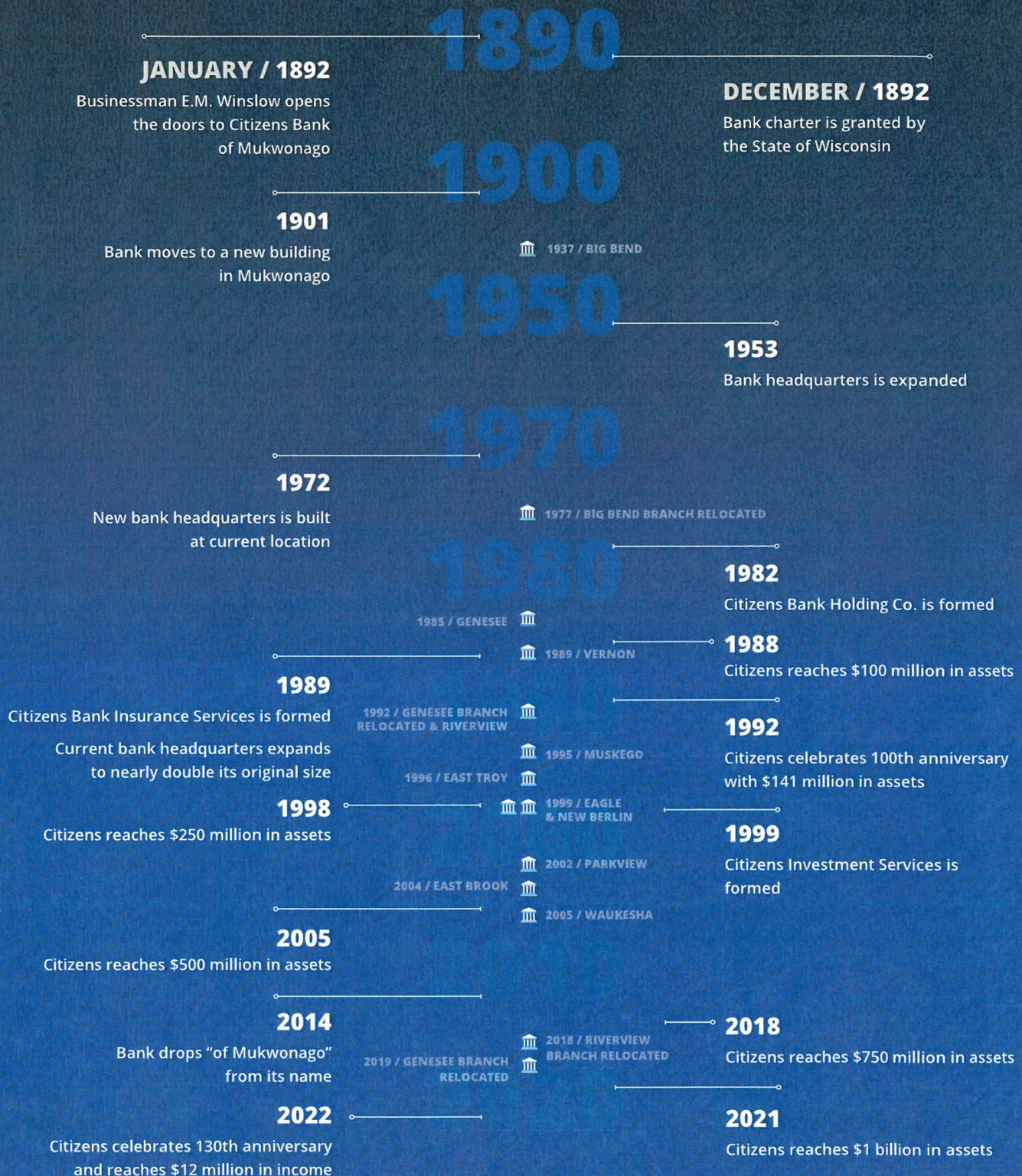
	2022	2021
<b>ASSETS</b>	<b>\$1,016,650</b>	<b>\$993,336</b>
<b>GROSS LOANS</b>	<b>\$641,510</b>	<b>\$610,879</b>
<b>DEPOSITS</b>	<b>\$898,869</b>	<b>\$866,762</b>
<b>OTHER BORROWINGS</b>	<b>\$3,051</b>	<b>\$4,567</b>
<b>STOCKHOLDER'S EQUITY</b>	<b>\$113,367</b>	<b>\$120,370</b>



## TIMELINE OF BANK HISTORY



BRANCH OPENINGS/RELOCATIONS





## CONSOLIDATED BALANCE SHEETS

Assets	2022	2021
Cash and Due from Banks	\$50,745,798	\$118,328,905
Federal Funds Sold	84,000	49,000
Cash and Cash Equivalents	50,829,798	118,377,905
Investment Securities:		
Available for Sale - At Fair Value	243,278,675	261,560,363
Held to Maturity - (Fair Value \$6,426,261 and \$9,013,412 at 2022 and 2021, respectively)	6,508,106	\$8,735,659
Loans Held For Sale		3,003,629
Loans, Net	667,474,819	600,530,543
Premises and Equipment, Net	8,303,353	8,577,284
Cash Surrender Value of Bank Owned Life Insurance	19,118,350	18,614,533
Accrued Interest Receivable and Other Assets	14,464,403	6,818,620
<b>Total Assets</b>	<b>\$1,009,977,504</b>	<b>\$1,026,218,536</b>
<b>Liabilities and Stockholders' Equity</b>		
Liabilities:		
Deposits:		
Noninterest Bearing	\$249,302,153	\$253,679,073
NOW Accounts	69,043,209	76,953,167
Money Market Accounts	250,109,468	242,877,094
Savings	203,857,066	195,652,639
Time	106,903,129	127,529,555
<b>Total Deposits</b>	<b>879,215,025</b>	<b>896,691,528</b>
Other Borrowings	15,000,000	5,000,000
Accrued Interest Payable and Other Liabilities	1,561,164	984,608
<b>Total Liabilities</b>	<b>895,776,189</b>	<b>902,676,136</b>
Stockholders' Equity		
Common stock, \$1 par value - 1,200,000 shares authorized and 800,000 issued - 667,176 and 666,787 shares outstanding at 2022 and 2021, respectively	800,000	800,000
Surplus	2,778,557	2,655,378
Retained Earnings	142,180,878	131,658,340
Treasury Stock, at cost, 132,824 and 133,213 shares at 2022 and 2021, respectively	(12,474,645)	(12,426,482)
Accumulated Other Comprehensive Income (Loss)	(19,083,475)	855,164
<b>Total Stockholders' Equity</b>	<b>114,201,315</b>	<b>123,542,400</b>
<b>Total Liabilities and Stockholders' Equity</b>	<b>\$1,009,977,504</b>	<b>\$1,026,218,536</b>

## CONSOLIDATED STATEMENTS OF INCOME

Interest and Dividend Income	2022	2021
Loans, Including Fees	\$28,850,485	\$29,145,138
Investment Securities:		
Taxable	3,131,402	1,865,593
Tax Exempt	1,597,931	1,515,072
Interest Bearing Deposits	1,011,288	189,374
Federal Funds Sold	8,192	810
Total Interest and Dividend Income	34,599,298	32,715,987
Interest Expense		
Deposits	2,300,716	2,129,659
Total Interest Expense	2,300,716	2,129,659
Net Interest and Dividend Income Before Provision for Loan Losses	32,298,582	30,586,328
Provision for Loan Losses	150,000	1,140,000
Net Interest and Dividend Income After Provision for Loan Losses	32,148,582	29,446,328
Noninterest Income		
Service Fees	4,073,500	4,176,834
Gain on Sales of Loans	389,111	3,618,937
Gain on Sales of Securities	6,675	-
Loan servicing income, net	346,837	87,766
Increase in Cash Surrender Value of Bank Owned Life Insurance	503,817	454,237
Other Income	146,419	88,406
Total Noninterest Income	5,466,359	8,426,180
Noninterest Expense		
Salaries	10,650,572	9,762,108
Employee Benefits	2,929,235	5,235,483
Occupancy Expenses	950,705	940,090
Equipment Expenses	2,889,932	3,011,573
Professional Fees	356,237	446,525
Other Expenses	2,894,332	2,865,930
Total Noninterest Expense	20,671,013	22,261,709
Income Before Income Taxes	16,943,928	15,610,799
Income Tax Expense	4,088,772	4,180,615
Net Income	\$12,855,156	\$11,430,184



## STATEMENTS OF STOCKHOLDERS' EQUITY

	Common Stock	Surplus	Retained Earnings	Treasury Stock	Accumulated Other Comprehensive Income (Loss)	Total Stock- holders' Equity
<b>January 1, 2021</b>	<b>\$800,000</b>	<b>\$2,556,028</b>	<b>\$122,229,088</b>	<b>\$(12,104,003)</b>	<b>\$2,226,388</b>	<b>\$115,707,501</b>
<b>Net Income - 2021</b>	-	-	<b>11,430,184</b>	-	-	<b>11,430,184</b>
<b>Other Comprehensive Loss</b>	-	-	-	-	<b>(1,371,224)</b>	<b>(1,371,224)</b>
<b>Purchase 2,237 shares of Treasury Stock</b>	-	-	-	<b>(400,564)</b>	-	<b>(400,564)</b>
<b>Reissuance of 954 shares of Treasury Stock</b>	-	<b>99,350</b>	-	<b>78,085</b>	-	<b>177,435</b>
<b>Dividends - \$3.00 per share</b>	-	-	<b>(2,000,932)</b>	-	-	<b>(2,000,932)</b>
<b>December 31, 2021</b>	<b>800,000</b>	<b>2,655,378</b>	<b>131,658,340</b>	<b>(12,426,482)</b>	<b>855,164</b>	<b>123,542,400</b>
<b>Net Income - 2022</b>	-	-	<b>12,855,156</b>	-	-	<b>12,855,156</b>
<b>Other Comprehensive Loss</b>	-	-	-	-	<b>(19,938,639)</b>	<b>(19,938,639)</b>
<b>Purchase 737 shares of Treasury Stock</b>	-	-	-	<b>(140,326)</b>	-	<b>(140,326)</b>
<b>Reissuance of 1,126 shares of Treasury Stock</b>	-	<b>123,179</b>	-	<b>92,163</b>	-	<b>215,342</b>
<b>Dividends - \$3.50 per share</b>	-	-	<b>(2,332,618)</b>	-	-	<b>(2,332,618)</b>
<b>December 31, 2022</b>	<b>\$800,000</b>	<b>\$2,778,557</b>	<b>\$142,180,878</b>	<b>\$(12,474,645)</b>	<b>\$(19,083,475)</b>	<b>\$114,201,315</b>

## SUMMARY OF OPERATIONS

(Unaudited)

(Dollars in thousands except per share data)

Years Ended December 31,

	2022	2021	2020	2019	2018
<b>Summary of Consolidated Income</b>					
<b>Interest Income</b>	<b>\$34,599</b>	<b>\$32,716</b>	<b>\$31,781</b>	<b>\$31,849</b>	<b>\$27,501</b>
<b>Interest Expense</b>	<b>2,300</b>	<b>2,130</b>	<b>4,621</b>	<b>6,229</b>	<b>4,434</b>
<b>Net Interest Income</b>	<b>32,299</b>	<b>30,586</b>	<b>27,160</b>	<b>25,620</b>	<b>23,067</b>
<b>Provision for Loan Losses</b>	<b>150</b>	<b>1,140</b>	<b>1,905</b>	<b>-</b>	<b>250</b>
<b>Net Interest Income After Provision for Loan Losses</b>	<b>32,149</b>	<b>29,446</b>	<b>25,255</b>	<b>25,620</b>	<b>22,817</b>
<b>Non-Interest Income</b>	<b>5,466</b>	<b>8,426</b>	<b>10,353</b>	<b>6,169</b>	<b>5,276</b>
	<b>37,615</b>	<b>37,872</b>	<b>35,608</b>	<b>31,789</b>	<b>28,093</b>
<b>Non-Interest Expense</b>	<b>20,671</b>	<b>22,261</b>	<b>20,230</b>	<b>19,117</b>	<b>17,419</b>
<b>Income (Loss) Before Income Taxes</b>	<b>16,944</b>	<b>15,611</b>	<b>15,378</b>	<b>12,672</b>	<b>10,674</b>
<b>Provision (Benefit) for Income Taxes</b>	<b>4,089</b>	<b>4,181</b>	<b>3,679</b>	<b>3,284</b>	<b>2,523</b>
<b>Net Income (Loss)</b>	<b>\$12,855</b>	<b>\$11,430</b>	<b>\$11,699</b>	<b>\$9,388</b>	<b>\$8,151</b>
<b>Year-End Assets</b>	<b>\$1,009,978</b>	<b>\$1,026,219</b>	<b>\$929,869</b>	<b>\$793,899</b>	<b>\$751,128</b>
<b>Average Assets</b>	<b>\$1,016,507</b>	<b>\$993,336</b>	<b>\$869,335</b>	<b>\$766,535</b>	<b>\$729,772</b>
<b>Year-End Equity Capital</b>	<b>\$114,201</b>	<b>\$123,542</b>	<b>\$115,708</b>	<b>\$103,593</b>	<b>\$93,396</b>
<b>Average Equity Capital</b>	<b>\$113,202</b>	<b>\$120,370</b>	<b>\$111,382</b>	<b>\$100,218</b>	<b>\$90,646</b>
<b>Return on Average Assets</b>	<b>1.26%</b>	<b>1.15%</b>	<b>1.35%</b>	<b>1.22%</b>	<b>1.12%</b>
<b>Return on Average Equity</b>	<b>11.36%</b>	<b>9.50%</b>	<b>10.50%</b>	<b>9.37%</b>	<b>8.99%</b>
<b>Book Value Per Share</b>	<b>\$171.17</b>	<b>\$185.28</b>	<b>\$173.20</b>	<b>\$153.70</b>	<b>\$137.55</b>
<b>Appraisal Value Per Share</b>	<b>\$194.00</b>	<b>\$199.75</b>	<b>\$180.00</b>	<b>\$173.50</b>	<b>\$151.00</b>
<b>Earnings (Loss) Per Share</b>	<b>\$19.28</b>	<b>\$17.12</b>	<b>\$17.42</b>	<b>\$13.87</b>	<b>\$11.98</b>
<b>Weighted Average Shares Outstanding</b>	<b>666,666</b>	<b>667,475</b>	<b>671,438</b>	<b>676,638</b>	<b>680,539</b>



The complete, audited Consolidated Financial Statements can be viewed by scanning the QR code or are available upon request.



## COMMUNITY INVOLVEMENT

Volunteering keeps our team members connected to the community and brings us closer to one another. We have a passion for helping others and find many ways to support our neighbors throughout the year. Here are some of the volunteer activities we participated in during 2022:



The complete list of organizations we supported in 2022 can be viewed by scanning the QR code



**ADOPT A HIGHWAY** In 2019, we adopted a stretch of Highway 83 between Wales and Genesee Depot. At least three times each year, a group of bank volunteers goes out to clean up the roadside.

**ERAS SENIOR NETWORK** Several times a year, we assemble a group of team members to help senior citizens served by ERAs, including helping with household and yard chores for seniors still living independently.



**THE WOMEN'S CENTER** Many of our Citizens team members teamed up to help at The Women's Center in Waukesha, gathering and donating wish list items. This is a great cause, and we fully support their mission to provide safety, shelter and support to empower all impacted by domestic abuse, sexual violence, child abuse and trafficking.



## CA\$H RESCUE FAIR

In 2017, Citizens Bank launched a savings program for kids called the Ca\$h Savings Club that features a Golden Retriever mascot, Ca\$h. In 2021, the bank hosted its first Ca\$h the Dog Rescue Fair to help our four-legged friends find their fur-ever homes with local families. The inaugural event was such a success we brought the rescue fair back in 2022.

# 2022

### RESCUE FAIR / BY THE NUMBERS

## 45

#### BANK VOLUNTEERS

(INCLUDES FAMILY MEMBERS)

## 10

#### SMALL, LOCAL RESCUES

## 24+

#### ADOPTABLE DOGS

## 10

#### DOGGO-RELATED VENDORS

## 5

#### OTHER GROUPS

(SERVICE AND POLICE, ETC.)

## 100s

#### FAMILIES IN ATTENDANCE





## MILESTONE ANNIVERSARY LUNCHEON

Each year, Citizens Bank recognizes team members celebrating milestone bank anniversaries with a special luncheon.



### 2022 MILESTONE ANNIVERSARIES

**BACK ROW, standing L to R:** Lisa Wiegert (10), Cindy Murdock (35), Sarah Oberthaler (15), Pat Woods (30), Jonathan Lloyd (30), Tom Haase (25), Kristie Whiteaker (25), April Berres (10), Barb Sutton (20), Lori Szolwinski (10)

**FRONT ROW, seated L to r:** Gail Sawicki (20), Jeff Standafer (host), DeAnne Conrad (35), Beth Keizer (15), Lowell Nuesse (20)

**NOT PICTURED:** Barb Kopp (20), Linda Milbrath (15), Jen Christensen (10), Heidi Bilgo (10)



## CUSTOMER SUCCESS STORIES



# WORKING TOGETHER,

We make our community a better place

**A GREAT EXAMPLE OF CITIZENS BANK SUPPORTING CUSTOMERS WITH GOALS OF MAKING OUR COMMUNITY STRONGER, AND JUST A BETTER PLACE TO LIVE.**



**Watch the  
testimonial here**

## UPI MANUFACTURING

Chief and Jeff Dretzka Jr. are a father and son of indigenous roots with a strong passion to make America stronger. Their company, UPI Manufacturing, started out as an underground contractor doing sewer and water work in and around the Milwaukee area. After the attacks of 9/11, they decided to pivot and work toward getting the American war fighter what they need. This Native American owned business, employing 70 people, outgrew its 24,000 square foot outfit and needed to expand.

When Citizens Bank entered the picture, we helped UPI secure a commercial mortgage refinance and a capital expenditures line of credit. The line of credit has allowed the business to reinvest in itself. "It changed the way we look at buying equipment," Chief says. "We buy equipment that we need when we need it, instead of when we can afford it. Citizens Bank made that possible for us."



**130** YEARS  
Serving the Community

Citizens Bank Holding, Inc.

262-363-6500 | [WWW.CITIZENBANK.BANK](http://WWW.CITIZENBANK.BANK)



Scan the QR code for shareholder  
inquiries and additional investor  
relations information

## **MINUTES OF THE COMMITTEE OF THE WHOLE MEETING**

### **Wednesday, August 2, 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  
Darlene Johnson  
John Meiners  
Scott Reeves  
Dale Porter  
Fred Winchowky

Also Present

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

Excused

Ken Johnson

#### **Comments from the Public**

Brad Zajork Mukwonago, was present to comment that he is available for "The Block" discussion if anyone has any questions.

#### **Approval of Minutes**

##### **Approval of Minutes from July 5, 2023**

Meiners/D Johnson motion to approve. Unanimously carried.

#### **Finance Committee, Trustee Darlene Johnson**

##### **Monthly Treasury Report and Revenue/Expenditure Guideline Report For June**

*(For information purposes only, no action required)*

#### **Discussion and possible recommendation to the Village Board to approve Accounts Payable Vouchers in the amount of \$371,458.25.**

D Johnson/Meiners motion to recommend approval. Unanimously carried.



**Discussion and possible recommendation to approve a Purchase Requisition for Miller Electric Enterprises in the amount of \$12,495 for the Village Board Room upgrades as budgeted in the Capital Improvement Program.**

D Johnson/Meiners motion to recommend approval. Unanimously carried.

**Discussion and possible recommendation on a Purchase Requisition from Lewis Sound & Video in the amount of \$16,844.04 as budgeted in the Capital Improvement Plan for Village Board Room Upgrades.**

D Johnson/Reeves motion to recommend approval. Unanimously carried.

**Discussion and possible recommendation on Resolution 2023-38 A Resolution to adopt an update to the Village of Mukwonago Purchasing Policy.**

Finance Director Doherty noted she is in the process of updating financial policies, no major changes, just cleaning up wording. It was noted Department Heads can approve up to 10,000, Admin and Finance Director up to \$25,000 then it is Board approval.

Trustee D Johnson asked if this amount should be lowered.

DPW Bittner noted that when its \$10,000 its acceptable. If it is over after that amount it's usually an emergency.

D Johnson/Meiners motion to recommend approval of Resolution 2023-38 A Resolution to adopt an update to the Village of Mukwonago Purchasing Policy

**Discussion and possible recommendation on Resolution 2023-39 a Resolution to approve an update to the Accounting Operations Policy.**

Finance Director Doherty noted this is how we keep the books. It is mainly updated concerning disbursements scanning invoices in and process how department heads approve.

D Johnson/Reeves motion to recommend approval. Unanimously carried.

**Preliminary review and discussion of 2024-2028 5 Year Capital Improvement Plan (CIP).**

Finance Director Doherty noted this is a summary of submissions from the department heads. She encourages members to sign in to the system and review the materials in the software program. This is very preliminary. No action or review was required at this time.

**Health and Recreation Committee, Trustee John Meiners**

**Discussion and possible recommendation on Trick or Treat hours for the Village of Mukwonago.**

Chief Streit noted since 2008 the Village has always had the last Sunday in October River Park Estates does their own trick or treat in their neighborhood.

Trustee Meiners prefers to leave alone.

Trustee Porter commented he has spoken to people who prefer to have it on a Saturday.

Trustee D Johnson noted everyone she spoke to was half and half. She suggested people come to the meeting to discuss.

Meiners/ Reeves motion to keep it last Sunday in October from 4-6pm.

Roll Call: "Yes" Trustee D. Johnson, Meiners, Reeves, Winchowky. "No" Trustee Brill, Porter.

Motion carried 4-2

**Reminder of the next concert in the 2023 Series at the Phantom Junction Stage at Indianhead Park on August 5, 2023.**



**Judicial Committee, Trustee Dale Porter**

Discussion and possible recommendation on a Temporary Retailers License for the Mukwonago Lions Foundation for the Phantom Junction Stage Concert Series event on September 8, 2023.

Porter/D Johnson motion to recommend approval. Unanimously carried.

**Library Board of Trustees, Trustee Eric Brill**

**Library Directors Report for the month of July 2023.**

(for information only, no action required)

**Public Works Committee, Trustee Eric Brill**

**John's Disposal Quarterly Report**

*(For Information Only, No Action Required)*

**PFAS testing Update from Utilities Director Wayne Castle**

Utilities Director Castle presented the levels where we were at. He has provided the limits and the results of both tests that were returned. There is no violation currently, but it is in the hazard index. He is still working out temporary treatment or filtration.

Trustee D Johnson noted some residents have asked about proximity to Phantom Lake. How close is this well to Phantom Lake. It is close to the YMCA camp. It is touching their property line off Hwy J.

Trustee Reeves asked if there has been a study, what it would cost to remedy the system is there a suggestion to abandon this well based on cost to remedy?

Castle noted capacity was his main concern created in Well 3 & 4 study, so Well 7 might not be necessary. The village has invested several million in Well 7 but it may be a business decision to shut down.

**Discussion and possible recommendation on Resolution 2023-35 a Resolution to Amend Parking Limitations for the Village of Mukwonago reflecting new restrictions on Grand Avenue.**

Brill/Meiners motion to recommend approval. Unanimously carried.

**Discussion and possible recommendation on Resolution 2023-36 a resolution to eliminate the letter of credit for Birchrock-Castle Senior Living at 210 McDivitt Lane.**

Brill/Porter motion to recommend approval. Unanimously carried.

**Discussion and possible recommendation on Change Order No 1 and final close out for Minor Park Pedestrian Culvert Crossing.**

Brill/Meiners motion to recommend approval. Unanimously carried.

President Winchowky noted prior to Closed Session he wanted to thank everyone for their hard work on National Night Out. Trustee Johnson noted they raised about \$900 for next year. Trustee Meiners noted they gave out about 800 snow cones from Rotary.

### **Closed Session**

Meiners/Brill motion to go into Closed Session pursuant to Wis. Stats. § 19.85(1)(e) (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) for negotiation with the Historical Society Red Brick Museum Lease, Associated Appraisal Contract, Development Agreement with Zip Main LLC, and McAdams Family parcel at 6:17pm.

Roll Call: "Yes" Trustee Brill, D. Johnson, Meiners, Porter, Reeves, Winchowky. Unanimously carried.

### **Reconvene into Open Session**

Meiners/Reeves motion to reconvene into open session pursuant to Wis. Stats. § 19.85(2) at 7:37pm.

Roll Call: "Yes" Trustee Brill, D. Johnson, Meiners, Porter, Reeves, Winchowky. Unanimously carried.

Brill/Porter motion to direct Attorney to create development agreement with Zip Main LLC

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

### **Adjournment**

Meeting adjourned at 7:38pm

Respectfully Submitted,

Diana Dykstra, MMC  
Village Clerk-Treasurer

PERIOD ENDING 07/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	67,500.00	43,685.93	23,814.07	64.72
PTAX	GENERAL PROPERTY TAX	3,208,321.00	2,653,437.94	554,883.06	82.70
TAXES	OTHER TAXES	440,234.00	249,576.91	190,657.09	56.69
IGOVTRV	INTERGOVERNMENTAL REVENUES	854,295.00	542,366.67	311,928.33	63.49
LICPER	LICENSES & PERMITS	451,537.00	163,426.34	288,110.66	36.19
LAWORD	FINES & FORFEITURES	173,000.00	80,413.64	92,586.36	46.48
PUBCHGS	PUBLIC CHARGES FOR SERVICES	30,488.00	11,112.95	19,375.05	36.45
LEISURE	LEISURE ACTIVITIES	72,000.00	19,850.02	52,149.98	27.57
IGOVTC	INTERGOVERNMENTAL CHARGES	202,833.00	113,039.01	89,793.99	55.73
INVTINC	INVESTMENT INCOME	68,000.00	210,529.98	(142,529.98)	309.60
TOTAL REVENUES		5,568,208.00	4,087,439.39	1,480,768.61	73.41
Expenditures					
5111	VILLAGE BOARD	70,563.00	27,947.88	42,615.12	39.61
5112	HISTORIC PRESERVATION	290.00	0.00	290.00	0.00
5120	MUNICIPAL COURT	38,954.00	26,093.36	12,860.64	66.99
5130	VILLAGE ATTORNEY	118,750.00	31,298.93	87,451.07	26.36
5141	VILLAGE ADMINISTRATOR	196,051.00	95,387.64	100,663.36	48.65
5142	CLERK-TREASURER	266,321.00	124,843.21	141,477.79	46.88
5144	ELECTIONS	28,150.00	8,927.22	19,222.78	31.71
5145	FINANCE DEPARTMENT	71,273.00	24,902.17	46,370.83	34.94
5150	IT SERVICES	15,000.00	3,905.00	11,095.00	26.03
5151	INDEPENDENT AUDITING	14,000.00	7,126.29	6,873.71	50.90
5153	ASSESSMENT OF PROPERTY	22,050.00	10,508.04	11,541.96	47.66
5154	RISK & PROPERTY INSURANCE	128,103.00	68,436.77	59,666.23	53.42
5160	VILLAGE HALL	50,816.00	26,121.38	24,694.62	51.40
5191	UNCOLLECTED TAX	0.00	13,752.87	(13,752.87)	100.00
5211	POLICE ADMINISTRATION	1,288,048.00	694,080.72	593,967.28	53.89
5212	POLICE PATROL	1,115,941.00	599,528.06	516,412.94	53.72
5213	CRIME INVESTIGATION	252,396.00	133,712.63	118,683.37	52.98
5215	POLICE TRAINING	12,000.00	1,627.65	10,372.35	13.56
5220	FIRE STATION (VILLAGE)	8,706.00	5,298.81	3,407.19	60.86
5235	EMERGENCY GOVERNMENT	2,000.00	834.00	1,166.00	41.70
5241	BUILDING INSPECTOR	301,443.00	158,987.59	142,455.41	52.74
5247	BOARD OF APPEALS	1,150.00	50.00	1,100.00	4.35
5254	DAMS	10,226.00	7,321.09	2,904.91	71.59
5300	DPW GENERAL ADMINISTRATION	351,899.00	207,335.79	144,563.21	58.92
5323	GARAGE	68,148.00	34,660.70	33,487.30	50.86
5324	MACHINERY & EQUIPMENT	117,218.00	73,338.23	43,879.77	62.57
5335	ENGINEERING	75,000.00	12,861.00	62,139.00	17.15
5341	STREETS & ALLEYS	20,205.00	5,272.68	14,932.32	26.10
5342	STREET LIGHTING	190,250.00	86,705.95	103,544.05	45.57
5343	CURBS GUTTERS & SIDEWALKS	5,572.00	717.26	4,854.74	12.87
5344	STORM SEWER	13,950.00	2,812.72	11,137.28	20.16
5345	STREET CLEANING	18,472.00	4,004.68	14,467.32	21.68
5346	BRIDGES & CULVERTS	1,530.00	0.00	1,530.00	0.00
5347	SNOW & ICE CONTROL	117,094.00	78,018.31	39,075.69	66.63
5348	STREET SIGNS & MARKINGS	20,800.00	9,665.44	11,134.56	46.47
5362	GARBAGE COLLECTION	4,073.00	4,014.46	58.54	98.56
5431	ANIMAL POUND	2,600.00	2,420.00	180.00	93.08
5512	MUSEUM	11,940.00	5,862.72	6,077.28	49.10
5521	PARKS	196,770.00	95,954.81	100,815.19	48.76
5522	CELEBRATIONS	7,867.00	6,394.27	1,472.73	81.28
5611	FORESTRY	28,009.00	26,288.73	1,720.27	93.86
5613	WEED CONTROL	243.00	151.72	91.28	62.44
5632	PLANNING DEPARTMENT	165,974.00	74,108.10	91,865.90	44.65
5660	STORMWATER MASTER PLAN	11,250.00	7,580.32	3,669.68	67.38
5670	ECONOMIC DEVELOPMENT	56,113.00	32,392.20	23,720.80	57.73
5900	OTHER FINANCING USES	71,000.00	39,000.00	32,000.00	54.93
TOTAL EXPENDITURES		5,568,208.00	2,880,251.40	2,687,956.60	51.73
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		5,568,208.00	4,087,439.39	1,480,768.61	73.41
TOTAL EXPENDITURES		5,568,208.00	2,880,251.40	2,687,956.60	51.73
NET OF REVENUES & EXPENDITURES		0.00	1,207,187.99	(1,207,187.99)	100.00

PERIOD ENDING 07/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	48,173.00	22,927.67	25,245.33	47.59
PTAX	GENERAL PROPERTY TAX	605,081.00	352,963.94	252,117.06	58.33
EBIX	EBIX REVENUES	1,073,143.00	810,253.92	262,889.08	75.50
IGOVTRV	INTERGOVERNMENTAL REVENUES	99,832.00	66,284.75	33,547.25	66.40
PUBCHGS	PUBLIC CHARGES FOR SERVICES	100.00	1,245.00	(1,145.00)	1,245.00
IGOVTC	INTERGOVERNMENTAL CHARGES	605,081.00	352,963.94	252,117.06	58.33
INVTINC	INVESTMENT INCOME	660.00	12,604.82	(11,944.82)	1,909.82
TOTAL REVENUES		2,432,070.00	1,619,244.04	812,825.96	66.58
Expenditures					
5140	ADMINISTRATIVE & GENERAL	27,869.00	16,256.87	11,612.13	58.33
5221	FIRE ADMINISTRATION	1,065,202.00	566,922.08	498,279.92	53.22
5222	FIRE SUPPRESSION	60,380.00	20,514.55	39,865.45	33.98
5223	FIRE TRAINING	27,429.00	10,184.47	17,244.53	37.13
5231	AMBULANCE	355,754.00	206,420.84	149,333.16	58.02
5232	AMBULANCE TRAINING	14,738.00	5,143.76	9,594.24	34.90
5233	REFERENDUM FUNDED STAFFING	679,116.00	82,884.03	596,231.97	12.20
5700	CAPITAL OUTLAY EXPENDITURES	38,000.00	13,290.27	24,709.73	34.97
5880	USE OF GRANTS/DONATIONS	0.00	14,923.97	(14,923.97)	100.00
5900	OTHER FINANCING USES	163,582.00	0.00	163,582.00	0.00
TOTAL EXPENDITURES		2,432,070.00	936,540.84	1,495,529.16	38.51
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		2,432,070.00	1,619,244.04	812,825.96	66.58
TOTAL EXPENDITURES		2,432,070.00	936,540.84	1,495,529.16	38.51
NET OF REVENUES & EXPENDITURES		0.00	682,703.20	(682,703.20)	100.00

PERIOD ENDING 07/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	200.00	333.37	(133.37)	166.69
UTILREV	UTILITY REVENUES	2,184,000.00	1,039,937.70	1,144,062.30	47.62
CONTRIB	CONTRIBUTED CAPITAL	120,000.00	28,630.65	91,369.35	23.86
MISCINC	MISC INCOME UTILITIES	147,200.00	202,272.49	(55,072.49)	137.41
IGOVTC	INTERGOVERNMENTAL CHARGES	1,000.00	1,095.90	(95.90)	109.59
INVTINC	INVESTMENT INCOME	18,675.00	58,390.90	(39,715.90)	312.67
TOTAL REVENUES		2,471,075.00	1,330,661.01	1,140,413.99	53.85
Expenditures					
5140	ADMINISTRATIVE & GENERAL	0.00	3.30	(3.30)	100.00
5900	OTHER FINANCING USES	279,257.00	15,000.00	264,257.00	5.37
6200	PUMPING OPERATIONS	142,281.00	71,004.60	71,276.40	49.90
6210	PUMPING MAINTENANCE	94,742.00	12,888.59	81,853.41	13.60
6300	WATER TREATMENT OPERATIONS	75,121.00	41,397.96	33,723.04	55.11
6310	WATER TREATMENT MAINTENANCE	27,582.00	7,007.32	20,574.68	25.41
6450	T&D-DISTR RSRVR/STNDP MAINT	3,683.00	1,383.97	2,299.03	37.58
6451	T&D-MAINS MAINTENANCE	47,130.00	9,235.70	37,894.30	19.60
6452	T&D-SERVICES MAINTENANCE	42,320.00	20,067.52	22,252.48	47.42
6453	T&D-METERS MAINTENANCE	27,244.00	29,529.48	(2,285.48)	108.39
6454	T&D-HYDRANTS MAINTENANCE	47,861.00	16,931.74	30,929.26	35.38
6901	METER READING LABOR	8,236.00	1,214.11	7,021.89	14.74
6902	ACCOUNTING & COLLECTING LABOR	84,865.00	47,596.53	37,268.47	56.08
6920	ADMINISTRATIVE & GENERAL EXP	1,042,300.00	496,388.89	545,911.11	47.62
TOTAL EXPENDITURES		1,922,622.00	769,649.71	1,152,972.29	40.03
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,471,075.00	1,330,661.01	1,140,413.99	53.85
TOTAL EXPENDITURES		1,922,622.00	769,649.71	1,152,972.29	40.03
NET OF REVENUES & EXPENDITURES		548,453.00	561,011.30	(12,558.30)	102.29

PERIOD ENDING 07/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL  
 SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 620 - SEWER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	400.00	475.80	(75.80)	118.95
OFS	OTHER FINANCING SOURCES	15,000.00	15,000.00	0.00	100.00
UTILREV	UTILITY REVENUES	1,825,440.00	947,140.19	878,299.81	51.89
LICPER	LICENSES & PERMITS	119,800.00	18,170.00	101,630.00	15.17
CONTRIB	CONTRIBUTED CAPITAL	56,000.00	9,163.20	46,836.80	16.36
MISCINC	MISC INCOME UTILITIES	175,000.00	149,524.87	25,475.13	85.44
INVSTINC	INVESTMENT INCOME	35,580.00	92,047.33	(56,467.33)	258.71
TOTAL REVENUES		2,227,220.00	1,231,521.39	995,698.61	55.29
Expenditures					
5140	ADMINISTRATIVE & GENERAL	0.00	3.30	(3.30)	100.00
5900	OTHER FINANCING USES	64,949.00	0.00	64,949.00	0.00
8010	WWTP-TREATMENT/DISPOSAL/GP	575,971.00	318,193.25	257,777.75	55.24
8020	LIFT STATIONS/PUMPING EQUIP	27,627.00	11,434.19	16,192.81	41.39
8030	WASTEWATER COLLECTION SYSTEM	73,308.00	15,940.25	57,367.75	21.74
8300	ACCOUNTING/COLLECTING	82,365.00	47,101.68	35,263.32	57.19
8400	ADMINISTRATIVE & GENERAL	673,016.00	297,881.15	375,134.85	44.26
TOTAL EXPENDITURES		1,497,236.00	690,553.82	806,682.18	46.12
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		2,227,220.00	1,231,521.39	995,698.61	55.29
TOTAL EXPENDITURES		1,497,236.00	690,553.82	806,682.18	46.12
NET OF REVENUES & EXPENDITURES		729,984.00	540,967.57	189,016.43	74.11

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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MUKWONAGO

Page: 5/5

PERIOD ENDING 07/31/2023

PRELIMINARY DECEMBER BUDGET TO ACTUAL

SELECT FUNDS

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		12,698,573.00	8,268,865.83	4,429,707.17	65.12
TOTAL EXPENDITURES - ALL FUNDS		11,420,136.00	5,276,995.77	6,143,140.23	46.21
NET OF REVENUES & EXPENDITURES		1,278,437.00	2,991,870.06	(1,713,433.06)	234.03



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

100-111xxx	General Fund	3,937,442.00	219,604.49	2,636,297.71	1,081,539.80
100-111005/020/033	Checking/MRA/Accrued Sick	1,102,580.03	668,483.18	309,108.64	124,988.21
150-111300	Fire Department	947,198.07	789,397.88	157,800.19	
200-110xxx	Community Development (Deback)	1,262,444.99	25,623.48	1,236,821.51	
210-111xxx	Wisc Development - RLF	128,080.52	128,080.52	-	-
220-111xxx	TID#3-General	816,839.72	409,997.08	392,939.25	13,903.39
240-111xxx	TID#4-General	378,949.81	156,110.82	222,838.99	
250-111xxx	TID#5-General	4,225,070.60	315,432.46	3,909,638.14	
300-111xxx	Debt Service	1,893,709.32	4,944.39	1,888,764.93	
320-111300	Fire Department Designated	172,858.28	87.10	172,771.18	
340-111xxx	Village Designated Funds	673,866.67	129,807.27	544,059.40	
350-111xxx	American Rescue Plan Act	880,398.49		880,398.49	
410-111300	Recycling	240,944.76	137,394.30	103,550.46	
430-111300	Capital Equipment	673,551.91	90,201.73	583,350.18	
440-111xxx	Library	414,954.66	184,555.46	230,399.20	
480-111xxx	Capital Improvement Funds	4,312,394.63	223,502.06	3,633,812.43	455,080.14
500-111300	Stormwater District #1	55,590.26	38,810.97	16,779.29	
600-111xxx	Impact Fees	128,283.24	91,100.92	37,182.32	
720-111xxx	Taxroll	1,559,417.03	1,372,117.69	187,299.34	
810-111xxx	Parkland Site	248,594.54	22,023.95	226,570.59	
TOTAL		24,053,169.53	5,007,275.75	17,370,382.24	1,675,511.54

#### WATER UTILITY

610-111300	Cash	1,300,516.19	1,300,516.19		
610-111200	Bonds & Unrestricted Cash	542,319.89		542,319.89	
610-111400	Long Term Debt	26,927.73			26,927.73
610-111050	Current Year Debt Reserve	257,030.04	257,030.04	-	
610-111060	Required Debt Reserve	537,098.91	-	117,454.63	419,644.28
610-111080	Impact Fee	32,106.60	28,489.11	3,617.49	
610-111033	Accrued Sick Pay	9,853.99		9,853.99	-
TOTAL		2,705,853.35	1,586,035.34	673,246.00	446,572.01

#### SEWER UTILITY

620-111300	Cash	411,141.24	411,141.24		
620-111200	Bonds & Unrestricted Cash	1,199,878.53		1,199,878.53	
610-111400	Long Term Debt	128,521.40			128,521.40
620-111030	Sewer Connection Fee	221,911.28	19,158.25	202,753.03	-
620-111060	Required Debt Reserve	850,577.21	-	117,704.47	732,872.74
620-111050	Current Year Debt Reserve	442,154.49	442,154.49	-	
620-111070	Equipment Replacement Fund	751,980.87	-	557,061.01	194,919.86
620-111080	Impact Fee	15,925.32	9,313.78	6,611.54	
620-111033	Accrued Sick Pay	9,854.00		9,854.00	-
TOTAL		4,031,944.34	881,767.76	2,093,862.58	1,056,314.00

GRAND TOTAL	30,790,967.22	7,475,078.85	20,137,490.82	3,178,397.55
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Prepared by Diana Doherty

balance check

30,790,967.22

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## Accounts Payable Cover Sheet

<b>Report:</b>	<b>Period or corresponding report date</b>		
Village Accounts Payable	8/31/2023	\$	319,588.70
Library Accounts Payable	8/14/2023	\$	20,561.72
Charter Communications/Spectrum (ach withdrawal)	8/9/2023	\$	1,794.93
US Bank (ach withdrawal)	8/23/2023	\$	18,060.26
We Energies (ach withdrawal)	8/9/2023	\$	41,351.98
Check Disbursement - Court	8/14/2023	\$	3,626.44
Check Disbursement - Invoice Cloud & DOR Qtrly Tax and TID Fee	8/7/2023	\$	1,596.87
Check Disbursement - School Tax Levy and Fist Dollar Credit	8/1/2023	\$	1,387,492.27
Check Disbursement - Postage & Payroll Processing Fees	8/1/2023	\$	1,197.65
Check Disbursement - Concert Series	8/4/2023	\$	900.00
Check Disbursement - Unemployment	8/9/2023	\$	313.00
Check Disbursement - Payroll Related	8/3/2023	\$	8,106.48
Check Disbursement - Payroll Related	8/17/2023	\$	164,003.32
<b>Total for Approval:</b>		<b>\$</b>	<b><u>1,968,593.62</u></b>

The preceding list of bills payable was approved for payment

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO  
POST DATES 09/07/2023 - 09/07/2023  
UNJOURNALIZED OPEN  
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: ALSCO						
IMIL1937088	PD AUGUST 10 MAT CLEANING	100-5211-539400	43.93	43.93	POLICE	09/07/2023
IMIL1935073	VILLAGE HALL WALK OFF MATS	100-5160-521900	88.23	88.23	DPW	09/07/2023
IMIL1943005	VILLAGE HALL WALKOFF MATS	100-5160-521900	88.23	88.23	DPW	09/07/2023
IMIL1941059	PD MAT CLEANING SERVICE	100-5211-539400	42.66	42.66	POLICE	09/07/2023
TOTAL VENDOR ALSCO				263.05		
VENDOR NAME: AMAZON CAPITOL SERVICES						
1L3N7MVDW4FD	QUICK HITCH TOP HOOK	100-5324-539500	27.89	27.89	DPW	09/07/2023
1M9GQ31GPDGF	PET WASTE STATION AND BAGS	100-5521-531100	212.63	212.63	DPW	09/07/2023
IKN4JPFKGHHG	TOOL ORGANIZER	100-5323-531100	29.05	29.05	DPW	09/07/2023
1VWMT9F37DJQ	PAPER	100-5241-531100	2.79	77.92	ALLOCATE	09/07/2023
		100-5142-531100	2.79			
		100-5145-531100	2.78			
		100-5141-531100	2.79			
		100-5632-531100	2.79			
		100-5142-531100	63.98			
TOTAL VENDOR AMAZON CAPITOL SERVICES				347.49		
VENDOR NAME: ASSOCIATED TRUST CO.						
24567	ANNUAL FEE GO PROM NOTE 2016A	300-5800-581300	475.00	475.00	FINANCE	09/07/2023
24568	ANNUAL FEE W/S REV BOND 2016B	610-6920-693000	237.50	475.00	FINANCE	09/07/2023
		620-8400-856000	237.50			
TOTAL VENDOR ASSOCIATED TRUST CO.				950.00		
VENDOR NAME: AT & T MOBILITY						
287291370101081520	PD CELL PHONES AND CRADLEPOINT	100-5211-522500	542.75	542.75	POLICE	09/07/2023
TOTAL VENDOR AT & T MOBILITY				542.75		
VENDOR NAME: BAKER TILLY US, LLP						
BT2494121	FINAL BILL - 2022 AUDIT	100-5151-521900	260.00	1,500.00	FINANCE	09/07/2023
		150-5221-521900	76.15			
		200-5141-521900	154.30			
		410-5363-521900	29.39			
		430-5141-521900	31.73			
		440-5511-521900	52.21			
		480-5151-521900	144.60			
		500-5344-521900	1.62			
		220-5151-521900	59.86			
		240-5151-521900	15.98			
		250-5151-521900	409.18			
		610-6920-692300	140.56			
		620-8400-852000	124.42			
TOTAL VENDOR BAKER TILLY US, LLP				1,500.00		
VENDOR NAME: BLACKBURN MFG. CO.						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: BLACKBURN MFG. CO.						
0714603-IN	LOCATING SUPPLIES	610-6920-693000	146.52	293.03	UTILITIES	09/07/2023
		620-8400-856000	146.51			
0714603-IN DPW	STORMSEWER MARKING FLAGS	100-5344-539500	180.40	180.40	DPW	09/07/2023
0715332-IN	MARKING PAINT	610-6451-665100	29.94	59.88	UTILITIES	09/07/2023
		610-6452-665200	29.94			
TOTAL VENDOR BLACKBURN MFG. CO.				533.31		
VENDOR NAME: BOB LURIE GLASS CORP.						
90706	VH EMERGENCY EGRESS WINDOW	480-5700-573000	3,892.00	3,892.00	FINANCE	09/07/2023
TOTAL VENDOR BOB LURIE GLASS CORP.				3,892.00		
VENDOR NAME: BOUND TREE MEDICAL LLC						
85047754	EMS SUPPLIES	150-5231-531100	468.86	468.86	FIRE	09/07/2023
TOTAL VENDOR BOUND TREE MEDICAL LLC				468.86		
VENDOR NAME: BROOKS TRACTOR						
M69766	LOADER PARTS	620-8010-825500	616.85	616.85	UTILITIES	09/07/2023
M69765	LOADER PARTS	620-8010-825500	415.00	415.00	UTILITIES	09/07/2023
TOTAL VENDOR BROOKS TRACTOR				1,031.85		
VENDOR NAME: C & M AUTO PARTS INC						
6079-371996	3452 BRAKE PADS	150-5231-539500	53.34	53.34	FIRE	09/07/2023
6079-371999	3452 BRAKE CALIPERS	150-5231-539500	144.42	144.42	FIRE	09/07/2023
6079-371585	STOCK HOSE	100-5323-531100	18.52	18.52	DPW	09/07/2023
6079-371524	SHOP TOOLS	100-5323-531100	27.47	27.47	DPW	09/07/2023
6079-371321	SHOP SUPPLIES/ INTAKE CLEANER	100-5323-531100	16.99	16.99	DPW	09/07/2023
6079-371921	SQUAD OIL FILTER	100-5212-539500	21.54	21.54	POLICE	09/07/2023
6079-372351	TORO FREON	100-5324-539500	21.24	21.24	DPW	09/07/2023
6079-372220	OIL SEAL	100-5324-539500	24.12	24.12	DPW	09/07/2023
TOTAL VENDOR C & M AUTO PARTS INC				327.64		
VENDOR NAME: CENTRAL OFFICE SYSTEMS						
80679320	COPIER INVOICE	150-5221-531100	92.00	92.00	FIRE	09/07/2023
80679295	AUGUST 2023 LEASE PAYMENT 458	100-5142-531200	19.64	165.00	ALLOCATE	09/07/2023
		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			

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: CENTRAL OFFICE SYSTEMS						
TOTAL VENDOR CENTRAL OFFICE SYSTEMS				257.00		
VENDOR NAME: CENTURY SPRINGS BOTTLING 5489689	VH/DPW DRINKING WATER	100-5323-531100	30.96	68.90	DPW	09/07/2023
		100-5160-531100	37.94			
5489695	LAB SUPPLIES	620-8010-826000	65.90	65.90	UTILITIES	09/07/2023
TOTAL VENDOR CENTURY SPRINGS BOTTLING				134.80		
VENDOR NAME: CINTAS						
4164378756	UNIFORM SERVICE	610-6920-693000	74.30	148.60	UTILITIES	09/07/2023
		620-8400-856000	74.30			
4164378656	SATFF UNIFORMS AND SHOP SUPPLES	100-5323-531100	113.18	113.18	DPW	09/07/2023
4165137801	UNIFORM SERVICE	620-8400-856000	63.32	126.64	UTILITIES	09/07/2023
		610-6920-693000	63.32			
4165137820	STAFF UNIFORMS AND SHOP SUPPLIES	100-5323-531100	170.10	170.10	DPW	09/07/2023
TOTAL VENDOR CINTAS				558.52		
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY						
301186080823	COLUMBIA SOUTHERN TUITION- ZAJICHEK	100-5212-516300	845.00	845.00	POLICE	09/07/2023
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY				845.00		
VENDOR NAME: CONLEY MEDIA, LLC						
6362410823-2 CLERK	LIQUOR LICENSE PUBLICATIONS	100-5142-531200	49.48	49.48	CLERK	09/07/2023
6362410823-2 DPW	INDIAN HEAD	480-5700-584900	89.62	89.62	DPW	09/07/2023
TOTAL VENDOR CONLEY MEDIA, LLC				139.10		
VENDOR NAME: CORE & MAIN LP						
T365725	WELL #7 ISOLATION VALVE PARTS	610-6451-665100	12,395.16	12,395.16	UTILITIES	09/07/2023
T369228	METER READING HARDWARE	610-6453-664100	147.69	147.69	UTILITIES	09/07/2023
T309590	WATER SERVICE PARTS	610-6452-665200	766.22	766.22	UTILITIES	09/07/2023
TOTAL VENDOR CORE & MAIN LP				13,309.07		
VENDOR NAME: COUNTY WIDE EXTINGUISHER, INC						
31015	STATION #1 HOOD CLEANING AND INSPECTION	100-5220-539400	140.50	140.50	DPW	09/07/2023
TOTAL VENDOR COUNTY WIDE EXTINGUISHER, INC				140.50		
VENDOR NAME: CRAIG D CHILDS, PHD, S.C.						
3487	FT PSYCHOLIGICAL EXAM	150-5221-521900	500.00	500.00	FIRE	09/07/2023
TOTAL VENDOR CRAIG D CHILDS, PHD, S.C.				500.00		
VENDOR NAME: CRIVELLO CARLSON S.C.						

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: CRIVELLO CARLSON S.C.						
5331-191489	LEGAL SERVICES THRU 7/31/23	100-5632-521900	200.00	3,400.00	FINANCE	09/07/2023
		610-6920-692300	100.00			
		100-5142-521900	80.00			
		100-5130-521900	3,020.00			
5331-191490	LEGAL SERVICES THRU 7-31-23	610-6920-692300	80.00	80.00	FINANCE	09/07/2023
TOTAL VENDOR CRIVELLO CARLSON S.C.				3,480.00		
VENDOR NAME: CUMMINS SALES AND SERVICE						
F6-60103	RIVER PARK LS-GEN. CHARGING SYSTEM REPAI	620-8020-832000	773.21	773.21	UTILITIES	09/07/2023
TOTAL VENDOR CUMMINS SALES AND SERVICE				773.21		
VENDOR NAME: DYKSTRA DIANA						
AUG 2023 MILEAGE	MILEAGE CLERKS CONFERENCE	100-5144-533200	218.77	218.77	CLERK	09/07/2023
TOTAL VENDOR DYKSTRA DIANA				218.77		
VENDOR NAME: DYNAMIC AWARDS						
21411	BALLOT PRINTER SIGNS	100-5144-531200	25.00	25.00	CLERK	09/07/2023
TOTAL VENDOR DYNAMIC AWARDS				25.00		
VENDOR NAME: E. & B. SCALE SERVICES, INC						
7671	SCALE CERTIFY AND MAINTENANCE	620-8010-826000	125.00	125.00	UTILITIES	09/07/2023
TOTAL VENDOR E. & B. SCALE SERVICES, INC				125.00		
VENDOR NAME: EAGLE ENGRAVING						
2023-4998	STAFF ACCOUNTABILITY TAGS AND LOCKER TAG	150-5222-531100	191.50	191.50	FIRE	09/07/2023
TOTAL VENDOR EAGLE ENGRAVING				191.50		
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS						
2578539	EMS SUPPLIES	150-5231-531100	98.64	98.64	FIRE	09/07/2023
2578534	EMS SUPPLIES	150-5231-531100	700.42	700.42	FIRE	09/07/2023
2576580	EMS SUPPLIES	150-5231-531100	30.76	30.76	FIRE	09/07/2023
2575200	EMS SUPPLIES	150-5231-531100	219.51	219.51	FIRE	09/07/2023
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS				1,049.33		
VENDOR NAME: ENVIRONMENT CONTROL						
28492-613	VILLAGE HALL CLEANING	100-5160-521900	698.00	698.00	DPW	09/07/2023
TOTAL VENDOR ENVIRONMENT CONTROL				698.00		
VENDOR NAME: ENVIROTECH EQUIPMENT						
22-0021907	JETTER NOZZLE REPLACEMENT	620-8030-831000	3,277.50	3,277.50	UTILITIES	09/07/2023
TOTAL VENDOR ENVIROTECH EQUIPMENT				3,277.50		
VENDOR NAME: EXCEL BUILDING SERVICES LLC						
4058	PD BUILDING CLEANING	100-5211-539400	975.00	975.00	POLICE	09/07/2023
TOTAL VENDOR EXCEL BUILDING SERVICES LLC				975.00		
VENDOR NAME: FRED SCHNOOK						
082523	HOTEL - CONFERENCE	100-5141-533500	342.70	342.70	ADMIN	09/07/2023

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: FRED SCHNOOK						
	TOTAL VENDOR FRED SCHNOOK			342.70		
VENDOR NAME: GENERAL FIRE EQUIPMENT CO						
149895	3488 SIREN SPEAKER REPLACEMENT	150-5231-539500	233.40	233.40	FIRE	09/07/2023
	TOTAL VENDOR GENERAL FIRE EQUIPMENT CO			233.40		
VENDOR NAME: GOURDOUX LINDA						
AUG 2023 MILEAGE	MILEAGE CONFERENCES	100-5142-533200	161.13	161.13	CLERK	09/07/2023
	TOTAL VENDOR GOURDOUX LINDA			161.13		
VENDOR NAME: GRAINGER						
9795646489	LEAD TESTING KITS	610-6300-663200	29.36	29.36	UTILITIES	09/07/2023
	TOTAL VENDOR GRAINGER			29.36		
VENDOR NAME: GRANICUS						
170247	GRANICUS AGENDA MANAGEMENT CONTRACT	100-5142-521900	3,860.53	3,860.53	CLERK	09/07/2023
169827	TRANSPARENCY SUITE CAMERA ENCODER	100-5142-521900	4,702.24	4,702.24	CLERK	09/07/2023
	TOTAL VENDOR GRANICUS			8,562.77		
VENDOR NAME: HAHN ACE HARDWARE						
AUG 2023 UTILITIES	VARIOUS HARDWARE, TOOLS, AND SUPPLIES	620-8010-827000	357.00	436.16	UTILITIES	09/07/2023
		610-6210-662500	15.16			
		610-6210-662500	60.00			
		620-8010-834000	4.00			
AUG 2023 DPW	PARK SUPPLIES	100-5521-531100	82.93	82.93	DPW	09/07/2023
AUG 2023 LIBRARY	BATTERIES	440-5511-531100	16.19	16.19	LIBRARY	09/07/2023
AUG 2023 POLICE	PAINT ROLLER	100-5211-539400	3.59	3.59	POLICE	09/07/2023
AUG 2023 FIRE	ACE HARDWARE INVOICE	150-5231-539500	2.24	20.28	FIRE	09/07/2023
		150-5221-539500	18.04			
	TOTAL VENDOR HAHN ACE HARDWARE			559.15		
VENDOR NAME: HAWKINS WATER TREATMENT						
6560679	CHEMICALS-WATER TREATMENT	610-6300-663100	3,622.47	3,622.47	UTILITIES	09/07/2023
6551140	CHEMICALS FOR WATER TREATMENT	610-6300-663100	50.00	50.00	UTILITIES	09/07/2023
6545439	CHEMICAL FEED FITTINGS	620-8010-824000	111.45	111.45	UTILITIES	09/07/2023
	TOTAL VENDOR HAWKINS WATER TREATMENT			3,783.92		
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,						
55083	PROSECUTIONS	100-5130-521900	870.00	870.00	FINANCE	09/07/2023
	TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,			870.00		
VENDOR NAME: HOME DEPOT						
AUGUST 2023	MISC SUPPLIES	100-5521-531100	219.71	458.26	DPW	09/07/2023
		100-5160-539500	15.26			
		100-5324-539500	115.00			
		100-5344-539500	108.29			

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: HOME DEPOT					
TOTAL VENDOR HOME DEPOT			458.26		
VENDOR NAME: HOOPSTER PERFORMANCE INC					
6370	2023 TAHOE CAR 1 REPLACEMENT DECALS	430-5700-571300	165.00	FIRE	09/07/2023
6283	NEW 3488 2023 TAHOE DECALS	430-5700-571400	2,150.00	FIRE	09/07/2023
TOTAL VENDOR HOOPSTER PERFORMANCE INC			2,315.00		
VENDOR NAME: HYDROCORP					
0073400-IN	CROSS CONNECTION SURVEY CONTRACT	610-6920-692300	1,788.00	UTILITIES	09/07/2023
0072941-IN	CROSS CONNECTION SURVEY CONTRACT	610-6920-692300	1,788.00	UTILITIES	09/07/2023
TOTAL VENDOR HYDROCORP			3,576.00		
VENDOR NAME: JAMES IMAGING SYSTEMS					
1345862	COPIER INVOICE	150-5221-531100	96.63	FIRE	09/07/2023
TOTAL VENDOR JAMES IMAGING SYSTEMS			96.63		
VENDOR NAME: JEFFERSON FIRE & SAFETY					
IN302147	FOAM	150-5222-531100	300.00	FIRE	09/07/2023
IN305576	FOAM CREDIT	150-5222-531100	(240.00)	FIRE	09/07/2023
TOTAL VENDOR JEFFERSON FIRE & SAFETY			60.00		
VENDOR NAME: JOHNS DISPOSAL SVC. INC.					
1172182	AUGUST GARBAGE AND RECYCLING	410-5362-531000	26,870.37		09/07/2023
		410-5363-522000	20,038.92		
TOTAL VENDOR JOHNS DISPOSAL SVC. INC.			46,909.29		
VENDOR NAME: KRAEMER, NATHAN					
2023 BOOT ALLOWANCE	2023 BOOT ALLOWANCE - KRAEMER	100-5323-534800	100.00	DPW	09/07/2023
TOTAL VENDOR KRAEMER, NATHAN			100.00		
VENDOR NAME: L & S ELECTRIC INC					
702525	REPLACEMENT AND SPARE HVAC MOTOR FOR SCR 620-8010-834000		1,530.00	UTILITIES	09/07/2023
TOTAL VENDOR L & S ELECTRIC INC			1,530.00		
VENDOR NAME: LA FORCE INC					
1228075	DOOR LOCK REPLACEMENT PARTS	610-6210-662500	223.80	UTILITIES	09/07/2023
		620-8010-827000	223.80		
TOTAL VENDOR LA FORCE INC			447.60		
VENDOR NAME: LEWIS SOUND & VIDEO PROFESSIONALS					
21167	VILLAGE HALL BOARD ROOM UPGRADES	430-5700-571000	8,422.02	FINANCE	09/07/2023
TOTAL VENDOR LEWIS SOUND & VIDEO PROFESSIONALS			8,422.02		
VENDOR NAME: LIFE-ASSIST, INC.					
1356757	EMS SUPPLIES	150-5231-531100	414.60	FIRE	09/07/2023
1355170	EMS SUPPLIES	150-5231-531100	914.52	FIRE	09/07/2023



INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: LIFE-ASSIST, INC.						
1355191	EMS SUPPLIES	150-5231-531100	137.50	137.50	FIRE	09/07/2023
1347125	EMS SUPPLIES CREDIT	150-5231-531100	(578.00)	(578.00)	FIRE	09/07/2023
1352233	EMS SUPPLIES	150-5231-531100	50.50	50.50	FIRE	09/07/2023
1353102	EMS SUPPLIES	150-5231-531100	220.30	220.30	FIRE	09/07/2023
TOTAL VENDOR LIFE-ASSIST, INC.				1,159.42		
VENDOR NAME: LYNCH CHEVROLET						
422326	SQUAD SERPENTINE BELT	100-5212-539500	65.28	65.28	POLICE	09/07/2023
TOTAL VENDOR LYNCH CHEVROLET				65.28		
VENDOR NAME: MACQUEEN EQUIPMENT						
P03439	SCBA ESCAPE AIR CYLINDERS	610-6920-693000	590.63	2,362.50	UTILITIES	09/07/2023
		620-8010-827000	590.63			
		620-8020-827000	590.63			
		620-8030-831000	590.61			
TOTAL VENDOR MACQUEEN EQUIPMENT				2,362.50		
VENDOR NAME: MADISON COLLEGE						
CORP-000000056092	TRAINING KIRKPATRICK	100-5215-533500	135.00	135.00	POLICE	09/07/2023
TOTAL VENDOR MADISON COLLEGE				135.00		
VENDOR NAME: MESSAGEUS						
232120134	LONG DISTANCE PHONE SERVICE	620-8400-851000	3.44	6.88	UTILITIES	09/07/2023
		610-6920-692100	3.44			
TOTAL VENDOR MESSAGEUS				6.88		
VENDOR NAME: MILLER ELECTRICAL ENTERPRISES, INC						
30623	ME ELECTRICAL STATION WORK INVOICE	150-5700-571300	762.50	1,525.00	FIRE	09/07/2023
		150-5700-571400	762.50			
TOTAL VENDOR MILLER ELECTRICAL ENTERPRISES, INC				1,525.00		
VENDOR NAME: MUKWONAGO AREA CHAMBER OF COMM						
082123	ROOM TAX DUE TO CHAMBER	100-0000-244000	4,814.67	4,814.67	CLERK	09/07/2023
TOTAL VENDOR MUKWONAGO AREA CHAMBER OF COMM				4,814.67		
VENDOR NAME: MUNICIPAL LAW & LITIGATION						
10485	GFLP	100-5130-521900	40.00	40.00	FINANCE	09/07/2023
9382	CHAPMAN SA GFLP	100-5130-521900	18,650.28	18,650.28	FINANCE	09/07/2023
10489	CHAPMAN SA GFLP	100-5130-521900	7,177.50	7,177.50	FINANCE	09/07/2023
TOTAL VENDOR MUNICIPAL LAW & LITIGATION				25,867.78		
VENDOR NAME: NAPA AUTO PARTS - SP018						
202058	REPLACEMENT LAMP	620-8010-828000	10.49	10.49	UTILITIES	09/07/2023
202446	TRUCK HITCH ADAPTER	620-8010-828000	11.36	11.36	UTILITIES	09/07/2023
201809	3452 REPAIR	150-5231-539500	29.93	29.93	FIRE	09/07/2023

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT	POST DATE
VENDOR NAME: NAPA AUTO PARTS - SP018					
201210	REPLACEMENT BATTERIES AND TOOLS FOR PLANT	620-8010-834000	864.79	864.79 UTILITIES	09/07/2023
202088	3471 WIPERS	150-5222-539500	25.52	25.52 FIRE	09/07/2023
TOTAL VENDOR NAPA AUTO PARTS - SP018			942.09		
VENDOR NAME: NORTH CENTRAL LABORATORIES					
491180	LAB SUPPLIES	620-8010-826000	57.94	57.94 UTILITIES	09/07/2023
TOTAL VENDOR NORTH CENTRAL LABORATORIES			57.94		
VENDOR NAME: NORTHERN LAKE SERVICE INC					
2312819	COMPLIANCE SAMPLING-LEAD AND COPPER	610-6300-663200	363.00	363.00 UTILITIES	09/07/2023
2313306	COMPLIANCE SAMPLING-LEAD AND COPPER	610-6300-663200	66.00	66.00 UTILITIES	09/07/2023
2313804	COMPLIANCE SAMPLING-LEAD AND COPPER	610-6300-663200	66.00	66.00 UTILITIES	09/07/2023
2313550	COMPLIANCE SAMPLING-TKN AND NITROGEN	620-8010-826000	51.17	51.17 UTILITIES	09/07/2023
2313983	COMPLIANCE SAMPLING-BACTI	610-6300-663200	130.00	130.00 UTILITIES	09/07/2023
2312724	PFAS INVESTIGATION-WELLS 5 AND 6	610-6300-663200	550.00	550.00 UTILITIES	09/07/2023
TOTAL VENDOR NORTHERN LAKE SERVICE INC			1,226.17		
VENDOR NAME: PARKING LOT MAINTENANCE, INC					
2358	MAIN BREAK ASPHALT PATCH-CLARENDON AND L	610-6451-665100	6,075.00	6,075.00 UTILITIES	09/07/2023
2359	WWTF ASPHALT REPAIRS	620-8010-834000	9,500.00	9,500.00 UTILITIES	09/07/2023
TOTAL VENDOR PARKING LOT MAINTENANCE, INC			15,575.00		
VENDOR NAME: PIRTEK MENOMONEE FALLS					
MF-T00012007	JETTER/VAC TRUCK HOSE REPAIR	620-8030-828000	255.00	255.00 UTILITIES	09/07/2023
TOTAL VENDOR PIRTEK MENOMONEE FALLS			255.00		
VENDOR NAME: PRINT PACK & SHIP CENTER					
41697 UTILITIES	POSTAGE	620-8400-851000	2.00	2.00 UTILITIES	09/07/2023
41697 FIRE	PRINT PACK AND SHIP INVOICES	150-5231-531500	586.28	586.28 FIRE	09/07/2023
TOTAL VENDOR PRINT PACK & SHIP CENTER			588.28		
VENDOR NAME: PROHEALTH PHARMACY					
JULY 2023	PHC MEDICATIONS	150-5231-531100	34.74	34.74 FIRE	09/07/2023
TOTAL VENDOR PROHEALTH PHARMACY			34.74		
VENDOR NAME: PROVEN POWER INC					
02-436641	ZERO TURN BRAKE PADS AND CABLES	100-5324-539500	651.82	651.82 DPW	09/07/2023
TOTAL VENDOR PROVEN POWER INC			651.82		
VENDOR NAME: QUILL LLC					
33921574	STATION SUPPLIES	150-5221-531100	178.74	178.74 FIRE	09/07/2023
33906777	STATION SUPPLIES	150-5221-531100	31.80	31.80 FIRE	09/07/2023
TOTAL VENDOR QUILL LLC			210.54		
VENDOR NAME: RAY STADLER CONSTRUCTION CO., INC.					
12-10175.200 PMNT	MINIWAUKEN PARK RESTROOM #1	480-5700-584900	65,990.50	65,990.50 FINANCE	09/07/2023
TOTAL VENDOR RAY STADLER CONSTRUCTION CO., INC.			65,990.50		
VENDOR NAME: REINDERS, INC.					
6038559-00	TORO 5900 PARTS	100-5324-539500	425.66	425.66 DPW	09/07/2023

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VENDOR NAME: REINDERS, INC.					
	TOTAL VENDOR REINDERS, INC.		425.66		
VENDOR NAME: ROCK SHOP BAND STUDIOS					
1346	PERFORMANCE STAGE SOUND EQUIPMENT RENTAL 340-5890-580603	1,800.00	1,800.00	DPW	09/07/2023
	TOTAL VENDOR ROCK SHOP BAND STUDIOS		1,800.00		
VENDOR NAME: RUEKERT & MIELKE, INC.					
147922	12-10134.100 200 GRAND AVENUE CONDOS / R100-0000-211425	227.47	227.47	FINANCE	09/07/2023
147925	12-10139.310 MEADOWLAND TOWNHOMES DEVELO100-0000-211425	262.50	262.50	FINANCE	09/07/2023
147926	12-10148.300 GOODWILL OF MUKWONAGO / CON100-0000-211425	164.91	164.91	FINANCE	09/07/2023
147927	12-10149.300 EDGEWOOD CONDOS / EROSION C100-0000-211425	164.91	164.91	FINANCE	09/07/2023
147928	12-10149.310 EDGEWOOD CONDOS / EROSION C100-0000-211425	192.97	192.97	FINANCE	09/07/2023
147932	12-10170.300 600 PERKINS DRIVE IDC / ERO100-0000-211425	270.91	270.91	FINANCE	09/07/2023
147935	12-10178.300 HILL COURT RELOAD SOUTH MUL100-0000-211425	192.97	192.97	FINANCE	09/07/2023
147939	12-10189.300 2023 WALMART EXPANSION / RE100-0000-211425	164.91	164.91	FINANCE	09/07/2023
147917	12-00000.100 General Services	990.00	5,560.00	FINANCE	09/07/2023
	100-5335-521900	2,685.00			
	100-5341-539500	1,348.75			
	480-5700-521500	536.25			
147918	12-00000.400 Sewer Utility Services	620-8400-852000	507.50	FINANCE	09/07/2023
147919	12-10096.300 Deback Drive Infrastructure	200-5335-521900	828.37	FINANCE	09/07/2023
147920	12-10098.123 WWTF Phosphorus Assistance	620-8400-852100	1,245.25	FINANCE	09/07/2023
147921	12-10131.300 Atkinson Pump Station Capac	620-0000-000104	1,843.50	FINANCE	09/07/2023
147923	12-10135.210A 2023 VUEWorks Annual Servi	100-5341-539500	595.00	FINANCE	09/07/2023
	100-5344-521900	198.00			
	100-5611-521900	297.00			
	100-5632-521900	140.00			
	500-5344-521900	100.00			
147924	12-10135.210B 2023 VUEWorks Annual Servi	610-6920-692300	22.27	FINANCE	09/07/2023
	620-8400-852000	22.27	44.54		
147929	12-10151.310 WWTF Aeration Upgrade / Con	620-0000-000105	256.25	FINANCE	09/07/2023
147930	12-10152.100 Local Limits & Industrial P	620-8400-852000	1,900.00	FINANCE	09/07/2023
147931	12-10169.120 Wells 3 and 4 Radium Remova	610-0000-000109	4,090.00	FINANCE	09/07/2023
147934	12-10175.300 Miniwaukan Park Restroom Bu	480-5700-584900	3,286.75	FINANCE	09/07/2023
147936	12-10184.100 The Block / Review	100-0000-211400	568.75	FINANCE	09/07/2023
147937	12-10185.100 GS Global Expansion / Revie	100-5335-521900	218.75	FINANCE	09/07/2023
147938	12-10187.120 North Side EST Renovation	610-6920-692300	8,318.00	FINANCE	09/07/2023
147940	12-10194.100 Well 7 PFAS Coordination	610-6920-692300	3,566.25	FINANCE	09/07/2023
147941	12-92041.705 2023 SCADA Service Work	610-6920-692300	2,830.13	FINANCE	09/07/2023
	TOTAL VENDOR RUEKERT & MIELKE, INC.		38,035.59		
VENDOR NAME: SHERWIN-WILLIAMS					
9440-0	LINE PAINTER PARTS	100-5324-539500	134.89	DPW	09/07/2023
	TOTAL VENDOR SHERWIN-WILLIAMS		134.89		
VENDOR NAME: SIREN SERVICES					
2151	3462 VALVE REPAIRS	150-5222-539500	1,254.06	FIRE	09/07/2023



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VENDOR NAME: SIREN SERVICES						
	TOTAL VENDOR SIREN SERVICES			1,254.06		
VENDOR NAME: SOMAR ENTERPRISES						
103057	2023 CLOTHING ALLOWANCE - KREISER	100-5211-534600	46.99	46.99	POLICE	09/07/2023
	TOTAL VENDOR SOMAR ENTERPRISES			46.99		
VENDOR NAME: STERICYCLE						
8004512129	2023 AUGUST VH SHREDDING SERVICES	100-5141-531100	48.03	96.05	ALLOCATE	09/07/2023
		100-5142-531100	24.01			
		100-5632-531100	24.01			
	TOTAL VENDOR STERICYCLE			96.05		
VENDOR NAME: T-MOBILE						
AUGUST 2023	TELEPHONE INVOICE	150-5221-522500	429.70	429.70	FIRE	09/07/2023
	TOTAL VENDOR T-MOBILE			429.70		
VENDOR NAME: USA BLUEBOOK						
INV00114363	SLUDGE JUDGE AND LAB SUPPLIES	620-8010-827000	469.80	717.29	UTILITIES	09/07/2023
		620-8010-826000	247.49			
INV00110989	LAB SUPPLIES	620-8010-826000	559.13	559.13	UTILITIES	09/07/2023
INV00107811	LAB SUPPLIES	620-8010-826000	71.60	71.60	UTILITIES	09/07/2023
INV00107564	LAB SUPPLIES	620-8010-826000	139.08	139.08	UTILITIES	09/07/2023
SCN005794	CREDIT FOR RETURNED LOCATING FLAGS	620-8030-831000	(174.35)	(174.35)	UTILITIES	09/07/2023
	TOTAL VENDOR USA BLUEBOOK			1,312.75		
VENDOR NAME: VANGUARD COMPUTERS INC						
59550	STATION COMPUTERS	150-5700-571400	788.11	2,364.33	FIRE	09/07/2023
		150-5700-572100	1,576.22			
	TOTAL VENDOR VANGUARD COMPUTERS INC			2,364.33		
VENDOR NAME: VELOCITY LLC						

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VENDOR NAME: VELOCITY LLC					
2023109	AUGUST 2023 OFFICE 365 LICENSING AND SEN	100-5111-522900 56.00	1,205.00	ALLOCATE	09/07/2023
		100-5120-522900 20.50			
		100-5141-522900 20.50			
		100-5142-522900 57.50			
		100-5211-522900 289.50			
		100-5241-522900 61.50			
		100-5300-522900 73.50			
		100-5512-522900 16.50			
		100-5632-522900 20.50			
		150-5221-522900 350.50			
		610-6920-692100 53.50			
		620-8400-851000 53.50			
		100-5145-522900 61.50			
		100-5150-521900 62.00			
		440-5511-534000 8.00			
TOTAL VENDOR VELOCITY LLC			1,205.00		
VENDOR NAME: VERIZON WIRELESS					
9941155424	VERIZON INVOICE	150-5221-522500 50.10	50.10	FIRE	09/07/2023
9941925726	AUGUST 2023 PHONE BILL	100-5141-522500 57.66	853.13	ALLOCATE	09/07/2023
		100-5241-522500 90.74			
		100-5323-522500 333.86			
		610-6920-692100 164.92			
		620-8400-851000 164.92			
		100-5632-522500 41.03			
9941925727	2023 AUGUST CELL BILL ACCT# 885503900-00	100-5323-522500 21.65	265.61	ALLOCATE	09/07/2023
		610-6920-692100 121.98			
		620-8400-851000 121.98			
TOTAL VENDOR VERIZON WIRELESS			1,168.84		
VENDOR NAME: WALWORTH CTY SECURITY ALARMS LLC					
17138	VILLAGE ALRM BATTERY SERVICE CALL	100-5160-539500 97.00	97.00	DPW	09/07/2023
17142	MUSEUM ALARM PANEL INSPECTION	100-5512-582100 65.00	65.00	DPW	09/07/2023
TOTAL VENDOR WALWORTH CTY SECURITY ALARMS LLC			162.00		
VENDOR NAME: WANASEK CORP					
14555	113 ARMSTRONG COURT-WATER SERVICE REPAIR	610-6452-665200 10,608.73	10,608.73	UTILITIES	09/07/2023
23-458	WATER SERVICE REPAIR-BEAR PASS CURB BOX	610-6452-665200 5,150.00	5,150.00	UTILITIES	09/07/2023
23-459	WATER SERVICE REPAIR-WOLF RUN CURB BOX	610-6452-665200 5,450.00	5,450.00	UTILITIES	09/07/2023
23-460	WATER SERVICE REPAIR-S. ROCHESTER CURB B	610-6452-665200 5,950.00	5,950.00	UTILITIES	09/07/2023
TOTAL VENDOR WANASEK CORP			27,158.73		
VENDOR NAME: WAUKESHA CTY TREASURER					
2023-10040019	STORMWATER EDUCATION CONTRACT WITH WAUKE	100-5660-535200 2,681.00	2,931.00	DPW	09/07/2023
		500-5344-531000 250.00			

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VENDOR NAME: WAUKESHA CTY TREASURER						
2023-40020103	STREET LONG LINE PAINTING	100-5348-531100	3,331.35	3,331.35	DPW	09/07/2023
TOTAL VENDOR WAUKESHA CTY TREASURER				6,262.35		
VENDOR NAME: WI DEPT OF JUSTICE CIB						
202307L6812T	BACKGROUND CHECKS	100-5211-521900	14.00	112.00	ALLOCATE	09/07/2023
		100-0000-242205	98.00			
TOTAL VENDOR WI DEPT OF JUSTICE CIB				112.00		
VENDOR NAME: WI ECONOMIC DEVELOPMENT CORP						
INV-007144	ANNUAL FEE FOR 2024	100-5632-532400	200.00	200.00	ADMIN	09/07/2023
TOTAL VENDOR WI ECONOMIC DEVELOPMENT CORP				200.00		
VENDOR NAME: WI RURAL WATER ASSOCIATION						
4651	SAFETY TRAINING	100-5323-533500	178.39	178.39	DPW	09/07/2023
4664	SAFETY TRAINING PETERSON	100-5323-533500	95.16	95.16	DPW	09/07/2023
4664 UTILITIES	ANNUAL SAFETY TRAINING	620-8400-854100	333.06	666.12	UTILITIES	09/07/2023
		610-6920-693000	333.06			
TOTAL VENDOR WI RURAL WATER ASSOCIATION				939.67		
GRAND TOTAL:				319,588.70		



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CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
08/14/2023	GEN	36951	IMIL1929136	ALSCO	OUTSIDE SERVICES	531000	5511	29.16
08/14/2023	GEN	36952#	1NJH-666W-HT9K	AMAZON CAPITOL SERVICES	OPERATIONAL SUPPLIES	531100	5511	384.67
			1VMF-364F-HWTM		METASPACE MAINTENANCE	531700	5511	277.01
			174V-9CXM-GCR7		PROGRAMMING	533100	5511	33.98
			14NY-6WN1-HV3K		PROGRAMMING	533100	5511	82.55
			14F4-M46R-J1CJ		BOOKS	532800	5700	55.50
			1HT9-LD1C-JDLR		BOOKS	532800	5700	40.99
			1DWR-JWRQ-JYK9		BOOKS	532800	5700	55.00
			1P67-64XN-JX7X		AV MATERIAL	532900	5700	622.54
			14F4-M46R-H63V		DONATED FUND EXPENDITURES	580600	5890	149.00
CHECK GEN 36952 TOTAL FOR FUN								1,701.24
08/14/2023	GEN	36953	48975	AMERICA AQUARIA	OUTSIDE SERVICES	531000	5511	85.00
08/14/2023	GEN	36954	JULY	AYCOCK, NANCY	MILEAGE	533200	5511	178.16
08/14/2023	GEN	36955	2037656952	BAKER & TAYLOR INC.	BOOKS	532800	5700	194.70
			2037656953		BOOKS	532800	5700	135.46
			2037669076		BOOKS	532800	5700	99.35
			2037669075		BOOKS	532800	5700	134.57
			2037682621		BOOKS	532800	5700	46.43
			2037682622		BOOKS	532800	5700	259.43
			2037698994		BOOKS	532800	5700	31.67
			2037698995		BOOKS	532800	5700	793.71
CHECK GEN 36955 TOTAL FOR FUN								1,695.32
08/14/2023	GEN	36956	2262	BERNSTEIN & ASSOCIATES, LLC	DONATED FUND EXPENDITURES	580600	5890	1,350.00
08/14/2023	GEN	36957	B6631161	BRODART	BOOKS	532800	5700	406.14
			B6631935		BOOKS	532800	5700	958.73
			B6639031		BOOKS	532800	5700	519.74
CHECK GEN 36957 TOTAL FOR FUN								1,884.61
08/14/2023	GEN	36958	81513639	CENGAGE LEARNING	BOOKS	532800	5700	90.37
			81547205		BOOKS	532800	5700	31.99
			81554296		BOOKS	532800	5700	26.39
CHECK GEN 36958 TOTAL FOR FUN								148.75

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
CHECK NUMBER 36951 - 36974

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 440 LIBRARY FUND								
08/14/2023	GEN	36959	2028683	CENTER POINT LARGE PRINT	BOOKS	532800	5700	112.58
			2029152		BOOKS	532800	5700	27.27
				CHECK GEN 36959 TOTAL FOR FUN				139.85
08/14/2023	GEN	36960	5331-190749	CRIVELLO CARLSON S.C.	PROFESSIONAL SERVICES	521900	5511	2,939.10
08/14/2023	GEN	36961	7333367	DEMCO INC	COLLECTION MAINTENANCE & REPAIR	531600	5511	203.29
08/14/2023	GEN	36962	2023.MCL.0002	DRIFTLESS PATHWAYS, LLC	DONATED FUND EXPENDITURES	580600	5890	500.00
08/14/2023	GEN	36963	960003466	EMCOR SERVICES	CONTRACTUAL SERVICES	522000	5511	1,622.00
08/14/2023	GEN	36964	JUNE JULY	ERIC HUEMMER	MILEAGE	533200	5511	114.49
08/14/2023	GEN	36965	34550575	GREAT AMERICAN FINANCIAL SVCS	CONTRACTUAL SERVICES	522000	5511	353.14
08/14/2023	GEN	36966	930028647	ILLINGWORTH KILGUST	REPAIRS & MAINTENANCE	539500	5511	2,840.00
08/14/2023	GEN	36967	3013078	IMPACT ACQUISITIONS, LLC	CONTRACTUAL SERVICES	522000	5511	489.00
08/14/2023	GEN	36968	39056094	JOHNSON CONTROLS SECURITY	CONTRACTUAL SERVICES	522000	5511	1,742.04
08/14/2023	GEN	36969	768	KLASSY KLEANERS	OUTSIDE SERVICES	531000	5511	1,080.00
08/14/2023	GEN	36970	504149343	MIDWEST TAPE	DIGITAL COLLECTIONS	534900	5511	743.02
08/14/2023	GEN	36971	24987	TAYLOR COMPUTER SERVICES, INC	ELECTRONIC TOOLS & SERVICES	534000	5511	195.00
08/14/2023	GEN	36972	6116073	UNIQUE MANAGEMENT	OUTSIDE SERVICES	531000	5511	29.55
08/14/2023	GEN	36973	211196	VINCENT PLUMBING & HEATING	REPAIRS & MAINTENANCE	539500	5511	379.00
08/14/2023	GEN	36974	17953	WISCONSIN ELEVATOR INSPECTION	CONTRACTUAL SERVICES	522000	5511	120.00
				Total for fund 440 LIBRARY FUND				20,561.72
				TOTAL - ALL FUNDS				20,561.72

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User: MROCKLEY			CHECK NUMBER 682					
DB: Mukwonago			Banks: GEN					
Check Date	Bank	Check #	Payee	Description	GL #	Amount		
08/09/2023	GEN	682 (E)	CHARTER COMMUNICATIONS	AUGUST 2023 MONTHLY BILL	100-5120-522500	37.65		
		682 (E)		AUGUST 2023 MONTHLY BILL	100-5141-522500	15.93		
		682 (E)		AUGUST 2023 MONTHLY BILL	100-5142-522500	143.78		
		682 (E)		AUGUST 2023 MONTHLY BILL	100-5145-522900	70.27		
		682 (E)		AUGUST 2023 MONTHLY BILL	100-5160-522500	29.45		
		682 (E)		AUGUST 2023 MONTHLY BILL	100-5211-522500	458.94		
		682 (E)		AUGUST 2023 MONTHLY BILL	100-5241-522500	40.93		
		682 (E)		AUGUST 2023 MONTHLY BILL	100-5323-522500	73.85		
		682 (E)		AUGUST 2023 MONTHLY BILL	100-5512-522500	177.96		
		682 (E)		AUGUST 2023 MONTHLY BILL	150-5221-522500	367.79		
		682 (E)		AUGUST 2023 MONTHLY BILL	410-5363-522500	4.56		
		682 (E)		AUGUST 2023 MONTHLY BILL	440-5511-522500	293.94		
		682 (E)		AUGUST 2023 MONTHLY BILL	500-5344-522500	2.28		
		682 (E)		AUGUST 2023 MONTHLY BILL	610-6920-692100	38.80		
		682 (E)		AUGUST 2023 MONTHLY BILL	620-8400-851000	38.80		
						1,794.93		
TOTAL - ALL FUNDS				TOTAL OF 1 CHECKS		1,794.93		

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INVOICE REGISTER REPORT FOR MUKWONAGO  
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
ARMOUR ABBY							
60559	PAYPRO FARONICS	07/19/2023	08/24/2023	262.50	0.00	Paid	Y
	DEEP FREEZE I YEAR	MROCKLEY					08/24/2023
	440-5511-522000	CONTRACTUAL SERVICES		262.50			
ARMOUR ABBY							
60560	USPS PO 5657100149	07/20/2023	08/24/2023	8.56	0.00	Paid	Y
	CERTIFIED MAIL	MROCKLEY					08/24/2023
	440-5511-531500	POSTAGE		8.56			
ARMOUR ABBY							
60561	EPILOG LASER	08/12/2023	08/24/2023	4,527.00	0.00	Paid	Y
	LASER PRINTER	MROCKLEY					08/24/2023
	440-5511-531700	METASPACE MAINTENANCE		4,527.00			
BITTNER RONALD							
60562	DSPTS E SERVICE FEE COM	07/18/2023	08/24/2023	1.00	0.00	Paid	Y
	VILLAGE HALL ELEVATOR CC FEE	MROCKLEY					08/24/2023
	100-5160-521900	PROFESSIONAL SERVICES		1.00			
BITTNER RONALD							
60563	DSPTS EPAY ISE	07/18/2023	08/24/2023	50.00	0.00	Paid	Y
	VH ELEVATOR ANNUAL PERMIT	MROCKLEY					08/24/2023
	100-5160-521900	PROFESSIONAL SERVICES		50.00			
BITTNER RONALD							
60564	ECONOLIGHT	08/08/2023	08/24/2023	216.63	0.00	Paid	Y
	DPW YARD LIGHT	MROCKLEY					08/24/2023
	100-5323-539500	REPAIRS & MAINTENANCE		216.63			
BONK JASON							
60565	THE HOME DEPOT 4921	07/18/2023	08/24/2023	86.23	0.00	Paid	Y
	WELL #6 SCADA POLE	MROCKLEY					08/24/2023
	610-6210-662300	OPERATION SUPPLY/EXP-PUMPING		86.23			
BONK JASON							
60566	THE HOME DEPOT #4921	07/18/2023	08/24/2023	185.88	0.00	Paid	Y
	BOOSTER STATION SCADA POLE	MROCKLEY					08/24/2023
	610-6210-662300	OPERATION SUPPLY/EXP-PUMPING		185.88			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
BONK JASON							
60567	USPS PO 5657100149	08/03/2023	08/24/2023	4.85	0.00	Paid	Y
	POSTAGE FOR MONTHLY FLUORIDE SAMPLE MROCKLEY						08/24/2023
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		4.85			
BONK JASON							
60568	THE HOME DEPOT #4921	08/04/2023	08/24/2023	38.91	0.00	Paid	Y
	METER CHANGE TOOLS MROCKLEY						08/24/2023
	610-6453-664100	OPERATION SUPPLY/EXP-T&D		38.91			
BROWN DAVID							
60569	THE HOME DEPOT 4921	07/17/2023	08/24/2023	80.48	0.00	Paid	Y
	WELL#4 SCADA POLE MROCKLEY						08/24/2023
	610-6210-662300	OPERATION SUPPLY/EXP-PUMPING		80.48			
DEMOTTO CHRIS							
60570	WM SUPERCENTER #1571	08/11/2023	08/24/2023	36.78	0.00	Paid	Y
	HDMI CABLE MROCKLEY						08/24/2023
	100-5211-522950	IT DEVICES (NON CAPITAL) & SUPPLIES		36.78			
DOHERTY DIANA							
60571	LOCAL GOVERNMENT EDUCATIO	08/09/2023	08/24/2023	150.00	0.00	Paid	Y
	FALL CONFERENCE REGISTRATION 9/28 & MROCKLEY						08/24/2023
	100-5145-533500	TRAINING & TRAVEL		150.00			
DYKSTRA DIANA							
60572	CANVA* I03853-23645161	07/21/2023	08/24/2023	119.99	0.00	Paid	Y
	CANVA SUBSCRIPTION FOR OUTREACH MROCKLEY						08/24/2023
	100-5142-521900	CANVA SUBSCRIPTION FOR OUTREACH		119.99			
DYKSTRA DIANA							
60573	VBS*VONAGE BUSINESS	08/12/2023	08/24/2023	1,543.07	0.00	Paid	Y
	AUGUST 2023 PHONE BILL MROCKLEY						08/24/2023
	100-5141-522500	TELEPHONE		19.61			
	100-5142-522500	TELEPHONE		78.67			
	100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE		78.39			
	100-5241-522500	TELEPHONE		58.82			
	100-5632-522500	TELEPHONE		19.61			
	100-5323-522500	TELEPHONE		39.46			
	100-5512-522500	TELEPHONE		19.61			
	100-5120-522500	TELEPHONE		19.61			



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INVOICE REGISTER REPORT FOR MUKWONAGO  
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
	100-5211-522500	TELEPHONE		367.10			
	150-5221-522500	TELEPHONE		358.13			
	440-5511-522500	TELEPHONE		400.40			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		41.83			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		41.83			
GOURDOUX LINDA							
60574	COUSINS SUBS	08/14/2023	08/24/2023	158.51	0.00	Paid	Y
	MEAL FOR STRATEGIC PLANNING	MROCKLEY					08/24/2023
	100-5111-533500	MEAL FOR STRATEGIC PLANNING		158.51			
ISELY MARY JO							
60575	AMAZON.COM*ET09D6FS3 AMZN	07/18/2023	08/24/2023	38.56	0.00	Paid	Y
	BOOKS FROM DONATION	MROCKLEY					08/24/2023
	440-5890-580600	DONATED FUND EXPENDITURES		38.56			
ISELY MARY JO							
60576	AMZN MKTP US*5R85E2W93	07/18/2023	08/24/2023	28.98	0.00	Paid	Y
	BOOKS FROM DONATION	MROCKLEY					08/24/2023
	440-5890-580600	DONATED FUND EXPENDITURES		28.98			
ISELY MARY JO							
60577	AMZN MKTP US*8U2UT8HC3	07/19/2023	08/24/2023	33.01	0.00	Paid	Y
	DONATION BOOK	MROCKLEY					08/24/2023
	440-5890-580600	DONATED FUND EXPENDITURES		33.01			
ISELY MARY JO							
60578	AB* ABEBOOKS.CO KWR2GG	08/04/2023	08/24/2023	8.13	0.00	Paid	Y
	BOOK	MROCKLEY					08/24/2023
	440-5700-532800	BOOKS		8.13			
ISELY MARY JO							
60579	AB* ABEBOOKS.CO KWR2GH	08/04/2023	08/24/2023	11.01	0.00	Paid	Y
	BOOK	MROCKLEY					08/24/2023
	440-5700-532800	BOOKS		11.01			
ISELY MARY JO							
60580	QP* MALONEAUTORACKS	08/10/2023	08/24/2023	429.75	0.00	Paid	Y
	KAYAK RACK	MROCKLEY					08/24/2023
	440-5890-580600	DONATED FUND EXPENDITURES		429.75			

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INVOICE REGISTER REPORT FOR MUKWONAGO  
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN							
60581	USPS PO 5657100149	07/17/2023	08/24/2023	69.72	0.00	Paid	Y
	STAMPS	MROCKLEY					08/24/2023
	440-5511-531500	POSTAGE		69.72			
KIM CATHRYN							
60582	DOMINO'S 2096	07/18/2023	08/24/2023	16.78	0.00	Paid	Y
	TEEN PROGRAM	MROCKLEY					08/24/2023
	440-5511-533100	PROGRAMMING		16.78			
KIM CATHRYN							
60583	WM SUPERCENTER #1571	07/19/2023	08/24/2023	90.48	0.00	Paid	Y
	CLEANING SUPPLIES	MROCKLEY					08/24/2023
	440-5511-531100	OPERATIONAL SUPPLIES		90.48			
KIM CATHRYN							
60584	ELEGANTTHEMES.COM	07/19/2023	08/24/2023	89.00	0.00	Paid	Y
	WEBSITE SUBSCRIPTION	MROCKLEY					08/24/2023
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		89.00			
KIM CATHRYN							
60585	DSPS E SERVICE FEE COM	07/21/2023	08/24/2023	3.00	0.00	Paid	Y
	PTO ELEVATOR, BOILER	MROCKLEY					08/24/2023
	440-5511-522000	CONTRACTUAL SERVICES		3.00			
KIM CATHRYN							
60586	DSPS E SERVICE FEE COM	07/21/2023	08/24/2023	1.00	0.00	Paid	Y
	PTO ELEVATOR	MROCKLEY					08/24/2023
	440-5511-522000	CONTRACTUAL SERVICES		1.00			
KIM CATHRYN							
60587	DSPS EPAY ISE	07/21/2023	08/24/2023	150.00	0.00	Paid	Y
	PTO BOILERS, ELEVATOR	MROCKLEY					08/24/2023
	440-5511-522000	CONTRACTUAL SERVICES		150.00			
KIM CATHRYN							
60588	DSPS EPAY ISE	07/21/2023	08/24/2023	50.00	0.00	Paid	Y
	PTO ELEVATOR	MROCKLEY					08/24/2023
	440-5511-522000	CONTRACTUAL SERVICES		50.00			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN							
60589	SIGNUPGENIUS	07/23/2023	08/24/2023	11.99	0.00	Paid	Y
	JULY FEE FOR SIGN UP	MROCKLEY					08/24/2023
	440-5511-531700	METASPACE MAINTENANCE		11.99			
KIM CATHRYN							
60590	DSPTS E SERVICE FEE COM	07/24/2023	08/24/2023	1.00	0.00	Paid	Y
	PTO ELEVATOR	MROCKLEY					08/24/2023
	440-5511-522000	CONTRACTUAL SERVICES		1.00			
KIM CATHRYN							
60591	DSPTS EPAY ISE	07/24/2023	08/24/2023	50.00	0.00	Paid	Y
	PTO ELEVATOR	MROCKLEY					08/24/2023
	440-5511-522000	CONTRACTUAL SERVICES		50.00			
KIM CATHRYN							
60592	DOMINO'S 2096	07/25/2023	08/24/2023	16.78	0.00	Paid	Y
	TEEN PROGRAM	MROCKLEY					08/24/2023
	440-5511-533100	PROGRAMMING		16.78			
KIM CATHRYN							
60593	GORDON ELECTRIC SUPPLY I	07/26/2023	08/24/2023	214.93	0.00	Paid	Y
	FLOOR BOX	MROCKLEY					08/24/2023
	440-5511-581000	FURNITURE & FIXTURES		214.93			
KIM CATHRYN							
60594	USPS PO 5657100149	07/27/2023	08/24/2023	3.72	0.00	Paid	Y
	MAIL BOOK	MROCKLEY					08/24/2023
	440-5511-531500	POSTAGE		3.72			
KIM CATHRYN							
60595	WALGREENS #7039	07/27/2023	08/24/2023	50.00	0.00	Paid	Y
	GIFT CARD PRIZE	MROCKLEY					08/24/2023
	440-5511-533100	PROGRAMMING		50.00			
KIM CATHRYN							
60596	DOMINO'S 2096	08/01/2023	08/24/2023	33.98	0.00	Paid	Y
	TEEN PROGRAM	MROCKLEY					08/24/2023
	440-5511-533100	PROGRAMMING		33.98			



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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KIM CATHRYN							
60597	NETFLIX.COM	08/01/2023	08/24/2023	19.99	0.00	Paid	Y
	8/1/23-8/31/23 STREAMING SERVICE	MROCKLEY					08/24/2023
	440-5511-531800	THINGERY MAINTENANCE		19.99			
KIM CATHRYN							
60598	WAL-MART #1571	08/02/2023	08/24/2023	32.44	0.00	Paid	Y
	PROGRAM SUPPLIES	MROCKLEY					08/24/2023
	440-5511-533100	PROGRAMMING		32.44			
KIM CATHRYN							
60599	WSJ/BARRONS SUBSCRIPTI	08/06/2023	08/24/2023	164.97	0.00	Paid	Y
	3 MONTH SUBSCRIPTION	MROCKLEY					08/24/2023
	440-5511-532700	NEWSPAPERS		164.97			
KIM CATHRYN							
60600	GEO KNIGHT & CO INC	08/07/2023	08/24/2023	1,585.75	0.00	Paid	Y
	DIGITAL KNIGHT/GRANT	MROCKLEY					08/24/2023
	440-5890-580600	DONATED FUND EXPENDITURES		1,585.75			
KIM CATHRYN							
60601	WAL-MART #1571	08/07/2023	08/24/2023	32.90	0.00	Paid	Y
	GENERAL SUPPLIES	MROCKLEY					08/24/2023
	440-5511-531100	OPERATIONAL SUPPLIES		32.90			
KIM CATHRYN							
60602	JOHNSON PLASTICS PLUS	08/10/2023	08/24/2023	1,574.00	0.00	Paid	Y
	SUBLIMATION PRINTER & INK	MROCKLEY					08/24/2023
	440-5890-580600	DONATED FUND EXPENDITURES		914.25			
	440-5511-531400	META SPACE EQUIPMENT & FIXTURES		659.75			
KREISER ROBERT							
60603	US BANK	08/10/2023	08/24/2023	(122.50)	0.00	Paid	Y
	CANCELLED TRAINING REFUND	MROCKLEY					08/24/2023
	100-5211-533500	TRAINING & TRAVEL		(122.50)			
KREISER ROBERT							
60604	US BANK	08/10/2023	08/24/2023	(2.50)	0.00	Paid	Y
	CANCELLED TRAINING REFUND	MROCKLEY					08/24/2023
	100-5211-533500	TRAINING & TRAVEL		(2.50)			

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INVOICE REGISTER REPORT FOR MUKWONAGO  
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
KUBIAK MICHAEL							
60605	WM SUPERCENTER #1571	07/17/2023	08/24/2023	448.39	0.00	Paid	Y
	NNO RAFFLE PRIZES	MROCKLEY					08/24/2023
	340-5890-580602	POLICE DONATED FUND EXPENDITURES		448.39			
KUBIAK MICHAEL							
60606	KALAHARI RESORT - WI ECOM	07/26/2023	08/24/2023	90.00	0.00	Paid	Y
	KALAHARI HOTEL - GOVERNOR'S	MROCKLEY					08/24/2023
	100-5211-533500	TRAINING & TRAVEL		90.00			
KUBIAK MICHAEL							
60607	WISCONSIN ASSOC. OF CONV	08/11/2023	08/24/2023	50.00	0.00	Paid	Y
	GOVERNOR'S CONFERENCE ON HIGHWAY	MROCKLEY					08/24/2023
	100-5211-533500	TRAINING & TRAVEL		50.00			
MILLER KENNETH							
60608	JOHN M ELLSWORTH CO INC	07/18/2023	08/24/2023	753.44	0.00	Paid	Y
	CHLORINE TRANSFER PUMP REPAIR	MROCKLEY					08/24/2023
	610-6310-663500	MAINTENANCE-WATER TREATMENT		753.44			
MILLER KENNETH							
60609	OPC*WI RURAL WTR CONF	07/19/2023	08/24/2023	255.00	0.00	Paid	Y
	WRWA OUTDOOR EXPO	MROCKLEY					08/24/2023
	610-6920-693000	MISC GENERAL EXPENSES		255.00			
MILLER KENNETH							
60610	OPC MSC*SERVICE FEE 024	07/19/2023	08/24/2023	8.70	0.00	Paid	Y
	CC SERVICE FEE FOR WRWA	MROCKLEY					08/24/2023
	610-6920-693000	MISC GENERAL EXPENSES		8.70			
MILLER KENNETH							
60611	ASAP SEMICONDUCTOR	08/10/2023	08/24/2023	1,398.00	0.00	Paid	Y
	PRESSURE SWITCH REPLACMENT WWTF	MROCKLEY					08/24/2023
	620-8010-834000	MAINT-GENERAL PLANT/STRUCTURES		1,398.00			
MILLER KENNETH							
60612	EH WACHS	08/11/2023	08/24/2023	307.53	0.00	Paid	Y
	VALVE EXERCISER #1 REPAIR	MROCKLEY					08/24/2023
	610-6451-665100	MAINTENANCE-MAINS		307.53			

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INVOICE REGISTER REPORT FOR MUKWONAGO  
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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
RUTENBECK TIM							
60613	METRO MARKET #384	08/14/2023	08/24/2023	15.98	0.00	Paid	Y
	BEVERAGES FOR STRATEGIC PLANNING	MROCKLEY					08/24/2023
	100-5111-533500	TRAINING & TRAVEL		15.98			
SCHNOOK FRED							
60614	LEAGUE OF WISCONSIN MUNIC	07/24/2023	08/24/2023	210.00	0.00	Paid	Y
	WORKSHOP	MROCKLEY					08/24/2023
	100-5141-533500	TRAINING & TRAVEL		210.00			
SCHNOOK FRED							
60615	EXTENSIONWAUKESHA	08/08/2023	08/24/2023	40.00	0.00	Paid	Y
	PLAN COMMISSION WORKSHOP	MROCKLEY					08/24/2023
	100-5670-533500	TRAINING & TRAVEL		40.00			
SCHNOOK FRED							
60616	PURCHASE PROTECTI	08/08/2023	08/24/2023	7.00	0.00	Paid	Y
	PLAN COMMISSION WORKSHOP	MROCKLEY					08/24/2023
	100-5632-533500	TRAINING & TRAVEL		7.00			
SCHNOOK FRED							
60617	EXTENSIONWAUKESHA	08/08/2023	08/24/2023	40.00	0.00	Paid	Y
	PLAN COMMISSION WORKSHOP	MROCKLEY					08/24/2023
	100-5141-533500	TRAINING & TRAVEL		40.00			
SCHNOOK FRED							
60618	PURCHASE PROTECTI	08/08/2023	08/24/2023	7.00	0.00	Paid	Y
	PLAN COMMISSION WORKSHOP	MROCKLEY					08/24/2023
	100-5632-533500	TRAINING & TRAVEL		7.00			
SMITH JAMES A							
60619	WM SUPERCENTER #1571	07/18/2023	08/24/2023	21.91	0.00	Paid	Y
	OFFICE SUPPLIES	MROCKLEY					08/24/2023
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		10.96			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		10.95			
SMITH JAMES A							
60620	WM SUPERCENTER #1571	07/19/2023	08/24/2023	48.56	0.00	Paid	Y
	LUNCH FOR ADAPTIVE MANAGMENT MEETING	MROCKLEY					08/24/2023
	620-8400-852100	ADAPTIVE MANAGEMENT EXPENSE		48.56			



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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
SMITH JAMES A							
60621	COUSINS SUBS #9160	07/19/2023	08/24/2023	164.93	0.00	Paid	Y
	LUNCH FOR ADAPTIVE MANAGEMENT	MROCKLEY					08/24/2023
	620-8400-852100	ADAPTIVE MANAGEMENT EXPENSE		164.93			
SMITH JAMES A							
60622	WAL-MART #1571	07/28/2023	08/24/2023	18.39	0.00	Paid	Y
	LAB SUPPLIES	MROCKLEY					08/24/2023
	620-8010-826000	LABORATORY		18.39			
STIEN JEFFREY R							
60623	WM SUPERCENTER #1571	07/20/2023	08/24/2023	50.92	0.00	Paid	Y
	STATION SUPPLIES	MROCKLEY					08/24/2023
	150-5221-531100	OPERATIONAL SUPPLIES		50.92			
STIEN JEFFREY R							
60624	AMZN MKTP US*T67ST56H0	07/26/2023	08/24/2023	13.48	0.00	Paid	Y
	EMS SUPPLIES	MROCKLEY					08/24/2023
	150-5231-531100	OPERATIONAL SUPPLIES		13.48			
STIEN JEFFREY R							
60625	WAL-MART #1571	07/27/2023	08/24/2023	0.60	0.00	Paid	Y
	STAFF PICTURES	MROCKLEY					08/24/2023
	150-5222-531100	OPERATIONAL SUPPLIES		0.60			
STIEN JEFFREY R							
60626	PAYPAL *MABASWISCON MA	07/27/2023	08/24/2023	125.00	0.00	Paid	Y
	STIEN MABAS-WI 2023 CONFERENCE	MROCKLEY					08/24/2023
	150-5221-533500	TRAINING & TRAVEL		125.00			
STIEN JEFFREY R							
60627	AMZN MKTP US*TH8O20141	08/01/2023	08/24/2023	157.28	0.00	Paid	Y
	STATION REPAIRS	MROCKLEY					08/24/2023
	150-5221-539500	REPAIRS & MAINTENANCE		157.28			
STIEN JEFFREY R							
60628	NFPA NATL FIRE PROTECT	08/02/2023	08/24/2023	813.95	0.00	Paid	Y
	NFPA FIRE PREVENTION MATERIALS	MROCKLEY					08/24/2023
	150-5221-531300	FIRE PREVENTION MATERIALS		813.95			

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GL Distribution

Purchase Card Vendor: 0002 US BANK

STIEN JEFFREY R							
60629	ALL STAR RENTALS	08/04/2023	08/24/2023	815.00	0.00	Paid	Y
	OPEN HOUSE RENTALS	MROCKLEY					08/24/2023
	150-5221-531300	FIRE PREVENTION MATERIALS		815.00			

STIEN JEFFREY R							
60630	BOAT-ED.COM	08/14/2023	08/24/2023	40.95	0.00	Paid	Y
	ROLBIECKI WIDNR BOAT SAFETY CLASS	MROCKLEY					08/24/2023
	150-5221-533500	TRAINING & TRAVEL		40.95			

SURA MATTHEW J							
60631	APPLE.COM/BILL	08/08/2023	08/24/2023	0.99	0.00	Paid	Y
	APPLE STORAGE	MROCKLEY					08/24/2023
	150-5231-531100	OPERATIONAL SUPPLIES		0.99			

Total Purchase Card Vendor: 0002 US BANK	18,060.26	0.00
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# of Invoices:	71	# Due:	0	Totals:	18,185.26	0.00
# of Credit Memos:	2	# Due:	0	Totals:	(125.00)	0.00

Net of Invoices and Credit Memos:	18,060.26	0.00
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--- TOTALS BY GL DISTRIBUTION ---

100-5111-533500	TRAINING & TRAVEL	174.49
100-5120-522500	TELEPHONE	19.61
100-5141-522500	TELEPHONE	19.61
100-5141-533500	TRAINING & TRAVEL	250.00
100-5142-521900	PROFESSIONAL SERVICES	119.99
100-5142-522500	TELEPHONE	78.67
100-5145-522900	SOFTWARE SUPPORT/MAINTENANCE	78.39
100-5145-533500	TRAINING & TRAVEL	150.00
100-5160-521900	PROFESSIONAL SERVICES	51.00
100-5211-522500	TELEPHONE	367.10
100-5211-522950	IT DEVICES (NON CAPITAL) & SUPPLIES	36.78
100-5211-533500	TRAINING & TRAVEL	15.00
100-5241-522500	TELEPHONE	58.82
100-5323-522500	TELEPHONE	39.46
100-5323-539500	REPAIRS & MAINTENANCE	216.63

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	100-5512-522500	TELEPHONE		19.61			
	100-5632-522500	TELEPHONE		19.61			
	100-5632-533500	TRAINING & TRAVEL		14.00			
	100-5670-533500	TRAINING & TRAVEL		40.00			
	150-5221-522500	TELEPHONE		358.13			
	150-5221-531100	OPERATIONAL SUPPLIES		50.92			
	150-5221-531300	FIRE PREVENTION MATERIALS		1,628.95			
	150-5221-533500	TRAINING & TRAVEL		165.95			
	150-5221-539500	REPAIRS & MAINTENANCE		157.28			
	150-5222-531100	OPERATIONAL SUPPLIES		0.60			
	150-5231-531100	OPERATIONAL SUPPLIES		14.47			
	340-5890-580602	POLICE DONATED FUND EXPENDITURES		448.39			
	440-5511-522000	CONTRACTUAL SERVICES		517.50			
	440-5511-522500	TELEPHONE		400.40			
	440-5511-531100	OPERATIONAL SUPPLIES		123.38			
	440-5511-531400	META SPACE EQUIPMENT & FIXTURES		659.75			
	440-5511-531500	POSTAGE		82.00			
	440-5511-531700	METASPACE MAINTENANCE		4,538.99			
	440-5511-531800	THINGERY MAINTENANCE		19.99			
	440-5511-532700	NEWSPAPERS		164.97			
	440-5511-533100	PROGRAMMING		149.98			
	440-5511-534000	ELECTRONIC TOOLS & SERVICES		89.00			
	440-5511-581000	FURNITURE & FIXTURES		214.93			
	440-5700-532800	BOOKS		19.14			
	440-5890-580600	DONATED FUND EXPENDITURES		3,030.30			
	610-6210-662300	OPERATION SUPPLY/EXP-PUMPING		352.59			
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		4.85			
	610-6310-663500	MAINTENANCE-WATER TREATMENT		753.44			
	610-6451-665100	MAINTENANCE-MAINS		307.53			
	610-6453-664100	OPERATION SUPPLY/EXP-T&D		38.91			
	610-6920-692100	OFFICE SUPPLIES & EXPENSES		52.78			
	610-6920-693000	MISC GENERAL EXPENSES		263.70			
	620-8010-826000	LABORATORY		18.39			
	620-8010-834000	MAINT-GENERAL PLANT/STRUCTURES		1,398.00			
	620-8400-851000	OFFICE SUPPLIES & EXPENSES		52.79			
	620-8400-852100	ADAPTIVE MANAGEMENT EXPENSE		213.49			



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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			1,768.77	0.00		
	150 - FIRE/AMBULANCE FUND			2,376.30	0.00		
	340 - VILLAGE DESIGNATED FUND			448.39	0.00		
	440 - LIBRARY FUND			10,010.33	0.00		
	610 - WATER UTILITY FUND			1,773.80	0.00		
	620 - SEWER UTILITY FUND			1,682.67	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5111 - VILLAGE BOARD			174.49	0.00		
	5120 - MUNICIPAL COURT			19.61	0.00		
	5141 - VILLAGE ADMINISTRATOR			269.61	0.00		
	5142 - CLERK-TREASURER			198.66	0.00		
	5145 - FINANCE DEPARTMENT			228.39	0.00		
	5160 - VILLAGE HALL			51.00	0.00		
	5211 - POLICE ADMINISTRATION			418.88	0.00		
	5221 - FIRE ADMINISTRATION			2,361.23	0.00		
	5222 - FIRE SUPPRESSION			0.60	0.00		
	5231 - AMBULANCE			14.47	0.00		
	5241 - BUILDING INSPECTOR			58.82	0.00		
	5323 - GARAGE			256.09	0.00		
	5511 - LIBRARY SERVICES			6,960.89	0.00		
	5512 - MUSEUM			19.61	0.00		
	5632 - PLANNING DEPARTMENT			33.61	0.00		
	5670 - ECONOMIC DEVELOPMENT			40.00	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			19.14	0.00		
	5890 - USE OF DESIGNATED FUNDS			3,478.69	0.00		
	6210 - PUMPING MAINTENANCE			352.59	0.00		
	6300 - WATER TREATMENT OPERATIONS			4.85	0.00		
	6310 - WATER TREATMENT MAINTENANCE			753.44	0.00		
	6451 - T&D-MAINS MAINTENANCE			307.53	0.00		
	6453 - T&D-METERS MAINTENANCE			38.91	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			316.48	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			1,416.39	0.00		
	8400 - ADMINISTRATIVE & GENERAL			266.28	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0366			150.00			
	0707			4,262.43			
	1086			15.98			
	1275			80.48			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	2365			549.44			
	3064			36.78			
	4175			(125.00)			
	5177			1,663.06			
	5311			4,798.06			
	5724			0.99			
	6347			158.51			
	6370			2,017.18			
	6721			588.39			
	7403			253.79			
	8389			2,722.67			
	8764			315.87			
	8772			304.00			
	9708			267.63			

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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
4563187651 60474	WE ENERGIES 0700126680-00002 Well #3 Elec 610-6200-662200	07/28/2023 MROCKLEY 0700126680-00002 Well #3 Elec	08/08/2023	1,644.53  1,644.53	0.00	Paid	Y 08/08/2023
4563187651 60475	WE ENERGIES 0700126680-00003 Street Lights 100-5342-522200	07/28/2023 MROCKLEY 0700126680-00003 Street Lights	08/08/2023	3,988.60  3,988.60	0.00	Paid	Y 08/08/2023
4563187651 60476	WE ENERGIES 0700126680-00004 Greenwald 610-6200-662200	07/28/2023 MROCKLEY 0700126680-00004 Greenwald	08/08/2023	148.12  148.12	0.00	Paid	Y 08/08/2023
4563187651 60477	WE ENERGIES 0700126680-00005 Booster Station 610-6200-662200	07/28/2023 MROCKLEY 0700126680-00005 Booster Station	08/08/2023	397.44  397.44	0.00	Paid	Y 08/08/2023
4563187651 60478	WE ENERGIES 0700126680-00007 1240 N. Rochester 620-8020-821000	07/28/2023 MROCKLEY 0700126680-00007 1240 N. Rochester	08/08/2023	77.51  77.51	0.00	Paid	Y 08/08/2023
4563187651 60479	WE ENERGIES 0700126680-00008 Police Garage 100-5211-522200	07/28/2023 MROCKLEY 0700126680-00008 Police Garage	08/08/2023	37.12  37.12	0.00	Paid	Y 08/08/2023
4563187651 60480	WE ENERGIES 0700126680-00009 Fld Prk Baseball 100-5521-522200	07/28/2023 MROCKLEY 0700126680-00009 Fld Prk Baseball Lights	08/08/2023	230.70  230.70	0.00	Paid	Y 08/08/2023
4563187651 60481	WE ENERGIES 0700126680-000010 Fox River View 620-8020-821000	07/28/2023 MROCKLEY 0700126680-000010 Fox River View	08/08/2023	143.21  143.21	0.00	Paid	Y 08/08/2023
4563187651 60482	WE ENERGIES 0700126680-000011 DPW Elec 100-5323-522200	07/28/2023 MROCKLEY 0700126680-000011 DPW Elec	08/08/2023	381.97  381.97	0.00	Paid	Y 08/08/2023



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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4563187651 60483	WE ENERGIES 0700126680-000012 Fire 150-5221-522200	07/28/2023 MROCKLEY 0700126680-000012 Fire	08/08/2023	1,208.20  1,208.20	0.00	Paid	Y 08/08/2023
4563187651 60484	WE ENERGIES 0700126680-000013 police-CTH E N of 100-5211-522200	07/28/2023 MROCKLEY 0700126680-000013 police-CTH E N of Sugd	08/08/2023	19.65  19.65	0.00	Paid	Y 08/08/2023
4563187651 60485	WE ENERGIES 0700126680-000014 Hall 100-5160-522200	07/28/2023 MROCKLEY 0700126680-000014 Hall	08/08/2023	1,060.37  1,060.37	0.00	Paid	Y 08/08/2023
4563187651 60486	WE ENERGIES 0700126680-000014 Hall Gas 100-5160-522400	07/28/2023 MROCKLEY 0700126680-000014 Hall Gas	08/08/2023	13.46  13.46	0.00	Paid	Y 08/08/2023
4563187651 60487	WE ENERGIES 0700126680-000016 Miniwauken Park 100-5521-522200	07/28/2023 MROCKLEY 0700126680-000016 Miniwauken Park	08/08/2023	40.93  40.93	0.00	Paid	Y 08/08/2023
4563187651 60488	WE ENERGIES 0700126680-000017 Holz Elec 620-8010-821100	07/28/2023 MROCKLEY 0700126680-000017 Holz Elec	08/08/2023	7,870.87  7,870.87	0.00	Paid	Y 08/08/2023
4563187651 60489	WE ENERGIES 0700126680-000018 Parks 100-5521-522200	07/28/2023 MROCKLEY 0700126680-000018 Parks	08/08/2023	28.23  28.23	0.00	Paid	Y 08/08/2023
4563187651 60490	WE ENERGIES 0700126680-000019 Atkinson Pump 620-8020-821000	07/28/2023 MROCKLEY 0700126680-000019 Atkinson Pump	08/08/2023	408.91  408.91	0.00	Paid	Y 08/08/2023
4563187651 60491	WE ENERGIES 0700126680-000020 Well #6 610-6200-662200	07/28/2023 MROCKLEY 0700126680-000020 Well #6	08/08/2023	881.05  881.05	0.00	Paid	Y 08/08/2023

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VENDOR CODE: 0034 - CHECK TYPE: EFT  
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
4563187651 60492	WE ENERGIES 0700126680-000021 DPW Gas 100-5323-522400	07/28/2023 MROCKLEY 0700126680-000021 DPW Gas	08/08/2023	399.33  399.33	0.00	Paid	Y 08/08/2023
4563187651 60493	WE ENERGIES 0700126680-000022 Concession 100-5521-522200	07/28/2023 MROCKLEY 0700126680-000022 Concession Building	08/08/2023	278.82  278.82	0.00	Paid	Y 08/08/2023
4563187651 60494	WE ENERGIES 0700126680-000023 Well #3 Gas 610-6200-662200	07/28/2023 MROCKLEY 0700126680-000023 Well #3 Gas	08/08/2023	9.57  9.57	0.00	Paid	Y 08/08/2023
4563187651 60495	WE ENERGIES 0700126680-000024 Parks-200 S 100-5342-522200	07/28/2023 MROCKLEY 0700126680-000024 Parks-200 S Rochester	08/08/2023	22.51  22.51	0.00	Paid	Y 08/08/2023
4563187651 60496	WE ENERGIES 0700126680-000027 Police 100-5211-522200	07/28/2023 MROCKLEY 0700126680-000027 Police	08/08/2023	1,350.55  1,350.55	0.00	Paid	Y 08/08/2023
4563187651 60497	WE ENERGIES 0700126680-000028 Miniwaukan 100-5521-522200	07/28/2023 MROCKLEY 0700126680-000028 Miniwaukan Pavilion	08/08/2023	20.76  20.76	0.00	Paid	Y 08/08/2023
4563187651 60498	WE ENERGIES 0700126680-000029 F. Park Sump Pump 100-5521-522200	07/28/2023 MROCKLEY 0700126680-000029 F. Park Sump Pump	08/08/2023	22.82  22.82	0.00	Paid	Y 08/08/2023
4563187651 60499	WE ENERGIES 0700126680-000031 Holz Gas 620-8010-821200	07/28/2023 MROCKLEY 0700126680-000031 Holz Gas	08/08/2023	9.57  9.57	0.00	Paid	Y 08/08/2023
4563187651 60500	WE ENERGIES 0700126680-000032 Well #4 Elec 610-6200-662200	07/28/2023 MROCKLEY 0700126680-000032 Well #4 Elec	08/08/2023	3,560.12  3,560.12	0.00	Paid	Y 08/08/2023

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INVOICE REGISTER REPORT FOR MUKWONAGO  
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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
4563187651 60501	WE ENERGIES 0700126680-000033 Parks 100-5521-522200	07/28/2023 MROCKLEY 0700126680-000033 Parks	08/08/2023	107.31  107.31	0.00	Paid	Y 08/08/2023
4563187651 60502	WE ENERGIES 0700126680-000034 Street Lights 100-5342-522200	07/28/2023 MROCKLEY 0700126680-000034 Street Lights	08/08/2023	49.67  49.67	0.00	Paid	Y 08/08/2023
4563187651 60503	WE ENERGIES 0700126680-000036 Flashers 100-5211-522200	07/28/2023 MROCKLEY 0700126680-000036 Flashers	08/08/2023	11.17  11.17	0.00	Paid	Y 08/08/2023
4563187651 60504	WE ENERGIES 0700126680-000037 Well #4 Gas 610-6200-662200	07/28/2023 MROCKLEY 0700126680-000037 Well #4 Gas	08/08/2023	11.29  11.29	0.00	Paid	Y 08/08/2023
4563187651 60505	WE ENERGIES 0700126680-000038 Museum 100-5512-522200	07/28/2023 MROCKLEY 0700126680-000038 Museum	08/08/2023	241.70  241.70	0.00	Paid	Y 08/08/2023
4563187651 60506	WE ENERGIES 0700126680-000039 Well #5 610-6200-662200	07/28/2023 MROCKLEY 0700126680-000039 Well #5	08/08/2023	2,290.54  2,290.54	0.00	Paid	Y 08/08/2023
4563187651 60507	WE ENERGIES 0700126680-00043 Outdoor Stage 100-5521-522200	07/28/2023 MROCKLEY 0700126680-00043 Outdoor Stage	08/08/2023	31.09  31.09	0.00	Paid	Y 08/08/2023
4563187651 60508	WE ENERGIES 0709449777-00001 Library Gas 440-5511-522400	07/28/2023 MROCKLEY 0709449777-00001 Library Gas	08/08/2023	225.76  225.76	0.00	Paid	Y 08/08/2023
4563187651 60509	WE ENERGIES 0709449777-00002 Library Elec 440-5511-522200	07/28/2023 MROCKLEY 0709449777-00002 Library Elec	08/08/2023	3,131.08  3,131.08	0.00	Paid	Y 08/08/2023

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INVOICE REGISTER REPORT FOR MUKWONAGO  
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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
4563187651 60510	WE ENERGIES 0712697628-00001 Tower Radio Bldg 100-5211-522200	07/28/2023 MROCKLEY 0712697628-00001 Tower Radio Bldg	08/08/2023	21.08  21.08	0.00	Paid	Y 08/08/2023
4563187651 60511	WE ENERGIES 0712697628-00002 Mukw Dam 100-5254-522200	07/28/2023 MROCKLEY 0712697628-00002 Mukw Dam	08/08/2023	21.88  21.88	0.00	Paid	Y 08/08/2023
4563187651 60512	WE ENERGIES 0712697628-00003 PD Tower meter 100-5211-522200	07/28/2023 MROCKLEY 0712697628-00003 PD Tower meter #05662	08/08/2023	41.09  41.09	0.00	Paid	Y 08/08/2023
4563187651 60513	WE ENERGIES 0712697628-00004 1224 Riverton 620-8020-821000	07/28/2023 MROCKLEY 0712697628-00004 1224 Riverton	08/08/2023	75.95  75.95	0.00	Paid	Y 08/08/2023
4563187651 60514	WE ENERGIES 0712697628-00006 Well #7 610-6200-662200	07/28/2023 MROCKLEY 0712697628-00006 Well #7	08/08/2023	592.43  592.43	0.00	Paid	Y 08/08/2023
4563187651 60515	WE ENERGIES 0712697628-00007 School Crossing 100-5342-522200	07/28/2023 MROCKLEY 0712697628-00007 School Crossing Lights	08/08/2023	14.73  14.73	0.00	Paid	Y 08/08/2023
4598374945 60516	WE ENERGIES 0700126680-00015 STREET LIGHTS 100-5342-522200	07/28/2023 MROCKLEY 0700126680-00015 STREET LIGHTS	08/08/2023	10,015.60  10,015.60	0.00	Paid	Y 08/08/2023
4588215610 60517	WE ENERGIES 0700126680-00006 Field Park 100-5521-522200	07/28/2023 MROCKLEY 0700126680-00006 Field Park	08/08/2023	65.21  65.21	0.00	Paid	Y 08/08/2023
4588215610 60518	WE ENERGIES 0700126680-000025 Tower 610-6200-662200	07/28/2023 MROCKLEY 0700126680-000025 Tower	08/08/2023	35.71  35.71	0.00	Paid	Y 08/08/2023



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

4588215610							
60519	WE ENERGIES	07/28/2023	08/08/2023	113.77	0.00	Paid	Y
	0700126680-00030 Andrews Street	MROCKLEY					08/08/2023
	100-5521-522200	0700126680-00030 Andrews Street		113.77			

# of Invoices:	46	# Due:	0	Totals:	41,351.98	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					41,351.98	0.00

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	1,060.37
100-5160-522400	GAS	13.46
100-5211-522200	ELECTRIC	1,480.66
100-5254-522200	ELECTRIC	21.88
100-5323-522200	ELECTRIC	381.97
100-5323-522400	GAS	399.33
100-5342-522200	ELECTRIC	14,091.11
100-5512-522200	ELECTRIC	241.70
100-5521-522200	ELECTRIC	939.64
150-5221-522200	ELECTRIC	1,208.20
440-5511-522200	ELECTRIC	3,131.08
440-5511-522400	GAS	225.76
610-6200-662200	FUEL OR POWER PURCHASED	9,570.80
620-8010-821100	WWTP ELECTRIC POWER	7,870.87
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	9.57
620-8020-821000	PUMPING POWER & FUEL	705.58

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			18,630.12	0.00		
	150 - FIRE/AMBULANCE FUND			1,208.20	0.00		
	440 - LIBRARY FUND			3,356.84	0.00		
	610 - WATER UTILITY FUND			9,570.80	0.00		
	620 - SEWER UTILITY FUND			8,586.02	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5160 - VILLAGE HALL			1,073.83	0.00		
	5211 - POLICE ADMINISTRATION			1,480.66	0.00		
	5221 - FIRE ADMINISTRATION			1,208.20	0.00		
	5254 - DAMS			21.88	0.00		
	5323 - GARAGE			781.30	0.00		
	5342 - STREET LIGHTING			14,091.11	0.00		
	5511 - LIBRARY SERVICES			3,356.84	0.00		
	5512 - MUSEUM			241.70	0.00		
	5521 - PARKS			939.64	0.00		
	6200 - PUMPING OPERATIONS			9,570.80	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			7,880.44	0.00		
	8020 - LIFT STATIONS/PUMPING EQUIP			705.58	0.00		

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO

CHECK NUMBER 36975 - 36977

Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/14/2023	GEN	36975	DAWN HOOK	JULY 2023 COURT	100-0000-233000	375.00
08/14/2023	GEN	36976	TREASURER STATE OF WI	JULY 2023 COURT FINES AND FEES	100-0000-242400	2,551.44
08/14/2023	GEN	36977	TREASURER WAUKESHA COUNTY	JULY 2023 COURT FINES & FEES	100-0000-243240	700.00
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		3,626.44

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
CHECK NUMBER 679 - 681  
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/07/2023	GEN	679 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - JULY	100-5142-539900	1.41
		679 (E)		INVOICE CLOUD MONTHLY FEES - JULY	100-5241-539900	13.01
		679 (E)		INVOICE CLOUD MONTHLY FEES - JULY	410-5363-539900	67.28
		679 (E)		INVOICE CLOUD MONTHLY FEES - JULY	610-6920-692100	67.27
		679 (E)		INVOICE CLOUD MONTHLY FEES - JULY	620-8300-840000	67.28
						<hr/> 216.25
08/07/2023	GEN	680 (E)	WI DEPT OF REVENUE	2023 TID #6 - NEW TID FEE	100-5670-521900	1,000.00
08/07/2023	GEN	681 (E)	WI DEPT OF REVENUE QTRLY TAX	WI DEPT OF REVENUE QTRLY TAX	100-5145-539900	42.01
		681 (E)		WI DEPT OF REVENUE QTRLY TAX	100-5160-539900	6.50
		681 (E)		WI DEPT OF REVENUE QTRLY TAX	100-5521-539900	176.60
		681 (E)		WI DEPT OF REVENUE QTRLY TAX	440-5511-539900	155.51
						<hr/> 380.62
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		1,596.87



Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/01/2023	GEN	36885	WALWORTH CTY TREASURER	SCHOOL TAX LEVY & FIRST DOLLAR CREDIT	720-0000-121000	44,697.19
08/01/2023	GEN	36886	WAUKESHA CTY TREASURER	SCHOOL TAX LEVY & FIRST DOLLAR CREDIT	720-0000-121000	1,342,795.08
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		1,387,492.27

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
CHECK NUMBER 675 - 676  
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/01/2023	GEN	675 (E)	HASLER MAILING SOLUTIONS	POSTAGE REFILL	100-5142-531500	1,000.00
08/01/2023	GEN	676 (E)	UKG INC.	2022 PAYROLL ACA PRINTING 1095C	100-5141-539900	2.95
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	100-5142-539900	5.90
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	100-5145-539900	11.80
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	100-5211-539900	38.35
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	100-5212-539900	26.55
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	100-5213-521900	5.90
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	100-5241-539900	5.90
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	100-5300-539900	26.55
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	100-5632-539900	2.95
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	150-5221-539900	23.60
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	440-5511-539900	26.55
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	610-6902-690300	11.80
		676 (E)		2022 PAYROLL ACA PRINTING 1095C	620-8300-840000	8.85
						<hr/> 197.65
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		1,197.65

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/04/2023	GEN	36948	DEPOT EXPRESS	DEPOT EXPRESS CONCERT SERIES	340-5890-580603	700.00
08/04/2023	GEN	36949	MIKE HOFFMAN	ODD MAN OUT CONCERT SERIES	340-5890-580603	200.00
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		900.00

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO  
CHECK DATE FROM 08/03/2023 - 08/03/2023  
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/03/2023	GEN	36947	SECURIAN FINANCIAL GROUP INC	AUGUST 2023 ACCIDENTAL INS	100-0000-215305	39.24
		36947		AUGUST 2023 ACCIDENTAL INS	150-0000-215305	10.94
						<hr/> 50.18
08/03/2023	GEN	677 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 08/04/23	100-0000-215250	853.23
		677 (E)		RETIREMENT GW PR 08/04/23	150-0000-215250	1,124.97
						<hr/> 1,978.20
08/03/2023	GEN	678 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 08/04/23 ID	100-0000-215250	4,374.90
		678 (E)		RETIREMENT MS/ICMA PR 08/04/23 ID	150-0000-215250	227.09
		678 (E)		RETIREMENT MS/ICMA PR 08/04/23 ID	440-0000-215250	810.23
		678 (E)		RETIREMENT MS/ICMA PR 08/04/23 ID	610-0000-215250	196.86
		678 (E)		RETIREMENT MS/ICMA PR 08/04/23 ID	620-0000-215250	469.02
						<hr/> 6,078.10
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		8,106.48

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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
08/17/2023	GEN	37049	AFLAC	ACCOUNT# V1553 AUGUST 2023	100-0000-215302	257.85
		37049		ACCOUNT# V1553 AUGUST 2023	150-0000-215302	338.54
		37049		ACCOUNT# V1553 AUGUST 2023	610-0000-215302	1.19
		37049		ACCOUNT# V1553 AUGUST 2023	620-0000-215302	232.19
						<hr/> 829.77
08/17/2023	GEN	37050	MINNESOTA LIFE INSURANCE	SEPTEMBER 2023 LIFE INSURANCE	100-0000-215301	1,227.01
		37050		SEPTEMBER 2023 LIFE INSURANCE	150-0000-215301	210.81
		37050		SEPTEMBER 2023 LIFE INSURANCE	440-0000-215301	93.59
		37050		SEPTEMBER 2023 LIFE INSURANCE	610-0000-215301	32.40
		37050		SEPTEMBER 2023 LIFE INSURANCE	620-0000-215301	205.19
						<hr/> 1,769.00
08/17/2023	GEN	37051	MUKWONAGO PROFESSIONAL	AUGUST 2023 FIRE UNION DUES	150-0000-215500	825.00
08/17/2023	GEN	37052	MUKWONAGO PROFESSIONAL POLICE	AUGUST 2023 POLICE UNION DUES	100-0000-215500	500.00
08/17/2023	GEN	37053	VILLAGE OF MUKWONAGO MRA	AUGUST 2023 FSA	100-0000-215350	1,956.01
		37053		AUGUST 2023 FSA	150-0000-215350	594.89
		37053		AUGUST 2023 FSA	440-0000-215350	20.00
		37053		AUGUST 2023 FSA	610-0000-215350	2.12
		37053		AUGUST 2023 FSA	620-0000-215350	178.66
						<hr/> 2,751.68
08/17/2023	GEN	684 (E)	DELTA DENTAL OF WISCONSIN	SEPTEMBER 2023 DENTAL PREMIUMS	100-0000-215304	460.96
		684 (E)		SEPTEMBER 2023 DENTAL PREMIUMS	150-0000-215304	20.98
		684 (E)		SEPTEMBER 2023 DENTAL PREMIUMS	440-0000-215304	40.50
		684 (E)		SEPTEMBER 2023 DENTAL PREMIUMS	610-0000-215304	8.87
		684 (E)		SEPTEMBER 2023 DENTAL PREMIUMS	620-0000-215304	0.89
						<hr/> 532.20
08/17/2023	GEN	685 (E)	DELTA DENTAL OF WISCONSIN	SEPTEMBER 2023 VISION PREMIUMS	100-0000-215303	127.50
		685 (E)		SEPTEMBER 2023 VISION PREMIUMS	150-0000-215303	30.02
		685 (E)		SEPTEMBER 2023 VISION PREMIUMS	440-0000-215303	35.76
						<hr/> 193.28
08/17/2023	GEN	686 (E)	EMPLOYEE TRUST FUNDS	SEPTEMBER 2023 HEALTH INSURANCE	100-0000-215300	53,318.08
		686 (E)		SEPTEMBER 2023 HEALTH INSURANCE	150-0000-215300	18,852.51
		686 (E)		SEPTEMBER 2023 HEALTH INSURANCE	440-0000-215300	5,498.7

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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
		686 (E)		SEPTEMBER 2023 HEALTH INSURANCE	610-0000-215300	2,963.86
		686 (E)		SEPTEMBER 2023 HEALTH INSURANCE	620-0000-215300	6,647.96
						87,281.20
08/17/2023	GEN	687 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT GW PR 08/18/23	100-0000-215250	853.23
		687 (E)		RETIREMENT GW PR 08/18/23	150-0000-215250	1,152.22
						2,005.45
08/17/2023	GEN	688 (E)	MISSION SQUARE	RETIREMENT MS/ICMA PR 08/18/23 ID	100-0000-215250	4,258.06
		688 (E)		RETIREMENT MS/ICMA PR 08/18/23 ID	150-0000-215250	211.64
		688 (E)		RETIREMENT MS/ICMA PR 08/18/23 ID	440-0000-215250	809.80
		688 (E)		RETIREMENT MS/ICMA PR 08/18/23 ID	610-0000-215250	189.90
		688 (E)		RETIREMENT MS/ICMA PR 08/18/23 ID	620-0000-215250	499.51
						5,968.91
08/17/2023	GEN	689 (E)	UKG INC.	PAYROLL PROCESSING FEES JULY 2023	100-5111-539900	94.57
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	100-5120-539900	27.02
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	100-5141-539900	13.51
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	100-5142-539900	27.02
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	100-5145-539900	54.04
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	100-5211-539900	135.10
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	100-5212-539900	189.14
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	100-5213-521900	27.02
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	100-5241-539900	27.02
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	100-5300-539900	162.12
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	100-5632-539900	13.51
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	150-5221-539900	364.77
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	150-5233-531100	67.55
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	440-5511-534000	351.26
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	610-6902-690300	67.55
		689 (E)		PAYROLL PROCESSING FEES JULY 2023	620-8300-840000	40.53
						1,661.73
08/17/2023	GEN	690 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - JULY 2023	100-0000-215200	34,684.93
		690 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	14,105.33
		690 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	5,314.04
		690 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	500-0000-215200	5.62
		690 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	2,550.16
		690 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	3,025.02
						59,685.10
			TOTAL - ALL FUNDS	TOTAL OF 12 CHECKS		164,003.32



440 River Crest Ct | Mukwonago, WI 53149 | Tel: 262.363.6420 | Fax: 262-363-6425

## Agenda Item Cover Report

<b>Date:</b>	<b>Committee/Board:</b>
<b>Submitted by:</b>	<b>Department:</b>
<b>Date of Committee Action:</b>	<b>Date of Village Board Action:</b>

<b>Subject:</b>
<b>Executive Summary:</b>
<b>Fiscal Impact:</b>
<b>Executive Recommendation/Action:</b>

☐ Attachments Included





## Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

# Village of Mukwonago PD

**Prepared For:** Assistant Chief Chris DeMotto

(262)363-6436

cdemotto@mkpd.org

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial





# Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## Quote Worksheet

	MSRP
Base Price	\$49,750.00
Dest Charge	\$1,795.00
Total Options	\$1,465.00
Subtotal	\$53,010.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$7,491.00)
Subtotal Discount	(\$7,491.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$45,519.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$45,519.00

### Comments:

2023 Chevrolet Tahoe 4wd PPV to the specs as detailed. Registration fees are not included. Delivery can not be anticipated due to current market conditions.

Dealer Signature / Date

Customer Signature / Date

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Data Version: 17121. Data Updated: Aug 4, 2022 6:51:00 PM PDT.



# Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (  Complete )

## Standard Equipment

### Mechanical

Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)
Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)
Rear axle, 3.23 ratio
Suspension Package, Premium Smooth Ride (STD)
GVWR, 7500 lbs. (3402 kg) (4WD models only.) (STD)
Keyless start, push button
Automatic Stop/Start
Engine control, stop/start system disable button, non-latching
Engine air filtration monitor
Fuel, gasoline, E15
Transfer case, active, single-speed, electronic Autotrac does not include neutral. Cannot be dinghy towed (4WD models only. Deleted when (NHT) Max Trailering Package is ordered.)
Differential, mechanical limited-slip
4-wheel drive
Air filter, heavy-duty
Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator
Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
Battery, 730 cold-cranking amps with 80 amp hour rating
Alternator, 220 amps
Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way connector and 2" trailering receiver
Trailer sway control
Hitch Guidance
Suspension, front coil-over-shock with stabilizer bar
Suspension, rear multi-link with coil springs
Steering, power
Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
Exhaust, single system, single-outlet

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# Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## Mechanical

Mechanical Jack with tools

## Exterior

Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (STD)

Tires, 265/65R18SL all-season, blackwall (Standard with (PZX) 18" Bright Silver painted aluminum wheels only.) (STD)

Wheel, full-size spare, 17" (43.2 cm)

Tire, spare P265/70R17 all-season, blackwall

Tire carrier, lockable outside spare, winch-type mounted under frame at rear

Active aero shutters, upper

Fascia, front

Luggage rack side rails, roof-mounted, Black

Assist steps, Black with chrome accent strip

Headlamps, LED

Lamps, stop and tail, LED

Mirrors, outside heated power-adjustable, manual-folding, body-color

Mirror caps, body-color

Glass, deep-tinted (all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)

Glass, acoustic, laminated

Glass, windshield shade band

Windshield, solar absorbing

Wipers, front intermittent, Rainsense

Wiper, rear intermittent with washer

Door handles, body-color

Liftgate, rear manual

## Entertainment

Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 6-speaker system

SiriusXM Radio delete

Infotainment display, 8" diagonal touchscreen

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# Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (  Complete )

## Entertainment

Bluetooth for phone personal cell phone connectivity to vehicle audio system

Wireless Apple CarPlay/Wireless Android Auto

Wi-Fi Hotspot capable (Standard with (UE1) OnStar only. Terms and limitations apply. See onstar.com or dealer for details.)

## Interior

Seats, front 40/20/40 split-bench (Not available with (D07) center floor console and (USR) USB data ports.) (STD)

Seat trim, cloth

Seat adjusters, 8-way power includes 6-way power front passenger seat with 2-way power lumbar

Seat adjusters, 10-way power includes 8-way power driver seat with 2-way power lumbar

Seats, second row 60/40 split-folding bench, manual

Seats, third row 60/40 split-folding bench, manual (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

Floor covering, Black rubberized vinyl (Deleted when (B30) floor covering is ordered.)

Electronic Precision Shift

Steering column lock, electrical (Standard on models built after July 18, 2022.)

Steering column, manual tilt and telescopic

Steering wheel, urethane

Steering wheel controls, mounted audio, Driver Information Center, cruise control and Forward Collision Alert following gap button (if equipped) (left backside Seek/Scan steering wheel radio buttons are inoperable; these 2 buttons can be repurposed for aftermarket emergency equipment)

Driver Information Center, 4.2" diagonal color display includes driver personalization

Rear Seat Reminder

Door locks, power programmable with lockout protection and delayed locking (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, Auto Lockout is disabled on driver door.)

Keyless Open includes extended range Remote Keyless Entry

Cruise control, electronic with set and resume speed

Theft-deterrent system, content, electrical, unauthorized entry

USB data ports, 2, one type-A and one type-C, located within center console

USB charging-only ports, 4, (2) located on rear of center console and (2) in 3rd row (1 left and 1 right side below quarter glass side window) (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, (2) type-C ports are moved to the rear of center seat base and (2) type-C are moved to the cargo area. Deleted when (A50) front bucket seats are ordered.)

Window, power with driver Express-Up/Down


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Data Version: 17121. Data Updated: Aug 4, 2022 6:51:00 PM PDT.



# Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (  Complete )

## Interior

Window, power with front passenger Express-Up/Down

Windows, power with rear Express-Down

Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants

Air conditioning, rear

Defogger, rear-window electric

Power outlets, 2, 120-volt, located on the rear of the center seat and rear cargo area

Power outlet, front auxiliary, 12-volt, located in the center stack of instrument panel

Mirror, inside rearview manual day/night

Visors, driver and front passenger illuminated vanity mirrors, sliding

Assist handles, overhead, driver and front passenger, located in headliner

Assist handles, front passenger A-pillar and second row outboard B-pillar (Deleted when SEO (7X2) left- and right-hand spotlamps or SEO (7X3) left-hand spotlamp are ordered.)

Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions. On Police/Special Service vehicles, the control switch is located in the roof console in lieu of the driver - and passenger-side door switch with delayed entry feature.

Cargo management system

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

## Safety-Mechanical

Automatic Emergency Braking

Hill Start Assist

StabiliTrak, stability control system with brake assist, includes traction control

## Safety-Exterior

Daytime Running Lamps, reduced intensity low beam

## Safety-Interior

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Deleted when (A50) front bucket seats are ordered. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

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Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## Safety-Interior

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

Front and Rear Park Assist

Following Distance Indicator

HD Rear Vision Camera

Front Pedestrian Braking

Lane Keep Assist with Lane Departure Warning

Forward Collision Alert

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, defaulted off. Feature can be turned on in the Infotainment menu.)

Door locks, rear child security, manual

LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats lower anchors and top tethers located in all second-row seating positions (Deleted when (ATZ) second row seat delete is ordered.)

Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)

Warning tones headlamp on, driver and right-front passenger seat belt unfasten and turn signal on

## WARRANTY

Warranty Note: <<< Preliminary 2023 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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# Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## Selected Model and Options

MODEL		
CODE	MODEL	MSRP
CK10706	2023 Chevrolet Tahoe 4WD 4dr Commercial	\$49,750.00

COLORS	
CODE	DESCRIPTION
GBA	Black

SUSPENSION PKG		
CODE	DESCRIPTION	MSRP
Z56	Suspension Package, heavy-duty, police-rated. Full independent suspension with monotube dampers, linear coil springs, 35mm solid front stabilizer bar and 32mm hollow rear stabilizer bar (Included and only available with (9C1) Police Vehicle.)	Inc.

EMISSIONS		
CODE	DESCRIPTION	MSRP
FE9	Emissions, Federal requirements	\$0.00

ENGINE		
CODE	DESCRIPTION	MSRP
L84	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)	\$0.00

TRANSMISSION		
CODE	DESCRIPTION	MSRP
MHU	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.

GVWR		
CODE	DESCRIPTION	MSRP
C6G	GVWR, 7600 lbs. (3447 kg) (Included and only available with (9C1) Police Package. 4WD model only.)	Inc.

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Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## AXLE

CODE	DESCRIPTION	MSRP
GU5	Rear axle, 3.23 ratio	\$0.00

## PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	MSRP
1FL	Commercial Preferred Equipment Group includes standard equipment	\$0.00

## WHEEL TYPE

CODE	DESCRIPTION	MSRP
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel (Included and only available with (9C1) Police Vehicle.)	Inc.

## TIRES

CODE	DESCRIPTION	MSRP
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	Inc.

## PAINT

CODE	DESCRIPTION	MSRP
GBA	Black	\$0.00

## SEAT TYPE

CODE	DESCRIPTION	MSRP
AZ3	Seats, front 40/20/40 split-bench (STD)	\$0.00

## SEAT TRIM

CODE	DESCRIPTION	MSRP
H1T	Jet Black, Cloth seat trim (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$0.00

## RADIO

CODE	DESCRIPTION	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	\$0.00

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Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	MSRP
9C1	Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) 275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only) *Upon selection of this option the base price will change*	\$0.00
AMF	Remote Keyless Entry Package includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$75.00

## ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	MSRP
—	Capless Fuel Fill (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
J55	Brake system, heavy duty with front Brembo calipers and 16" front rotors (Included and only available with (9C1) Police Vehicle.)	Inc.
K3W	Battery, 850 cold-cranking amps with 95 amp hour rating (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating (packaged behind left rear cargo area panel) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
KX4	Alternator, 250 amps (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
RC1	Skid plate, front (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
V03	Cooling system, extra capacity (Included and only available with (9C1) Police Vehicle or (NHT) Max Trailing Package. Not included when (LM2) Duramax 3.0L Turbo-Diesel I6 engine is ordered.)	Inc.

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Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (  Complete )

## ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
—	Exterior ornamentation delete (front & rear Chevrolet bowties will remain) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
RAV	Tire, spare 275/55R20 all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	Inc.
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Vehicle.)	Inc.
V53	Luggage rack side rails, delete (Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) *CREDIT*	Inc.
WUA	Fascia, front high-approach angle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.

## ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
—	Instrumentation, analog with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
—	Power supply, 100-amp, auxiliary battery, rear electrical center (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
—	Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
ATD	Seat delete, third row passenger *CREDIT*	Inc.
AU7	Key common, fleet (Included and only available with SEO (6E2) Fleet Calibration or SEO (6E8) Fleet Calibration and (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
BCV	Lock control, driver side auto door lock disable (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
VZ2	Speedometer calibration (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.


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Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (  Complete )

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	MSRP
—	Seat belts, 3-point, all seating positions (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.

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Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

## ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	MSRP
5J3	Calibration, Surveillance Mode interior lighting (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
5J9	Calibration, taillamp flasher, Red/White (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
5LO	Calibration, taillamp flasher, Red/Red (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
6C7	Lighting, red and white front auxiliary dome Red and white LED auxiliary dome lamp is located on headliner between front row seats. The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$170.00
6E2	Fleet Calibration provides a single key with a specific code that is common to the door locks of all the vehicles in the vehicle fleet. Key code is an alternate to SEO (6E8) complete vehicle fleet common key. NOTE: NOT COMPATIBLE with previous model years (Requires (AMF) Remote Keyless Entry Package. Includes (AU7) fleet common key with (9C1) Police Vehicle or (5W4) Special Service Vehicle. Not available with SEO (6E8) Fleet Calibration.)	\$25.00
6J4	Wiring, horn and siren circuit (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$55.00
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
6N5	Switches, rear window inoperative (rear windows can only operate from driver's position.) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$57.00
6N6	Door locks and handles, inside rear doors inoperative (door can only be opened from outside) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$62.00
7X3	Spotlamp, left-hand Not available with SEO (7X2) left and right-hand spotlamps. Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$800.00
9G8	Headlamps, Daytime Running Lamps and automatic headlamp control delete deletes standard Daytime Running Lamps and automatic headlamp control features (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$50.00
—	Protected idle allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle (Included and only available (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
T66	Wiring provision, for outside mirrors and cargo side mirrors (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
UN9	Radio Suppression Package, with ground straps (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$95.00
UT7	Ground wires, blunt cut cargo area and blunt cut console area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
UTQ	Theft-deterrent system content, disable, the alarm and horn become non-functional in an attempt of theft to the vehicle (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$50.00

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Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete )

VXT	Incomplete vehicle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle. Included and only available with (ATZ) rear seat delete.)	Inc.
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## SHIP THRU CODES


CODE	DESCRIPTION	MSRP
VPV	Ship Thru, Produced in Arlington Assembly and shipped to Kerr Industries and onto Arlington Assembly (Included with SEO (6J8) White Left/White Right Whelen LED Lamp Package, SEO (6J9) Red Left/Red Right Whelen LED Lamp Package, SEO (6JE) Blue Left/Blue Right Whelen LED Lamp Package, SEO (6JG) Red Left/Blue Right Whelen LED Lamp Package, SEO (6C7) red and white front auxiliary dome lighting, SEO (6N6) door locks and handles, SEO (7X2) left- and right-hand spotlamps, SEO (7X3) left-hand spotlight, SEO (T53) alternate flashing Red & Blue rear compartment lid warning lamps, SEO (UN9) Radio Suppression Package, SEO (6J3) grille lamps and siren speakers wiring, SEO (6J4) horn and siren circuit wiring and SEO (WX7) auxiliary speaker wiring.)	\$0.00

## CUSTOM EQUIPMENT

CODE	DESCRIPTION	MSRP
DI-1	Delivery from Oconomowoc to Mukwonago	\$26.00
Options Total		\$1,465.00

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Vehicle: [Fleet] 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (  Complete )

Price Summary

PRICE SUMMARY		MSRP
Base Price		\$49,750.00
Total Options		\$1,465.00
Vehicle Subtotal		\$51,215.00
Destination Charge		\$1,795.00
Grand Total		\$53,010.00

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**VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES**

---

**RESOLUTION NO. 2023-39**

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

---

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

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

**NOW THEREFORE BE IT RESOLVED** that the Village Board hereby certifies that it shall authorize an appropriation for the Mukwonago Community Library for 2023 purposes in an amount at least equal to the amount as set forth in Wisconsin Statutes § 43.64(2)(b)1&2.

This action is dated and adopted this 20<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Fred H. Winchowky, Village President



\_\_\_\_\_  
Diana A. Dykstra, MMC  
Village Clerk-Treasurer



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

P 262.896.8080  
W [bridgeslibrarysystem.org](http://bridgeslibrarysystem.org)

To: Chief Elected Officials/Administrators in Municipalities with Libraries, Library Directors  
From: Karol Kennedy, Bridges Library System Director  
Re: Waukesha County Library Tax Exemption Notice  
Date: August 16, 2023

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

- Exempting library municipalities must levy and expend an amount equal to or greater than the mill rate set by Waukesha County in the preceding year with the exception of joint libraries whose participating municipalities have an alternate option for exempting which is to levy and expend an amount not less than the average of the previous 3 years (ss.43.64 (2)(c)).
- Exempting library communities are required to provide written notification to the county annually.
- The County Code requires that the notification be from the **local governing body** rather than from the clerk alone.
- The County Code also requires a deadline of September 30 so that the County Executive Budget available to supervisors and the general public can properly reflect the county library taxation levels in the Adopted Budget in November.
- Exempting communities must also have a library that meets or exceeds minimum service levels and quality assurance standards (included in the Waukesha County Library Services Plan and formally adopted by the Waukesha County Board of Supervisors in 2022) which are certified by the library board. (The libraries have already received their standards certification letters.)

If you would like to exempt your municipality from the Waukesha County library tax, the form (on page 2), ***Request for Exemption from Waukesha County Library Levy 2023 Tax for 2024 Purposes*** must be completed, approved by the municipality's governing body, signed, and returned to Bridges Library System no later than September 30, 2023. A copy of your adopted municipal ordinance or resolution certifying that your library appropriation meets or exceeds the requirements is also required. Email submission is acceptable as long as the form includes the actual signature.

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



**Request for Exemption from Waukesha County Library Levy  
2023 Tax for 2024 Purposes**

**Name of Community:**

**Name of library:**

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We recognize that, pursuant to 43.64 of Wisconsin Statutes, to obtain an exemption from the 2023 county library levy for 2024 purposes, the municipality must certify that during budget year 2024, its library will be provided and be allowed to expend no less than the county library tax rate in the prior year, \$0.215554 per \$1,000 Equalized Value.

In the case of a joint library, an alternate exemption option exists pursuant to ss 43.64 (2) (c). Under this language, each participating municipality in the joint library has the option to certify that during its budget year 2024, the library will be provided and allowed to expend no less than the average of the funding levels of the previous 3 years.

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

I am authorized to certify that the governing body of the municipality has enacted an ordinance or resolution pledging that it will appropriate and allow the library to expend no less than a rate of \$0.215554 per \$1,000 of the actual state Equalized Value amount for the community that was published by the state on August 15, 2023 or, in the case of a joint library whose municipality may choose this option, that the participating municipality will appropriate and allow the library to expend no less than the average of the funding levels of the previous 3 years.

The community meets its requirement stated above and is therefore eligible for exemption from the 2023 Waukesha County library levy.

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**Name and Title of Person filling out this form:**

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**Signature**

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**Date**

**This form, along with a copy of the municipal resolution/ordinance, must be filed no later than September 30, 2023.**

Send to:

Bridges Library System

741 N. Grand Avenue, Suite 210

Waukesha, WI 53186

Or email to [kkennedy@bridgeslibrarysystem.org](mailto:kkennedy@bridgeslibrarysystem.org)

VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES

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**RESOLUTION NO. 2023-44**

**A RESOLUTION ADOPTING AN UPDATE TO THE FUND BALANCE POLICY  
FOR THE VILLAGE OF MUKWONAGO**

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**WHEREAS**, the Village of Mukwonago has an established policy for management of the Fund Balance, and

**WHEREAS**, this document is required to be updated periodically to reflect changes in statutes or processes in the Village; and

**WHEREAS**, the Finance Director recommends the proposed changes and are shown in EXHIBIT A.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Mukwonago Board of Trustees, hereby approves the updated Fund Balance Policy herewith attached as EXHIBIT A.

Adopted and Approved this 20<sup>th</sup> day of September 2023.

APPROVED:

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Fred H. Winchowky, Village President

ATTESTATION:

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Diana Dykstra, MMC  
Village Clerk-Treasurer



## VILLAGE OF MUKWONAGO FUND BALANCE POLICY

### Purpose

The objectives of this fund balance policy are as follows:

- Preserve the credit worthiness of the Village of Mukwonago for borrowing monies at favorable interest rates.
- Provide working capital for the Village of Mukwonago to meet cash flow needs during the year.
- Provide a comfortable margin of safety to address unanticipated expenditures / emergencies and unexpected declines in revenue due to economic downturns, natural disasters, etc.
- Provide a resource to stabilize fluctuations from year to year in the property taxes paid by the Village of Mukwonago taxpayers.

### Policy

~~Currently, fund balance is divided into three basic classifications for accounting and monitoring purposes: reserved, unreserved-designated and unreserved-undesignated. Reserved fund balance is that portion of fund balance that is not available for the subsequent year's budget due to legal restrictions or resources which are not available for current spending. Unreserved fund balance includes funds set aside by management for specific uses, which are labeled "designated." The balance of unreserved fund balance is labeled "undesignated," which indicates it is available for appropriation.~~

~~Government Accounting Standards Board (GASB) has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* provides fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. This Statement is effective for financial statements with periods beginning after June 15, 2010. The objective of this Statement is to improve the usefulness and understandability of governmental fund balance information. The Statement provides more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The Statement impacts governmental fund types.~~

~~Under GASB 54, The fund balance will be reported in five new categories as described below: Non-spendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance and Unassigned Fund Balance.~~

**Non-spendable Fund Balance** – Amounts cannot be spent because they are a) not in spendable form or b) legally or contractually required to be maintained intact.

**Restricted Fund Balance** – Amounts are restricted by external parties (i.e. creditors, grantors, contributors) or laws / regulations of other governments or restricted by law through constitutional provisions or enabling legislation, such as an ordinance.

**Committed Fund Balance** – Amounts that can only be used for specific purpose pursuant to constraints imposed by formal action of the government's highest level of decision making authority. The formal action must occur prior to the end of the reporting period. The amount, which will be subject to the constraint, may be determined in the subsequent period.

**Assigned Fund Balance** – Amounts constrained by the government's intent to be used for specific purposes that are neither restricted nor committed. The intent can be expressed by a) the governing body itself or b) a body or official to which the governing body has delegated the authority (i.e. finance

committee, Director of Finance, Administrator, Clerk-Treasurer). Monies set aside for carryover appropriations, compensated absences, retirement obligations and contingencies are some of the examples to be included in the assigned category. Assigned fund balance can be used to eliminate the projected budgetary deficit in the subsequent year's budget.

**Unassigned Fund Balance** – Is a residual classification for the General Fund. The total fund balance less amounts categorized as non-spendable, restricted, committed and assigned equals unassigned fund balance. The General Fund is the only fund that should report a positive unassigned fund balance amount. A negative unassigned fund balance is possible in other governmental funds.

### Flow of Funds

It is the policy of this government that in cases where multiple types of funds are available to pay for expenditures in the various funds, restricted resources will be used first, followed by committed, assigned, and finally unassigned (if applicable).

### Procedures

In order to achieve the objectives of this policy, the following guidelines shall be adhered to by the Village of Mukwonago:

1. An unassigned general fund balance shall be maintained as of December 31 of each year equal to a minimum of 25% of the ensuing year's budgeted general fund expenditures, with a targeted maximum of four months of the ensuing year's budgeted expenditures.
2. The Village of Mukwonago will maintain appropriate commitments or assignments of general fund, special revenue funds, debt service funds and capital projects funds for specified purposes, including but not limited to contingencies, compensated absences or similar items. Commitments and / or assignments of fund balance shall be made pursuant to appropriate legislation (ordinance or resolution) adopted by the Village Board.
3. As part of the annual budget process, the ~~Village Administrator Finance Director~~ will estimate the surplus or deficit for the current year and prepare a projection of the year-end unassigned general fund balance. Such projections will include an analysis of trends in fund balance levels on an historical and future projection basis. Any anticipated balance in excess of the minimum unassigned general fund balance may be assigned to other purposes, or budgeted to reduce the ensuing year's property tax levy. If the Village Board approves the use excess fund balance for capital purchases or improvements, the current year budget will be amended to move the funds into the appropriate capital fund to be used in the subsequent year's budget.
4. Funds in excess of the upper range of the unassigned fund balance target may be considered to supplement "pay as you go" capital outlay expenditures (including reduction of anticipated debt issues) or to prepay existing debt via cash defeasance as allowable. Unassigned fund balance shall not be used to support recurring operating expenditures.
5. Withdrawal of any amount of unassigned general fund balance in excess of the targeted minimum of the amount budgeted under (3) above, for the sole purpose of reducing the ensuing year's property tax levy, may be made only upon a two-thirds majority vote of the Village Board.
6. The Village Board, by two-thirds vote, can declare a fiscal emergency and withdraw any amount of general fund balance for purposes of addressing the fiscal emergency. Any such action must also provide for necessary appropriations to restore the unassigned general fund balance to the minimum balance within a three-year period.

7. This policy ~~will be reviewed by the Finance Committee every three years following adoption or sooner at the direction of the Village Board, shall be reviewed periodically by the Finance Director and the Finance Committee. The Finance Committee shall approve any recommended changes, and the necessary resolution to modify the existing policy shall be presented to the Village Board for its action.~~
8. It is the policy of this government that assignments of fund balances and resources within a fund may be determined by the Village Board or its designee.

### Determination of Funds Reporting Status

In order to provide support for the proper determination of the reporting status of each fund, the Village Board makes the following findings with respect to the classification in the listed funds.

#### **GENERAL FUND:**

General Fund\*\*\* 40100

#### **SPECIAL REVENUE FUNDS:**

Fire/Ambulance Fund	45150	
<del>WI Development Fund</del> <u>Revolving Loan Fund</u>		24210
TID #3	22220	
TID #4	240	
TID #5	250	
TID #6	260	
American Rescue Plan Act	350	
Recycling	44410	
Library Fund	44440	
Stormwater	50500	
Impact Fees	60600	
Parkland Site Fee	84810	

#### **CAPITAL EQUIPMENT & CAPITAL IMPROVEMENT FUNDS:**

<del>Community Development Fund</del> 200		
Capital Equipment Fund	43430	
<del>Library Building Fund</del> 45		
<del>2001 GO Bond Issue</del> 47		
<del>GO Bond Issues</del> <u>Capital Improvement Fund</u>		48480
2009 GO Note	49	
2010 Taxable BAB GO Note	54	
2010 GO Note	55	

#### **DEBT SERVICE FUNDS:**

Debt Service 30300

#### **FIDUCIARY FUNDS:**

<del>Library Trust Fund</del> 74	
Tax Agency Fund	72720

#### **PROPRIETARY FUNDS:**

Water	64610
Sewer	62620



Village of Mukwonago GASB 54 Fund Balance Policy - Revised 8/30/2023

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\*\*\* The Village has three funds: Fire Designated-310, Ambulance Designated-320, and Village Designated-340, which are used to reserve funds for future capital purchases. For financial statement reporting purposes, these are considered to be part of the Village's General Fund and are included in the General Fund balances. These balances can be committed or assigned by the Village Board.

VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES

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**RESOLUTION NO. 2023-43**

**A RESOLUTION ADOPTING AN UPDATE TO THE CAPITAL IMPROVEMENT PLANNING  
POLICY FOR THE VILLAGE OF MUKWONAGO**

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**WHEREAS**, the Village of Mukwonago has an established policy for Capital Improvement Planning, and

**WHEREAS**, this document is required to be updated periodically to reflect changes in statutes or processes in the Village; and

**WHEREAS**, the Finance Director recommends the proposed changes and are shown in EXHIBIT A.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Mukwonago Board of Trustees, hereby approves the updated Capital Improvement Planning Policy herewith attached as EXHIBIT A.

Adopted and Approved this 20<sup>th</sup> day of September 2023.

APPROVED:

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Fred H. Winchowky, Village President

ATTESTATION:

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Diana Dykstra, MMC  
Village Clerk-Treasurer



## VILLAGE OF MUKWONAGO CAPITAL IMPROVEMENT PLANNING POLICY

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- I. **Background.** The intent of the capital improvement planning policy is to ensure that the Village of Mukwonago has set in place a long-term plan regarding improvements and replacement of buildings, equipment, apparatus, parks, and public infrastructure, including its utilities. It is prudent that the Village Board and management have a process where these items are reviewed prior to the annual budget process.

### II. Policy Management.

- A. The Village Board must approve a five-year capital improvement plan that is updated annually.
1. The five (5) year capital improvement plan will include consideration of major equipment replacement needs as well as any other projects or future capital expenditures.
  - ~~1-2.~~ The plan will contain a 6<sup>th</sup> year column to capture projects and major purchases expected to occur beyond the 5 year plan to allow for longer range planning and potential funding opportunities.
- B. The Village Board will hold at least one Capital planning workshop that is considered an open meeting, thus being open for public input.
1. The Capital Improvement Planning process will begin at a staff level in May and the Capital Planning workshop(s) should be expected to be held in ~~June~~ early September.
- C. The first year of the five-year capital improvement plan with consideration of any changes will be rolled into the current year capital improvement budget during the annual operating budget process.

### III. Funding Plan.

- A. Delaying capital maintenance and replacement of equipment results in higher future costs and decreased resident service. A funding plan ensures capital needs can be addressed on an ongoing basis without unreasonably large increases in property taxes over the prior year.
1. As part of the annual capital improvement plan process, the Finance Director will develop for consideration by the Village Board a target for changes in the property tax levy necessary for debt service in subsequent budget years. This target will be used to develop guidelines for the level of borrowing needed to support the annual capital improvement budget. The target will be based on a combination of factors

including, expected growth in tax base, inflation rates, or similar factors. The borrowing target may be exceeded with the approval of a 2/3 majority of the Village Board.

2. Utility projects funded by utility rates will be analyzed for future rate impacts as part of the annual budget process.

4-3. Development-related projects for which tax incremental financing would be utilized will be considered outside of the borrowing targets noted above in accordance with the dedicated revenue stream (tax increments or other sources) used to pay the debt.

B. The plan uses a combination of reserves on hand, allowable tax levy increases, and debt service tax levy that will become available in future years to fund annually recurring purchase requests.

C. Reserves on hand are derived from the Village's Designated and Capital Improvement Funds

1. The use of reserves allows the Village to gradually increase the tax levy to fund these purchases rather than including large one-time jumps.
2. Reserves will generally fund projects that are carried over from a prior year to complete the project. Savings from a completed project or a capital purchase, or the cancelation of a project after funds have already been allocated in a prior budget also results in reserves that are available to fund the subsequent year's planned capital.
3. Impact fee eligible projects can also be funded from impact fee reserves if those funds are readily available.
4. An evaluation of available General Fund reserves and possible transfer of a portion of those reserves to the capital equipment fund and/or capital improvement fund through a current year budget amendment will be considered during the budgeting process.

#### **IV. Procedures.**

A. The Village begins the capital planning process by summarizing all existing capital assets including equipment, apparatus, buildings, and infrastructure assets purchased with an individual value of more than \$5,000 and an estimated useful life of greater than one year. This inventory listing includes the year the asset was purchased, estimated life, and estimated replacement year.

B. Department Heads then complete a capital needs assessment. One part of that assessment is to review their existing asset inventory and ensure that assets needing replacement during the next five years are requested. Departments are also provided with a listing of the overall capital plan for their review and update

1. Department Heads will submit new requests and revise existing items using the capital planning feature of the Village's digital budget book software which contains all the necessary fields to describe the item and cost for consideration in the five-year plan. Justification for the project or purchase and a priority code should also be included in the request.
    - a. Projects or purchases that are appearing for the first time, or those changing in priority or scope, will be noted as such and discussed with the Village Board prior to establishing placement in the Capital Plan.
  2. Projects deemed necessary or desirable by Village Board members should be discussed with the appropriate Department Head and Administrator for consideration and inclusion in the plan, following the same process used by Department Heads.
- C. Prioritization of capital requests should be considered as follows:
1. Critical items have legal, safety, or regulatory requirements where not addressing the situation could lead to legal action, fines, penalties, or high risk of liability against the Municipality. Examples include rapidly deteriorating infrastructure; main breaks; critical safety equipment failure
  2. High priority items include those required to maintain key services at expected levels where delaying the item could cause a significant drop in service or functionality
  3. Medium priority items include those that could provide efficiency benefits or cost savings, but are not essential to maintaining high service levels
  4. Low priority items are the "nice to haves" but could easily be postponed if funding is not available
- D. Once all capital purchase requests are received by the Finance Director, they are split into three groups and the process to determine the appropriate funding mechanism for each item begins.
1. Non-Debt Financed Purchase Requests: Non-debt financed purchase requests can be thought of as falling into one of three categories: annually recurring, smaller dollar purchases or shorter-lived assets.
    - a. Annually occurring purchases should be financed through annual revenues rather than borrowed funds. This method allows for tax rate stabilization and lower debt service payments due to fewer borrowings.
    - b. Lower cost assets should not be financed if the cost of financing becomes too high in comparison to the asset's overall value.
    - c. Shorter-lived assets should not be financed for terms longer than the expected useful life of the asset.



- i. Shorter-lived assets can be financed with debt if the debt is structured to be repaid within the asset's useful life.
  2. Debt Financed Purchase Requests: Debt financed purchase requests are higher cost, more infrequent purchase requests. Due to the infrequency of purchase, paying for these assets with annual operating funds would lead to a tax rates fluctuating significantly from one year to the next. To maintain tax levy stability, these purchases should generally be financed with long-term debt.
  3. Storm Water Utility District, Sanitary Sewer, and Water Utility Purchase Requests: These requests are primarily for infrastructure improvement that relate to one of the Village's utilities. The costs of these assets may be financed through user fees and funds on hand or the issuance of long-term revenue debt. If debt financing is used the debt will be repaid through user fees of that utility, rather than through the general tax levy. Storm Water projects that are outside of the Storm Water Utility District are funded through the tax levy or with other Village reserves.
- E. The Finance Director and Village Administrator review the equipment and project requests to verify that they are in line with the Village's overall goals and make any necessary changes in consultation with the Department Heads.
- F. The Finance Director and Village Administrator then present a draft five-year Capital Improvement Plan to the Village Board for the Capital Planning workshop(s) for further discussion and consideration.
- G. Once the Capital Planning workshop(s) have been completed, the necessary changes are made and the first year of the Capital Improvement Plan will be rolled into the Capital Improvement Budget and will go through final review and approval during the annual operating budget process.

Adopted this \_\_\_\_\_,

Village of Mukwonago

\_\_\_\_\_  
\_\_\_\_\_  
Fred H. Winchowky, Village President

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_  
Diana Dykstra, Village Clerk-Treasurer

VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES

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**RESOLUTION NO. 2023-47**

**A RESOLUTION ADOPTING AN UPDATE TO THE CAPITALIZED FIXED ASSET POLICY  
FOR THE VILLAGE OF MUKWONAGO**

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**WHEREAS**, the Village of Mukwonago has an established policy for Capitalized Fixed Assets, and

**WHEREAS**, this document is required to be updated periodically to reflect changes in statutes or processes in the Village; and

**WHEREAS**, the Finance Director recommends the proposed changes and are shown in EXHIBIT A.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Mukwonago Board of Trustees, hereby approves the updated Capitalized Fixed Asset Policy herewith attached as EXHIBIT A.

Adopted and Approved this 20<sup>th</sup> day of September 2023.

APPROVED:

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Fred H. Winchowky, Village President

ATTESTATION:

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Diana Dykstra, MMC  
Village Clerk-Treasurer



## VILLAGE OF MUKWONAGO CAPITALIZED FIXED ASSET POLICY

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**I. Background.** To establish a general policy for Capitalized Fixed Assets including standards for valuation of assets with a useful life greater than ~~one year~~two years, ensuring a consistent method of recording these assets in the Village's financial records, and the capitalization and depreciation of capital assets pursuant to current GASB 34 reporting requirements.

~~**II. Objectives.** The Village's Fixed Asset Record shall include general fixed assets, i.e., non-infrastructure assets.~~

~~Infrastructure assets are assets that are immovable and of value only to the Village government, e.g., buildings, sewers, and streets. As a general rule, "capitalized" items maintained within the Village's Fixed Asset Record shall have an expected useful life greater than one year and a purchase, donated or assessed value equal to or greater than \$5,000. For computer equipment, initial operating software shall be included but subsequent operating software and application software shall be excluded.~~

~~Generally, repairs will not qualify for changing the initial capitalized value. Only major replacements of components and/or additions, which significantly change the initial capitalized value or significantly extend the expected useful life of any capitalized item shall be considered in order to substantiate any subsequent year value change of an asset maintained within the Village's Fixed Asset Record.~~

### III.II. Asset Valuation

A. Long-term assets will be recorded at historic cost or, if the cost is not readily determined, at estimated historic cost. Cost shall include applicable ancillary costs. All costs shall be documented, including methods and sources used to establish any estimated costs.

1. Purchased Assets will be recorded based on vendor invoice or other supporting documentation.

~~a. Salvage Value — the recording of purchased assets that are expected to be sold at retirement should be recorded with the historical estimated sale value if in excess of \$5,000. If sale value is less than \$5,000, normal depreciation for the useful life will be used.~~

2. Self-Constructed Assets will include all direct costs (including labor) associated with the construction project in establishing the valuation. If a department is unable to specifically identify all direct costs an estimate of the direct cost is acceptable, but must be supported by a reasonable methodology.

3. Donated Assets acquired by gift, donation or payment of a nominal sum not reflective of the asset's market value will be assigned cost equal to the fair market value at the time of acquisition.

4. Leased Property - Capital lease property will be recorded as an asset and depreciated as though it had been purchased.
5. Dedicated Assets – Required installation by Developer of public improvements, including but not limited to sanitary service mains, manholes, laterals and all appurtenances, water mains, laterals, hydrants, valves and all appurtenances, storm sewers, storm water management measures, streets, curb and gutter, street lights, street signs, sidewalks will be dedicated to the Village upon completion. Recording of infrastructure assets will be made on the basis of actual costs, including all ancillary costs, based on vendor invoice or other supporting documentation provided by the Developer.
6. Shared Purchases – The recording of assets shared with other municipalities or entities shall be made based on the Village's share of actual costs, including all ancillary costs, based on vendor invoice or other supporting documentation.

### III. Ancillary Costs

Ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor costs, not measurable at the time a fixed asset is recorded in the Village's financial record, will be expensed.

Ancillary Costs include:

- a. Building and Improvements – Professional fees of architects, attorneys, appraisers, financial advisors, etc; damage claims; costs of fixtures permanently attached to a building or structure; insurance premiums, and related costs incurred during construction; and other expenditures necessary to place a building or structure into its intended state of operation.
- b. Equipment – Transportation charges, installation costs, and other normal and necessary expenditure required to place the asset into its intended state of operation
- c. Land – Legal and title fees, surveying fees, appraisal and negotiation fees, damage payments, site preparation costs, and costs related to demolition of unwanted structures. This only applies to land purchased for Village use, not for development or redevelopment purposes.

### IV. Asset Classification and Capitalization Thresholds

Capital assets include items with useful lives greater than 2 years, land, land improvements, buildings, building improvements, construction work in progress, machinery and equipment, vehicles, infrastructure, easements, and works of art and historical structures. A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements. Assets that are not capitalized are expensed in the year of acquisition.

Infrastructure assets are long-lived assets that normally can be preserved for a significantly greater number of years than most capital assets and are stationary in nature. Examples include roads, bridges, tunnels, drainage systems, water systems and dams. Infrastructure assets do not include buildings, drives, parking lots or any other items incidental to property or access to the property.

5.

Fixed Asset Category	Illustrative Items and Capitalization Threshold
Furniture	Chairs, tables, bookcases, file cabinets or other furniture items, which individually cost \$5,000 or more <del>with an expected useful life greater than one year.</del>
Office Equipment	Postage machine and copiers/ <u>printers</u> ; or other office equipment items that individually cost \$5,000 or more <del>with an expected useful life greater than one year.</del>
<del>Computers and associated equipment</del> <u>IT Equipment</u>	<del>Large computers, personal computers (PCs), printers, copiers that</del> <u>Networks and IT infrastructure that</u> individually cost \$5,000 or more <del>with an expected useful life greater than one year.</del>
Specialized Public Safety Equipment	Certain communications equipment that individually cost \$5,000 or more <del>with an expected useful life greater than one year.</del>
Infrastructure	Streets curb & gutter, public right-of-way, street light systems, bridges, storm sewers, sewer laterals, culverts, and water mains that individually cost \$25,000 or more <del>with an expected useful life greater than one year.</del>
<u>Construction in Progress</u>	<u>Capitalization only – move to the appropriate asset category when finished and put into service</u>
<u>Buildings</u>	<u>Permanent Structures owned by the Village regardless of cost</u>
Building <del>and</del> Improvements	Permanent Structures, building mechanical equipment, parking lots and lighting that individually cost <u>\$510,000</u> or more <del>with an expected useful life greater than one year.</del>
<u>Land (Capitalized only, no depreciation)</u>	<u>Land purchased or received for Village use regardless of cost</u>
<u>Land Improvements</u>	<u>Trails, Park Improvements, electronic signs, that individually cost \$10,000 or more</u>
Library Collection	Books, CD's, DVD's, <del>VHS tapes, Periodicals with an expected useful life greater than one year</del> <u>regardless of cost.</u>
Motorized road equipment, i.e. cars, trucks, or ambulances	All permanent or semi-permanent attachments shall be included <u>regardless of cost</u> , e.g., snow plows, salt spreaders, etc.
Motorized non-road equipment, e.g., ditch diggers, air compressors	All equipment that individually cost \$5,000 or more <del>with an expected useful life greater than one year</del>
Other non-motorized equipment not attached to or associated with motorized equipment	All equipment that individually cost \$5,000 or more <del>with an expected useful life greater than one year.</del>

## V. Depreciation/Amortization for Long-Term Assets

All long-term assets (except for land, certain land improvements, and construction-in-progress) identified in the capitalization policy, will be depreciated or amortized as appropriate. Regardless of the month the asset is placed in service, one/half year of depreciation/amortization will be recorded in the first year. When the asset is fully depreciated/amortized, it will kept on the books until it is disposed of. An asset disposed of prior to the end of its useful life will have the remaining “book” value written off as depreciation.

The Water Utility will follow guidelines for depreciation as established by the Public Service Commission.



~~Adopted this 3<sup>rd</sup> day of June, 2014.~~

~~Village of Mukwonago~~

~~\_\_\_\_\_~~

~~\_\_\_\_\_~~

~~\_\_\_\_\_ Fred H. Winchowky, Village President~~

~~ATTEST:~~

~~\_\_\_\_\_~~

~~Steven A. Braatz, Jr., Village Clerk-Treasurer~~

VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES

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**RESOLUTION NO. 2023-45**

**A RESOLUTION TO AUTHORIZE A CONTRACT FOR MAINTENANCE ASSESSMENT  
SERVICES FOR THE VILLAGE OF MUKWONAGO**

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**WHEREAS**, the Village of Mukwonago is in an agreement for Assessment Services with Associate Appraisal Consultants which expires on December 31, 2023, and

**WHEREAS**, the Village Board reviewed multiple renewal options and determined an additional (3) year contract should be granted for years 2024-2026 for maintenance services; and

**WHEREAS**, Associated Appraisal Consultants have presented a contract attached as EXHIBIT A, which identifies parameters reviewed by the Board of Trustees.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Mukwonago Board of Trustees, hereby approves the proposed contract herein attached as EXHIBIT A.

Adopted and approved this 20<sup>th</sup> day of September 2023.

APPROVED:

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Fred H. Winchowky, Village President

ATTESTATION:

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Diana Dykstra, MMC  
Village Clerk-Treasurer



# **CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES**

Prepared for the  
**Village of Mukwonago**  
Waukesha/Walworth County

By



**Appleton Office**  
**W6237 Neubert Rd. | P.O. Box 291**  
**Greenville, WI 54942-0291**  
**Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office  
Walworth County  
Lake Geneva, WI 53147

Ironwood, Michigan Office  
Ironwood, MI 49938

Hurley Office  
Iron County  
Hurley, WI 54534

## CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **Village of Mukwonago, Waukesha/Walworth County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

*IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:*

**I. SCOPE OF SERVICES.** All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract.

**A. INSPECTIONS.** The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

**B. PARCEL IDENTIFICATION.** The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

**C. PREPARATION OF RECORDS.** Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

D. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

E. **ASSESSMENT NOTICES.** A notice of changed assessment as prescribed under §70.365, Wis. Stats., shall be mailed for each applicable taxable parcel or property whose assessed value has changed from the previous year. The notice form used shall be that prescribed and or approved for use by the Department of Revenue and include the time and place of when the open book conference(s) and board of review meeting(s) will be held. Assessor shall be responsible for the preparation and timely mailing of all assessment notices by First Class Mail.

F. **OPEN BOOK.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The Assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide necessary staff to handle projected attendance.

G. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the Wisconsin Property Assessment Manual. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the



public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under §70.09 (3) (c), Wis. Stats. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue.

H. **BOARD OF REVIEW.** Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. If deemed necessary and mutually agreed upon by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

I. **OPEN RECORD REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including §70.35(3), Wis. Stats., regarding the personal property return, §70.47(7)(af), Wis. Stats., regarding income and expense information provided to the assessor and board of review; and §77.265, Wis. Stats., regarding the real estate transfer return.

J. **AVAILABILITY.** The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend Village meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

K. **MUNICIPALITY RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and property assessment records, sewer, and water layouts, permits, tax records, records of special assessments, plats, condominium documents, maps, and any other pertinent documents currently in the possession of the Municipality at no cost. If such records necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County Surveyor, Register of Deeds, or other sources at the Municipality's expense.

L. **MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, GIS related maps, or any other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

M. **MAILING SERVICES.** Assessor shall be responsible for the cost of all postage and mailing services. This cost includes, but is not limited to, personal property forms, notices of changed assessment, written requests to view property, questionnaires, and mailing of documents such as maps and assessment rolls. If Municipality requires Assessor to send any letters by certified mail, Municipality shall be responsible for the postage and mailing services costs of all certified mail.

## II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to §19.01, Wis. Stats., and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of Village Assessor as per §61.19, and §70.05(1), Wis. Stats., for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under §895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon alleged intentional or negligent acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under §74.35, and §74.37, Wis. Stats., and any circuit court claims, unless otherwise specified in this Contract.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with §70.05 and §73.09, Wis. Stats., and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. **INSURANCE.** The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

**D. OWNERSHIP OF RECORD.** All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

### **III. TERM AND TERMINATION**

**A. TERM.** The term of this Contract is for the **2024, 2025, and 2026** assessment year(s). The Assessor shall have completed all work under this agreement on or before the fourth Monday in April or 45 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

**B. TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, the Assessor shall be paid for work completed as of the date of termination on a percentage basis in light of all work to be performed during the year of termination.


**C. ENTIRE CONTRACT.** This Contract contains the complete and entire Contract between the parties and may not be altered or amended except in writing, executed, making specific references to this Contract, by a duly authorized officer of the Assessor and by a duly authorized official of the Municipality.

**D. AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

**IV. COMPENSATION**

- A. The Municipality shall pay the Assessor **Thirty-Five Thousand Dollars (\$35,000.00)** for each of the 2024, 2025, and 2026 assessment year(s) for maintenance assessment services.
- B. The compensation due to the Assessor shall be paid in monthly installments throughout the 2024, 2025, and 2026 assessment year(s).
- C. Renewal Adjustments: An increase of not more than five percent (5.0%) may be applied on an annual basis for each year of automatic renewal after 2026.
- D. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- E. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and an eighth per parcel per month ( $\$.018 * 3,297 = \$59.35$ ) payable to a third-party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.018 per parcel.  
**\*\*\* Please initial yes or no to post data to the website. \*\*\***  
Yes \_\_\_\_ No \_\_\_\_

**V. SIGNATURES**

  
\_\_\_\_\_  
Mark Brown  
President  
Associated Appraisal Consultants, Inc.

\_\_\_\_\_  
08/21/2023  
Date

\_\_\_\_\_  
Authorized Signature  
Village of Mukwonago

\_\_\_\_\_  
Date

VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES

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**RESOLUTION NO. 2023-46**

**A RESOLUTION TO AUTHORIZE A CONTRACT FOR EXTERIOR REVALUATION  
ASSESSMENT SERVICES FOR THE VILLAGE OF MUKWONAGO**

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**WHEREAS**, the Village of Mukwonago is in an agreement for Assessment Services with Associate Appraisal Consultants which expires on December 31, 2023, and

**WHEREAS**, the Village Board reviewed and granted an additional (3) year contract for years 2024-2026 for maintenance services; and

**WHEREAS**, Associated Appraisal Consultants has issued our 2023 Municipal Assessment Report listing our estimated level of assessment at 70%, and

**WHEREAS**, Associated Appraisal Consultants have presented a contract attached as EXHIBIT A, which identifies parameters reviewed by the Board of Trustees.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Mukwonago Board of Trustees, hereby approves the proposed contract herein attached as EXHIBIT A.

Adopted and approved this 20<sup>th</sup> day of September 2023.

APPROVED:

\_\_\_\_\_  
Fred H. Winchowky, Village President

ATTESTATION:

\_\_\_\_\_  
Diana Dykstra, MMC  
Village Clerk-Treasurer





# **CONTRACT FOR REVALUATION ASSESSMENT SERVICES**

Prepared for the  
**Village of Mukwonago**  
Waukesha/Walworth County

By



**Appleton Office**  
**W6237 Neubert Rd. | P.O. Box 291**  
**Greenville, WI 54942-0291**  
**Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office  
Walworth County  
Lake Geneva, WI 53147

Ironwood, Michigan Office  
Ironwood, MI 49938

Hurley Office  
Iron County  
P.O. Box 342  
Hurley, WI 54534-0342

**SECTION I  
GENERAL AGREEMENTS**

This Contract is by and between the **Village of Mukwonago, Waukesha/Walworth County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

*IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:*

**1. SCOPE OF SERVICE:**

Assessor shall perform an exterior revaluation of all taxable real estate in the Municipality, pursuant to Wisconsin Statutes 70.05(5), for the assessment year of **2024**, for which service the Municipality agrees to pay Assessor the sum of compensation outlined in Section V of this Contract. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the Wisconsin Property Assessment Manual and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract.

**2. ASSIGNMENT OF CONTRACT:**

Assessor will not assign, subcontract or transfer this Contract or any part of this Contract without written approval from the Municipality.

**3. PERSONNEL:**

Assessor shall provide certified, experienced and competent employees of good character to perform all work necessary during the various phases of the revaluation program. All field staff members shall carry a photo identification tag and drive a vehicle clearly marked with our company name. If the Municipality shall at any time during the program consider the services of any employee to be unsatisfactory, Assessor shall immediately remove such employee upon written request.

**4. INSURANCE AND INDEMNITY:**

Assessor shall maintain during the term of this Contract full insurance coverage to protect and hold harmless the Municipality. Insurance shall include: (a) worker's compensation in compliance with state laws, (b) comprehensive general and public liability covering operation, (c) comprehensive automobile liability and property damage with coverage to include owned, hired, and non-hired motor vehicles used by Assessor, and (d) proper and sufficient insurance to cover loss of records withdrawn from the Municipality by Assessor for its use as well as records in process under this Contract. Assessor shall not be responsible for loss of records destroyed by fire, theft, or Act of God while kept in the office supplied by the Municipality.

Limits of liability shall not be less than:

(a) Workers Compensation

State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit \$ 1,000,000

The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of

cancellation to the Municipality. The Assessor shall timely pay all insurance premiums. The insurance provider will be authorized to transact business in the State of Wisconsin.

Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

The Municipality agrees to defend and indemnify and save harmless the Assessor, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery and judgments of every kind and description arising out of any valuation disputes, brought or recovered against, whether based in contract, negligence or otherwise. Neither party shall be liable to the other for consequential, indirect or incidental damages, including but not limited to, loss of tax revenue or claims related to valuation of property, whether based in contract, negligence, strict liability or otherwise.

#### **5. ROLE OF ASSESSOR:**

As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of Village Assessor as per Wisconsin Statutes secs. 61.19 and 70.05(1) for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under sec. 895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.

#### **6. PUBLIC RELATIONS:**

During the revaluation, Assessor shall carry on a suitable program of public information in a manner dictated by experience to be most effective and productive, and of such nature that will allow the Municipality to actively participate. This program shall include a general mailing to all property owners with information regarding the revaluation process before field work begins. If necessary, the program shall include the furnishing of speakers, holding press conferences and preparing press releases. Upon written request, Assessor agrees to meet with the governing body of the Municipality to discuss areas of work such as public relations, procedures, progress, valuations and concerns.

#### **7. DURATION:**

Assessor shall complete all work on or before October 30<sup>th</sup> of the year in which the revaluation services are contracted for. If unforeseen circumstances delay the completion of work, an extension will be granted upon mutual consent.

#### **8. PUBLIC REQUESTS:**

Assessor shall timely respond to all open records requests received by Assessor. In so doing, Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including but not limited to Wis. Stat. § 70.35(3) regarding the personal property return, Wis. Stat. § 70.47(7)(af) regarding income and expense information, and Wis. Stat. § 77.265 regarding the real estate transfer return. Assessor shall timely communicate to Municipality any open records inquiries or issues raised by a property owner directly to Assessor which may require additional follow-up by the Municipality. Assessor shall also otherwise cooperate with Municipality in responding to open records requests.

#### **9. AVAILABILITY:**

The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and company paid time off. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within two working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor.

## **10. COMPLETION OF ASSESSMENT ROLL AND REPORTS:**

Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. Roll transmittal and reception must be made and maintained in accordance with Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and follow any County or Municipality prescribed business formats as provided under Wis. Stat. § 70.09(3)(c). Assessor shall provide final assessment figures for each property to Municipality, and the roll shall be totaled to exact balance. Assessor shall timely prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue. Assessor shall prepare and submit the Agricultural Land Conversion Charge form to the County as required. Postage and mailing services are at the Municipality's expense.

## **SECTION II DATA COLLECTION & APPRAISAL**

### **1. FIELD APPRAISAL:**

Assessor shall physically visit and inspect from the exterior all taxable improved properties excluding those assessed as Manufacturing by the Wisconsin Department of Revenue. Assessor shall make a careful inspection of all buildings and improvements located on such properties and shall carefully measure, list and compute the full market value for all improvements using professionally acceptable appraisal practices. All inspections will be conducted between the hours of 8:00 AM and 7:00 PM, Monday through Friday, Saturday if necessary, excluding legal holidays or Assessor scheduled days off. Assessor and Municipality will work with the building inspector to obtain PDF's of the floor plan or blue prints for all new residential and commercial structures. Exterior photographs shall be taken of all improved properties and placed into the digital property record card. Postage and mailing services are at the Municipality's expense.

### **2. PROPERTY RECORDS:**

- (a) Assessor shall create a complete digital database of all parcels within the municipality, including information on each property's ownership, class, land size and use, and improvement information. The database shall be created using CAMA software and shall include digital photographs and sketches of primary improvements.
- (b) Property records shall be updated utilizing CAMA software, showing the property information used as a basis for the revaluation, including the measurements of all primary building improvements. Assessment records shall include all data and material obtained and/or used for the valuation of properties.
- (c) All records prepared or maintained about assessments in the Municipality shall always be and remain the sole property of the Municipality.
- (d) Within 30 days after completion of the revaluation program, Assessor shall turn over all assessment records to the Municipality as needed, including property record cards, maps, and a computer file back-up of the electronic database.
- (e) If the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

### **3. DWELLING DATA:**

When appraising single-family and multi-family dwellings, Assessor shall document and consider the physical characteristics and condition of the dwelling. Such characteristics shall include the type of dwelling, story height, square footage, basement area, wall construction, siding type, roof, floors, interior finish, heating system, fireplaces, plumbing fixtures, number of rooms, age, physical condition, general quality of construction, and attachments such as garages, decks and porches. Sales data and rental information will be documented and considered when applicable. All information collected will be recorded as a permanent part of the property records.

- (a) Assessor shall mail a property record questionnaire form to all taxable improved parcels that contain a dwelling and are classified as Residential for property tax purposes. Upon receiving a

completed questionnaire form, Assessor shall review and update as needed the property record card based on provided information.

#### **4. VACANT LANDS:**

Assessor shall inspect all vacant parcels of land where access may be practicably obtained. Any vacant lands not physically inspected will be viewed by way of recent aerial photography. Sales data for vacant lands will be collected and compiled based on neighborhoods or geographic locations within the municipality. Land values will be derived from vacant and improved sales and will consider all factors that may affect resale value, such as location, size, shape, topography, zoning, utilities, current use and other factors. In developing land values, all forms, maps and land valuation tables shall be left with the Municipality. All maps such as plat maps, zoning maps or other maps needed to accurately value land will be supplied by Municipality or

Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

#### **5. APPROACH TO VALUE:**

Assessor shall assess all taxable real estate per market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

(a) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the municipality to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.

(b) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift or similar valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.

(c) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

#### **6. PERSONAL PROPERTY ASSESSMENTS:**

Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at Municipality's expense. By May 1<sup>st</sup> Assessor shall review statements and follow up with unfiled or incorrect statements. Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class. Assessor shall maintain the Personal Property Roll in a format compliant with Chapter 5 of the *Wisconsin Property Assessment Manual*, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. §70.09(3)(c).

### **SECTION III NOTIFICATION & DEFENSE OF ASSESSMENTS**



**1. ASSESSMENT NOTICES:**

A notice of assessment shall be mailed for each taxable parcel of property whose assessed value has changed from the previous year. Assessor shall be responsible for the preparation and timely mailing of all assessment notices by First Class Mail. The cost of postage shall be borne by the Municipality. If Municipality requires Assessor to send letters by certified mail, Municipality shall be responsible for the postage and mailing services costs of certified mail.

**2. OPEN BOOK:**

At the completion of the revaluation work and following statutory requirements, the Assessor shall hold informal hearings referred to as the Open Book, prior to the Board of Review. During the Open Book, interested property owners may view the assessment roll and discuss their individual appraisals. Assessor shall take the phone calls to schedule appointments for the open book conference. Assessor shall provide necessary staff to accommodate the projected attendance. Assessor shall work with the Municipality to determine the date when the Open Book will take place. The Municipality will provide an appropriate area to conduct the Open Book. Unless otherwise specified in this Contract, the informal hearings will be held for as many days as needed.

**3. BOARD OF REVIEW:**

Assessor shall furnish a representative for as many days as needed to provide sworn oral testimony at the Board of Review in support of all assessed values being formally challenged. Municipality shall comply with state statutes and Department of Revenue training requirements about Board of Review hearings. Municipality agrees that all Board of Review appeals must be made in a formal manner, by filing a completed Form of Objection with the Clerk at least 48 hours before the opening of the Board of Review. In the event of any appeal beyond the Board of Review to the Department of Revenue or Circuit Court, Assessor shall provide a representative to furnish testimony in defense of the values established by the revaluation for all such cases within the first 90 days after adjournment of the Board of Review for up to eight employee hours. Testimony in excess of eight employee hours will require an addendum to this Contract. Any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

**SECTION IV  
ITEMS TO BE PROVIDED BY MUNICIPALITY**

**1. MEETING SPACE:**

Municipality shall furnish a suitable space in which to hold the Open Book conference and the Board of Review at no cost to Assessor.

**2. ACCESS TO RECORDS:**

Municipality shall allow access and make available to Assessor municipal records such as, but not limited to, previous assessment records and rolls, sewer and water layouts, building permits, tax records, zoning ordinances, condominium declarations and documentation pertaining to future land use planning.

**3. MAPS:**

Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the municipality. If such maps necessary for our work are not in the possession of the municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

**4. MAILING SERVICES COSTS:**

Municipality shall be responsible for the cost of all postage and mailing services associated with the revaluation program. This cost includes, but is not limited to, a general informational mailing, written requests to view property, notices of assessment, and mailing of documents such as maps and assessment rolls. If Municipality requires Assessor to send letters by certified mail, Municipality shall be responsible for the postage and mailing services costs of certified mail.

**SECTION V  
COMPENSATION & TERMS OF PAYMENT**

**1. COMPENSATION:**


Payment shall be made monthly for services and expenses incurred during the previous month. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. All payments shall be made to: Associated Appraisal Consultants, Inc., P.O. Box 291, Greenville, Wisconsin, 54942-0291.

**2. COST OF SERVICES:**

Assessor shall perform all the services stated in the above Contract for the assessment year of **2024**, per to the terms specified herein for the sum of: **One Hundred Thirty-Nine Thousand Seven Hundred Dollars (\$139,700.00)**.

- (a) This Contract runs simultaneous with the 2024-2026 Contract for Maintenance Assessment Services. The Municipality shall continue to pay the Assessor **Thirty-Five Thousand Dollars (\$35,000.00)** for the 2024 assessment year. Compensation will continue to be paid in established installments throughout the 2024 assessment year.
- (b) Municipality shall not be billed for supplies, mileage or any other additional travel expenses, unless otherwise specified in this Contract and/or addenda.
- (c) Additional compensation that may be due to the Assessor as a result of services requested by the Municipality that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.

**3. SIGNATURES:**

  
\_\_\_\_\_  
Mark Brown  
President  
Associated Appraisal Consultants, Inc.

\_\_\_\_\_  
08/21/2023  
Date

\_\_\_\_\_  
Authorized Signature  
Village of Mukwonago

\_\_\_\_\_  
Date



## Agenda Cover Report

<b>Date:</b> <b>8/28/23</b>	<b>Committee/Board:</b> <b>Health and Recreation</b>
<b>Submitted by:</b> <b>Ron Bittner</b>	<b>Department:</b> <b>Public Works</b>
<b>Date of Committee Action: 9/6/23</b>	<b>Date of Village Board Action: 9/20/23</b>

**Subject:**

Discussion and recommendation to approve the Indian Head Park sign and message center.

**Executive Summary:**

The Indian Head Park sign is the last phase of the village's message center project. The display will be compatible with the signs at Field Park, Police and Fire Departments. The software allows for remote individual programming or group messages. The design is based on the existing signs at the Police and Fire Departments. The project was bid publicly, and opened on August 24<sup>th</sup>, 2023. Poblocki Signs and Look Creative submitted proposals. The scope of services listed a December 3, 2023, completion date and each company was required to submit their timelines on the Quote Form. Poblocki signs meets the required completion date whereas Look Creative lists an end of February completion. The Quote forms are included for review.

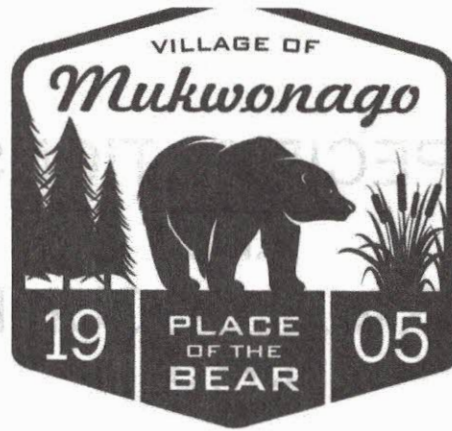
**Fiscal Impact:**

Poblocki Signs bid \$62,610.00 and Look Creative bid \$58,700.00. The project budget was \$75,000.00. Based on the submitted completion dates, DPW will recommend Poblocki Signs for the project.

**Executive Recommendation/Action:**

We are requesting a recommendation for the Village Board to approve the Indian Head Park sign contract with Poblocki Signs for \$62,610.00.

☐ **Attachments Included**



**VILLAGE OF MUKWONAGO**  
**Indian Head Park**  
**Sign and LED Message Center**

**Village of Mukwonago**  
**Department of Public Works**  
**440 River Crest Court**  
**Mukwonago, WI 53149**  
**(262) 363-6447**

# **SPECIFICATIONS AND CONTRACT DOCUMENTS FOR**

## **2023 Indian Park Sign and Message Center Village of Mukwonago**

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**ADVERTISEMENT FOR BIDS**

**Indian Head Park Sign with Message LED Message Center**

**Village of Mukwonago  
Waukesha/Walworth Counties, Wisconsin**

Sealed Bids will be received by the Village of Mukwonago at 440 River Crest Court, Mukwonago, WI 53149 no later than **9:00 a.m. local time on August 24, 2023**. Bids will be publicly opened and read aloud at the above time and place.

Project involves final engineer approved design, followed by installation of the sign as designed, electrical connections and staff training as describe in project scope.

The Project Manager for this Project is Ron Bittner, who may be contacted at Village of Mukwonago Department of Public Works, 440 River Crest Court, Mukwonago, WI 53149, (262) 363-6447, regarding the project.

All Work is included in a single prime contract.

Bid Security, bid security in the amount of not less than 5% of the bidder's maximum bid price and in the form of a bid bond, certified check, or cashier's check (payable to the Village of Mukwonago) is required with the bid.

Bidding Documents, including Drawings and Specifications, may be viewed in digital (PDF) format online at the Village of Mukwonago website [www.villageofmukwonago.gov/public-notice](http://www.villageofmukwonago.gov/public-notice)

Bidding Documents may also be picked up in person at the Village Clerk's Office, 440 River Crest Court, Mukwonago, WI 53149 if ordered beforehand. Call (262) 363-6420 Option 4 for pricing.

A Bidder's qualification statement must be delivered to the Village of Mukwonago at least 5 days before the Bid opening date.

The Village of Mukwonago reserves the right to accept the most advantageous Bid, or to reject any and all Bids. Award of Work described herein is subject to the provisions of the Wisconsin Statutes.

Village of Mukwonago

Diana Dykstra., Village Clerk-Treasurer  
Phone: (262) 363-6420 X 2103  
Fax: (262) 363-6425

Published: August 10, 2023  
August 17, 2023

# BIDDER'S QUALIFICATION STATEMENT

Submitted to  
The Village of Mukwonago

The undersigned certifies, under oath, the truth and correctness of all statements and of all answers to questions made hereinafter.

NAME OF PERSON SUBMITTING STATEMENT:

NAME OF FIRM:

ADDRESS:

TELEPHONE NUMBER:

LOCATION OR PRINCIPAL OFFICE:

CHECK ONE:

Corporation ☐ Partnership ☐ Individual ☐ Jt. Venture ☐ Other ☐

Signature

TYPE OF WORK SPECIALIZATION:

CONSTRUCTION

1. How many years, for the type of work specialization stated above, has your organization been in business as a Contractor?

2. How many years has your organization been in business under its present business name?

3. List five (5) previously completed sign projects that have been in place for a minimum of three (3) years. Also include the name and phone number of a reference for each project listed.

4. How do you normally staff your projects (job-site management organization)? What is the total number of full-time employees of your firm?

5. Describe your Quality Control Program:

6. List your banking references:

7. List your bonding references:

a. Name and address of bonding company:

b. Limits of bonding capacity:

c. Average bond premium cost:



**1.0 PURPOSE** – This RFQ was developed to provide the Village of Mukwonago with a means to purchase and install, a two (2) sided outdoor sign and LED message center for Indian Head Park. **All work to be completed by December 3, 2023.**

## 2.0 SCOPE OF WORK

### 2.1 This quote requires a turnkey solution to:

- 2.1.1 The sign will be in Indian Head Park located at 820 Main Street in the Village of Mukwonago.
- 2.1.2 Provide an exterior two (2) sided sign with a Watchfire LED message center on each side.
- 2.1.3 The sign shall be a faux brick monument sign mounted on columns.
- 2.1.4 The sign shall be deigned to match the Police Department (627 S Rochester St.) and Mukwonago Fire Station #1 (1111 Fox St.)
- 2.1.5 All steel and aluminum will be properly prepped by sanding or blasting and coated with a high-quality primer sealer then top coated to prevent corrosion.
- 2.1.6 Specifications are on Watchfire Products. Message board must have a Watchfire compatible multiple location message link for same. message across multiple locations.
- 2.1.7 Watchfire 120-volt electronic message centers.
  - 2.1.7.1 Brand of lamp: Manufacturer must evaluate LED aging and color uniformity.
  - 2.1.7.2 Pixel Configuration: RGB SMD LED
  - 2.1.7.3 Pixel Pitch Center-to-Center: 10 mm
  - 2.1.7.4 Ingress Protection: Front IP65/Rear IP43.
  - 2.1.7.5 Viewing Angle: 150 Horizontal 95 Vertical
  - 2.1.7.6 Brightness: Daytime 7000nits max. Nighttime 700nits max.
  - 2.1.7.7 Service Access: Front.
  - 2.1.7.8 Processing: 16 Bit Color Minimum.
  - 2.1.7.9 Frame Rate: 30 - 60 Frames per second.
  - 2.1.7.10 Operating Temperatures: -10°F to 120°F with 99% RH noncondensing.
  - 2.1.7.11 Dimming level: No user setting.
  - 2.1.7.12 **Warranty: 5-year Parts & Labor minimum**
  - 2.1.7.13 Sign control: Wireless Cellular Data for life of sign.
  - 2.1.7.14 Temperature sensor for sign display
  - 2.1.7.15 Control Software: Ignite Network compatible. To be provided and turned over to designated Village of Mukwonago contacts.
  - 2.1.7.16 Operation & demonstration: Provide on-site operation and maintenance demonstration by sign manufacturer's representative. There will be a minimum of ½ day on-site instruction for village personnel. On-site, In-house training must be included with cost.
  - 2.1.7.17 Cost must include Scheduling Software, capable of scheduling messages to play various times of day and days of week. The communication will be uploaded from a

**2.1.8** Vendor shall provide electrical circuits for signs, back-lighting, and service outlet. The proposal shall include an underground service from the beach house electric panel. The panel is located on the north inside at mid building (approximately 250 FT). Electrical circuits for LED Message Center shall be surge protected.

**2.1.9** Vendor shall obtain all necessary permits (village to waive electrical permit fee), give all notices, pay all license fees and taxes, and comply with all applicable local, State and Federal Laws, ordinances, rules, and regulations in connection with its performance under this contract.

**2.1.10** All conduit used for sign to route through base and/or sign to be hidden from view and terminate in access panel of sign.

**2.2** All debris removal, shipping/freight and installation charges must be included in the turnkey cost.

**2.3** Vendor will not be allowed to use Village dumpsters for disposal purposes.

**2.4** Vendor must provide all supplies and tools needed for installation. No materials, tools, or equipment are to be left unattended.

**2.5** The awarded vendor must coordinate all approvals and scheduling of work with Ron Bittner, Public Works Director 262-363-6447 or [rbittner@villageofmukwonago.com](mailto:rbittner@villageofmukwonago.com)

### **3.0 COMMUNICATIONS WITH VILLAGE OF MUKWONAGO STAFF**

All communications concerning this RFQ must be submitted in writing to the Village of Mukwonago Public Works Department. Email to [rbittner@villageofmukwonago.com](mailto:rbittner@villageofmukwonago.com) is the preferred method of communication. Only written questions submitted via email will be accepted. No response other than written, will be binding upon Village of Mukwonago. The Public Works Department, in its discretion, may call upon user departments for clarification in their area of expertise.

### **4.0 SUBMISSION OF RESPONSES**

**4.1** All responses submitted become the property of the Village of Mukwonago and are subject to the applicable open records policies and laws.

### **5.0 COST**

**5.1** Unless specifically consented to in writing by the Village of Mukwonago, prices must remain firm for a period of 90 days from the award date, or for any renewal period, under the same terms and conditions as the RFQ. The Village of Mukwonago reserves the option to renew any contract award at its sole discretion.

**5.2** Pricing must be submitted on the Quote Form included within this document as requested, without conditions, unless called for in solicitation document.

**5.3** For Goods: Quotations must include all delivery and/or installation charges. Delivery and/or installation requirements will be as specified in the solicitation document.

**5.4** Prompt payment discounts will be considered for the purposes of quote evaluation and award.



**VILLAGE OF MUKWONAGO**  
**GENERAL TERMS and CONDITIONS OF SERVICE**  
**Indian Head Park Sign and Message Center**

1. **Introduction.** This document (hereinafter referred to as "Terms and Conditions") is hereby incorporated and part of the contract between the Village of Mukwonago (hereinafter referred to as "Mukwonago") and the contractor identified below (hereinafter referred to as "Contractor"). These Terms and Conditions, along with the Scope of Services and any attachments thereto, shall constitute the entire contract for material, work and other goods and services, collectively referred as to the "Goods" between the Village and the Contractor. It is expressly agreed that no statement, arrangement, warranty or understanding, oral or written, expressed or implied, will be recognized unless it is stated in or otherwise permitted by these Terms and Conditions, and the Scope of Services. These Terms and Conditions are solely for the benefit of the Village and the Contractor and are not intended for the benefit of any other party.

2. **Proposal.** The Contractor is solely responsible for, and shall have sole control of, construction methods, sequences and coordination of all work described in the Scope of Services, unless expressly stated to the contrary.

3. **Services and/or Construction Materials.** All materials and work shall be furnished in accordance with normal industry standards and practices. Contractor agrees to install or provide the services set forth in the Scope of Services in a good and skillful manner, in accordance with construction practices in the Milwaukee Metro area, using quality materials and products as identified in the Scope of Services.

4. **Access to the Site.** The Village shall provide access to the Contractor to work in and on Village property, and to provide utility services as may be agreed to in the Scope of Services incorporated herein.

5. **Storage of Materials.** The storage of materials and storage of Contractor's equipment shall be the responsibility of the Contractor. The Village agrees to maintain access for the Contractor at the project site and to keep the project site free from obstructions and conflicting work. The Contractor shall be responsible for obtaining builders risk insurance coverage and in general, for insuring the materials and work being provided hereunder.

6. **Insurance.** Contractor shall maintain workers compensation, automobile liability and commercial general liability insurance coverage with carriers licensed to do business in the State of Wisconsin, and with such limits as the Village may establish and require from time to time. The contractor shall furnish a Certificate of Insurance evidencing the types and amounts of coverage. Said coverage shall be on an occurrence basis and the limits identified in the general liability coverage shall be for this project and not the policy. Contractor agrees to require that the insurer list the Village as an Additional Insured and to provide adequate evidence of said status through the liability insurance endorsement. Said coverage shall be on a primary and noncontributory basis. Contractor shall further obtain an endorsement from the insurance carrier indicating that any material changes to the policy or any cancellation of the coverage subsequent to the issuance of the Certificate, and until the completion of the services hereunder, shall necessitate that the insurer provide not less than thirty (30) days' notice to the Village of said fact. Clauses such as that the insurer will endeavor to notify the Village are unacceptable and will be rejected.

7. **Independent Contractor.** The parties warrant that no employer/employee relationship is established between the Contractor and the Village by virtue of the terms of this contract. It is understood by the parties hereto that the Contractor is an independent contractor and as such, neither it nor its employees if any are employees of the Village for purposes of tax, retirement system or social security withholding.

8. **Records and Reports.** Records relating to the performance of the services under this contract must be retained for seven (7) years after final disposition. However, if any litigation claims or audit has started before the expiration of the seven (7) year period, then records shall be retained for five (5) years after the litigation or audit is resolved.

9. **Advertisements.** The contractor shall not identify the Village as a client or customer of the Contractor or utilize the name of the Village or its logo in any advertisements or other documents placed in the public domain without the express written consent of the Village.



10. Changes. In the event that the parties determine that a modification to the terms of the providing of these goods or services are necessary, said change shall not be effective unless executed by authorized representatives of both parties.

11.

12. Delay. Work shall be completed within the number of working days set forth in the contract or otherwise as soon as reasonably practicable unless delay occurs due to work stoppage, adverse weather conditions, labor disputes or modifications to the Terms and Conditions of the Contract.

13. Dispute. These Terms and Conditions shall be deemed to have been made and governed by the laws of the State of Wisconsin. Any legal suit or action regarding these Terms and Conditions or the project as a whole shall be venued in the Waukesha County Circuit Courts, Waukesha County, Wisconsin, unless the parties mutually agree to arbitration and/or mediation in place of civil litigation.

14. Limitation on Liability. The Village's liability to the Contractor shall not exceed the sums paid by the Village to the Contractor under this contract. In addition, to the extent that the Contractor seeks indemnification from the Village, that indemnity shall be subject to the limitations set forth herein. No indemnity provided under any contract hereunder shall be construed to be a waiver or estoppel of the Village of Mukwonago or its insureds' ability to rely upon the limitations, defenses and immunities contained within Wisconsin law, including, but not limited to those set forth in Wisconsin Statute §893.80, §895.52 and §345.05. To the extent indemnification is available and enforceable, the Village of Mukwonago or its insured shall not be liable in indemnity or contribution for any amount greater than the limits of liability for municipal claims established by Wisconsin law. The Village's obligations to indemnify hereunder are further subject to the availability limits of applicable insurance coverage. Under no circumstances shall the Village be required to indemnify the Contractor for its own negligence or intentional conduct.

15. Modification and Assignability. This contract, including all documents incorporated by reference herein, may not be enlarged, modified, or altered except upon a written agreement signed by both parties. The Contractor may not subcontract or assign its rights, including rights to compensation, or terms of performance arising hereunder without the prior written consent of the Village. Any subcontractor or assignee shall be bound by all the terms and conditions of the contract and will be required to enter into a written agreement with the Village.

16. Termination of Contract. This contract may be terminated as follows:

A. Termination for Convenience. The Village may terminate this contract in whole or in part for the convenience of the Village when the Village determines that the continuation of the project is not in the best interests of the Village. The contractor shall be entitled to payment for all of the services performed at the date of the termination, together with its direct costs of termination. Under no circumstances shall the Contractor be entitled to any penalty for the termination, nor shall the Contractor be entitled to any payment for lost profits.

B. Termination for Cause. If the Village determines that the Contractor has failed to comply with any of the terms and conditions of the contract and the scope of services and related documents thereto, the Village may give written notice to the Contractor of any such deficiency and in the event that the Contractor fails to cure said deficiency within ten (10) days of the notice of such failure, the Village may, with no further notice, declare this contract to be terminated. The contractor will therefore be entitled to receive payment for those services performed at the date of termination, plus the amount of reasonable damages suffered by the Village by reason of the Contractor's failure to comply with the terms of the contract. Under no circumstances shall the Contractor be entitled to any lost profits arising from the contract.

17. Warranty. The contractor warrants and guarantees to Village that all materials and equipment and the work to be performed hereunder will be of good quality and free from faults and defects. This warranty shall cover materials for the manufacturer stated warranty period and workmanship for one (1) year from the date of substantial completion or as provided in the Scope of Services attached hereto, whichever is greater.

18. Conflicts. If there is any inconsistency between these Terms and Conditions and the Scope of Services or any attachments thereto, these Terms and Conditions shall apply.



19. **Protection of the Project Site.** Contractor agrees to post signage and to appropriately guard the area in which the contract work is being performed, and to take all other steps that may be necessary in accordance with requirements of OSHA and/or other governmental agencies with jurisdiction to ensure that the project site is maintained in a safe manner so as to prevent workers and passersby from entering the project site.

20. **Hold Harmless.** The contractor will defend and hold harmless the Village as and against any claims, actions, demands or causes of action brought by a third party for damages or losses arising out of Contractor's performance of the work under these Terms and Conditions and the attached Scope of Services. Said indemnification shall include the Village's actual attorney fees. Notwithstanding the foregoing, the obligation to indemnify shall not exist to the extent of the Village's gross negligence or intentional conduct.

21. **Indemnity.** The Village shall not be liable for failure on the part of the Contractor or any other party performing under this contract in accordance with all applicable laws and regulations. Contractor waives any and all claims and recourse against the Village including the right of contribution for loss of damage to persons or property arising out of or growing out of any way connected with or incident to the performance of this contract, except for liability arising out of the sole negligence of the Village or its officers, agents or employees.

22. **Working Hours.** Unless specifically noted, all work included in this contract is to be performed during normal business hours, Monday through Friday. Work performed at any other time or on legal holidays must be specifically approved by the Village.

**VILLAGE:**  
Village of Mukwonago

**CONTRACTOR:**

\_\_\_\_\_  
[Insert Contractor Name]

By: \_\_\_\_\_  
[Print Name & Title]

By: \_\_\_\_\_  
[Print Name & Title]

## CONTRACTOR'S PERFORMANCE BOND

**KNOW ALL MEN BY THESE PRESENTS**, that \_\_\_\_\_

as Principal, hereinafter called **CONTRACTOR**, and \_\_\_\_\_

as Surety, hereinafter called **SURETY**, are held, and firmly bound unto \_\_\_\_\_

as Oblige, hereinafter called **OWNER**, in the amount of \_\_\_\_\_ Dollars (written), (\$ \_\_\_\_\_), for

the payment whereof **CONTRACTOR** and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, **CONTRACTOR** has by written agreement dated \_\_\_\_\_, 20\_\_\_\_, entered into a Contract with **OWNER** for \_\_\_\_\_

in accordance with drawings and specifications prepared by \_\_\_\_\_, which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

**NOW THEREFORE, THE CONDITION OF THIS OBLIGATION** is such that, if **CONTRACTOR** shall promptly and faithfully perform said Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time by the **OWNER**.

Whenever **CONTRACTOR** shall be and declared by **OWNER** to be in default under the Contract, the **OWNER** having performed **OWNER'S** obligations hereunder, the Surety may promptly remedy the default, or shall promptly.

- 1) Complete the Contract in accordance with its terms and conditions, or
- 2) Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the lowest responsible bidder, or, if **OWNER** elects, upon determination by the **OWNER** and the Surety jointly of the lowest responsible bidder, arrange for a Contract between such bidder and **OWNER**, and make available as Work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract Price", as used in this paragraph, shall



mean the total amount payable by OWNER to CONTRACTOR under the Contract and any amendments thereto, less the amount properly paid by OWNER to CONTRACTOR.

Any suit under this bond must be instituted before the expiration of one (1) year following the completion of the Work under the Contract.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the OWNER named herein or the heirs, executors, administrators, or successors of OWNER.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument in 3 original counterparts, under their several seals this \_ day of \_\_\_\_\_, 20\_\_, the names and corporate seal of each corporate parting hereto affixed and these presents duly signed by its undersigned representatives, pursuant to authority of its governing body.

(Affix Corporate Seal)

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Business Address)

Attest:

By: \_\_\_\_\_

\_\_\_\_\_  
(Title)

(Affix Corporate Seal)

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Business Address)

Attest:

\_\_\_\_\_  
(Attorney in Fact)

Approved By OWNER

By: \_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

NOTE: The Bond must be approved and the approval dated in every case. The title of the person signing must be indicated. Certified copy of Power-of-Attorney of signatory agent for corporate Surety must be attached in every case where corporate Surety is procured. Date of Bond must not be prior to date of Contract.

(Attorney In Fact)

Approved by OWNER:

By:

(Title)

Date

**NOTE: The Bond must be approved, and the approval dated in every case. The title of the person signing must be indicated. A certified copy of Power-of-Attorney of signatory agent for corporate Surety must be attached in every case where corporate Surety is procured. Date of Bond must not be prior to date of Contract.**

- 1) No assignment, modification or change in the Contract or change in the work covered thereby or any extension of time for completion of the Contract or the failure to complete the work covered thereby.
- 2) Not later than one year after the completion of the work under the Contract, any party in interest may maintain an action in its own name against the Principal and the Surety upon this bond for the recovery of any damages he may have sustained by reason of the failure of the Principal to comply with the Contract or with the Subcontract between the Principal and his Subcontractors. If the action is realized on this bond is without prejudice to the action and the parties in full and complete satisfaction among the parties hereto.

Tenure Rider attached is included on this Bond



**CONTRACTOR'S PAYMENT BOND**  
**Indian head Park Sign and LED Message Center**

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_  
\_\_\_\_\_ As Principal, hereinafter called Principal, and \_\_\_\_\_  
\_\_\_\_\_ a Surety Company, as Surety, hereinafter called Surety, are held, and firmly bound unto \_\_\_\_\_  
\_\_\_\_\_ as Oblige, hereinafter called OWNER,  
for the use and benefit of claimants as hereinafter provided, in the amount of \_\_\_\_\_  
\_\_\_\_\_ Dollars (written), for the payment whereof Principal  
and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and  
severely, firmly by these presents.

WHEREAS, Principal has by written agreement date \_\_\_\_\_, 20\_\_ entered into a Contract with  
OWNER for \_\_\_\_\_  
in accordance with drawings and specifications prepared by Director of Public Works, which Contract  
is by reference made a part hereof and is required by Section 779.14, Wisconsin Statutes, to contain  
in substance the following provisions:

CONTRACTOR shall pay all claims for labor performed and materials furnished, used or consumed in  
making the public improvement or performing the public work, including, without limitation because of  
enumeration, fuel, lumber, building materials, machinery, vehicles, tractors, equipment, fixtures,  
apparatus, tools, appliances, supplies, electric energy, gasoline, motor oil, lubricating oil, greases, state  
imposed taxes, premiums for workmen's compensation insurance and contributions for unemployment  
compensation.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION, as required by Section 779.14,  
Wisconsin Statutes, is such that, if Principal shall faithfully perform the said Contract and pay every  
person entitled thereto for all the claims for labor performed and materials furnished under the Contract,  
to be used or consumed in making the public improvement or performing the public work as provided  
in the Contract, then this obligation shall be null and void; otherwise it shall remain in full force and  
effect, subject, however, to the following conditions:

- 1) No assignment, modification or change of the Contract, or change in the Work covered thereby,  
or any extension of time for completion of the Contract shall release the Sureties on the bond.
- 2) Not later than one year after the completion of Work under the Contract, any party in interest  
may maintain an action in his own name against the Principal and the Surety upon this bond for  
the recovery of any damages he may have sustained by reasons of the failure of the Principal  
to comply with the Contract or with the Contract between the Principal and his Subcontractors.  
If the amount realized on this bond is insufficient to satisfy all claims of the parties in full, it shall  
be distributed among the parties pro rata.

Terrorism Rider attached is included under this Bond.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument in 3 original counter parts, under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the names and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

(Affix Corporate Seal)

\_\_\_\_\_  
\_\_\_\_\_  
(Business Address)

ATTEST:

\_\_\_\_\_ By:

(Affix Corporate Seal)

\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Surety)  
\_\_\_\_\_  
(Business Address)

ATTEST:

\_\_\_\_\_ By:

\_\_\_\_\_  
(Attorney In Fact)

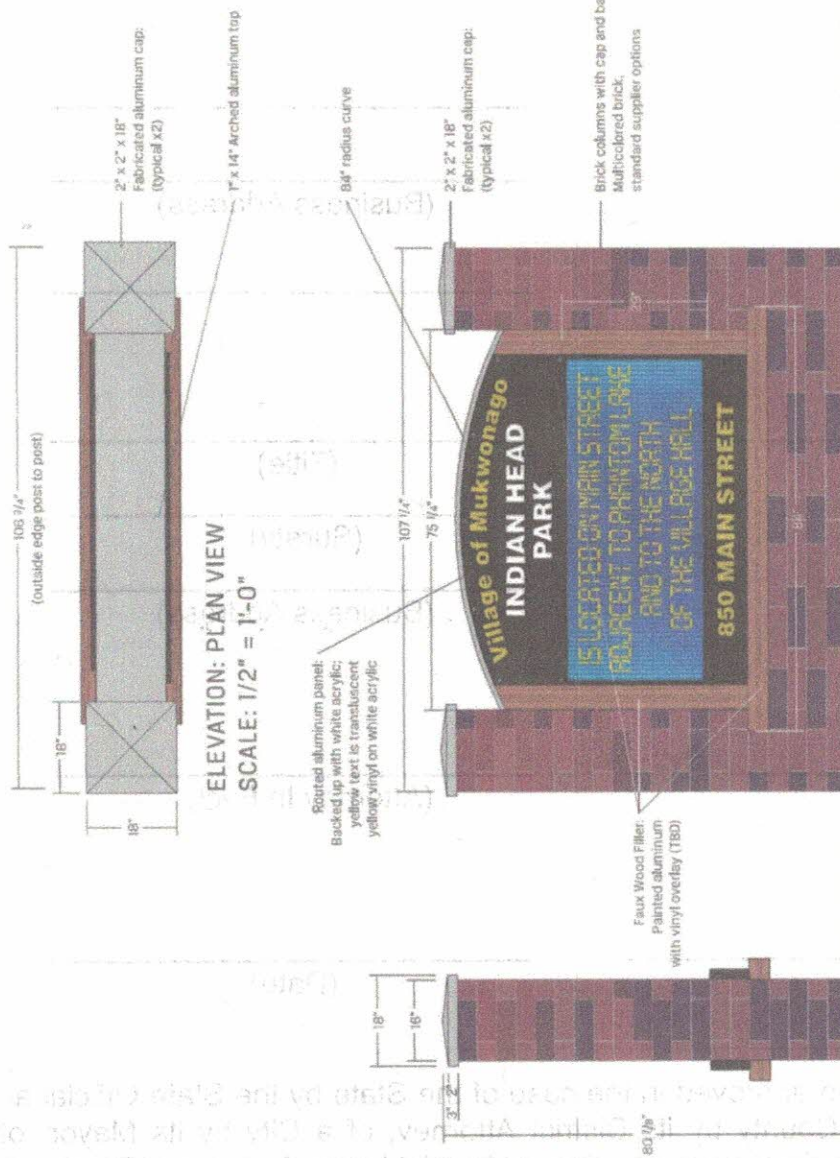
APPROVED BY OWNER:

By: \_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

NOTE: The Bond must be approved in the case of the State by the State Official authorized to enter into such Contract, of a County by its District Attorney, of a City by its Mayor, of a Village by its President, of a Town by its Chairman, of a School District by the Director or President and of any other Public Board or body by the presiding officer thereof.





## QUOTE FORM

**Price:** Pricing must be provided on the form below in **the format requested**

Item #	Description	Turnkey Price
1	Provide an exterior one (2) side sign with a LED message center on each side. <b>Per Special Terms and Conditions 2.0.</b>	\$
2	Warranty Information	

Please indicate earliest possible delivery/start date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

## QUOTE FORM

**Price:** Pricing must be provided on the form below in the format requested

Item #	Description	Turnkey Price
1	Provide an exterior one (2) side sign with a LED message center on each side. Per Special Terms and Conditions 2.0.	\$ 62,610. <sup>00</sup>
2	Warranty Information	See proposal 5 year warranty on Watch fire unit

Please indicate earliest possible delivery/start date: Submittals → upon award Install → mid to late November

Vendor Name:

Poblock: Sign Company LLC



## QUOTE FORM

**Price:** Pricing must be provided on the form below in **the format requested**

Item #	Description	Turnkey Price
1	Provide an exterior one (2) side sign with a LED message center on each side. Per <b>Special Terms and Conditions 2.0.</b>	\$ \$ 58,700.00
2	Warranty Information	LED Signs 5yr. parts, labor Remainder - 2yr. parts, labor

Please indicate earliest possible delivery/start date: Start, Aug. 28  
Footings & Electric Nov. 30  
Final Installation Feb 30

Vendor Name: Look Creative, L.L.C.



**Quotation No. E096815-01**

Page 1 of 5

**Proposed On: 08/23/23**  
**Quote Expiration Date: 09/21/23**

<b>Attn</b> RON BITTNER VILLAGE OF MUKWONAGO 440 RIVER CREST COURT MUKWONAGO, WI 53149		<b>Site Loc</b> INDIAN HEAD PARK 850 MAIN STREET MUKWONAGO, WI 53149			
<b>Project</b> MUKWONAGO INDIAN PARK SIGN		<b>By</b> CAMPBELL, JOHN G.			
<b>Phone</b> 262-363-6447		<b>Email</b> RBITTNER@VILLAGEOFMUKWOAGO.COM	<b>Cell Phone</b>		
<b>Ship Via</b>		<b>Terms</b> 50 % DOWN, NET 30	<b>F.O.B.</b> N/A		
<b>Item</b>	<b>Qty</b>	<b>Type</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended</b>
1	1 EA		MONUMENT SIGN D/F MONUMENT SIGN <b>Drawing #:</b> CUSTOMERS SURVEY REQUIRED DWG: CUSTOMER SUPPLIED RENDERING INSTRUCTIONS: FABRICATE AND INSTALL QTY: (1) SIDES: D/F ILLUMINATION: LIT FACE MATERIAL: ALUMINUM SIGN TYPE: MONUMENT WITH EDS  ADDITIONAL NOTES: 1) INSTALL CONCRETE FOOTER AND MASONRY PEDESTAL WITH UPRIGHTS (80-7/8" X 106-3/4") 2) FABRICATE PAINTED ALUMINUM MONUMENT SIGN WITH LIT, BACKED UP COPY AND EDS ON BOTH SIDES (62" X 75-1/4") 3) EDS 24" X 5FT, DOUBLE SIDED, 10MM LED RGB 4) INSTALL MONUMENT ON PEDESTAL BETWEEN UPRIGHTS INCLUDING PAINTED ALUMINUM UPRIGHT TOPS 5) PRIMARY ELECTRIC SUPPLY AND FINAL HOOKUP BY OTHERS	\$62,510.00	\$62,510.00
2	1 EA		PROCUREMENT ONLY ESTIMATE & PERMIT TO BE BILLED AT COST <b>Drawing #:</b> N/A POBLOCKI'S PERMITTING DEPARTMENT WILL PROCURE PERMITS FOR THIS SIGN AND WILL ATTEND ANY NECESSARY CITY COUNCIL/REVIEW MEETINGS.  ANY MUNICIPALITY FEES WILL BE THE RESPONSIBILITY OF THE CUSTOMER AND WILL BE BILLED AT COST ONLY AT TIME OF INVOICE.	\$100.00	\$100.00

[WWW.POBLOCKI.COM](http://WWW.POBLOCKI.COM)

MILWAUKEE BOSTON RALEIGH CHICAGO CHARLESTON MADISON GRAND RAPIDS ORLANDO TAMPA CHARLOTTE NASHVILLE VIRGINIA BEACH KANSAS CITY



**Quotation No. E096815-01**

Page 2 of 5

**Proposed On: 08/23/23**

**Quote Expiration Date: 09/21/23**

\*Please note, production will not begin  
until we receive the down payment.

MAIN OFFICE: (414) 453-4010  
Remit To:  
922 South 70th Street  
Milwaukee, WI 53214

**Subtotal** \$62,610.00

**Sales Tax** \$0.00

**Quote Total** **\$62,610.00**

**Down Payment Due\*** **\$31,305.00**

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

**WWW.POBLOCKI.COM**

MILWAUKEE BOSTON RALEIGH CHICAGO CHARLESTON MADISON GRAND RAPIDS ORLANDO TAMPA CHARLOTTE NASHVILLE VIRGINIA BEACH KANSAS CITY



## TERMS AND CONDITIONS

- ✓ Price is valid until quote expiration date and is void thereafter
- ✓ It is Customer's responsibility to verify that all the information indicated in this contract is in agreement with that of the information shown on the Concept Drawing prior to signing either document. This would include, but is not limited to, sign size, color, verbiage, voltage and electronic message center specifications if applicable, etc.
- ✓ Sign Drawing is "Conceptual only" at this time. If this contract is accepted, "*Production*" drawings will be developed that may, or may not, alter the design elements and/or dimensions for construction purposes.
- ✓ State sales/use tax is not included unless noted.
- ✓ **ONLY Production** drawings, **NOT** "*Concept*" Drawings, are to be distributed by Customer to subcontractors for their use in the erection of any structures adjacent to signage.
- ✓ If for any reason **stamped** engineering drawings are required, the cost associated with obtaining them is "*additional*" to this contract.
- ✓ If any portion of proposed signage cannot be installed at the time fabrication is complete, **Poblocki Sign Company** agrees to delay installation for a maximum of (30) days. After (30) days, the project will be invoiced, less installation costs. Customer will then notify **Poblocki Sign Company** when Customer is ready to receive sign installation and this work will be performed and invoiced separately from sign fabrication.
- ✓ Charges in excess of the original installation costs may be incurred if additional trips to the site are required for installation done in phases. Storage charges may be incurred if signage remains on **Poblocki Sign Company** property longer than (60) days.
- ✓ If any non-stock materials are used in the fabrication of the above signs, **Poblocki Sign Company** cannot guarantee the availability and/or cost of such items should they require replacement or addition in the future.
- ✓ Unless otherwise stated, payment terms are as follows: 1/3 down, net 30.
- ✓ If a down payment is required, production of product will not take place until Poblocki Sign Company receives down payment from the Customer.
- ✓ Permits will be billed at cost plus an hourly rate for procurement.
- ✓ Should the customer elect to cancel an order, the customer agrees to pay Poblocki 15% of the total dollar amount of the order plus all cost that has already been incurred on the project.
- ✓ The above prices are based upon quantities and design(s) indicated and must be accepted as a whole. Line items are not to be sold separately. Any change in quantity and/or design will result in a corresponding price adjustment.
- ✓ All electric sign prices are based on 120 volt primary unless otherwise specified.
- ✓ Photocell to operate sign *is not* included.

## TERMS AND CONDITIONS

(continued from previous page)

- ✓ Installation of letters is based on standard wall conditions and depth.
- ✓ Proposal is contingent upon field survey to verify access behind wall for installation and future service of transformers and secondary wiring.
- ✓ Proposal is contingent upon field survey to verify access for installation vehicles and equipment.
- ✓ Proposal is contingent upon development and acceptance of engineering drawings.
- ✓ Customer to supply camera ready or digital artwork. Digital artwork must have all text in a "closed paths" or "outlined" format and bitmapped images must be in a "vectorized" format. Artwork not meeting these minimum requirements will incur additional charges to be converted by **Poblocki Sign Company** into a usable format.
- ✓ Proposal is based upon digging with power equipment through soil, **NOT** asphalt, concrete or rock. "Extra charges" will be incurred if hand digging or Hydro-Vac excavation is required due to highly volatile buried utilities.
- ✓ **Poblocki Sign Company is not responsible** for unforeseen below grade obstructions other than municipal utilities. This includes but is not limited to: back fill debris, rock, water and sewer laterals, pre-existing foundations, sprinkler systems and electrical service. Repairs or expenses are in addition to all prior contracts and agreements. Please inform **Poblocki Sign Company's** SERVICE DEPARTMENT of all known conditions.
- ✓ **Poblocki Sign Company** is not responsible for any landscaping restoration required due to installation vehicles or equipment.
- ✓ Cost of electrical supply and/or connection not included in this proposal.
- ✓ Private utility location services by others.
- ✓ Unless otherwise stated, photocell to operate sign is not included.



## STANDARD WARRANTY POLICY

- (1) to (90) Days: Complete coverage from the day of completion and acceptance of product and installation. Initial warranty period covers all parts, labor, materials, components, and workmanship.
- (91) Days to (1) Year: Covers all manufacturers' warranties on installed components, for parts only (i.e. lamp sockets, ballasts, transformers or power supplies.)
- This does not include lamps, neon units, labor, equipment or trip charges.
- (5) Years: Workmanship is covered for five (5) years.
- Workmanship is described as paint and vinyl adhesion, fabrication weldments and basic structural integrity.

### Warranty Conditions

This Warranty applies to the Poblocki Sign Company hardware products sold by Poblocki Sign Company, its subsidiaries or affiliates (collectively referred to in this Warranty as "Poblocki") with this Warranty ("Poblocki Product").

This Warranty does not cover products manufactured by vendors other than Poblocki Sign Company.

Warranty Period begins on date of invoice and covers the Poblocki Product in capacities and durations listed above.

This Warranty does not cover damage caused by fire, negligence, vandalism, misuse or acts of God.

These terms and conditions constitute the complete and exclusive warranty agreement between you and Poblocki regarding the Poblocki Product you have purchased or leased. These terms and conditions supersede any prior agreements or representations, including representations made in Poblocki sales literature or advice given to you by Poblocki or an agent or employee of Poblocki that may have been made in connection with your purchase or lease of the Poblocki Product. No change to the conditions of this Warranty is valid unless it is made in writing and signed by an authorized representative of Poblocki.

Warranty assumes that end user follows recommended Poblocki maintenance and cleaning guidelines.

This Warranty will be rendered void and invalid if your Poblocki Product is serviced or has maintenance performed on it by any other contractor than Poblocki Sign Company.

For service or information on our Extended Care Program  
please call our Service Department at 414-777-4261.



## Village of Mukwonago GIS

DISCLAIMER: The Village of Mukwonago does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 10'

## VILLAGE OF MUKWONAGO

440 River Crest Court  
PO Box 206  
Mukwonago, WI 53149  
262-363-6420

Print Date: 7/5/2023



## Agenda Cover Report

<b>Date:</b> <b>8/31/23</b>	<b>Committee/Board:</b> <b>Health and Recreation Committee</b>
<b>Submitted by:</b> <b>Ron Bittner</b>	<b>Department:</b> <b>Public Works</b>
<b>Date of Committee Action: 9/6/23</b>	<b>Date of Village Board Action: 9/20/23</b>

<b>Subject:</b> Miniwaukan Park Restroom Electric Service
<b>Executive Summary:</b> The Miniwaukan Park restrooms require the installation of a new electric service.
<b>Fiscal Impact:</b> WE Energies will install the service for \$2,886.14. The parks budget will include the additional monthly meter and usage charges.
<b>Executive Recommendation/Action:</b> We are requesting a recommendation for approval for the new Miniwaukan Park electric service.

☐ Attachments Included



June 13, 2023

VILLAGE OF MUKWONAGO  
440 River Crest Ct  
Mukwonago, WI 53149

**THIS LETTER IS YOUR INVOICE FOR ELECTRIC SERVICE**

360 S McKenzie Rd , Mukwonago, WI 53149

Dear VILLAGE OF MUKWONAGO,

With your returned service application, you are on your way to having electric service installed at your location.

Please confirm that the following electric service details are correct. If not, please call me right away.

Type:	New Service	Subdivision:	n/a
Class:	Underground	Lot #:	0
Size:	100 amps	Work Request #:	4875411 (for internal use only)
Voltage:	120/240V-3W		

**Your next steps are to:**

*1. Send in payment for electric service installation.*

- **The cost for electric service installation is: \$2,886.14**
- Additional charges will apply if installation is needed from December 1 through March 31.
- We must receive your payment and electrical inspection before we can schedule your installation. Please include the service address with your payment, and send it to us in the enclosed envelope.
- In the event we encounter unusual conditions during the installation of your service, there may be additional charges.
- This amount is valid for 90 days from the date of this letter.
- If an additional cost estimate is needed within 12 months, there will be a charge for preparing the new estimate.

*2. Sign and return one of the enclosed sketches:*

- Review, sign and return an enclosed sketch in the envelope provided.
- Draw and label any private underground facilities on the sketch.
- We must receive your approved and signed sketch before step #3 below.

*3. Send or fax the Ready for Service card when the site is ready for electric service installation:*

- Your construction site is ready for service when requirements 1-4 on the *Ready for Service* card are met.
- When we receive your card, we will call you to discuss the installation.

4. Mark private underground facilities.

- Locate and mark (with stakes, spray paint or flags) or expose any customer-owned underground obstructions or facilities.
- If you are not sure what this includes, please call for more information.
- We Energies and/or its agents will not be held responsible for damage to unmarked, private facilities.

**Contact me for all of your electric installation needs.**

I'm here to make sure your questions are answered and any concerns you have are addressed. On behalf of We Energies, I appreciate the opportunity to serve you and look forward to providing you with safe, reliable and reasonably-priced electricity.

Sincerely,

Lisa Smith  
Energy Services Consultant  
Phone 262-968-5710; Fax 262-968-5714







ELEC WR DE 4875411

GAS WR ####



MANUFACTURER: \_\_\_\_\_

KVA: \_\_\_\_\_

VOLTAGE: \_\_\_\_\_

LOCATION ID: \_\_\_\_\_

PHASE: \_\_\_\_\_

FLUID TYPE: \_\_\_\_\_ DESIGN IZ: \_\_\_\_\_

SERIAL: \_\_\_\_\_

MATERIAL #: \_\_\_\_\_

ASSET ID #: \_\_\_\_\_

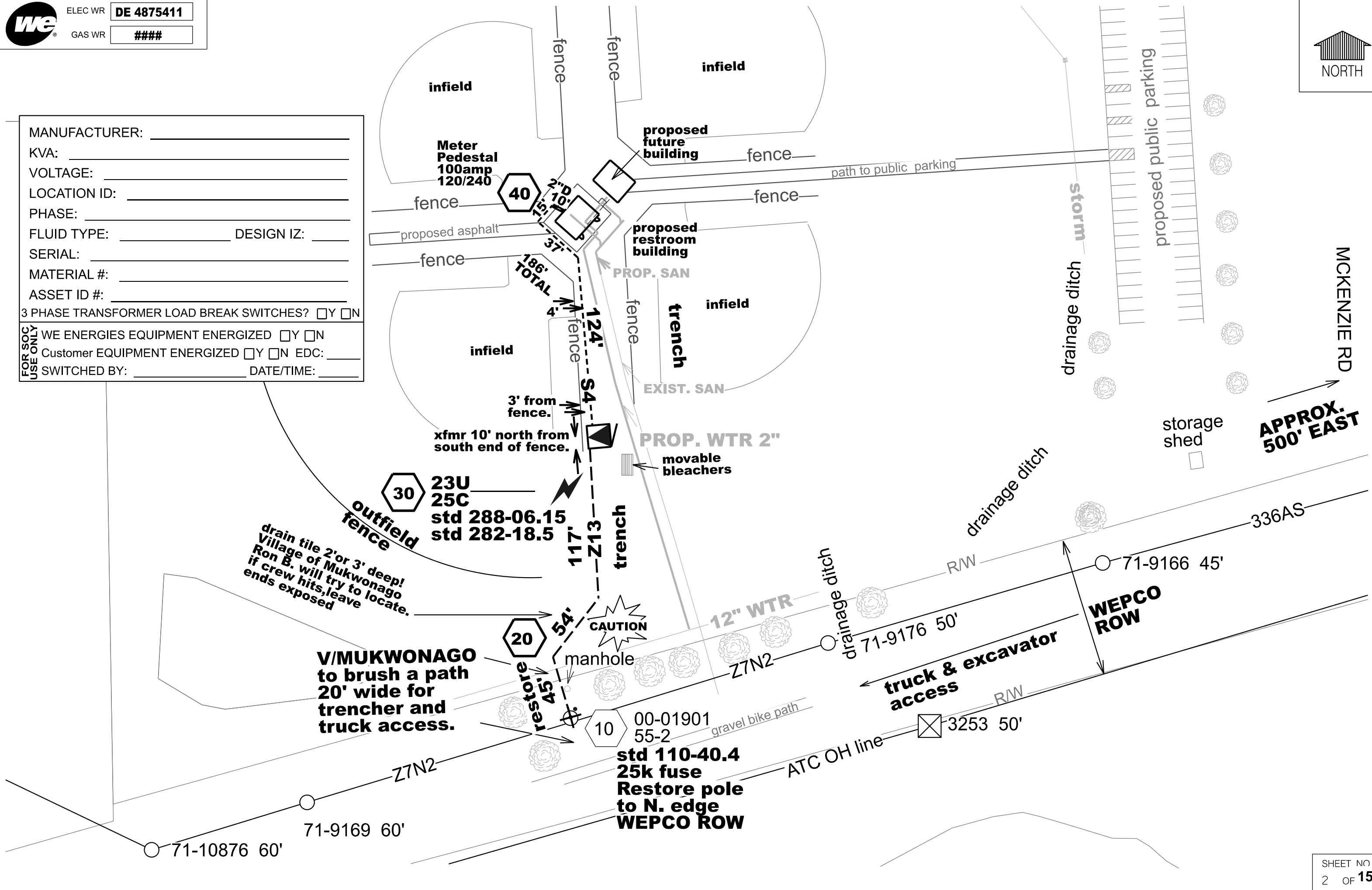
3 PHASE TRANSFORMER LOAD BREAK SWITCHES? ☐ Y ☐ N

FOR SOC USE ONLY





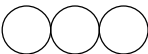
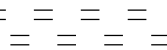



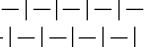





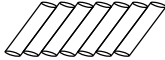
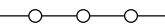


WE ENERGIES EQUIPMENT ENERGIZED ☐ Y ☐ N

Customer EQUIPMENT ENERGIZED ☐ Y ☐ N EDC: \_\_\_\_\_

SWITCHED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_



<div><div>WE ENERGIES - ELECTRIC OPERATIONS</div><div>CLEARANCE NOTES:</div><div>-LOCATION OF OBSTRUCTIONS ARE FROM RECORDS AND MUST BE VERIFIED IN THE FIELD.</div><div>-MAINTAIN 2' MIN. CLEARANCE BETWEEN OUTSIDE FACE OF MANHOLE &amp; BELL OF PIPE.</div><div>-THIS APPLIES TO GAS AND WATER MAINS.</div><div>-MAINTAIN 2' MIN. VERTICAL CLEARANCE AT CROSSINGS OF SEWER OR WATER MAINS.</div><div>-MAINTAIN 5' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND SEWER.</div><div>-MAINTAIN 3' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND WATER MAINS.</div><div>NOTE - CLEARANCES SHOWN ARE MINIMUM DISTANCES - REFERENCE PERMITS FOR SPECIFIC CLEARANCE REQUIREMENTS. ADDITIONAL UNDERGROUND INFORMATION ON EXCAVATION, BACKFILLING AND CLEARANCES CAN BE FOUND IN STD. 281-02.</div></div>	<div>OVERHEAD PRIMARY</div> <div>E, F, H, Q, R, W, X or Z</div> <div><div>Z1#2ACSR</div><div>Z1#1/0ACSR</div><div>Z2#3/0ACSR</div><div>Z3#2ACSR</div><div>Z4#1/0ACSR</div><div>Z5#3/0ACSR</div><div>Z7#336ACSR</div><div>Z9SPECIAL LIST ON SKETCH</div><div>Z101WIRE REMOVAL</div><div>Z112WIRE REMOVAL</div><div>Z123WIRE REMOVAL</div></div>			<div>STANDARD WIRE KEY</div> <div><div>DIRECT BURY PRIMARY - E, F, H, Q, R, W, X or Z</div><div><div>Z13#1AL 25KV</div><div>Z14#3AL 25KV</div><div>Z15#3#500AL 28KV</div><div>X16#2AL 15KV</div><div>X17#3#2AL 15KV</div><div>X18#3#500AL 15KV</div><div>R19#3#1/0AL 35KV</div><div>R20#3#750AL 35KV</div><div>Z21#3#750AL 28KV</div></div><div><div>X22#2Cu 15kV</div><div>X23#3#2Cu 15kV</div><div>Z24#2Cu 25kV</div><div>Z25#3#2Cu 25kV</div><div>X26#3#500Cu 15kV</div><div>Z27#3#500Cu 28kV</div><div>Z28#3#750Cu 28kV</div><div>Z29SPECIAL - LIST ON SKETCH</div></div></div>			<div>NEUTRAL</div> <div>N1#2ACSR</div> <div>N1#1/0ACSR</div> <div>N2#3/0ACSR</div> <div>N3#4/0AL</div> <div>N4#336ACSR</div> <div>N5REMOVAL</div> <div>GUYING</div> <div>G1/4" ARM GUY</div> <div>G15/16" ARM GUY</div> <div>G23/8" ARM GUY</div> <div>G35/16" POLE GUY</div> <div>G43/8" POLE GUY</div> <div>G57/16" POLE GUY</div>		<div>SECONDARY - 1PHASE</div> <div>S6DX</div> <div>S14TX</div> <div>S22TX</div> <div>S31/0TXR</div> <div>S43/0TXR</div> <div>S5350TXR</div> <div>S6750TXR</div> <div>S71/0TXF</div> <div>S84/0TXF</div> <div>S9336TXR</div> <div>S10750TXF</div> <div>S113WIRE REMOVAL</div> <div>S123WIRE MAIN</div> <div>S146DX CIC</div> <div>S151/0TX CIC</div>		<div>SECONDARY - 3PHASE</div> <div>\$1/0TXF</div> <div>\$14/0TXF</div> <div>\$2336TXF</div> <div>\$33/0TX</div> <div>\$4350TX</div> <div>\$5750TX</div> <div>\$61/0QXF</div> <div>\$73/0QXF</div> <div>\$8350QXR</div> <div>\$9750QXR</div> <div>\$103WIRE REMOVAL</div> <div>\$113/0QXR</div> <div>\$124WIRE REMOVAL</div>
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EROSION CONTROL LEGEND	
	APPROXIMATE LOCATION FOR UNDERGROUND FACILITY EXCAVATION
	INLET PROTECTION, TYPE
	12" WATTLE or 12"/20" SEDIMENT LOG or 9.5"/20" EROSION EEL
	STONE DITCH CHECK
	ROCK BAG
	MULCH
	SOIL STABILIZER, TYPE B
	EROSION MAT CLASS I, TYPE A
	EROSION MAT CLASS I, TYPE B
	EROSION MAT CLASS I, TYPE A URBAN
	EROSION MAT CLASS I, TYPE B URBAN
	EROSION MAT CLASS II
	EROSION MAT CLASS III
	VEGETATIVE BUFFER
	TRACKING PAD
	TIMBER MAT
	SILT FENCE
	APPROXIMATE DEWATERING BASIN LOCATION
	SURFACE WATER FLOW

## WE ENERGIES WORK REQUEST ENVIRONMENTAL NOTES (Notes 1 through 7 apply to ALL work requests)

### General

- If WDNR and/or USACE permits were obtained for the project, all permit conditions shall be met during construction of the project.

### Erosion Control

- If soil disturbance occurs on slopes or channels/ditches leading to wetlands or waterways, or within wetlands, the disturbed areas shall be stabilized and appropriate erosion control Best Management Practices (BMP's) shall be implemented.
- Erosion Control BMR's shall meet or exceed the approved WDNR Storm Watter Management Technical Standards ([http://dnr.wi.gov/topic/stormwater/standards/const\\_standards.html](http://dnr.wi.gov/topic/stormwater/standards/const_standards.html)). Refer to We Energies Construction Site Sediment and Erosion Control Standards.
- Inspect installed erosion control BMP's at least one time per week and after ½" rain events: repair as necessary.
- When temporary stabilization is required (e.g. for winter or short-term construction) prior to final restoration, soil stabilizer shall be installed wherever possible. Erosion mat shall be used temporarily only where appropriate, in accordance with state standards, and when approved by the Operations Supervisor.

### Contaminated Soils

- Whenever soil exhibiting obvious signs of contamination (e.g., discoloration, petroleum or solvent odor, free liquids other than water, buried containers or tanks, or other obvious signs of environmental impacts) is encountered during excavation or installation, cease work immediately, take appropriate immediate precautions to ensure worker health and safety, and contact the Operations Supervisor or Inspector.

### Spills

- If an oil spill occurs during construction, call the Environmental Incident Response Team (EIRT) at 414-430-3478:
  - Any quantity of oil is spilled into surface water;
  - Any oil spill greater than 50 ppm PCB into a sewer, vegetable garden, or grazing land;
  - Any oil spill containing greater than 500 ppm PCB;
  - Five gallons or more of oil spilled to the ground;
  - Any oil spill involving a police department, fire department, DNR, or concerned property owner.

### Notes 8 through 27 apply as noted at specifc points withln each work request:

### Dewatering

- Dewatering of pits or trenches shall be done in accordance with state standards. Use an approved sediment bag, a straw bale dewatering basin, a combination of both, or equivalent.

### Wetlands

- As much as practicable, the majorityof the work shall be staged from the public roadways and road shoulders, keeping equipment out of adjacent wetlands.
- All work shall be conducted to minimize soil disturance. No rutting will be allowed within the wetlands.
- If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent shall be utilized to access pole locations.
- Excavated soils cannot be stockpiled in wetlands.

- All excess spoils shall be removed from wetlands and placed in a suitable upland location.
- Trenching and pit excavations within wetlands shall include soil segregation to facilitate restoration of pre-construction soil stratification, and restoration to pre-construction elevations.
- Poles scheduled to be removed, and that occur within wetland, shall be cut at the ground surface.

### Waterways

- No work can be performed within the banks or below the ordinary high watermark of any navigable waterways/streams.
- No crossing of navigable waterways with equipment can occur. Foot traffic is allowed.
- Any disturbed soil within 75-feet of the ordinary high water mark of any navigable waterways/streams shall be stabilized within 24 hours of construction completion.

### Threatened and Endangered Species

- Threatened or endangered species are known to occur in the work area. It is illegal to harass, harm, or kill a protected species under state and federal regulations. Proper precautions shall be taken to ensure harm to individuals is avoided.
- In order to protect the threatened or endangered species, work must be conducted between November 5 and March 15.
- Exclusion fencing must be installed at the work area prior to March 15.
- A qualified biologist must be present when conducting work at this location.

### Invasive Species

- State regulated invasive species are known to occur in the work area. Reasonable precautions are legally required to prevent the spread of these species. The Wisconsin Council on Forestry Transportation and Utility Rights-of Way Best Management Practices should be followed: (<http://council.wisconsinforestry.org/invasives/transportation/>).

### Cultural and Historical Resources, cont.

- The project is within or adjacent to an area that is identified by the State of Wisconsin as potentially having Native American artifacts, burial mounds or burial sites, which could be encountered during construction.
- If human bone or any artifacts are discovered during construction, work must cease immediately. Contact the Environmental Department who will contact the State Burial Sites Preservation Office and determine the next steps that must be taken in order to comply with state law. Work at that site MAY NOT PROCEED until the Environmental Department authorizes it.
- A "qualified archaeologist," as specified under Wis. Stats 157.70 (1) (i) and Wis. Admin. Code HS 2.04 (6), must be present to monitor all ground disturbing activities.

### Frac-out Contingency Plan

- A frac-out contingency plan shall be on-site and implemented accordingly. The contingency plan shall incorporate the following components.
  - Continuously inspect the bore paths for frac-outs in order to respond quickly and appropriately.
  - Containment materials (e.g. silt fence, straw bales, sand bags, etc.) shall be on site and available should a frac-out occur.
  - A vac truck shall be accessible on short notice in order to respond quickly to a frac-out.



# Pay your invoice online or by phone



We offer the convenience of paying your We Energies invoice online or by phone with a credit card, debit card or electronic check.

## **Pay online:**

**[www.we-energies.com/payconstructionbill](http://www.we-energies.com/payconstructionbill)**

## **Pay by phone:**

**855-570-0998**

Paymentus, a third-party vendor, processes payments on our behalf and charges a convenience fee of \$2.95 per \$175 for this service.



76079 02-22

*Energy you can depend on*

**159**



## Agenda Item Cover Report

<b>Date:</b>	<b>Committee/Board:</b>
<b>Submitted by:</b>	<b>Department:</b>
<b>Date of Committee Action:</b>	<b>Date of Village Board Action:</b>

<b>Subject:</b>
<b>Executive Summary:</b>
<b>Fiscal Impact:</b>
<b>Executive Recommendation/Action:</b>

☐ Attachments Included



VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES

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RESOLUTION NO. 2023 XX

**A RESOLUTION TO ESTABLISHING THE ANNUAL LIQUOR LICENSE QUOTA  
INFORMATION FOR THE VILLAGE OF MUKWONAGO**

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**WHEREAS**, the Village of Mukwonago Clerk pursuant to Wis. Stats. § 125.51 (4) (bm), as created by 1997 Wisconsin Act 27, completed the necessary calculation to determine the Reserve “Class B” Licenses authorized to be issued by the Village of Mukwonago on December 1, 1997; and

**WHEREAS**, the Department of Administration issues to each municipality final population estimates each October; and

**WHEREAS**, A Municipality’s “Class B” liquor license quota may increase by one for every increase in population of a full 500 persons; and

**WHEREAS**, The Village of Mukwonago was authorized to issue “3” Reserve Liquor Licenses on December 1, 1997 based on the Municipal Clerk’s documented quota calculation; and

**WHEREAS**, The Village Board requests transparency and clarity in the recording process by requesting an annual resolution establishing documentation of the liquor licenses earned by population.

**NOW THEREFORE BE IT RESOLVED**, by the Village Board of Trustees of the Village of Mukwonago that the Village confirms on December 1, 1997 the Village was authorized to issue (8) Regular “Class B” Liquor Licenses and (3) Reserve “Class B” Liquor Licenses; and

**BE IT FURTHER RESOLVED**, the Village Board of Trustees of the Village of Mukwonago confirms the following additional population earned Reserve “Class B” Licenses are documented as follows:

Year	Population Estimate	Licenses Earned
2000	6162	1
2006	6627	1
2010	7376	1
2014	7609	1
2020	8126	1

Approved and adopted this 20<sup>th</sup> of September 2023 by the Village Board of the Village of Mukwonago, Wisconsin.

ATTESTATION:

APPROVED:

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Fred H. Winchowky, Village President

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Diana Dykstra, MMC  
Village Clerk-Treasurer

## Reserve "Class B" Liquor License Quota Calculation

Class B/B Combination			Class B Reserve	Population Estimates from DOA	Population Growth Difference	EARNED LICENSE
2023	8	4	8389	5		
2022	8	4	8384	194		
2021	8	3	8190	64		
2020	8	3	8126	69	1 License Earned (Carry Over 51 Population)	
2019	8	3	8057	2		
2018	8	3	8055	96		
2017	8	3	7959	136		
2016	8	3	7823	103		
2015	8	3	7720	111		
2014	8	3	7609	100	1 License Earned (Carry Over 34 Population)	
2013	7	3	7509	65		
2012	8	3	7444	46		
2011	8	3	7398	22		
2010	7	3	7376	388	1 License Earned (Carry Over 301 Population)	
2009			6988	35		
2008			6953	144		
2007	11		6809	182		
2006	11		6627	87	1 License Earned (Carry Over 52 Population)	
2005	9	1	6540	112		
2004			6428	50		
2003	8		6378	66		
2002			6312	34		
2001			6278	116		
2000			6162	300	1 License Earned (Carry Over 87 Population)	
1999			5862	233		
1998			5629	54		
1997	8	3	5575	1111	START	

Walworth County Reported Population Estimates starting in 2001.

Population Estimates from Wisconsin Dept of Administration distributed in October Annually  
Prior to 2010 Licenses Issued are reported as reflected in Minutes of the Governing Body.

# **"CLASS B" LIQUOR LICENSE QUOTA INFORMATION AS OF DECEMBER 1, 1997**

Pursuant to Sec. 125.51(4)(bm), Wis. Stats., as created by 1997 Wisconsin Act 27, the undersigned clerk for the Town/Village/City of Mukwonago, County of Waukesha/Wisconsin, records the following information:

1. The population of the Town/Village/City of Mukwonago, as of December 1, 1997, as established by the Department of Administration population estimate provided to the municipality for purposes of shared revenue distribution: 5575.
2. Number of "Class B" liquor licenses authorized to be issued by the Town/Village/City of Mukwonago, on December 1, 1997, (Note: This number is based on the state quota established by Wis. Stats. Sec. 125.51(4) (1995-96).): 12.
3. Number of "Class B" liquor licenses actually granted or issued by the Town/Village/City of Mukwonago, as of December 1, 1997: 8.
4. Number of Reserve "Class B" licenses the Town/Village/City of Mukwonago is authorized to issue as of December 1, 1997, as calculated below: 3.

\*\*\*\*\*

## **CALCULATION OF RESERVE "CLASS B" LICENSES AUTHORIZED TO BE ISSUED BY THE MUNICIPALITY AFTER DECEMBER 1, 1997**

- a. Determine the number of unissued "Class B" liquor licenses by subtracting number actually issued (item 3. above) from the number of such licenses the municipality is authorized to issue (item 2. above): 4.

Note: If the number under item a. is 3 or less, this number becomes the number of Reserve "Class B" licenses your municipality is authorized to issue as of December 1, 1997, and should be inserted into item 4. above.

If the number under a. is 4 or higher, continue the following:

- |   |              |
|---|--------------|
| b. Number of unissued "Class B" licenses (i.e., item a.):             | <u>4</u>     |
| c. Subtract 3 from b.:  | <u>-3</u>    |
| d. Remaining unissued "Class B" licenses:                             | <u>1</u>     |
| e. Divide d. by 2:  | <u>0 1/2</u> |
| f. If result in c. is a fraction, round down to nearest whole number: | <u>0</u>     |
| g. Add 3 to f.:   | <u>+3</u>    |
| h. Total Reserve "Class B" licenses authorized to be issued:          | <u>3</u>     |

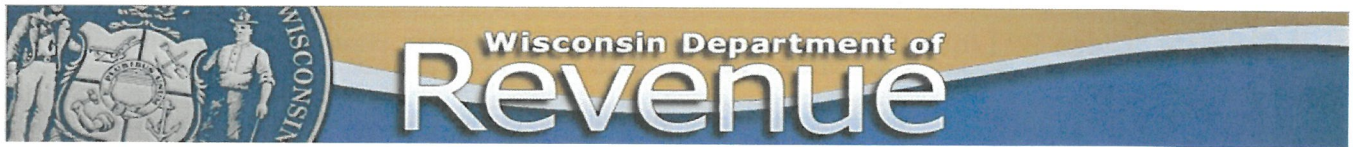
(insert in item 4. above)

\*\*\*\*\*

Dated this 1st day of December 1, 1997.

Bernard W. Kohl  
Clerk of Town/Village/City of Mukwonago





## Reserve "Class B" Liquor Licenses

Alcohol Beverage Laws

Fact Sheet 3116

revenue.wi.gov

This fact sheet provides information about Wisconsin alcohol beverage laws relating to reserve "Class B" liquor licenses. Reserve "Class B" liquor licenses are licenses that were not granted or issued by a municipality on December 1, 1997, but are counted as a reserve under the calculations described in sec. [125.51\(4\)\(br\)](#), Wis. Stats.

### Quantity of Reserve "Class B" Liquor Licenses

A municipality may not issue a "Class B" liquor license in excess of the number of "Class B" liquor licenses granted or issued by the municipality on December 1, 1997 plus the number of available reserve "Class B" liquor licenses.

The number of reserve "Class B" liquor licenses available to a municipality is determined by completing the calculations described in sec. [125.51\(4\)\(br\)](#), Wis. Stats. For example, a municipality's quota is increased by adding one additional reserve "Class B" liquor licenses for each increase in population of 500 persons. Municipal populations are determined annually by the Department of Administration which releases final population estimates to clerks on October 10 of each year.

The Department of Revenue does not maintain records of each municipality's quota. Contact your municipal clerk for the "Class B" liquor license quota in your municipality.

### Fee For Reserve "Class B" Liquor Licenses

The initial issuance fee for a reserve "Class B" liquor license is established by the municipality and must be a minimum of \$10,000 (except for PEDD reserve "Class B" licenses; see below). The initial issuance fee is in addition to the annual fee charged by a municipality for a "Class B" license. Bona fide clubs and lodges situated and incorporated in Wisconsin for at least six years that apply for reserve "Class B" liquor licenses are exempt from paying the minimum \$10,000 issuance fee. Municipalities may not rebate or refund the initial issuance fee for a reserve "Class B" license, including through any grant or tax credit program.

### Transfers of Reserve "Class B" Liquor Licenses Between Municipalities

A municipality may transfer up to three reserve "Class B" liquor licenses to a municipality that is contiguous or within two miles of the transferring municipality. The transferring municipality establishes the initial issuance fee in an amount not less than \$10,000. Upon receipt of the issuance fee, the receiving municipality must pay the issuance fee to the transferring municipality. A transfer of a reserve "Class B" license to another municipality is permanent. Once transferred, the receiving municipality's quota is increased and the transferred municipality's quota is decreased.

## Reserve "Class B" Liquor Licenses For a Premier Economic Development District (PEDD)

A PEDD is a geographic area designated by a municipal ordinance, enacted by at least a two-thirds vote of the municipality's governing body. The PEDD must (all the following apply):

- have an estimated new construction assessed valuation increase of at least \$20 million (certified by an independent third-party appraiser or market research firm),
- not exceed 40 acres,
- be contiguous,
- not include land that is zoned exclusively for industrial use or land zoned exclusively for single-family or 2-family residences.

Upon establishing a PEDD, two reserve "Class B" liquor licenses, each with an initial issuance fee in an amount not less than \$30,000, are created. These reserve license fees are non-refundable. The PEDD reserve licenses are non-transferable and are in addition to a municipality's quota. A municipality cannot establish more than one PEDD.

### Any Questions?

If you are unable to find an answer to your question about reserve "Class B" liquor licenses on the department's website, you may email, write, or call the department.

**Visit our website:** [revenue.wi.gov](https://revenue.wi.gov)

**Email:** [DORAlcoholTobaccoEnforcement@wisconsin.gov](mailto:DORAlcoholTobaccoEnforcement@wisconsin.gov)

**Write:** Wisconsin Department of Revenue  
Alcohol & Tobacco Enforcement  
P.O. Box 8933  
Madison, WI 53708-8933

**Telephone:** (608) 264-4573

### Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of August 16, 2022: sec. 125.51, [Wis. Stats.](#)

Laws enacted and in effect after this date, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to this date, that is contrary to the information in this document is superseded by this document, according to sec. 73.16(2)(a), Wis. Stats.

*Created August 16, 2022*



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

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

FEE \$10.00

Application Date: 08/16/2023

☐ Town ☒ Village ☐ City of \_\_\_\_\_

County of Waukesha

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

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 04/30/2023 and ending 07/30/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association or Agricultural Society  
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. James Catholic Parish

(b) Address 830 E. Veterans Way

(Street)

☐ Town ☒ Village ☐ City

(c) Date organized 02/14/1896

(d) If corporation, give date of incorporation 02/25/1896

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

(f) Names and addresses of all officers:

President Archbishop Jerome Listeki; PO Box 070912; Milwaukee, WI 53207-0912

Vice President Rev. Jordan Berghouse; 860 E. Veterans Way; Mukwonago, WI 53149-1014

Secretary Paul Smyczek; 830 E. Veterans Way; Mukwonago, WI 53149-1014

Treasurer Richard Murphy; 830 E. Veterans Way; Mukwonago, WI 53149-1014

(g) Name and address of manager or person in charge of affair: Kay Willkomm; 830 E. Veterans Way; Mukwonago, WI 53149-1014

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

(a) Street number 830 E. Veterans Way

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

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

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

### 3. Name of Event

(a) List name of the event St. James Parish Fish Fry

(b) Dates of event 10/06/2023

### DECLARATION

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

Officer [Signature] 8/16/23  
(Signature / Date)

St. James Catholic Parish  
(Name of Organization)

Date Filed with Clerk 8/28/23 \$10

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

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

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

FEE \$10.00

Application Date: 08/16/2023

☐ Town ☒ Village ☐ City of \_\_\_\_\_

County of Waukesha

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

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

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

at the premises described below during a special event beginning 04/30/2023 and ending 07/30/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association or Agricultural Society  
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. James Catholic Parish

(b) Address 830 E. Veterans Way

(Street)

☐ Town ☒ Village ☐ City

(c) Date organized 02/14/1896

(d) If corporation, give date of incorporation 02/25/1896

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Secretary Paul Smyczek; 830 E. Veterans Way; Mukwonago, WI 53149-1014

Treasurer Richard Murphy; 830 E. Veterans Way; Mukwonago, WI 53149-1014

(g) Name and address of manager or person in charge of affair: Kay Willkomm; 830 E. Veterans Way; Mukwonago, WI 53149-1014

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

(a) Street number 830 E. Veterans Way

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

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

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

### 3. Name of Event

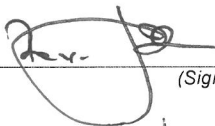
(a) List name of the event St. James Parish Fish Fry

(b) Dates of event 11/03/2023

### DECLARATION

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

Officer

 8/16/23  
(Signature / Date)

St. James Catholic Parish

(Name of Organization)

Date Filed with Clerk

8/28/23 \$10

Date Reported to Council or Board

Date Granted by Council

License No.

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

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

FEE \$10.00

Application Date: 08/16/2023

☐ Town ☒ Village ☐ City of \_\_\_\_\_

County of Waukesha

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

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

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

at the premises described below during a special event beginning 04/30/2023 and ending 07/30/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society  
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(a) Name St. James Catholic Parish

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(Street)

☐ Town

☒ Village

☐ City

(c) Date organized 02/14/1896

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Secretary Paul Smyczek; 830 E. Veterans Way; Mukwonago, WI 53149-1014

Treasurer Richard Murphy; 830 E. Veterans Way; Mukwonago, WI 53149-1014

(g) Name and address of manager or person in charge of affair: Kay Willkomm; 830 E. Veterans Way; Mukwonago, WI 53149-1014

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

(a) Street number 830 E. Veterans Way

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

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

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

### 3. Name of Event

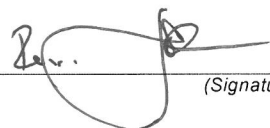
(a) List name of the event St. James Parish Fish Fry

(b) Dates of event 12/01/2023

### DECLARATION

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

Officer



(Signature / Date)

9/16/23

St. James Catholic Parish

(Name of Organization)

Date Filed with Clerk

8/28/23 \$10

Date Reported to Council or Board

Date Granted by Council

License No.

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

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

FEE \$10.00

Application Date: 08/16/2023

☐ Town ☒ Village ☐ City of \_\_\_\_\_

County of Waukesha

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

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

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

at the premises described below during a special event beginning 04/30/2023 and ending 07/30/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association or Agricultural Society  
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. James Catholic Parish

(b) Address 830 E. Veterans Way

(Street)

☐ Town

☒ Village

☐ City

(c) Date organized 02/14/1896

(d) If corporation, give date of incorporation 02/25/1896

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

(f) Names and addresses of all officers:

President Archbishop Jerome Listek; PO Box 070912; Milwaukee, WI 53207-0912

Vice President Rev. Jordan Berghouse; 860 E. Veterans Way; Mukwonago, WI 53149-1014

Secretary Paul Smyczek; 830 E. Veterans Way; Mukwonago, WI 53149-1014

Treasurer Richard Murphy; 830 E. Veterans Way; Mukwonago, WI 53149-1014

(g) Name and address of manager or person in charge of affair: Kay Willkomm; 830 E. Veterans Way; Mukwonago, WI 53149-1014

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

(a) Street number 830 E. Veterans Way

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

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

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

### 3. Name of Event

(a) List name of the event St. James Parish Fish Fry

(b) Dates of event 01/05/2024

### DECLARATION

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

Officer

 8/16/23  
(Signature / Date)

St. James Catholic Parish

(Name of Organization)

Date Filed with Clerk

8/28/23 \$10

Date Reported to Council or Board

Date Granted by Council

License No.

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

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

FEE \$10.00

Application Date: 08/16/2023

☐ Town ☒ Village ☐ City of \_\_\_\_\_

County of Waukesha

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

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

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(a) Name St. James Catholic Parish

(b) Address 830 E. Veterans Way

(Street)

☐ Town

☒ Village

☐ City

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(a) Street number 830 E. Veterans Way

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

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

### 3. Name of Event

(a) List name of the event St. James Parish Fish Fry

(b) Dates of event 02/02/2024

### DECLARATION

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

Officer



(Signature / Date)

8/16/23

St. James Catholic Parish

(Name of Organization)

Date Filed with Clerk

8/28/23

\$10

Date Reported to Council or Board

Date Granted by Council

License No.



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

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

FEE \$10.00

Application Date: 08/16/2023

☐ Town ☒ Village ☐ City of \_\_\_\_\_

County of Waukesha

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

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

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

at the premises described below during a special event beginning 04/30/2023 and ending 07/30/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association or Agricultural Society  
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. James Catholic Parish

(b) Address 830 E. Veterans Way

(Street)

☐ Town

☒ Village

☐ City

(c) Date organized 02/14/1896

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Treasurer Richard Murphy; 830 E. Veterans Way; Mukwonago, WI 53149-1014

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(a) Street number 830 E. Veterans Way

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

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

### 3. Name of Event

(a) List name of the event St. James Parish Fish Fry

(b) Dates of event 03/01/2024

### DECLARATION

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

Officer \_\_\_\_\_

(Signature / Date)

8/16/23

St. James Catholic Parish

(Name of Organization)

Date Filed with Clerk

8/28/23

\$10

Date Reported to Council or Board

Date Granted by Council

License No.

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

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

FEE \$10.00

Application Date: 08/16/2023

☐ Town ☒ Village ☐ City of \_\_\_\_\_

County of Waukesha

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

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

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

at the premises described below during a special event beginning 04/30/2023 and ending 07/30/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association or Agricultural Society  
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. James Catholic Parish

(b) Address 830 E. Veterans Way

(Street)

☐ Town

☒ Village

☐ City

(c) Date organized 02/14/1896

(d) If corporation, give date of incorporation 02/25/1896

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

(f) Names and addresses of all officers:

President Archbishop Jerome Listek; PO Box 070912; Milwaukee, WI 53207-0912

Vice President Rev. Jordan Berghouse; 860 E. Veterans Way; Mukwonago, WI 53149-1014

Secretary Paul Smyczek; 830 E. Veterans Way; Mukwonago, WI 53149-1014

Treasurer Richard Murphy; 830 E. Veterans Way; Mukwonago, WI 53149-1014

(g) Name and address of manager or person in charge of affair: Kay Willkomm; 830 E. Veterans Way; Mukwonago, WI 53149-1014

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

(a) Street number 830 E. Veterans Way

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

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

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

### 3. Name of Event

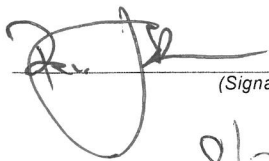
(a) List name of the event St. James Parish Fish Fry

(b) Dates of event 04/05/2024

### DECLARATION

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

Officer



(Signature / Date)

8/14/23

St. James Catholic Parish

(Name of Organization)

Date Filed with Clerk

8/28/23

\$10

Date Reported to Council or Board

Date Granted by Council

License No.

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

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

FEE \$10.00

Application Date: 08/16/2023

☐ Town ☒ Village ☐ City of \_\_\_\_\_

County of Waukesha

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

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

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

at the premises described below during a special event beginning 04/30/2023 and ending 07/30/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

☐ Bona fide Club

☒ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

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

(a) Name St. James Catholic Parish

(b) Address 830 E. Veterans Way

(Street)

☐ Town

☒ Village

☐ City

(c) Date organized 02/14/1896

(d) If corporation, give date of incorporation 02/25/1896

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

### (f) Names and addresses of all officers:

President Archbishop Jerome Listeki; PO Box 070912; Milwaukee, WI 53207-0912

Vice President Rev. Jordan Berghouse; 860 E. Veterans Way; Mukwonago, WI 53149-1014

Secretary Paul Smyczek; 830 E. Veterans Way; Mukwonago, WI 53149-1014

Treasurer Richard Murphy; 830 E. Veterans Way; Mukwonago, WI 53149-1014

(g) Name and address of manager or person in charge of affair: Kay Willkomm; 830 E. Veterans Way; Mukwonago, WI 53149-1014

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

(a) Street number 830 E. Veterans Way

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

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

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

### 3. Name of Event

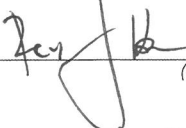
(a) List name of the event St. James Parish Fish Fry

(b) Dates of event 05/03/2024

### DECLARATION

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

Officer



(Signature / Date)

8/16/23

St. James Catholic Parish

(Name of Organization)

Date Filed with Clerk

8/28/23 \$10

Date Reported to Council or Board

Date Granted by Council

License No.



## Agenda Item Cover Report

<b>Date:</b> August 28, 2023	<b>Committee/Board:</b> Judicial Committee
<b>Submitted by:</b> Diana Dykstra	<b>Department:</b> Village Clerk-Treasurer
<b>Date of Committee Action:</b> 9/06/2023	<b>Date of Village Board Action:</b> September 20, 2023

**Subject:**

Original Reserve "Class B"/Class "B" Combination License - The Block

**Executive Summary:**

We have an application for a Reserve "Class B"/Class "B" Combination Fermented Malt Beverage and Liquor License from The Block proposed development.

These licenses are voted on in the order in which they are recieved.

This license carries an initial issuance fee of \$10,000.

Police Chief Streit has conducted the background and signed off on the application.

**Fiscal Impact:**

A Reserve License is a \$10,000 initial issuance fee plus application fee.

**Executive Recommendation/Action:**

Recommend approval.

☒ **Attachments Included**

Form  
AT-106

Original Alcohol Beverage  
License Application

FOR CLERKS ONLY	
Municipality	V of Mukwonago
License Period	period 23-24

License(s) Requested

- ☐ Class "A" Beer ..... \$ \_\_\_\_\_ ☐ "Class A" Liquor ..... \$ \_\_\_\_\_
- ☒ Class "B" Beer ..... \$ 100 ☐ "Class B" Liquor ..... \$ \_\_\_\_\_
- ☐ "Class C" Wine ..... \$ \_\_\_\_\_ ☐ "Class A" Liquor (Cider Only) \$ \_\_\_\_\_
- ☒ Reserve "Class B" Liquor \$ 500 <sup>10,000 initial issuance</sup> ☐ "Class B" (Wine Only) Winery \$ \_\_\_\_\_

License Fees	\$ 10,600
Publication Fee	\$ 25.00
Background Check	\$ 10.00
Total Fees	\$ 10,635.00

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

Zip Main, LLC

2. Trade Name or DBA

The Block

3. Premises Address

944 and 950 Main Street, Mukwonago, WI 53149

4. County

Waukesha/Walworth

5. Municipality

Village of Mukwonago

6. Aldermanic District

7. Mailing Address (if different from premises address)

Mukwonago, WI 53149

8. PERM

9. Wisconsin Seller's Permit Number

11. Premises Email

bradleyz.zip@gmail.com

12. Entity Type (check one)

- ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

Any structure located at 944 and 950 Main Street, Mukwonago, WI 53149.

Part B: Questions

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



**Part C: For Corporate/LLC Applicants Only**

1. State of Registration Wisconsin		2. Date of Registration 04/29/22	
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Name of Parent Company		FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.			
5. Agent's Last Name		Agent's First Name	Phone

**Part D: Individual Information**

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

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

Last Name	First Name	Title	Phone
Zajork	Bradley	Member	[REDACTED]

**Part E: Attestation**

Who must sign this application?

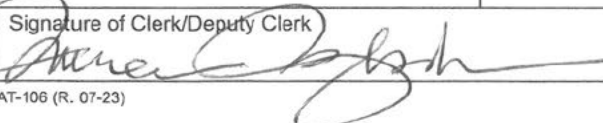
- sole proprietor      • one general partner of a partnership      • one corporate officer      • one managing member of an LLC

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

Signature 		Date 07/17/2023	
Name (Last, First, M.I.) Zajork, Bradley, M			
Title Member	Email Bradleyz.zip@gmail.com	Phone [REDACTED]	

**Part F: For Clerk Use Only**

Date application was filed with clerk 7/17/2023 12:53p	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued

Signature of Clerk/Deputy Clerk  


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

Submit to municipal clerk.

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

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

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

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as  
THE BLOCK  
(Trade Name)

located at 944 AND 950 MAIN STREET, MUKWONAGO, WI 53149

appoints BRADLEY ZAJORK  
(Name of Appointed Agent)  
[REDACTED] MUKWONAGO WI 53149  
(Home Address of Appointed Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 33Y 11M

Place of residence last year [REDACTED] MUKWONAGO WI 53149

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

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

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

## ACCEPTANCE BY AGENT

I, BRADLEY ZAJORK, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

[Signature] 7/17/2023  
(Date)  
[REDACTED] MUKWONAGO WI 53149  
(Home Address of Agent)  
Agent's age [REDACTED]  
Date of birth [REDACTED]

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

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

Approved on 07/20/2023 by [Signature] Title POLICE CHIEF  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



## Agenda Item Cover Report

<b>Date:</b> August 28, 2023	<b>Committee/Board:</b> Judicial Committee
<b>Submitted by:</b> Diana Dykstra	<b>Department:</b> Village Clerk-Treasurer
<b>Date of Committee Action:</b> 9/06/2023	<b>Date of Village Board Action:</b> September 20, 2023

**Subject:**

Original Reserve "Class B"/Class "B" Combination License - That Place Restaurant

**Executive Summary:**

We have an application for a Reserve "Class B"/Class "B" Combination Fermented Malt Beverage and Liquor License from That Place Restaurant, which is looking to open a restaurant at the old Mukwonago Family Restaurant location.

This license carries an initial issuance fee of \$10,000.

Police Chief Streit has conducted the background and signed off on the application.

**Fiscal Impact:**

A Reserve License is a \$10,000 initial issuance fee plus application fee.

**Executive Recommendation/Action:**

Recommend approval.

☐ **Attachments Included**

# Original Alcohol Beverage License Application

FOR CLERKS ONLY	
Municipality	V of Mukwonago
License Period	period 23-24

## License(s) Requested

- ☐ Class "A" Beer ..... \$ .....    ☐ "Class A" Liquor ..... \$ .....  
☒ Class "B" Beer ..... \$ 100 .....    "Class B" Liquor ..... \$ .....  
☐ "Class C" Wine ..... \$ .....    ☐ "Class A" Liquor (Cider Only) \$ .....  
☒ Reserve "Class B" Liquor \$ 500 .....    ☐ "Class B" (Wine Only) Winery \$ .....  
10,000 initial issuance

License Fees	\$ 10,600
Publication Fee	\$ 25.00 pd
Background Check	\$ 10.00
<b>Total Fees</b>	<b>\$ 10,635.00</b>

## Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

THAT PLACE LLC

2. Trade Name or DBA

THAT PLACE RESTAURANT

3. Premises Address

1015 E VETERANS WAY

4. County

WAUKESHA

5. Municipality

MUKWONAGO

6. Aldermanic District

7. Mailing Address (if different from premises address)



9. Wisconsin Seller's Permit Number

11. Premises Email

ARTURO@MKE RIVERFRONT.COM

12. Entity Type (check one)

- ☐ Sole Proprietor    ☐ Partnership    ☒ Limited Liability Company    ☐ Corporation    ☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

BAR AREA & STORAGE ROOM IN THE BACK  
OFFICE & BASEMENT. THE RESTAURANT AREA & PATIO  
will serve DRINKS, WINE & BEER.

## Part B: Questions

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

**Part C: For Corporate/LLC Applicants Only**

1. State of Registration <u>WISCONSIN</u>		2. Date of Registration <u>7.18.23.</u>
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <span style="float:right"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
Name of Parent Company		FEIN of Parent Company
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <span style="float:right"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name <u>NAPOLIS CARRERA</u>	Agent's First Name <u>ARTURO</u>	Phone <u>414 241 0600</u>

**Part D: Individual Information**

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

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

Last Name	First Name	Title	Phone

**Part E: Attestation**

Who must sign this application?

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

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

Signature <u>ARTURO NAPOLIS C</u>		Date <u>8.10.23.</u>
Name (Last, First, M.I.) <u>ARTURO NAPOLIS CARRERA</u>		
Title <u>OWNER</u>	Email <u>ARTURO@NAPOLISBREW.COM</u>	<div style="background-color: black; width: 100px; height: 20px;"></div>

**Part F: For Clerk Use Only**

Date application was filed with clerk <u>8-10-23</u>	Date reported to governing body <u>Comm. 9/6/23 / Board 9/20</u>	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk <u>[Signature]</u>		



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

Submit to municipal clerk.

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

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

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

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

THAT PLACE RESTAURANT  
(Trade Name)

located at 1015 E. VETERANS WAY MUKWONAGO WI 53149

appoints ARTURO NAROLLES CARRERA  
(Agent)  
MUKWONAGO WI 53149  
(Printed Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 22 years

Place of residence last year [REDACTED] 53149

For: THAT PLACE LLC  
(Name of Corporation / Organization / Limited Liability Company)  
By: ARTURO NAROLLES C.  
(Signature of Officer / Member / Manager)

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

I, ARTURO NAROLLES CARRERA  
(Print / Type Agent's Name), hereby accept this appointment as agent for the

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

ARTURO NAROLLES C. 8.10.23 Agent's age [REDACTED]  
(Signature of Agent) (Date)  
[REDACTED] 53149 Date of birth [REDACTED]  
(Home Address of Agent)

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

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

Approved on 08/21/2023 by [Signature] Title POLICE CHIEF  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

## **Library Director Report: August 2023**

### **Director Meetings and Activities**

I spent a significant amount of time in July administering to the Grutzmacher Collection Loan Agreement with the Mukwonago Historical and Museum Society. This included making updates to the Loan Agreement, executing the Agreement, creating a comprehensive inventory to attach to the final packet, creating a condition report to attach to the final packet, and creating signage for the Red Brick Museum as per the terms of the Agreement. Happily, the Village Administrator asked me to speak at the Rotary Club and I received great engagement about my presentation on the Grutzmacher Collection and the Library's compliance with NAGPRA.

I have begun to work on staff reorganization steps now that the Library Board has approved moving forward. I have finished writing all the job descriptions and am working on classing them using the tools provided by the Village. I surveyed all the libraries identified in our 2018 GovHR Compensation Study to find current compensation numbers. Nine of the 15 libraries responded which will provide good data in preparing the 2024 budget. On a logistical level, I'm working with Emily and Mary Jo to begin cross-training the Circulation Clerks on Thingery maintenance which will remove the basic maintenance from Mary Jo's job. In anticipation of cross-training the Circulation Clerks on inter-library loan procedures, Cathryn, Emily, and I are working with Bridges to be one of the first libraries in the system to implement improvements to the process via a new NCIP integration between our system and the WisCat state lending software. A lot of the work I'm doing now with the reorganization is the foundational pieces to allow me to start shifting duties and implementing new job descriptions later in fall.

I am conducting my staff annual evaluations now. It has created a weird schedule for this last year, but my staff has been understanding. With my own evaluation being on this new timeline, this will complete the Library's shift toward aligning evaluations with the budgeting schedule to enable implementing merit pay.

We have had a couple NAGPRA consultations scheduled in the last month. One consultation ended with the recommendation to contact several other Tribes who might be interested in the items under consideration, which resulted in further contact with other Tribes and requests for photographs from several Tribes. It's great that the Tribes are identifying cultural items under our control with the potential for repatriation, but it does create a lot of administrative work for me. One of the goals of the staff reorganization is to get an Associate Director of Collections & Programs who would be trained to be the point person on NAGPRA and the Grutzmacher Collection, with the Adult Services Librarian as backup. Not only would this get some of these administrative tasks off my plate, but it would create a clear chain of command and redundancy of knowledge and duties from the Director down two levels so that this important Collection and administration of federal law is always properly taken care of.

### **Circulation (Emily Ceithamer)**

We're almost done with the Summer Library Program and with summer comes an increase of items being circulated. Even with the increase in numbers for summer, the circulation team did

not miss checking in a single item from bin delivery in June (the report comes a month later). This is a huge accomplishment as we have an increase in items and an increase in patron visits.

We also had another big accomplishment in July. We had every single item put away on the shelves in mid-July!! This is the first time in the year and a half I have worked here that this has happened. Plus, the fact we were able to accomplish this in the middle of summer makes me extra proud. We're continuing to make things more efficient and with the increase in our shelving hours, these two things have helped us achieve this accomplishment.

We are saying goodbye to our summer shelper, Nick. He has been helping us shelve, empty bin delivery, and put holds away. He's been working 20 hours a week and has been a great help. This was my first summer with a summer shelper and it was instrumental in our success this summer.

### **Children's Department (Jane DeAngelis)**

2023 Summer Reading Challenge recap:

#participants: 855

#minutes read: 584, 439

#completions: 290

The Summer Reading Challenge may be over but reading encouragement for school-age children and teens continues with Beanstack's Back to School Reading Challenge for a chance to win a \$50 gift card to Domino's Pizza. The challenge runs August 1-September 30, 2023.

Looking ahead to Fall, Bubble Boogie, Discovery Time, and Paws to Read return. Special events include Back to School Open Houses, Storytime on the Bus, a Barbie Show and Tell Storytime, a Superhero Show and Tell Storytime, a Pokemon Card Swap, Wildlife in Need, Trick or Treating at the Library, and two Tree Lightings. Plans are in the works to offer an Eclipse/Solar Telescope program and a Dinovember program. Stay tuned.

### **Reference and Adult Services (Chris Stape)**

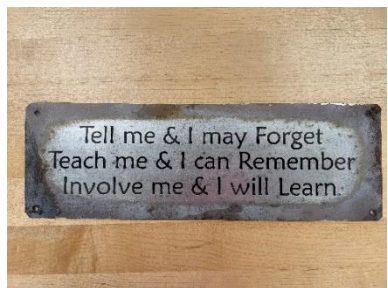
The Summer Reading Program is winding down, and I think it went quite well. Overall adult participation is up from last year and that includes the number of program completions, which is fantastic. I was worried about our Chopped Challenge contest as we hadn't received many entries, but as usual, they are starting to come in last minute now. I'm hoping our Community Photo Contest will be similar. During the summer, residents of the Haase House attended our biweekly Bingo events, and all in attendance seem to really enjoy them. Two weeks ago we had the largest turnout we've ever had for Bingo with, unfortunately, some folks turning away due to lack of seats. One of our most fun events this summer was a recent presentation by the garage band, Mourning Dayze. They have been together since 1965 and told stories and played music for 2.5 hours. Those in attendance were dancing and singing along—it really was a great time.

### Technical Services and Thingery (Mary Jo Isely)

408 new items were processed and cataloged in July. Continued the reviewing & editing of the troubleshooting manual for Thingery items as well as the Tech Services Manual. Thingery returns are expending much of our time in Tech Services. Mondays we are predictably high in returns and taking on an average of 5+ hours to inventory, sanitize, and troubleshoot; and, that represents only 1 day of 5 in the week. Troubleshooting has also increased as we need to follow-up on missing pieces and haphazardly returned items (i.e. mixing kit parts & more tech related issues). An astronomy S.T.E.A.M. Ki, "Explore the Night Sky" was placed in circulation-- the kit includes astronomy binoculars, a basic astronomy book and laminated sheets of common constellations. The influx in Thingery maintenance has put the weeding project on hold.

### MetaSpace 511 & Technology (Nancy Aycok)

MetaSpace 511 has had a busy summer with programs for tweens and adults and makerspace appointments. Tween Maker Time was new this summer, and there was a great response from this age group. They learned printmaking, how to make polymer clay and Shrinky Dink jewelry,



and how to create Cyanotypes (sun prints). The Thingery was a big help to the Cyanotype program, since it was cloudy outside, we checked out the large photo studio box and turned it into a darkroom with UV LED lights to expose the light-sensitive paper. Learning about an old photography process and a little about what a photography darkroom is like was new for the Tweens and they enjoyed the experience.

There has been a lot of experimentation with trying new ideas and projects in the makerspace by patrons and staff. We had a successful laser marking test which is exciting.



Since the laser is not powerful enough to laser engrave metal, we have to use a special marking spray (that has to be sprayed outside since there is not a spray booth in the makerspace). The spray interacts with the laser to leave permanent black marks on metal like stainless steel. We've experimented with this for a while and had a successful project. Lead Innovator Nancy also found a solution when a laser engraved pattern may not have cut through entirely in spots.



Using the tip from an artist patron Nancy purchased a jewelry saw and fine blades that could cut through the wood and acrylic.

Lead Innovator Nancy attended the Play Make Learn Conference in Madison, WI, in July and attended various sessions over two days. We can implement many great ideas from the conference in MetaSpace 511, like combining our STEAM Design Lab program with coding using technology and low-tech supplies, which will allow us to offer the combination of coding and STEAM design. Combining coding and STEAM Design will be helpful since we need more computers and staff than we have to teach these separately. There was also an excellent presentation about making the makerspace more inclusive and accessible, and Nancy brought back a lot of ideas and notes.

### **Community Engagement Coordinator (Eric Huemmer)**

Community Engagement: July and the first few days of August saw the last half of our Summer Library Program. Again, we're fortunate to have the support of local sponsors as Jane and Chris contact our Summer Reading Challenge winners, with the aim of taking photos of the winners (if willing) so that we can thank our partners/encourage and grow next year. Director Armour asked me to prepare a Summer Library Program Feedback Survey which we launched at the end of July to learn how we can improve the program for next year.

We've seen some great outreach opportunities this month. Ms. Jane has received multiple requests for storytimes in the community: The Garden Market, Kid's Connection, and Mukwonago YMCA. Same, too, with building connections with new businesses: Oddwillow's Game Haven will be opening mid-August and they are excited to work with us on joint programming and events. We're also connecting with the Job Center of Wisconsin and Educators Credit Union to discuss opportunities to share further financial and job resources.

For our community groups out there, the Mukwonago Farmers' Market had a spate of Canadian Wildfire smoke and thunderstorms on the Wednesdays we were scheduled to attend, but the times we do make it we always feel welcome and we tend to get great turnout/engagement. As for Rotary, we had not one but two opportunities to speak: beginning of July we invited Angela Meyers from Bridges to speak to the Memory Cafes and Story Corp, and the end of the month, the Village asked Director Armour to speak to the Grutzmacher Collection and NAGRPA.

Events & Programs: For July, I ran Family Movies on Mondays that were well attended. Teen Dungeons & Dragons remained popular as ever with a growing waitlist. Teen Tuesdays saw varied results based on program themes that were chosen by our TAB; some like the LEGO Free Build were well attended, while others like the Video Game Social only had a few. We wrapped up with a Harry Pottery Escape Room (they escaped in 43 minutes).





Librarians from Bridges including myself, were invited by the Wisconsin Department of Public Instruction (DPI) to attend the Play Make Learn conference in Madison to run some D&D demonstrations for attendees. I attended some fantastic sessions when not running demos, as well as spoke on a panel about the *Design and Use of Roleplaying Games in Educational Spaces*, highlighting the growth of D&D at the MCL and how it helped revitalize teen engagement, leading to the formation of an active Teen Advisory Board. Every seat was filled with standing room only in the back!

Finally, we were invited to attend the National Night Out event by the Mukwonago Police Department. With it being our first time attending, we were excited to learn more about this annual community event - it was incredible! They had at least 1,000 people attend, with nearly half stopping by the Library's booth to answer silly questions, play some plinko for small prizes, and learn about the Library and our new Post SLP Survey.

**Statistics (see next page)**

# STATISTICS JULY 2023

## Physical Item Circulation



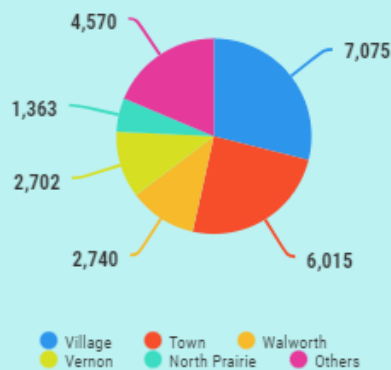
**24,465**

JULY CIRCULATION 3%  
DECREASE OVER 2022

**149,162**

2023 YEAR-TO DATE  
CIRCULATION

### Circulation by Area



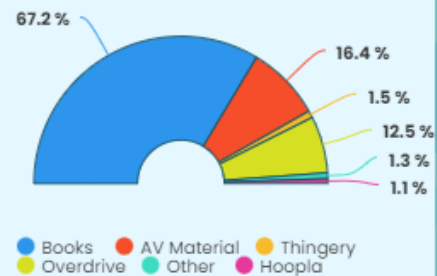
### Circulation Trends



**123**

new library  
cards this  
month

### All Circulation



### Programs This Month

**76**

ATTENDANCE:  
General 573  
Kids 1021  
Young Adult 66



**180**

People used the  
Community and  
Study Rooms

### Locker Pick up

**679**

### New Items Added

**408**

### Renewals

**7758**

Items loaned to  
other Libraries

**2386**



**10,873**

patron  
visits

### Peak times

10:00 - 11:00 PM Mondays Avg 162 Checkouts

### Slowest times

8:00 - 8:30 PM Tuesdays Average 2.5 Checkouts



## Agenda Item Cover Report

<b>Date:</b>	<b>Committee/Board:</b>
<b>Submitted by:</b>	<b>Department:</b>
<b>Date of Committee Action:</b>	<b>Date of Village Board Action:</b>

<b>Subject:</b>
<b>Executive Summary:</b>
<b>Fiscal Impact:</b>
<b>Executive Recommendation/Action:</b>

☐ Attachments Included

**ORDINANCE NO. 1019**

**AN ORDINANCE TO AMEND CHAPTER 2 ADMINISTRATION, ARTICLE IV  
OFFICERS AND EMPLOYEES; DIVISION 4 FINANCE DIRECTOR OF THE  
VILLAGE OF MUKWONAGO MUNICIPAL CODE**

---

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

**SECTION I**

Section 2-106, **Appointment** of the Municipal Code of the Village of Mukwonago is hereby Amended as follows:

**§ 2-106 Appointment.**

The Director of Finance shall be appointed by the Administrator and confirmed by a majority vote of the Village Board solely on the basis of merit, training, experience, administrative ability, and efficiency and general qualifications for performing the duties of the position.

Section 2-107, **Term** of the Municipal Code of the Village of Mukwonago is hereby Amended as follows:

**§ 2-107 Term.**

The Director of Finance shall hold office for an indefinite term subject to removal by a majority vote of the Village Board. ~~for cause after a public hearing by a three-quarters vote of the Village Board.~~

**SECTION II**

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

**SECTION III**

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

**PASSED AND ADOPTED** by the Village Board this 16<sup>th</sup> day of August 2023.

APPROVED:

---

Fred Winchowky, Village President

Attest:

---

Diana Dykstra, MMC, Village Clerk/Treasurer

**ORDINANCE NO. 1020**

**AN ORDINANCE TO AMEND CHAPTER 2 ADMINISTRATION, ARTICLE IV  
OFFICERS AND EMPLOYEES; DIVISION 2 PUBLIC WORKS DIRECTOR OF THE  
VILLAGE OF MUKWONAGO MUNICIPAL CODE**

---

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

**SECTION I**

Section 2-91, **Appointment** of the Municipal Code of the Village of Mukwonago is hereby Amended as follows:

**§ 2-91 Appointment.**

The Director of Public Works shall be appointed by the Administrator and confirmed by a majority vote of the Village Board solely on the basis of merit, training, experience, administrative ability, efficiency and general qualifications and fitness for performing the duties of the position.

Section 2-92, **Appointment** of the Municipal Code of the Village of Mukwonago is hereby Amended as follows:

**§ 2-92 Term.**

The Director of Public Works shall hold office for an indefinite term subject to removal by a majority vote of the Village Board. ~~for cause after a public hearing by a three-quarters vote of the Village Board.~~

**SECTION II**

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

**SECTION III**

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

**PASSED AND ADOPTED** by the Village Board this 16<sup>th</sup> day of August 2023.

APPROVED:

\_\_\_\_\_  
Fred Winchowky, Village President

Attest:

\_\_\_\_\_  
Diana Dykstra, MMC, Village Clerk/Treasurer



**ORDINANCE NO. 1021**

**AN ORDINANCE TO AMEND CHAPTER 2 ADMINISTRATION, ARTICLE IV  
OFFICERS AND EMPLOYEES; DIVISION 5 UTILITIES DIRECTOR OF THE  
VILLAGE OF MUKWONAGO MUNICIPAL CODE**

---

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

**SECTION I**

Section 2-111, **Appointment** of the Municipal Code of the Village of Mukwonago is hereby Amended as follows:

**§ 2-111 Appointment.**

The Director of Water and Sewer Utilities shall be appointed by the Village Administrator and confirmed by a majority vote of the Village Board solely on the basis of merit, training, experience, administrative ability, efficiency and general qualifications and fitness for performing the duties of the position.

Section 2-112, **Term** of the Municipal Code of the Village of Mukwonago is hereby Amended as follows:

**§ 2-112 Term.**

The Director of Water and Sewer Utilities shall hold office for an indefinite term subject to removal by a majority vote of the Village Board. ~~for cause after a public hearing by a three-quarters vote of the Village Board~~

**SECTION II**

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

**SECTION III**

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

**PASSED AND ADOPTED** by the Village Board this 16<sup>th</sup> day of August 2023.

APPROVED:

\_\_\_\_\_  
Fred Winchowky, Village President

Attest:

\_\_\_\_\_  
Diana Dykstra, MMC, Village Clerk/Treasurer

**CHARTER ORDINANCE NO. 1022**

**AN ORDINANCE TO AMEND CHAPTER C CHARTER ORDINANCES; ARTICLE II  
OFFICERS AND EMPLOYEES; DIVISION 2 CLERK/TREASURER OF THE  
VILLAGE OF MUKWONAGO MUNICIPAL CODE**

---

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

**SECTION I**

Section C2-21, **Position established; appointment; term; compensation; duties** of the Municipal Code of the Village of Mukwonago is hereby Amended as follows:

§ C2-21 **Position established; appointment; term; compensation; duties.**

(c) The said Clerk/Treasurer shall hold office for an indefinite term, subject to removal by a majority vote of the Village Board.~~law.~~

**SECTION II**

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

**SECTION III**

This Charter Ordinance shall take effect 60 days following passage and publication as a Class 1 Notice as prescribed by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Mukwonago and shall indicate the date and number of this amending Ordinance therein.

**PASSED AND ADOPTED** by the Village Board this 16<sup>th</sup> day of August 2023.

APPROVED:

\_\_\_\_\_  
Fred Winchowky, Village President

Attest:

\_\_\_\_\_  
Diana Dykstra, MMC, Village Clerk/Treasurer

*Note: A Charter Ordinance requires a 2/3 vote of members elected, shall be published as a Class 1 Notice, and only becomes effective 60 days after passage and publication.*



# Village of Mukwonago

## Office of the Finance Director & Human Resources

Diana Doherty ([ddoherty@villageofmukwonago.gov](mailto:ddoherty@villageofmukwonago.gov))  
 440 River Crest Court, Mukwonago, Wisconsin 53149  
[www.villageofmukwonago.gov](http://www.villageofmukwonago.gov)

Direct Line: (262) 368-3118  
 Main Office: (262) 363-6420  
 Fax: (262) 363-6425

TO: Village Board  
 RE: Employee Handbook 2023 Update  
 Date: July 27, 2023

The below list summarizes the more significant changes in the updated Employee Handbook. Other changes in the handbook were made for clarity or because current processes no longer require certain stipulations. I would encourage you to review these changes prior to the committee meeting on August 2 so that we can focus our time on any questions you may have about the changes at the meeting.

Page	Topic	Change
7	Employment Verification	Specifies what information will be released and by whom
7	Accommodation	Expands on the Village's policy on reasonable accommodation requests; emphasizes that availability of a person's accrued leave does not factor in the accommodation consideration
15,65	Orientation Period & Employee Discipline	Language added to clarify "at will" status of employment
16	Residency	Exemption of Paid-on-Call and Paid-on-Premise personnel due to difficulty in filling these positions
18	On-Call	Addition of language pertaining to DPW & Utilities stipend (recommended for approval 9-1-21 COW) for hourly employees conducting weekend and holiday rounds
24	Payday	Explains Village's use of electronic time-cards
26	Conference attendance	Adds some stipulations for employees attending these types of events
28, 33	Compensation	Removes language pertaining to lump-sum performance-based increases, adds COLA plus 1% or plus 2% for employees meeting or exceeding evaluation criteria
41	Benefit Year	Removes the carry-over of unused personal time to be consistent with language under "Holidays" on page 45; Also specifies any Comp time earned in December must be paid out by year end if the employee is not able to use the time.
41	HRA	Removes this language as it's no longer offered to employees
43	Employee Assistance Program	Explains this benefit available to employees
43-44	Vacations	Changes the policy to offer 2 weeks upon hire and allows Village Administrator to approve any deviations to the policy to expedite

		hiring a new employee. Also adds the extra day of paid vacation for employees celebrating a milestone anniversary (Res. 2022-43)
46	Sick Leave	Reestablishes the maximum payout of 960 hours which was erroneously omitted in the last handbook update.
46	Sick Leave	Allows “negative” sick leave credits for an employee who has a communicable disease
47	Leave Donation Policy	Specifies donations will only be allowed during approved FMLA situations.
50	Retirement	Removes language that is no longer needed since all employees now contribute the same rate.
50	Tuition Reimbursement	Raises the annual amount from \$2,000 to \$4,500; adds language for how reimbursement will occur
54	FMLA	Additional language on what happens at the end of an FMLA event
79	Games	Removes obsolete language

VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES

---

**RESOLUTION NO. 2023-37**

**A RESOLUTION ADOPTING AN UPDATE TO THE EMPLOYEE HANDBOOK FOR  
THE VILLAGE OF MUKWONAGO**

---

**WHEREAS**, the Village of Mukwonago has an established employee handbook, and

**WHEREAS**, this document is required to be updated periodically to reflect changes in statutes or processes in the Village; and

**WHEREAS**, the Finance Director completed the proposed changes that reflect direction from the Personnel Committee Chair and Legal Counsel shown in EXHIBIT A.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Mukwonago Board of Trustees, hereby approves the updated personnel handbook herewith attached and approves of the same at the August 16, 2023 Village Board meeting.

Adopted and Approved this 16<sup>th</sup> day of August 2023.

APPROVED:

---

Fred H. Winchowky, Village President

ATTESTATION:

---

Diana Dykstra, MMC  
Village Clerk-Treasurer





# VILLAGE OF MUKWONAGO

## EMPLOYEE HANDBOOK



Revised: ~~November 11, 2020~~ September 20, 2023  
Adopted: ~~November 18, 2020~~ September 20, 2023  
Effective: ~~November 19, 2020~~ September 21, 2023

| This Employee Handbook,  
adopted ~~November 18, 2020~~ August 16, 2023 by the Mukwonago Village Board,  
replaces and supersedes  
all previous issues, revisions and drafts  
of the Employee Handbook.

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# **I. GENERAL EMPLOYMENT POLICIES AND PRACTICES**

## **A. Introduction**

This Employee Handbook, "Handbook," is a summary of some of the employment policies, procedures, rules, and regulations of the Village of Mukwonago, "Village," affecting all employees. It has been prepared to acquaint all employees with these policies, procedures, rules, and regulations and to promote the orderly and efficient operation of the Village. It is every employee's responsibility to read, become familiar with, and follow the policies, procedures, rules, and regulations it contains.

Most questions should be answered in this Handbook. Questions regarding the Handbook, or matters which are not covered, should be directed to your Department Head or Designee.

## **B. Disclaimer Statement**

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit or a contract of employment, express or implied. All Village non-represented employees are employed "at-will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Village or the employee.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the Village with or without notice. This Handbook, originally issued January 1, 2015, supersedes all previous handbooks, statements, policies, procedures, rules or regulations given to employees, whether verbal or written.

## **C. Municipal Calendar**

The Village Fiscal Year is from January 1<sup>st</sup> through December 31<sup>st</sup>.

## **D. Relationship with Union Contracts**

The provisions of this Handbook apply to all employees, to the extent they do not conflict with a union contract. In the event of a conflict, the union contract shall prevail.

## **E. Relationship to Mukwonago Community Library Personnel Policy**

The Mukwonago Community Library Board adopted a Personnel Policy on November 15, 2018 establishing specific guidance for Library employees. Village policies shall be in effect where no Library Board policies exist, subject to the decisions of the Library Board.

## **F. Communications and Suggestions**

The Village encourages all employees to express their views on matters concerning their jobs and interests. The Village values the comments and suggestions of its employees concerning work methods and operations. Employees should feel free, and are encouraged, to offer suggestions and/or seek advice on any matter of concern to them. Employee suggestions should be submitted in writing to the appropriate Department Head or Designee and should explain the present rule or method of operation, the proposed change, the reason for the proposed change and the benefit the employee believes will result from that change. The Department Head or Designee will respond to the employee within 30 days of receipt of the suggestion. If the Department Head or Designee does not respond within 30 days, the suggestion may be submitted directly to the managing Village Board Committee.

The Village believes the future goals of the Village and its employees will best be accomplished by our mutual efforts, and through direct and honest communications and relationships.

## **G. Equal Employment Opportunity Policy**

It has been and shall continue to be Village policy to recognize the competence and ability of applicants for employment and existing employees. The Village will provide equal employment opportunities to all individuals regardless of their race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, military or veteran's status, membership in the national guard, state defense force or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, pregnancy, use or non-use of lawful products or on the basis of any other classes, status or characteristic prohibited by state, federal or local law. This policy applies to the Village's policies and practices concerning recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, ~~returns from layoff~~recalls, training and the accessibility of facilities. In addition, it is the Village's policy that no employee will be subject to discipline, harassment, intimidation, or coercion for filing a charge or complaint alleging an unlawful employment decision or action, due to an employee's assistance or participation in an investigation, hearing or review by a court or government agency or because the employee opposed an unlawful employment practice or decision.

If you have a problem or concern in any matter relating to equal employment opportunity, please discuss it as soon as possible with your immediate Department Head or Designee, or the Village Administrator.

## **H. Personnel Records**

The Village maintains personnel records and files for each employee. Employment records, including performance reviews, for the Police and Fire Departments will be the responsibility of the respective Department Heads or Designee and will be maintained at the respective Police and Fire Department's Administrative Buildings. Maintaining these files with up-to-date information is very important as it provides the Village with contact information in case of emergency, addresses for mailings, data for payroll purposes and information required for insurance programs and other benefits.

All employees must promptly notify the Village of any change in:

1. Address
2. Contact phone number
3. E-mail address (for payroll purposes)
4. Marital status (for benefit plan purposes)
5. Beneficiary or dependents indicated in your insurance policy
6. Number of dependents for withholding purposes
7. Party to be notified in case of emergency.

If you will be getting married, please notify the Village prior to the marriage so appropriate arrangements are made for your spouse regarding the benefit plans. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to check who you have designated as beneficiaries. In the event of your death, your listed beneficiary will receive any insurance benefits due. Be sure the listed beneficiary is the person you intend to receive the benefits. Additionally, the Village has legal requirements to communicate certain benefit information to your former spouse.

It is Village policy to protect the privacy of each employee and therefore the Village is committed to the confidential handling of every employee's personal information.

Consistent with applicable law, the Village will allow employees to inspect their personnel records twice a year and within seven (7) working days after the employee makes the written request for inspection.

## **I. Employment Classifications**

### **Regular**

Regular employees are those employees who have successfully completed their orientation period.

### **Full-Time**

A full-time employee is one who is scheduled to work thirty-seven and one-half (37.5) hours or more each week and is reasonably expected to continue employment for longer than one year. Regular full-time employees are eligible for all Village benefits described in this handbook if they meet the eligibility criteria. Unless otherwise specified in this handbook, one (1) day is the equivalent of eight (8) hours.

### **Part-Time**

A regular part-time employee is one who is scheduled to work less than thirty-seven and one-half (37.5) hours each week and is reasonably expected to continue employment for longer than one year. Regular part-time employees who work at least thirty (30) or more hours per week are eligible for prorated vacation, sick leave and holiday benefits based on the hours worked per week. The proration will be calculated against a forty (40) hour week. Employees working less than thirty (30) hours per week are not eligible for benefits unless otherwise eligible for statutory retirement. Ranges have been established for the proration of Village health insurance and HRA contributions and are explained in those sections of the handbook.

The timing of Village contributions towards benefits for newly eligible part-time employees will match requirements for a newly-hired full-time employee.

If an employee who works less than thirty (30) hours per week transitions to a position where they will permanently work more than thirty (30) hours per week, eligibility for benefits begins on the date of transition, not on the employee's original hire date. Conversely, an employee who permanently transitions to less than thirty (30) hours per week will have benefits removed or reduced accordingly on the date of transition.

#### Paid-on-Call (Fire Department Only)

A paid-on-call employee is considered a part-time employee. Paid-on-call (POC) is paid for the time they are on the call or other related department approved activity. POC receive an hourly rate determined by their certifications for the time they are considered working. The hours worked by POC are not regularly scheduled and are random and variable. Because of this variability, POC employees who become eligible for benefits and decide to enroll in them will have contributions calculated based on a six (6) month look back period, which will continue to be evaluated every six (6) months for necessary adjustments.

#### Temporary

A temporary employee is one who holds a position, either part-time or full-time, for a limited period of time. Temporary employees are made aware of the limited term of their employment when they are hired. Temporary employees are not eligible for any Village benefits.

#### Emergency Personnel

Emergency personnel are made up of municipal units such as fire and police departments, public works, and utilities.

### **J. Fingerprinting of Employees**

All new employees shall be fingerprinted by the Village Police Department as part of the employment process. Three (3) sets of fingerprint cards shall be taken:

1. State of Wisconsin Employment Card.
2. Federal Government Employment Card.
3. Village of Mukwonago Employee Card.

These fingerprint cards shall be forwarded to the various agencies for classification and search of their files. The Village of Mukwonago employee card shall be kept in the employee's personnel file for future reference, if needed.

### **K. Identification Badges/Cards**

Village representatives, including elected and appointed officials, full or part-time employees, are required to carry a Village identification badge/card when conducting Village business away from their regular workplace. An employee must display his/her identification badge/card upon request. Identification cards are available through the Police Dept. The Fire Department does not use Village ID, they use Waukesha County ID.

## **L. Job Transfers/Postings**

Whenever positions become available in the Village, they will be posted on the Village website.

### **1. Transfers**

Any lateral job transfers by current employees must be approved by the Department Heads affected. If an employee is approved for a transfer, he or she will be required to serve an additional six (6) month orientation period regardless of having previously completed one.

Any employees who may be interested in filling an available vacant position may submit an application to the hiring Department Head. The successful applicant, whether selected from current employees or new applicants, will be chosen based on skill, ability, and qualifications for the position.

### **2. Promotion**

Promotional opportunities are available to employees of the Village when vacancies arise, or the Village determines that there is a need to fill a position. The successful applicant, whether selected from current employees or new applicants, will be chosen based on skill, ability, and qualifications for the position. Any employee promoted to a higher-ranking position may be required to serve an orientation period.

### **3. Reinstatement**

If an employee requests to return to his/her former position, the Department Head, with approval of the Personnel Committee, can authorize return to the former position if the position is vacant and the return is determined to be in the best interest of the Village.

### **4. Reassignment**

The Village may change the duties and responsibilities of any position. If the changes are significant and assigned permanently, the position may be considered for job title and description change that more accurately reflects the new duties. If a position is reviewed and changes are made, the employee and Department Head or Designee will be asked to complete the appropriate forms, which will include the description of the employee's duties.

In the event of a complaint over a change work assignment, employees should perform the assigned task and then discuss the problem with the Department Head or Designee.

### **5. Reallocation**

When the occupying position of an employee is reclassified to a different class, he or she is required to continue in the position of their newly assigned class. The Village may reduce the classification of the position whether it is filled or vacant and adjust the compensation rate when appropriate.

### **6. Layoff & Recall**

If the Village determines to implement a layoff with or without recall rights, the employee to be laid off will be notified of any recall rights the Village has determined will be offered.



Layoffs will be determined by the Village Administrator in consultation with the affected Department Head(s) upon direction of the Village Board.

### **M. Solicitation/Distribution**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during working time. Employees who are not on working time, e.g., on lunch hour or breaks, may not solicit employees who are on working time for any cause or distribute literature of any kind to them. This policy includes solicitations via e-mail and other telephonic communication systems. Further, employees may not distribute literature or printed material of any kind in working areas at any time.

"Working time" does not include the time before the employee's scheduled workday begins, the time after the employee's scheduled workday ends or the employee's breaks or lunch period. "Working areas" includes all areas of the premises except the break room and the parking lot.

### **N. Employee Questions**

Questions relating to an employee's work should be discussed with the employee's Department Head or Designee.

### **O. Hiring Family Members**

It is the Village's policy to recruit, select and appoint the most qualified person for each Village position. The employment of qualified persons within the same family is not prohibited if the person has the required knowledge, skills or other job-related qualifications that warrant consideration for employment. However, it is required that either the current employee or the relative seeking a position make the relationship known to the appropriate authority (Village Board, Department Head, Fire & Police Commission). In no event will any applicant or employee receive preferential consideration because of their relationship to another Village employee, elected or appointed official and/or employee.

A supervising authority who does not discipline, promote or directly supervise a relative, (mother, father, child, spouse, brother, sister, mother-in-law or father-in-law, brother-in-law, sister-in-law, step-parents, step-children, step-siblings, step-grandchildren, grandparents or grandchildren) and/or their relatives will not be considered a violation of this policy.

### **P. Voluntary Termination/Resignation**

Two (2) weeks written notice is requested if an employee resigns. An employee who has been with the Village longer than one (1) year and who resigns and gives two (2) weeks written prior notice will be paid his or her remaining accrued vacation and personal time. An employee who voluntarily terminates employment without giving two (2) weeks prior written notice automatically waives his or her right to payout of any accrued leave. Employees who have

been with the Village less than one year are not eligible for any payout of accrued time if they separate from the Village for any reason prior to their anniversary date.

### **Q. Rehiring an Employee**

An employee who separates from the Village and who is later rehired will accrue any eligible length-of-service benefits based on the new rehire date. Any exceptions to this must be approved by the Village Board. A rehired employee's salary or wages must conform to the Village's adopted wage and salary ranges. If an employee's wage at the time of separation exceeds the range's current maximum for that position, the employee may be offered the maximum but may not exceed it. Any exceptions to this must be approved by the Village Board.

### **R. Employment Verification Inquiries**

The Village is committed to protecting the privacy of each employee and maintaining the confidentiality of each employee's personal information to the extent allowed by law.

Employment verification inquiries should be referred to and handled by the human resources (HR) department. Responses to written requests for verification of employment will be made on the form provided only when the request is accompanied by a former or current employee's signed authorization to release such information. A written verification of employment form that has been completed by the HR department will be returned directly to the requesting party. Telephone requests for verification of employment by prospective employers, financial institutions and residential property managers will be limited to confirming information stated by the external party.

### **S. Reasonable Accommodation Policy**

It is the Village's policy to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA), Pregnant Workers Fairness Act (PWFA) as well as any State or local laws regarding protections for employees with disabilities in employment. The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

The Village will attempt to reasonably accommodate any applicant needing such accommodation in the hiring process. In addition, the Village will attempt to reasonably accommodate any qualified employee who is unable to perform the duties of the job due to a disability defined by local, state or federal law. ~~An employee who believes he or she is disabled and in need of accommodation should contact the Village Administrator.~~

The Village will consider accommodation on a case-by-case basis considering various factors and based on an individualized assessment of each situation. If you have a disability and believe you need reasonable accommodation to perform the essential functions of your job, please contact Human Resources or your Department Head to request accommodation. You

may make the request orally or in writing. Additional supporting documentation or information may be requested to enable the Village to adequately address your request. If requested, you are responsible for providing the information in a timely manner and to engage with the Village in an interactive process concerning the disability. If the information provided is insufficient, the Village may direct you to see a healthcare professional of the Village's choosing and at the Village's expense, to better determine what accommodations may be available. The law does not require any specific accommodations and the Village will deny accommodations to the extent they impose an undue hardship on the Village operations. The availability of leave or another accommodation will be based on the medical needs of the employee and the ability of the Village to make the accommodation considering the employee's essential job functions. Such a determination will not take into account how much accrued leave any individual employee may have available.

All medical information provided will be maintained as confidential to the extent possible. The Village will not permit any form of discipline, reprisal, intimidation, or retaliation against an individual for requesting accommodation in good faith.

## **T. Remote Work Arrangement Policy**

The ability to work remotely on a short-term basis is one of the flexible work arrangements that the Village of Mukwonago offers employees during temporary periods when physically being in the office is difficult for the employee. Arrangements are typically made to accommodate a short-term medical, family or personal need. This option may be offered when it benefits both the Village and the employee and requires Department Head approval. An arrangement made for an employee on medical leave must be made with the consent of the employee's health care provider.

Remote work arrangements do not change the terms and conditions of employment with the Village. As such, the Village has the right to refuse to make remote work available to an employee and to terminate a remote work arrangement at any time.

### **Equipment and Materials:**

Telecommuters will be provided with the following equipment and materials:

- A laptop or desktop computer comparable to the computers being used by other Village employees. The appropriate device will be purchased and configured by IT.
- A printer, if job duties dictate the need.
- Software required by the position as determined by the Department Head and IT department. Software will be purchased and installed by IT.
- Virtual Private Network (VPN) provides access to software and/or files while working remotely. Employees will be responsible for saving all work-related files to the network.
- Village Hall employees will use their Vonage desk phones or a Vonage app on their cell phone when working remotely in order to assist with handling in-coming calls.
- The Village will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The Village will also reimburse the employee for other business-related expenses, such as shipping costs, that are reasonably incurred in

accordance with job responsibilities. The employee should follow usual company expense reimbursement policies and provide receipts.

All equipment, records, and materials provided by the Village shall remain the property of the Village and is for Village business-use only and may not be used by any individual other than the employee. The employee agrees to protect Village equipment, records, and materials against unauthorized or accidental access, use, modification, destruction, or disclosure. The employee agrees to report to the Department Head instances of loss, damage, or unauthorized access at the earliest reasonable opportunity. Employee may be held liable for damage to Village property due to lack of proper care.

Equipment supplied by the employee, if deemed appropriate by the Village, will be maintained by the employee. The Village accepts no responsibility for damage or repairs to employee-owned equipment.

The employee will be required to use a Village provided email account as their primary means of communication. The employee must provide the internet connection. The employee will be solely responsible for purchasing any additional hardware or software required for the internet connection and will be solely responsible for cost of installation and associated monthly fees. The Village reserves the right to make determinations as to appropriate equipment, subject to change at any time.

#### Provisions and Conditions of Working Remotely

The employee and Department Head will review the feasibility of remote work based on the following criteria:

- Job Responsibilities: Determine if the job can be successfully performed remotely, including review of the work schedule.
- Workspace/Equipment: Assess equipment needs and workspace design considerations.
- Employee Competencies: Employees who work remotely are expected to adhere to the same processing deadliness, quality of work, and communication standards that are required of them when they are physically in the office.

Failure to meet these conditions may result in discipline or termination of work from home privileges.

#### Additional Considerations

1. There may be occasions when remote work is temporarily suspended because of unexpected events, emergencies, or village need.
2. The employee will establish an appropriate work environment within their home for work purposes. The Village will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
3. The Village assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home workspace and to practice the same safety habits as those

followed on the Village premises. Telecommuting employees are responsible for promptly notifying their Department Head of any injuries that occur in the employee's workspace during the agreed upon work hours. With regard to the employee's at-home workspace, the following guidelines should be followed:

- a. Post a list of emergency phone numbers (hospital, fire department and police department) at the alternate work site.
  - b. A first aid kit should be easily accessible, and supplies should be replenished as needed.
  - c. Keep a portable fire extinguisher easily accessible and serviced as needed and make sure smoke detectors are in working order.
  - d. Make sure to avoid unnecessary back, arm, neck, and eye strain when arranging the alternate work site. Adjust the computer screen so that it is approximately 18-26 inches from your eyes and its height is slightly below eye level.
  - e. Make sure the work area is kept clean and walkways are clear to prevent tripping or other injuries.
  - f. The work area should be adequately well-lit, heated, and ventilated for comfort while working. Computers, printers, and other electronics should be kept out of direct sunlight and away from heaters.
  - g. Storage must be organized to minimize risks of fire and spontaneous combustion. Heavy items need to be securely placed on sturdy stands close to walls.
  - h. All extension cords must include surge protectors and be plugged in to grounded outlets. Extension cords and other cables need to be tangle-free.
4. The employee understands that their personal vehicle will not be used for Village business unless specifically authorized by the Department Head. However, the employee may use their personal vehicle for travel to and from the Village's office, when necessary.
5. The employee and Department Head will agree on the number of days of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or email within 15 minutes during the agreed upon work schedule unless the employee has provided prior approved notice that he or she will be unavailable for a specified period.
6. Telecommuting employees will be required to enter their hours worked into an electronic UKG time sheet which must be submitted to their supervisor on the Friday of the week **prior to a pay day**. Important - overtime work must be approved in advance by the supervisor.
7. The employee and supervisor will periodically interact by phone, email and in-person meetings to check-in on duties and performance. Remote workers will be subject to scheduled performance reviews in the same manner and frequency as other Village employees.



8. Telecommuting is NOT designed to be a replacement for appropriate child, pet, or elder care. Although an individual employee's schedule may be modified to accommodate child/eldercare needs, the focus of the arrangement must remain on job performance and meeting business demands.
9. The availability of telecommuting as a flexible work arrangement for employees can be discontinued at any time at the discretion of the Village. The Village will make every effort to provide reasonable notice of such a change. There may be instances, however, where less or no notice is possible. In addition, Department Heads retain the right to terminate or modify this agreement on a temporary or permanent basis at its sole discretion.
10. The employee agrees to return Village equipment, records, and materials within 5 business days of the termination of this agreement. All Village equipment will be returned to Village by the employee for inspection, repair, replacement, or repossession within 5 business days of written notice.

**Village of Mukwonago Remote Work Agreement**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Please review and/or provide the following information and sign in the space provided below.  
The completed and signed form should be returned to your Department Head either in person  
or via email no later than \_\_\_\_\_.

1.Cell Phone #:

2.Home Phone #:

3.Home Address:

4.Emergency Contact name, relationship, and telephone number:

5.Should you need additional equipment to work effectively from home, please check each  
piece of equipment needed.

- ☐ Keyboard
- ☐ Mouse
- ☐ Monitor
- ☐ Headset
- ☐ Other (describe)

6.Additional conditions agreed upon by the teleworker and supervisor are as follows:

Please review the following telework parameters:

- I agree to all provisions as stated in the Village of Mukwonago's Remote Work Arrangements Policy
- I understand that when I am away from the office teleworking, I must comply with all organizational rules, policies, and procedures.
- I understand that my compensation, benefits, and work responsibilities will not change due to the telework arrangement.
- I understand that my telework work schedule will be consistent with my current work schedule and will not significantly change without the approval of my Department Head
- I understand that if I am eligible for overtime pay, I must get advance approval from my Department Head to work over 40 hours per week while teleworking.
- I understand that while teleworking, it is my responsibility to:
  - Maintain a safe work environment as outlined in the Remote Work Arrangement Policy
  - Protect any company equipment in my possession
  - Safeguard confidential work-related information
- I understand that I will not hold business visits or in-person meetings with business affiliates or co-workers at my home telework site.

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Employee signature and Date

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Department Head signature and Date

(Reserved For Future Use)

## II. EMPLOYMENT CONDITIONS

### **A. ORIENTATION PERIOD**

The orientation period is an extension of the recruiting process and provides the Department Head or Designee with the opportunity to judge an employee's potential for success in a new job. During this time, the employee will have the opportunity to demonstrate proper attendance, attitude, and ability toward job performance. If an employee does not successfully complete this orientation period or cannot perform the duties of the position, he or she will be subject to termination.

Generally, new employees are required to serve a twelve (12) month orientation period. The Department Head may extend the orientation period beyond this requirement, for up to an additional twelve (12) months if it is deemed to be in the interest of Village service.

If an employee is transferred to another job because of lack of performance, he or she will be required to be subject to an additional six (6) month orientation period in the new position.

If an employee has unsuccessfully completed any of the orientation periods referenced above or is unable to perform the duties that are required of the position, he or she will be subject to termination.

Nothing in this policy shall be construed as a promise or contract of continued employment. Employment following the orientation period shall continue at will.

### **B. Work Schedules**

The normal workweek shall consist of a flexible time period. The FLSA work period shall be from 12:00 a.m. on Saturday until 12:00 a.m. the following Saturday. Normal work hours for departments are:

DPW, Water & Sewer Utilities

7:00 a.m. to 3:30 p.m. with one-half (½) hour unpaid lunch break from 12:00 noon to 12:30 p.m.

Bldg. Inspection

8:00 a.m. to 4:30 p.m. with one-half (½) hour unpaid lunch break from 12:00 noon to 12:30 p.m.

Office Hours

8:00 a.m. to 9:30 a.m.

Village Administration Office



8:00 a.m. to 5:00 p.m. with one (1) hour unpaid for lunch. Employees who wish to work a "flextime" schedule may take a one-half (1/2) hour unpaid lunch and accumulate up to 3 hours per week for use during that same week.

Office Hours (open to the public)

Monday thru Thursday: 8:00 a.m. to 5:00 p.m., Friday: 8:00 a.m. to 12:00 p.m. (except as required by law)

Clerk/Dispatchers

8:00 a.m. to 4:00 p.m., 4:00 p.m. to 12:00 a.m. and 12:00 a.m. to 8:00 a.m. with one-half (1/2) hour paid lunch.

Hours:

The Dispatch Center is operational continually (24 hours per day, every day)

Shifts:

A full-time clerk/dispatcher's work schedule: five (5) shifts on, two (2) off, four (4) on and two (2) off. A shift differential of fifteen cents (\$0.15) per hour shall be paid for any hours worked between 4:00 p.m. and 8:00 a.m., including overtime hours if the overtime hours are pre-approved by the Police Chief.

The Village reserves the right to change these hours with or without notice.

All "flextime" schedules allowed within any Village department must ensure proper coverage and completion of critical tasks during the stated work hours for each department. Each Department Head is responsible for documenting a policy for any ongoing flex schedule arrangements specific to the needs of their department and to ensure employees are following that policy.

### **C. Meal and Rest Periods**

Employees working more than six (6) hours may take a thirty (30) minute unpaid lunch/meal period. This meal period should be taken at the midpoint of the employee's shift. Employees are also eligible for a fifteen (15) minute paid break daily at 9:30 a.m. or at the discretion of the Department Head, or Designee. Clerk/dispatcher meals are one-half (1/2) hour paid.

### **D. Residency**

The Village Administrator, Emergency Personnel (as defined on page 4), and Police Department Administration must reside within a twenty-five (25) mile radius of the Village center (intersection of County Highway ES and State Highway 83), as measured on a map. Fire Administration residency restrictions as required by the Fire Commission. Paid-on-Call and Paid-on-Premise personnel of the Fire Department are exempt from this requirement.

### **E. Smoking**

To promote a clean and healthy work environment for all employees, smoking is prohibited in all Village buildings, offices, meeting rooms, vehicles, work areas and on Village grounds except for specifically designated exterior areas.

## **F. Reporting Absences or Tardiness**

In the event of illness or other absences, the employee must notify his/her Department Head or Designee at his/her earliest opportunity, and least thirty (30) minutes prior to the employee's starting time (two (2) hours for clerk/dispatchers). The employee must notify his or her Department Head or Designee each day of absence or of the expected length of the absence, e.g., funeral leave, vacation, sick, military leave, jury duty, etc. Failure to notify the Department Head or Designee within twenty-four (24) hours from the beginning of their work shift on the first day of absence may be cause for denial of use of sick leave credit for the period of absence. Employees who are absent from work due to illness or injury for three (3) consecutive workdays may be required to submit a doctor's certificate or other medical authorization prior to being permitted to return to work. A doctor's certificate may be required for any absence the day before or after a holiday. In the case of suspected abuse of sick leave, or to determine fitness for duty, the Administrator or Department Head, or Designee may request a doctor's excuse at any time. If an employee fails to submit the requested doctor's certificate, or the doctor's excuse is not acceptable to the Village (unless circumstances make it impossible to submit such an authorization), the employee will be considered to have voluntarily quit his or her job. This policy will be enforced consistent with the federal law on family and medical leave (FMLA).

## **G. Work Performance and Annual Review**

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. Employees consistently demonstrating poor performance will receive coaching and training opportunities in conjunction with performance reviews to ensure that standards are met. Employees who fail to meet expectations will be subject to possible transfer, demotion, or separation. Employee performances will normally be reviewed annually by June 30<sup>th</sup>. Evaluations may be more frequent if deemed appropriate by the Department Head or Village Administrator.

Employees must maintain reasonable standards of work quality, consistent with experience and must accomplish work within the time limits established.

Employees will be evaluated by their respective Department Heads, who will review results with the Village Administrator. Department Heads will be evaluated by the Village Administrator, who shall review results with the Personnel Committee. Employees will have the opportunity to add comments to their evaluations. The Village Board will review the Village Administrator. The Fire and Police Departments report to the Fire Commission or Police Commission for all personnel matters.

All performance reviews will be signed by Department Heads and kept in the employee's personnel file.

Individual performance reviews may be used in conjunction with the "Wage" resolution as a factor in determining compensation increases. Additional information regarding performance reviews as they relate to compensation increases can be found in the Village's Compensation

Philosophy, Section III Item K; and Position Classification, Compensation and Performance Evaluation Program Policy, Section III Item L.

### **H. Outside Employment**

Full-time employees are discouraged from holding another full-time or part-time job if it is likely that in doing so the individual's efficiency or effectiveness as a Village employee may be impaired, if the nature of the outside employment is such that it will reflect adversely on the Village or if there is the potential for a conflict of interest. Full-time employees contemplating outside employment must secure the approval of their Department Head before accepting an offer of employment. Department Heads (except the Police Chief & Fire Chief) must secure the approval of the Personnel Committee before authorizing full-time employees to work on outside jobs. Police and Fire employees must get approval from their Department Head and respective Police or Fire Commission.

### **I. Concealed Carry**

No employee is permitted to carry a weapon during working hours, except as otherwise authorized by the Village in the case of sworn law enforcement officers. A "weapon" is anything that is designed to injure or harm another person.

### **J. On Call**

Due to the continuing growth of the Village of Mukwonago, and the added responsibilities that accompany that growth, it will be necessary for those employees now scheduled for weekend and holiday duty to be available "on call" for the entire weekend or holiday duty assignment.

Employees assigned to a weekend or holiday shift will be required to carry an electronic communication device and must be available to acknowledge the call within 15 minutes of receiving it. Employees are free to engage in any activities or travel outside the Village limits while on call; so long as the employees carry their electronic communication device with them at all times and can report for duty within a reasonable amount of time. When acknowledging the call, an estimated time for arrival must be provided. Protective Service employees will follow their respective procedures for responding to calls. A daily stipend of \$50 per Saturday, Sunday and Holiday will be paid to the non-exempt employee from the Utilities and from DPW who is designated to be on call. This is in addition to the regular pay they would receive for doing weekend rounds or responding to an emergency call.

Employees are reminded to use Village equipment rather than their own vehicles when performing Village work. For the employee's own protection and for insurance purposes, it is important that an employee use Village equipment and trucks when performing any work, including on weekends and holidays.

### **K. Dress Code**

All employees are expected to present themselves for work in neat and appropriate attire in light of the position held. Employees are expected to be clean and well-groomed at all times.

Grooming standards will be required based on safety requirements. These standards are at the direction of the Village Board and can be modified from time to time.

The reaction of our customers, the public, is very much affected by an employee's appearance. Employees can show interest and pride in their employment by dressing and grooming based on the requirements of the position and by conducting themselves in a professional manner at all times.

Employees should discuss any questions about appropriate attire, personal appearance or grooming requirements for their job with the Department Head or Designee.

### **L. Political Activities**

Employees are not allowed to take active part in any form of political campaigning and shall not be coerced to participate in any form of political campaigning, while on Village time or in uniform. Any violations shall be immediately reported to the District Attorney for investigation.

### **M. Occupational Health and Workplace Safety**

The physical well-being of every employee and member of the public is a primary consideration in every Village activity, whether that activity involves heavy machinery or performing a simple routine task. To help mitigate workplace injuries and other health concerns, the Village has established different departmental procedures and policies for keeping workspaces and worksites as safe as possible. Employees must comply with the Village's safety programs. There are basic rules and procedures that apply between all departments including:

Equipment Operation – The Village requires that you learn how to properly operate all the equipment that you are required to use in the course of your duties. Never operate equipment unless you have first learned how to safely operate that equipment. If you have any questions about the use of Village equipment, see your Department Head or Designee before attempting to operate the equipment.

Reporting - Be sure to report all unsafe working conditions to your Department Head or Designee. If you do have an accident, no matter how minor the injury, report it immediately to your Department Head or Designee. You must complete the necessary accident reports as soon as possible after the accident. Failure to timely report an accident or to file the necessary accident reports could jeopardize your eligibility for worker's compensation benefits and could lead to disciplinary action.

Training Course Attendance - All designated employees will complete and attend the safety training courses requested by the Village. The employee will sign a completion form which will be kept in their personnel file. Failure to attend or complete the course in a reasonable time after the request could result in dismissal.

Immunizations – All Village employees with occupational exposure will be provided with Hepatitis and other appropriate vaccinations at no cost. The Village will maintain records of all vaccinations in a confidential file separate from the employee's personnel file.

Note that any Village employee who operates Village equipment or vehicles shall have an annual review of their driver's license and/or CDL. Driver's license reviews are performed by the Village Police Department. CDL licenses are reviewed through the Federal Motor Carrier Commercial Driver's License Drug and Alcohol Clearinghouse database. Employees whose job includes operating a motor vehicle shall keep their operator's license and all required endorsements current and valid and report any driver's license restrictions. Employees who are arrested, cited, or come under investigation for any criminal or traffic offense, both within and outside of the Village of Mukwonago, shall report the incident, in writing, to their Department Head as soon as practical. This includes driver's license traffic and OAWI violations.

### **N. Health Examinations**

Employees may be required to receive periodic occupational examinations and/or tests, e.g., pulmonary function, hearing, TB skin and fit tests, to certify an employee's continued ability to perform job duties or to serve as a measure of disease control.

If there is reasonable cause to believe an employee has an illness that can be detrimental to the health of employees or the public, the Village may require the employee to have a health examination to indicate whether the employee has such an illness. In situations such as the COVID-19 pandemic, employees who may have encountered an infected individual must follow current Village issued protocols to monitor symptoms and take necessary precautions to limit exposure to other individuals.

### **O. Emergency Closing of Village Hall**

When traveling conditions are hazardous or Village Hall conditions are dangerous, the Village Administrator may approve closing the Village Hall, in consultation with the Village President and taking into consideration the closure of the Mukwonago Area School District buildings or activities and other closures in the surrounding area.

When closure occurs, employees will be notified via phone contact information maintained by Human Resources. It is incumbent that this information is accurate and up to date. Further postings of the closure will happen on site at Village Hall (if possible), using the Village's [RAVE emergency](#) alert system, and on the Village's Facebook page.

Employees have the option of making up hours, taking accrued personal time, vacation time, or leave without pay for the missed time.

When weather conditions are not severe enough to warrant closing Village Hall, but employees are unable to get to work due to hazardous travel conditions, they have the option of making



up hours, taking accrued personal time, vacation time, or leave without pay for the missed time.

(Reserved for future use)

### **III. EMPLOYEE COMPENSATION**

#### **A. Overtime and Compensatory Time - Hourly Employees**

All hourly employees, except paid-on-call, who work more than forty (40) hours per week will receive compensation for overtime. Paid-on-call employees who work more than fifty-six (56) hours per week will receive compensation for overtime. Employees must receive approval from their Department Head or Designee before working any overtime hours. Work in excess of forty (40) hours per workweek shall be compensated at a rate of one and one-half (1-1/2) times the employee's base rate of pay. Clerk-dispatchers receive overtime for working over eight (8) hours per day or if required to work on a scheduled day off. One calendar day is defined as 12:01 a.m. to 12:00 a.m. Regular full-time hourly employees, called in to work on the following holidays will be paid double time with the approval of the Department Head or Designee: New Year's Day, Christmas Day and Thanksgiving. Clerk-dispatchers, whose regular work day occurs on a Village holiday, will be paid their regular hourly pay and are entitled to schedule an extra personal day according to Police Department policy.

Compensatory time is time allowed off in lieu of overtime pay for hours worked in excess of forty (40) over a week and will be earned at the rate of time and one-half for each overtime hour worked. Compensatory time may be permitted in lieu of overtime pay up to eighty (80) hours in a fiscal year. Compensatory time will be scheduled at the discretion of the Department Head. Compensatory time not scheduled off by December 1 in any year will be paid on the employee's final paycheck for that year at the employee's current rate of pay. Any planned use of compensatory time off should be scheduled with the employee's Department Head or Designee no less than two (2) days in advance. Before compensatory time may be used, the Department Head must approve it. **Compensatory time off cannot be used in less than one (1) hour increments.**

For purposes of determining over-time and compensatory time, forty (40) hours are hours actually worked by the employee. Paid time off during the work week does not count towards the forty (40) hours except in emergency situations such as snow plowing or water main breaks. Employees called in during emergency situations will be paid for hours worked in excess of forty (40) hours per week inclusive of any paid time off taken during that same week.

#### **B. Call-In Pay**

In the event full-time hourly employees in the Department of Public Works, Water Utility, or Sewer Utility are called for work after their normal workday has been completed, they shall receive a minimum payment of two (2) hours pay at time and one-half (1½). This provision shall not apply to hours contiguous to the scheduled workday. This call-in pay is only applicable to full-time hourly employees in the Department of Public Works, Water Utility, or Sewer Utility.

### **C. Payday**

All employees shall be paid by direct deposit to a financial institution identified by the employee. The rules for direct deposit shall be as set forth by the administration of the direct deposit plan and can be modified.

The regularly scheduled payday is biweekly, every other Friday. However, if an employee's timecards are not turned in by payroll processing, which is 10:00 a.m. on Monday before payday, the employee's regularly scheduled payday will not fall on that Friday, but the next biweekly payday. If a holiday falls on a Friday, payday will be the last working day before the holiday period.

The Village utilizes a cloud-based timekeeping system for employees to record hours worked and any paid time off, taken within the pay period. All employees are required to enter paid-time-off hours taken on the day(s) in which they were not at work. It is the responsibility of all employees to ensure the data recorded is accurate. It is the responsibility of all Department Heads or Designee to review and approve these timesheets electronically. In specific cases where the employees time is provided in a manner other than through the timekeeping system, the Department Head or Designee must physically sign and date the document to indicate review and approval. All timecards must be approved and initialed by the Department Head or Designee. An employee fraudulently reporting hours, or any Department Head falsely certifying timecards, may be suspended or dismissed.

### **D. Mileage Reimbursement**

Employees who use their personal car for Village business shall be reimbursed at the current IRS rate.

### **E. Clothing Allowance**

Water Utility employees, WWTP employees and Public Works employees are eligible to receive uniforms, rental and cleaning paid by the Village. The building inspectors are eligible to receive an annual clothing allowance of up to \$200. The police chief, assistant police chief and lieutenants are eligible to receive an annual clothing allowance of up to \$600. Clerk/dispatchers are eligible to receive an annual uniform allowance of up to \$250. The Fire Chief is eligible to receive an annual clothing allowance of up to \$500 and paid-on-call and paid-on-premise staff are eligible to receive an annual clothing allowance of up to \$50. All employees designated by the Village as requiring safety shoes shall receive an annual reimbursement credit of up to \$100. Reimbursements for any clothing or uniform allowances will be made upon submission of receipt.

### **F. Meal Reimbursements**

Employees who pay for meals "out-of-pocket" while conducting Village business, such as attending a seminar or conference related to his or her duties are entitled to be reimbursed for their expense. The Village will not reimburse employees for alcoholic beverages. Meals will

generally be reimbursed at a rate of \$13 for breakfast; \$17 for lunch; and \$25 for dinner. When an employee is entitled to, and personally incurs the cost for two or more consecutive meals in a day, he/she may exceed the allowed maximum on one or more of those meals as desired, as long as the total allowable maximums for the consecutive meals are not exceeded and the costs were actually incurred. Each day is considered separately, i.e. savings do not accrue and cannot be applied to expenses claimed on another day. Meals already included in the conference registration cost or lodging are not separately reimbursable. All meal claims must be supported by a receipt. Itemized slips from travel card/credit cards are acceptable receipts. To be considered reasonable, a cost must generally be incurred outside the control of the individual. Generally, if the employee has a choice in the selection of the restaurant or the menu items, he/she is expected to stay within the maximums. Village issued credit cards may be used pursuant to the Village credit card policy. Employees who have exceeded the costs allowed must have receipts reviewed and approved by their Department Head or designee prior to submitting them for reimbursement or as support for a credit card transaction.

### **G. Lodging**

The Village will reimburse employees required to stay away from their homes overnight while on Village business or attending a conference or seminar related to their duties for their lodging. Employees are expected to arrange for lodging facilities to minimize the cost as much as reasonably possible and to provide the Village's tax exemption certificate to the facility to avoid paying unnecessary taxes.

### **H. Payroll Deductions**

Standard deductions from an employee's paycheck will include the following: State and Federal withholding tax; Social Security; Retirement (when eligible); Health Insurance, AFLAC or any other Section 125 cafeteria plans offered to eligible Village employees. The availability of any Section 125 plan is the sole discretion of the Village Board.

### **I. Longevity**

After five (5) years of continuous service, an employee may be eligible to receive longevity compensation. Longevity is paid once each year during the first pay period in December. Longevity rates are as follows:

After five (5) years of service	\$250.00
After ten (10) years of service	\$350.00
After fifteen (15) years of service	\$450.00
After twenty (20) years of service	\$500.00

For those employees who leave employment by a voluntary separation or retirement, the Village will provide prorated longevity pay to that employee based on the number of months worked prior to leaving employment.

The Village reserves the right to change or eliminate the longevity rates with or without notice.



## **J. Educational And Conference Leave**

Department Heads may authorize attendance at schools, seminars, meetings, etc. or other travel for work-related activities of employees under their supervision within budget guidelines. Registration fees will be paid for employees who attend such functions with the prior approval of the Department Head or Village Administrator within budget guidelines. Extracurricular activities that are sometimes available for employees to participate in during a conference, or as a benefit of belonging to an association, will not be funded by the Village.

Upon completion of the event, employees will submit a written report to their Department Head outlining conference topics; three-to-five things learned; and one new idea that could be implemented to improve a Village operation.

## **K. COMPENSATION PHILOSOPHY**

### **Definition and Purpose**

The Compensation Philosophy is a statement that guides the design of the compensation system and strategy. The statement aligns total rewards (cash compensation and benefits) with the goals for recruitment and retention of employees. The philosophy takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a compensation philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the Village's overall goals.

### **Objectives**

The Village of Mukwonago recognizes that its employees play a unique and significant role in the provision of municipal services. The Village endeavors to recruit, train and develop cohesive, high quality professional staff that will excel in providing public services. It is the compensation philosophy of the Village to provide a total compensation package (salary and benefits) to attract quality staff. As such, individual employee performance is also an important component of the Village's compensation system.

The Village has identified the following objectives in its compensation philosophy and program:

- Provide fair and equitable rates of pay to employees
- Develop a system that establishes a market rate for each position classification and states the minimum and maximum rates that the Village will pay individual employees in those classifications
- Establish rates of pay that allow the Village to successfully compete for, recruit and retain qualified employees with a higher level of prior related work experience while being fiscally responsible with public resources
- Ensure that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions

- Develop a pay system that allows employees to progress through the pay ranges as long as their performance consistently meets or exceeds expectations based on a formal annual performance evaluation
- Implement pay administration policies and procedures that ensure consistent application throughout the Village
- Ensure that the compensation program is understandable to employees, Department Heads, Village Board, and the public
- Allow the Village to retain experienced employees

### **Position Descriptions and the Classification Plan**

Position descriptions comprise the basis of the compensation program. The position description outlines the primary purpose of the position; the essential functions, knowledge, skills and abilities required to perform the job; education and certifications required; as well as minimum and desired qualifications. To determine proper placement within the Village's classification plan, the following nine factors are considered and rated:

1. Education
2. Work Experience
3. Decision-making and Independent Judgement
4. Responsibility for Policy Development
5. Planning
6. Contact with Others
7. Supervisory Responsibilities
8. Working Conditions
9. Use of Technology or Specialized Equipment

Each position is scored based on the above criteria and grouped in the classification plan with other positions which are similarly scored. Pay ranges are based on these groupings in the classification plan, not on individual positions. Employees who possess qualifications outside of position requirements will generally not receive additional compensation for those qualifications.

The organization will review position descriptions at any time there is a major change in the composition of a position to ensure the position description remains accurate and up to date. The content of the position descriptions are the responsibility of the Village Administrator and Village Board.

### **Reclassification**

Occasionally a position within the organization may undergo a significant change in duties in order to meet the needs of the organization. In that case, the position description will be reviewed and when applicable, updated with new areas of responsibility. Based on the significance of the change, the Village Board will determine if a change in salary is required. Reclassifications may be initiated by the Village Administrator, but staff may also request a review through the Village Administrator.

### **External Market Analysis**

In order for the organization to attract and retain employees, it is necessary to evaluate the external market to determine if our total compensation package is appropriate. To remain

competitive, it is the intent of the Village to review the external market every five to seven years or more frequently when so determined by the Village Board. The municipalities selected for comparison are similar to the Village of Mukwonago and include cities and villages located near and around Mukwonago geographically and those which will be comparable as the Village grows. This group includes municipalities close to Mukwonago's current population and the projected population at the time of the next expected review of the external market.

In determining a municipality's comparability to the Village of Mukwonago, financial criteria is also used. Factors considered include: equalized value; property tax levy and tax rate; basic spending per capita; per capita income; operating spending per capita; general obligation debt and shared revenue.

### **Compensation Plan**

The Compensation Plan for the Village includes the classification of positions with ranges established for each classification. Each range has a 35% spread based on the initial market survey's recommendation of the study's consultant. Employees move through the established ranges through Village Board approved cost of living adjustments (COLA) or merit-based increases based on performance. Performance evaluations must be completed by June 30th and submitted to the Village Administrator for review. Employees with performance ratings of meeting or exceeding expectations may be eligible to receive an increase in the beginning of the new budget year provided an allocation for COLA has been made by the Village Board as explained in Item XI of the Village's Classification, Compensation and Performance Evaluation Program Policy.

Employees with performance ratings of below expectations or needs improvement will not receive an increase until the performance rating improves to meeting expectations or higher. ~~An employee who is at the maximum of the pay range may still be eligible for a performance-based increase as described in the Village's Classification, Compensation and Performance Evaluation Program Policy.~~

Annually, the Village Board will review the compensation plan and may recommend changes due to factors such as recruitment and retention issues. Prior to preparing the annual budget, the Finance Director will present the current budget year's Compensation Plan classification ranges adjusted by a factor to maintain ranges comparable to the market. The annual adjustment to the ranges will be based on the average annual percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for the 12 months ending June 30. The CPI-U was chosen as it is representative of 89% of the total U.S. population. A negative CPI-U will result in no change to the established ranges for the subsequent budget year. The Village Board reserves the right to deviate from the compensation plan when, in sole judgment of the Board, market conditions or other circumstances dictate such a decision.

### **Compensation Plan Adjustment Implementation**

Effective the date of implementation as determined by the Village Board, employees in positions where the pay rate is adjusted upward as a result of a market study or pay equity review will have their base rate brought up to the minimum pay established for the range in which the position is classified. Employees whose pay exceeds the established range will not be eligible for base rate increases but will not suffer a pay cut. Instead, the employees' base rates shall

be frozen until such time as their pay range maximum exceeds their current base rate of pay. Employees whose base rate falls within their established range will not be eligible for a base rate adjustment solely based on the market study implementation.

Any future market adjustments will be handled in the same manner as described above. Some possible exceptions to base rate adjustments are described in the Classification, Compensation and Performance Evaluation Program Policy, under the Compensation Plan section, item V(k).

## **L. POSITION CLASSIFICATION, COMPENSATION AND PERFORMANCE EVALUATION PROGRAM POLICY**

### **Classification Plan**

#### **I. Position Classification Plan.**

The Village Board has adopted the following Position Classification Plan. The Classification Plan includes all non-represented positions in the Village, with the exception of temporary or seasonal positions. Each position will be placed in the Classification Plan with positions which scored similarly in the position evaluation process. Pay ranges based on external benchmarking are established for the classification and apply to all the positions within that classification.

Position descriptions outline the primary purpose of the position. Written descriptions for all positions will include the following:

- a. A position summary which explains the nature of the work responsibilities of the position;
- b. The essential duties and responsibilities;
- c. Position requirements such as the knowledge, skills, and abilities necessary for performance of the work;
- d. A statement of the education, experience and training required, and desired (if different) for recruitment;
- e. Specialized requirements such as licensures, certifications, or registrations;
- f. Physical requirements and working conditions

Each position is evaluated and scored using the following nine criteria:

1. Education
2. Work Experience
3. Decision-making and Independent Judgement
4. Responsibility for Policy Development
5. Planning
6. Contact with Others
7. Supervisory Responsibilities
8. Working Conditions
9. Use of Technology or Specialized Equipment

The scoring of the position determines its placement within the classification plan. Major changes to a position description will prompt a review against the scoring criteria to determine if a change in classification is warranted. The content of position descriptions are the responsibility of the Village Administrator and the Village Board.

#### **II. Maintenance of Classification Plan**

The Village Administrator has overall responsibility for the Classification Plan and has designated responsibility for the maintenance of it to the Finance Director. Any changes recommended by



the Finance Director will be reviewed and approved by the Village Administrator prior to recommendation to the Village Board for implementation.

Department Heads will be responsible for notifying the Finance Director of substantive changes in the nature of the duties, responsibilities, working conditions, or other factors affecting the classification of any existing position in their department. The Finance Director will work with the Department Head to review and analyze changes in position and determine whether the change in the nature or level of duties and responsibilities warrants a revision in the scoring of the position and/or a new title. The Finance Director will determine whether the changes result in a reassignment to a different pay range within the Classification Plan. Significant updates to position descriptions, the creation of new position descriptions and any recommendation to changes of the positions within the Classification Plan will be brought before the appropriate committee for approval and recommendation to the Village Board for adoption.

### **III. Classification of New Positions**

The Finance Director will be responsible for the analysis and placement of new positions within the Village's Compensation Plan.

### **IV. Amendments of the Position Classification Plan**

The Village Board will approve amendments to the Position Classification Plan by adding, changing, or deleting positions or classes of positions and pay ranges based on internal analysis, market comparisons, authorized budget allocation, and other relevant factors, based upon the Finance Director's recommendations and Village Administrator's review. The Village Board reserves the right to modify or eliminate all or any portion of the Classification Plan at any time.

## **Compensation Plan**

### **I. Coverage of the Compensation Plan**

The Village Board has adopted the following Compensation Plan. The Compensation Plan includes all non-represented position classifications in the Village, with the exception of temporary or seasonal positions.

### **II. Objectives**

The Village recognizes that employees play a significant role in the provision of services in the community. The Village strives to recruit and retain high quality employees to provide public services. Please refer the Village of Mukwonago's Compensation Philosophy document for additional information on the objectives the Village Board seeks to achieve through its Compensation Plan.

### **III. Compensation Plan**

The Compensation Plan is designed to establish and maintain a pay structure which attracts, motivates, recruits and retains qualified employees; is competitive with the local labor market; and recognizes and rewards individual employee performance. These objectives are accomplished through the use of:

- a. A formal position evaluation and classification system
- b. Competitive compensation structure with pay increases based on cost of living and/or performance factors as the Village budget allows.
- c. Pay ranges with an established minimum and maximum rate based on the external market and on the placement of the position within the Classification Plan.
- d. Performance evaluation as a major component of the Village's Compensation Plan and a basis for employee development. Employees may receive merit increases based on the results of individual employee performance evaluations as the Village budget allows.
- e. Annual review and evaluation of the overall Compensation Plan with communication to the Village Board of any recommended changes.
- f. The Compensation Plan, and/or individual wage adjustments, may be limited by budgetary constraints and be structured accordingly.

#### **IV. Maintenance of Compensation Plan**

As part of the annual budgetary process, the Village Administrator and Finance Director will review the status of the Compensation Plan and evaluate any amendments to maintain an up-to-date and competitive compensation structure. The Village Administrator will recommend to the Village Board any modifications to the plan based upon a study of local economic conditions, the financial state of the Village's budget, and market/merit conditions of position classifications and other relevant factors.

#### **V. Pay Adjustments**

The Finance Director will be responsible for implementing all pay adjustments approved by the Board. Pay adjustments may occur as a result of the following:

- a. **Cost-of-Living Adjustment (COLA):** The Village Board may grant a cost-of-living adjustment each fiscal year based on the recommendation of the Village Administrator and budgetary considerations. Only employees who achieve a Meets or Exceeds Expectations on their annual evaluation will be eligible for the cost-of-living increases which will go into effect at the beginning of the new budget year. The minimum and maximum values for each range will be adjusted annually based on the average annual percentage change in the Consumer Price Index for all Urban Consumers (CPI-U) for the 12 months ending June 30. The CPI-U was chosen as it is representative of 89% of the total U.S. population. A negative CPI-U will result in no change to the established ranges for the subsequent budget year. Employees who are at the minimum of the range prior to the CPI-U adjustment will be brought up to the new minimum (assuming a positive CPI-U) even if no other COLA or merit-based increases are granted.
- b. **Movement within Ranges:** An employee who receives an evaluation of Meets or Exceeds Expectations and who will not exceed the range maximum for his or her position classification will receive the COLA increase approved by the Village Board for the succeeding budget year. Increases will be effective for time worked beginning January 1 of the new budget year.

- c. Range Maximums:** An employee whose current pay exceeds the maximum established for his or her pay range will be kept at that base rate until the CPI-U adjusted range maximum catches up to the pay rate. At that point the employee will receive an increase not to exceed the CPI-U adjusted range maximum, assuming a performance rating of Meets or Exceeds Expectations.
- d. Performance-Based Increase:** Performance-based increases may be authorized by the Village Board in conjunction with the Village's Performance Evaluation Program. Performance increases are based on an individual employee achieving ~~an~~ a "Meets Expectations" or "Exceeds Expectations" rating on the annual performance evaluation which must be completed and submitted to the Village Administrator by June 30<sup>th</sup> for the prior ~~calendar year~~ 12 month period. Department Heads must review all evaluations with the Village Administrator prior to discussing evaluation with the employee, particularly those evaluations which exceed expectations to ensure the eligibility for the increase. An additional 1% can be granted to employees who meet expectations and an additional 2% can be granted to employees who exceed expectations, provided that the budgetary funds are available to grant these performance-based increases. —Performance-based increases up to the amount of \$1,000 will be paid to the approved employee on the first paycheck in February of the new budget year following the performance evaluation, provided sufficient financial resources have been allocated per item XI of this policy. —At the discretion of the Village Administrator and Village Board, in consultation with the employee's supervisor, employees may also receive a merit-based adjustment to their salary in lieu of a one-time performance-based increase.
- e. Demotion:** An employee may receive a decrease in pay due to a demotion to a lower level position assigned to a lower pay range. The Department Head will recommend a proposed pay level which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.
- f. Promotion:** An employee promoted to a position classification with a higher pay range, will be brought up to the minimum base rate for that range if his or her current rate is below that amount. An additional wage adjustment may be granted as the Village budget allows. The Department Head will recommend a proposed base rate which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.
- g. Reclassification:** When a position is reclassified resulting in the assignment of the position to a different pay range, the employee's pay may be adjusted in accordance with the pay range for the newly assigned classification. The Department Head (unless the position in question is a Department Head position) will recommend a proposed base rate which will be subject to review and approval by the Village Administrator and confirmed by the Village Board.
- h. Transfer:** The Village Administrator may adjust the pay of an employee transferred to a new position within the range as recommended by the Department Head subject to confirmation by the Village Board.

- i. **Other Increases:** Other pay increases may be granted from time to time with the approval of the Village Administrator and Village Board. For example, the assumption of duties outside of the normal scope of the position description may have an additional amount paid to the employee as compensation for those duties pending approval by the Village Board. This additional amount will be removed when the employee no longer performs the additional duties.
- j. **Qualifications Outside of Position Requirements:** Position placement within the Classification Plan is based on the stated functions and requirements of the position. Employees who achieve certifications, educational degrees, or some other qualification outside of position requirements will generally not receive additional compensation for those qualifications although the Board may recognize such achievement with a one-time recognition.
- k. **Implementation of Compensation Plan Adjustments Based on External Market Studies or Equity Review:** Employees in positions where the pay rate is adjusted upward as a result of a new market study or pay equity review will have their base rate brought up to the minimum established for the range in which the position is classified. Employees whose base rate falls within the established range will generally not receive a base rate adjustment. Employees whose pay exceeds the maximum will not be eligible for a base rate increase.

**Exceptions to the above:** The Board may approve an additional one time 1-3% increase to the base-rate for employees whose pay falls within 15% the bottom of the established range for their position's classification relative to the length of time they have been in the position. Increases may be granted in the following scenarios:

Years in Position	Adjustment
1-3 Years	0%
Over 3 and up to 8 Years	1%
Over 8 and up to 15 Years	2%
Over 15 Years	3%

## **VI. Amendments to the Compensation Plan**

The Village Board reserves the right to modify or eliminate all or any portion of the Compensation Plan at any time.

### **Performance Evaluation Program**

#### **I. Coverage of the Performance Evaluation Program**

The Village Board has adopted the following Performance Evaluation Program which is based on position-specific competencies. The Program will include all non-represented positions in the Village, with the exception of temporary or seasonal positions.

#### **II. Objective**

The primary objective of the Village of Mukwonago's Performance Evaluation Program is to encourage a high level of employee performance and recognize Village employees who exceed established competency standards utilizing an objective evaluation system. As such, the program will reward performance for those who exceed those standards in serving the citizens of the Village of Mukwonago. The Performance Evaluation Program also serves to identify areas where employee improvement or development is needed in order to meet the established standards for the position.

### **III. Implementation**

The Village Administrator, under the direction of the Village Board, is responsible for implementation of the Performance Evaluation Program.

### **IV. Definitions**

Annual Evaluation Period: The annual performance evaluation period for employees will be on a twelve-month calendar basis, with evaluations due to the Village Administrator by June 30<sup>th</sup>

Competency: A required performance factor identified as essential for the position

Performance Increase: An annual increase in pay based on an employee exceeding established performance standards.

Performance Goal: A projected result using the S.M.A.R.T. criteria [\(see section XII for additional information\)](#).

Evaluator: An individual having supervisory authority over the employee. The Evaluator is designated as a Department Head, Department Supervisor or the Village Administrator. The Village Board will evaluate the performance of the Village Administrator.

### **V. Policy**

- a. Individual employees' performance is formally evaluated annually on a twelve-month basis ending June 30<sup>th</sup>. All employees covered by this policy are evaluated based on their performance on established performance factors, defined performance levels, and approved goals.
- b. Eligible employees who have been promoted/transferred/demoted and are in an introductory period status may receive a performance increase upon completion of their introductory period.
- c. Employees who receive an overall rating of Below Expectations may be provided an opportunity to improve their performance at the Village's discretion. If the opportunity for improvement is granted by the Village, the employee will be placed on probationary status and a performance improvement plan will be developed and followed for the period specified in the plan. Improvement plans should not exceed 90 days. A 30-day extension may be granted if needed and approved.

### **VI. Performance Factors**

Employees are evaluated on the basis of position specific performance competencies designed to measure significant dimensions of their performance. All performance factors are defined on the Performance Evaluation Form.

### **VII. Establishing Performance Goals**

Goals will be established for each employee covered by the Performance Evaluation Program. Employees may have the opportunity to develop performance goals and discuss them with their



Department Head to ensure conformity with unit objectives and the Village's goals and objectives for that particular office or department. For employees in their introductory period, the Department Head will develop the employee's initial goals. Department Heads must approve all employee proposed goals and will have the discretion to reject, change or establish alternate goals that best serve the department.

### **VIII. Rating Employee Performance**

An employee's performance is evaluated based on the degree to which he or she demonstrates behaviors described within each pre-established performance competency and, where applicable, on attainment of performance goals. For each performance competency, the evaluator selects the level which most closely describes the employee's performance. The four (4) levels of performance ratings are:

- a. Exceeds Expectations:** Employee consistently performs above the established performance standard for the competency. In addition, the employee regularly makes positive contributions to the work unit that demonstrates creativity and initiative. Employee has complete understanding of all the requirements of the position and how they relate to the goals of the organization, the mission of the department and the needs of other departments. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses the job knowledge, skills and abilities required to successfully complete all assigned tasks efficiently and effectively. Only a small number of employees typically achieve this level of performance.
- b. Meets Expectations:** Employee maintains performance level in accordance with the established standard for the competency and performs position duties at or near full proficiency. Employee's work is completed accurately and on time and the employee works well with associates and the public. The majority of all employees perform at this level.
- c. Needs Improvement:** Employee is not meeting some of the performance standards for established competencies. Employee may be lacking some of the required knowledge, skills, and abilities required to perform some tasks to established standards. Coaching and additional training may be necessary to raise the employee's performance level.
- d. Below Expectations:** Employee is not meeting a significant number of performance standards established for the competencies required of this position. Employee lacks the required knowledge, skills and abilities and is unable to perform many of the tasks required of the position. Corrective measures are necessary and a formal performance plan should be implemented.

It is anticipated that ratings of "Exceeds Expectations" or "Below Expectations" are the exception, not the rule.

### **IX. Establishing Overall Ratings**

Employees' overall performance ratings will be correlated to any merit increases that are authorized by the Village Board for the following budget year. Employees who receive a

performance rating of Below Expectations may be placed on a performance improvement plan and will be ineligible for any pay increase until a Meets Expectations level is achieved.

## **X. Frequency of Ratings**

An employee's performance is formally evaluated once during the calendar year with the following exceptions.

- a. Orientation Period:** An employee who is in an orientation period (generally 12 months) will be evaluated upon completion of the approved period. These evaluations should be submitted to the Village Administrator, no later than fifteen (15) calendar days prior to the close of the employee's orientation period. An employee may be terminated at any time after consultation with the Village Administrator.
- b. Extended Orientation Period:** If a new employee's overall performance is less than Meets Expectations and the employee is not terminated, the Department Head may request in writing to the Village Administrator, an extension of the employee's orientation period up to 90 additional days. The time frame specified in subparagraph (a.) above will apply to submission of the extended introductory period evaluation.
- c. Transfer/Resignation of an Evaluator:** A performance evaluation is submitted for an employee at the time of transfer, promotion, or resignation of the Evaluator, provided an employee performance evaluation has not been completed within ninety (90) days. This process facilitates the new evaluator's ability to evaluate the employee's entire rating period.
- d. Diminished Performance:** If at any time during the evaluation period an employee's performance diminishes and falls Below Expectations, the employee may be placed on probation, counseled and placed on a performance improvement plan as deemed appropriate by the Department Head and approved by the Village Administrator. The employee may be terminated at any time after consultation with the Village Administrator.

Evaluators are responsible for ensuring all documents are forwarded to the Village Administrator according to the time requirements outlined in this policy.

## **XI. Administration of Performance Evaluation Process**

### **Annual Fund Allocation Process**

The Village Administrator, working with the Village Board, will annually review the operation of the Performance Evaluation Program and the following process will be utilized in developing budget estimates of funds to be allocated to the various departments of the Village.

- a) The Finance Director will determine the dollar amount to allocate to each department based on the performance evaluation rating results submitted by June 30<sup>th</sup> and approved by the Village Administrator.
- b) Performance increase recommendations will be clearly supported by each respective employee's performance evaluation rating. The Village Administrator and Village

Board will give final approval of all recommendations for performance-based pay increases.

- c) The total amount of funds dedicated to performance increases will be recommended for approval as part of the annual budget process.

### **Employee Performance Evaluation Administrative Process**

- a. All evaluations are to be conducted using the performance competencies identified by the Department Head for the position.
- b. Evaluators should review performance notes and other documentation gathered throughout the evaluation period on individual employee's performance on the essential duties and responsibilities of the position, other performance factors and on the established goals for the evaluation period. Evaluators will also establish goals for the next evaluation period for each employee supervised.
- c. Employees should review information relative to their individual performance during the evaluation period in preparation for the evaluation.
- d. Supporting examples and/or commentary must be provided for ratings that are above or below the "Meets Expectations" standards. These comments should amplify or explain why or how you chose a particular level of performance.
- e. **Important! Evaluators will turn in their proposed Performance Evaluations to the Village Administrator *prior to* meeting and discussing them with the employee. If the proposed Performance Evaluation is acceptable, the Village Administrator will sign the evaluations and return them to the Evaluator for review with and signature from the employee. If the Performance Evaluation is not acceptable, the Village Administrator will discuss the evaluation with the Evaluator as to areas of the evaluation that are unacceptable and require modification.**
- f. Employees and evaluators sign the Performance Evaluation form to signify this process was accomplished.

## **XII. Performance Goals**

Apply the S.M.A.R.T criteria to performance goals. These are designed to answer the Who, What, Where, When, Why and How of job expectations for the coming year.

- **Specific:** The goals should identify a specific duty, action, project or event.
  - Ask – What exactly will be accomplished?
- **Measurable:** Describe the measurements to be used to determine that the results or outcomes expected have been achieved.
  - Ask – How will I know when the goal has been reached; what defines a successful outcome?
- **Attainable:** Goals should challenge people to do their best, but they need to be attainable.
  - Ask – Is this goal reachable? What resources are needed to reach it?
- **Relevant:** Goals must directly pertain to the performance that is being managed.
  - Ask – Why is this goal significant to the employee's job or department?
- **Timely:** Goals must have starting and ending points. This will help employees focus their efforts, and to plan accomplishment of goals around day-to-day duties and crises.
  - Ask – When does this goal need to be achieved?

### **XIII. Monitoring Performance**

While formal evaluations are an annual process, performance feedback should not be a once-a-year event, Department Heads and Supervisors should be providing feedback to their employees (both positive and negative) on a regular basis throughout the year regarding performance. Employees should never learn about an important issue for the first time during the annual review. The evaluation is not a substitute for recognition, coaching, or discipline that should occur throughout the year.

(Reserved for future use)



## IV. EMPLOYEE BENEFITS

### A. Benefit Year

The employee Benefit Year coincides with the Municipal Year. All employees are expected to schedule and use their vacation, personal and compensatory time during the benefit year. Department Heads are authorized to extend unused vacation ~~and/or personal time~~ up to 120 days into the succeeding year. Compensatory time, either earned after the first December payroll or scheduled and then cancelled due to a departmental emergency ~~may also be extended and used in the succeeding year within the first 120 days~~ will be paid out in December.

### B. Group Insurance Benefit

All regular full-time employees are eligible for group medical insurance benefits and a flexible spending account the first of the month after a full month of employment. An employee shall be eligible for life insurance pursuant to applicable State of Wisconsin Life Plan rules. The Village has the sole discretion to determine what insurance benefits will be provided and the level of benefits to be offered. Specific provisions regarding these benefits are explained in separate booklets.

Family or Single flexible spending contributions are defined as: If the employee has a family health plan they would receive the flexible spending family contribution of \$500 per year; if they have the single health plan or have waived participation in a health plan, they would receive the flexible spending single contribution of \$250 per year. Employees have 60 days from the end of the benefit year to submit receipts for reimbursement or 60 days from separation from the Village to submit receipts for reimbursement.

Employees may take advantage of basic dental coverage available through their health plan election as well as any supplemental Vision and Dental plans offered. Participation in dental and vision plans are at 100% employee cost.

Any questions concerning the Village's benefit programs should be directed to your Department Head or Designee or the Village Administrator.

### ~~C. Health Reimbursement Account (HRA)~~

~~Effective January 1, 2021, the Village will no longer provide funding to HRAs for employees to use towards dental or vision expenses. Active employees with HRA balances will be provided information on a 2021 deadline to use any remaining balances before the accounts are closed.~~

### ~~DC. Hospitalization and Surgical Care Insurance~~

The Village shall provide hospital and medical coverage insurance. The Village may, from time to time, change insurance carriers and/or plans.

Effective January 1, 2012, the Village will pay eighty-eight percent (88%) of the lowest Wisconsin Public Employers Group Health Insurance Program (State Health Plan) in the Village's primary service area (Waukesha County). The employee shall pay the premium difference between his/her plan and the Village's contribution through payroll deduction.

The Village provides a medical reimbursement account for employees and premium conversion program so employees may pay premium contributions and other costs of the health insurance plan on a pre-tax basis (effective May 1, 2001).

No employee shall make any claim against the Village for additional compensation in lieu of or in addition to the cost of his/her health insurance coverage.

The Village shall not provide two family health insurance plans for married employees if both parties are employed by the Village.

Part-Time employees who are eligible for the Wisconsin Public Employers Group Health Insurance Program (State Health Plan) will have the Village's cost of the benefit (i.e. the 88% the Village pays towards a Full-Time employee's premium) prorated based on the weekly hours the employee is regularly scheduled to work as indicated within the following ranges:

- 35 to 35.49 hours per week, Village will pay 88% of the Village's cost
- 30 to 34.99 hours per week, Village will pay 75% of the Village's cost
- 25 to 29.99 hours per week, Village will pay 63% of the Village's cost
- 20 to 24.99 hours per week, Village will pay 51% of the Village's cost
- Less than 20 hours per week, Village will pay 25% of the Village's cost

As an example, if the total premium of the lowest cost qualified plan within the Village's service area is \$20,000, the Village's cost for a Full-Time employee is \$17,600. The percentages stated in the ranges above are applied against the \$17,600 for eligible Part-Time employees to determine the Village's cost of the benefit. The employee pays the difference between that calculation and the total cost of the premium selected by the employee.

Eligible Fire Department Paid on Call or Paid on Premise employee proration of benefits are based on a fifty-six (56) hour full-time schedule:

- 49 to 55.49 hours per week, Village will pay 88% of the Village's cost
- 42 to 48.99 hours per week, Village will pay 75% of the Village's cost
- 35 to 41.99 hours per week, Village will pay 63% of the Village's cost
- 28 to 34.99 hours per week, Village will pay 51% of the Village's cost
- Less than 28 hours per week, Village will pay 25% of the Village's cost

### **ED. Continuation Of Health Insurance**

Employees are eligible for continuation of health insurance coverage when certain events occur.

Also, a spouse and/or dependent children insured in the Village group health plan may be eligible for continuation coverage, when certain events occur. Employees will be notified if the employee or a family member have a qualifying event and are eligible for continuing coverage.

Complete information about the circumstances under which an employee, a spouse and/or dependent children may become eligible for continuation coverage will be given to employees at the time they become covered in the Village group health plan.

### **FE. Life Insurance**

The Village shall provide and maintain life insurance for full-time employees at a benefit level equal to the nearest \$1,000 of the employee's salary, as provided by the Group Insurance Plan for Employees of Wisconsin Municipalities. The Village shall provide a copy of the plan to eligible employees. The Village will allow an employee to upgrade their policy limits and/or add dependent coverage through the Wisconsin State Retirement Program, provided such coverage is available, at the employee's expense.

### **F. Employee Assistance Program**

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. The Village wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees three visits per issue each year and a 24-hour hotline answered by professional, degreed counselors. The Village encourages employees to use this valuable service whenever they have such a need. For questions or additional information about this program, employees may contact the HR department.

### **G. Vacations**

Vacation time is provided so that employees may enjoy periods of rest and relaxation without loss of earnings.

Regular full-time employees will be eligible for vacations based on the following schedule

~~One-Two (12)~~ weeks of vacation ~~after one (1) year of employment upon hire\*~~

~~Two (2) weeks of vacation after two (2) years of employment~~

Three (3) weeks of vacation after five (5) years of employment

Four (4) weeks of vacation after ten (10) years of employment

Five (5) weeks of vacation after fifteen (15) years of employment

~~\*Department Heads are permitted to negotiate one (1) week paid vacation for eligible new hires in the first year of employment. Any exceptions to the stated schedule must be approved by the Village Administrator. New Employees may take the negotiated vacation after 90 days of employment. Vacation time for new hires will be prorated for the remaining months of the benefit year, with a full week granted on January 1 of the subsequent year. If a new hire separates from the Village for any reason prior to their 1<sup>st</sup> anniversary date, they will forfeit any unused vacation time and will have any time already taken subtracted from their final paycheck or otherwise reimbursed to the Village.~~

~~Employees celebrating a milestone anniversary (year 5 and every 5-year increment thereafter) will receive an extra day off to be used within the calendar year of the milestone anniversary. This day will not be paid-out or carried over if not used in the year in which it is earned.~~

Vacations should be used in the benefit year in which they are accrued. Vacations are not cumulative. Vacation leave credit may be applied, at the written request of the employee and with the approval of the Department Head or Designee, to a period of absence due to sickness, injury, disability or military leave.

Vacation requests will be approved based on seniority until April 1<sup>st</sup>. All vacation requests submitted on or after April 1<sup>st</sup> if approved will be approved on a first come, first served basis. Clerk/dispatcher vacation requests are subject to Police Department policies.

Employees should submit their vacation requests to their Department Head or Designee at least thirty (30) days in advance to allow for scheduling needs of the department. If more than one employee requests vacation for the same time period, the first employee to make the request will receive the requested days off. ~~Vacation days may only be taken in increments of at least four (4) hours at a time, unless approved otherwise by the Department Head.~~ Vacation schedules will be established by the Department Head based on the needs of the department, employee workloads and work schedules. Depending on the department, employees may not take vacation time during certain months when the workload is particularly heavy.

Vacation pay for hourly employees is computed based upon the current hourly rate of pay for an eight (8) hour workday. Vacation pay for salaried employees is based upon their annual salary divided by 2,080 hours to determine an hourly rate of pay. The hourly rate of pay is multiplied by the number of vacation hours taken with a full day considered to be eight (8) hours.

## **H. Holidays**

Eight (8) hours of straight time pay based on the employee's current hourly rate will be paid to eligible regular full-time employees for the following holidays:

New Year's Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day

Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
Four (4) personal days

If a holiday falls on a Saturday, the preceding Friday will be the holiday. If a holiday falls on a Sunday, the following Monday will be the holiday. Employees must advise their Department Head or Designee of their choice of the personal days as soon as possible.

The holiday schedule will be established and posted each year in January. The four (4) personal days will be taken by mutual agreement of the employee and the Department Head. These days are not cumulative and personal days not used during the calendar year cannot be carried over to the next year. However, if an employee is required to work on any of the above days, for any period of time, commensurate time shall be authorized at the discretion of the Department Head or Designee. Clerk/dispatcher holiday requests are subject to Police Department policies. Police Department employees who must work on holidays may submit requests for twelve (12) holidays per year. If an employee leaves their employment or is hired during the year, allowed holidays will be considered prorated at one (1) holiday per month worked in that calendar year. Employees working less than one half (1/2) of the month will not receive a holiday proration for that month.

In order to be paid for a holiday an employee must be present during the Village's normal workday before and the normal workday after the holiday, unless the employee has received prior permission from the Village for these days off.

The day after Thanksgiving is not a holiday and will be considered an unpaid day for hourly employees who do not work. Employees will be eligible to take accrued leave with appropriate approval. However, the Village Hall will normally be closed on that day. The office may be open on the direction of the Village President.

### **I. Sick Leave**

Employees will accrue one (1) day of sick leave for every month of service completed. Sick leave shall not accrue for any month in which the employee is absent for fifteen (15) or more sick days. Sick leave may be used when you or a member of your immediate family is ill, and it is necessary that you care for this person until other arrangements can be made, or when a death occurs in your immediate family. When illness develops, be sure to contact your Department Head or Designee as soon as you find it necessary to stay home. Up to three (3) days of sick leave may be permitted without requiring the employee to submit a doctor's certificate provided that the Department Head has had other satisfactory evidence of an illness. The Department Head, at his or her discretion, may require medical certification to justify the absence for those first three (3) days, whether the leave is for the employee or for the care of a qualifying family member.

After an employee has used three (3) consecutive days, a statement shall be furnished to the Department Head from the attending physician or other qualifying professional physician or nurse, certifying to the nature of the illness.



Failure to notify your Department Head or Designee within twenty-four (24) hours from the beginning of their work shift on the first day of absence may be cause for denial of use of sick leave credit for the period of absence.

Employees may accumulate a maximum of one hundred fifty (150) sick days. At retirement or employee resignation, and upon completion of no less than twenty (20) years of service to the Village, the Village will transfer up to 960 hours of the accrued sick leave credits directly to a Health Retirement Account (HRA) for the employee's future use.

Employees who retire or resign upon completion of no less than fifteen (15) years of service to the Village and up to twenty (20) years, may receive a prorated payout of the eligible accumulated days.

On December 17, 2013, the Village Board voted to eliminate the payout of sick leave upon retirement for new employees hired on or after January 1, 2014. The elimination of the sick leave payout benefit applies only to these new hires. This payout policy is further amended effective March 16, 2016, to add the following:

- Employees hired prior to 1/1/2014 in a part-time, less than thirty (30) hours per week capacity and who transition to a position where they are eligible for the sick leave accumulation benefit on or after 1/1/2014, will not be eligible for a future payout of accumulated sick leave
- Employees hired prior to 1/1/2014 who separate from the Village and who are later rehired, will not be eligible for a future payout of accumulated sick leave.

Employees eligible for sick leave credits but who do not have an accrued bank of time available to them may borrow future credits (up to a maximum of 40 hours) to offset otherwise unpaid time off when suffering from an illness that could be spread to others. Any use of these credits must be offset as future time is accrued until the hours are repaid. An employee who separates from the Village with a negative balance will have those hours deducted from their final paycheck.

An employee fraudulently using sick leave, or any Department Head falsely certifying sick leave, may be suspended or dismissed.

Excluded uses:

- Sick leave credit shall not accrue for any month in which the employee is absent for fifteen (15) or more sick days.
- Injury incurred in supplemental employment.

This policy will be enforced consistent with the federal family and medical leave (FMLA) law. The Village reserves the right to administer this policy within its sole discretion.

## **J. LEAVE DONATION POLICY**

~~November 11, 2020~~September 20, 2023 Revision

Adopted ~~November 18, 2020~~September 20, 2023  
Effective ~~November 19, 2020~~September 21, 2023

### PURPOSE

The purpose of this policy is to establish procedures for an employee to receive donated sick leave time from fellow Village employees when the individual has an insufficient amount of accumulated sick days, vacation days, compensatory time, or other leave to provide for continued salary during an extended illness or other medical condition.

### POLICY

It is the policy of the Village of Mukwonago to allow its employees who have exhausted their accumulated leave time, due to illness or medical condition, and who are on approved FMLA to seek donations of leave time from fellow employees, limited to the FMLA time remaining. It is the intent of this policy to provide a mechanism for voluntary financial assistance to employees as well as to protect the interest of the Village by placing limits on the amount of time an employee may receive through donations from other employees.

### ELIGIBILITY

All employees who have worked for the Village of Mukwonago for a minimum of 12 consecutive months, and who by contract or resolution, presently qualify for sick time benefits, shall be eligible to request a donation of leave time from other Village employees when the employee has an insufficient amount of accumulated sick days, or other leave to provide for continued salary during an illness or other medical condition of the employee. Employees who are not provided sick time benefits, either by contract or resolution shall be ineligible to receive donated leave time from fellow Village employees.

### LIMITATIONS

1. No Village employee shall be permitted to use donated leave time until the employee has exhausted his/her entire sick leave, vacation time, compensatory time and holiday time.
2. Any individual employee will be permitted to request donation of leave time only one time during any 12-month period.
3. Sick leave in excess of 240 hours is eligible to be donated. However, the maximum amount of sick leave any one employee will be permitted to donate to another employee is 40 hours during any 12-month period. An individual must maintain their own sick bank of 240 hours in order to consider a donation of sick hours.
4. Leave donations must be in full day (8 hour) increments however, this may be prorated by Human Resources depending on how many employees have responded to the request for donated leave.
5. The maximum amount of leave any one employee may receive through donations of leave from other employees is 12 calendar weeks per request. The amount of leave is further limited to the amount of time actually remaining of the employee's approved medical leave.
6. Sick time may be donated to an employee who is seeking donated leave to care for the employee's child, spouse or parent, if the child, spouse or parent has a serious health condition as defined in Federal and Wisconsin statutes.
7. The Village is not responsible for providing any additional paid sick time to an employee other than which is required by collective bargaining agreement or Village policy. The Village is not responsible for providing additional paid sick time to an employee whose

request for donated sick time is not able to be filled in whole or in part by donations of time off from other Village employees.

#### PROCEDURES

1. The Department Head shall provide Leave Donation Request forms for eligible employees' use. An employee will be required to have a physician sign the Leave Donation Request form certifying that the employee or the employee's child, spouse or parent has a serious health condition which prevents the employee from working or have the completed health provider certificate under the Family Medical Leave Act. The forms shall not require an employee to disclose any information about the nature of the illness or medical condition. All such medical information shall be treated as confidential and shall not be disclosed to unauthorized persons without the employee's consent. If the employee is unable to sign, the request may be submitted by a family member.
2. Any eligible Village employee, who wishes to solicit donations of sick leave in accordance with this policy, shall submit a completed Leave Donation Request form to his/her Department Head.
3. The Department Head will verify the requesting employee is eligible to receive donated leave from fellow employees and, upon such verification, will notify Human Resources. Human Resources will communicate to Village employees that a request has been made and a form is available for those interested in donating time. The Leave Donation form will notify Village employees of only the name of the employee requesting donated leave and in what Department said employee works. No information regarding the illness or medical condition may be divulged without the employee's consent. Any consent from the employee should be received in writing.
4. Employees wishing to donate sick time to a fellow employee shall complete the Leave Donation form, and then return the form to his/her Department Head or Human Resources.
5. Human Resources, upon receipt of the Leave Donation forms, shall transfer up to twelve (12) weeks of donated leave from the donating employees' accounts to the requesting employee's sick leave account, up to the amount of remaining approved leave available.
6. Human Resources shall notify the Department Head and the recipient employee of the number of hours credited to the employee's sick leave account.
7. If the recipient employee returns to regular duty prior to exhausting the donated leave, the employee shall be allowed to retain up to 8 hours of the donated leave. Excess donated time not used (if significant) may be credited back to the donating employees' accounts on a pro-rated basis.
8. Employees who have received donated leave time from other employees, shall not be entitled to any payout for any unused donated leave upon termination from Village employment.
9. The recipient employee, while using donated sick leave, will **not** continue to earn sick leave and vacation leave for any month in which the employee is absent for fifteen (15) or more assigned workdays.

#### **K. Funeral Leave**

Time off with pay will be granted to full-time employees, who are actively employed, for an absence to attend the funeral or to handle related family matters caused by the death of an immediate family member as follows:

Three (3) Days (24 hours) for: mother, father, child, spouse, domestic partner, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-parents, step-children, step-siblings, step-grandchildren, step-grandparents, grandparents and grandchildren.

An employee shall not be compensated for any days on which he/she is not scheduled to work in that three (3) day period. The employee must attend the funeral of the deceased and furnish his/her Department Head or Designee with satisfactory proof of death, if requested.

### **L. Military Leave**

An employee called to active military duty or to Reserve or National Guard training, or volunteering for the same, shall submit copies of the military orders to his/her Department Head or Designee as soon as possible. The Village will grant a military leave of absence without pay for the period of military service, in accordance with applicable Federal and State laws. Eligibility for reinstatement after the military duty or training is completed will be determined in accordance with applicable Federal and State laws.

### **M. Jury and Witness Duty**

The Village complies with all applicable laws concerning jury and witness duty.

Employees shall be granted a leave of absence up to a maximum of 10 working days per calendar year and shall be compensated at their regular Village compensation rate, exclusive of overtime, and exclusive of travel compensation.

An employee will be deemed to be required to serve as a witness only in cases in which the employee is not a party and is compelled to attend by subpoena. Employees must provide proof of such subpoena service.

Upon return from witness or jury duty, and in return for compensation continuation, employees must present any jury or witness compensation, exclusive of travel compensation, paid to them.

### **N. Worker's Compensation**

Each employee is covered by Worker's Compensation insurance in the event of an injury at work and the injury requires a doctor's attention. This insurance is fully paid by the Village of Mukwonago. Any accident, however minor, must be reported to your Department Head or Designee immediately, so the proper forms can be completed and submitted to the necessary parties. See the Human Resource Specialist for the accident report forms.

If an employee is injured in the course of employment, subject to Worker's Compensation, the Village shall pay the difference between the Worker's Compensation benefits and 80% of the employee's regular rate of pay for 365 days. In the case of non-represented police officers and Fire Department paid-on-call and paid-on-premise personnel, the Village shall pay the difference between Workers' Compensation benefits and 85% of the officer's regular rate of pay for a maximum of 365 days.

Workers' Compensation leaves extending longer than 3 days will be evaluated for FMLA eligibility. If eligible, FMLA will run concurrent to any workers' compensation leave.

Upon returning from a work-related injury, an employee may be required to provide a certification from the treating physician verifying he/she is able to safely perform his/her normal job tasks. In the event the treating physician identifies restrictions and/or limitations on an employee's ability to perform his/her job responsibilities, the Village will consider whether it can provide a restrictive or light duty position.

## **O. Retirement**

Effective January 1, 2001, employees were covered by the State of Wisconsin Retirement System, in accordance with Chapter 40 of the Wisconsin Statutes. ~~Effective August 20, 2011, The 2011 Act 10 and subsequent Collective Bargaining Agreements require the Village shall to~~ pay the employer share of the WRS contribution for all ~~non-represented-eligible~~ employees' ~~permitted earnings. and new Police and Fire Department personnel hired after July 1, 2011 and the~~ The employee's share of the WRS contribution shall be deducted, pre-tax, from the gross ~~permitted earnings. pay of non-represented and new Police and Fire Department personnel.~~ Effective January 1, 2001, the Village will also make a contribution equal to two and one half (2.5%) of a non-protective services employee's wages to a deferred compensation system. Total of both payments shall not exceed the amount paid for the protective services class under the WRS.

## **P. Tuition Reimbursement**

Any employee may enroll in secondary education (beyond high school) course work that is: 1) in a field clearly related to the employee's current job assignment, and 2) offered by an accredited institution of higher learning. The following procedure shall apply. A request shall be made by the employee for approval prior to enrollment in the course to the employee's Department Head or Designee or, in the event the employee is a Department Head, to the Personnel Committee. Approval/denial of the request shall be in the discretion of the Department Head or Personnel Committee. Reimbursement shall be limited to ~~\$2,000.00~~ \$4,500 per calendar year per employee for tuition only (not books). When an approved course is completed a copy of the grade report, with receipts for tuition and fees paid should be submitted for processing and payment. Reimbursement for previously approved courses will be made only if the employee receives a minimum grade of C or a certificate of satisfactory completion. Reimbursement will be processed through payroll in accordance with IRS Fringe Benefit reporting rules.



## **Q. Family and Medical Leave**

The Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide employees with the right to take unpaid leave when employees need time off from work to care for themselves or a family member who is seriously ill, to care for a newborn or newly adopted child or to attend to the affairs of a family member who is called to active duty in the military.

### **Eligibility for Leave**

The Village will provide employees with family and medical leave under the FMLA if they have been employed by the Village for at least twelve (12) months and have worked 1,250 hours of employment, or 52 weeks and 1,000 hours for WFMLA, in the twelve (12) month period prior to the time the leave begins. Workers' Compensation injury leaves extending longer than 3 days will be evaluated for FMLA eligibility.

### **Leave Entitlement**

Leave under the WFMLA and FMLA will run concurrently under circumstances where an employee's use of leave qualifies under both laws. Leave for a serious health condition under the FMLA may be taken intermittently or on a reduced leave schedule when medically necessary. Leave under the WFMLA may be taken intermittently or on a reduced schedule basis. An employee taking an intermittent or reduced schedule leave under the FMLA may be temporarily transferred to a position which better accommodates the leave.

### **WFMLA:**

Employees are allowed up to 10 workweeks of unpaid leave in a calendar year as follows:

- Up to six (6) weeks of unpaid leave for the birth or adoption of a child.
- Up to two (2) weeks of unpaid leave for the care of a child, spouse, domestic partner, parent of a domestic partner, parent or parent-in-law with a serious health condition.
- Up to two (2) weeks of unpaid leave for the employee's own serious health condition that makes the employee unable to perform his or her duties.

### **FMLA:**

Employees are allowed up to 12 workweeks of unpaid leave in a rolling calendar year beginning with the first date of a requested leave for any combination of the following:

- Birth, adoption or foster care placement of the employee's child.
- To care for the employee's spouse, child or parent who has a serious health condition.
- For the employee's own serious health condition.
- Due to any qualifying exigency arising as a result of the employee's spouse, son, daughter or parent serving on active military duty in a foreign country. The U.S. Department of Labor defines nine circumstances that constitute a "qualifying exigency":
  - Short-notice deployment (7 days' notice or less)
  - Attend military events/ceremonies and related activities related to active duty or call to active duty
  - Childcare and school activities
  - Financial and legal arrangements

- Counseling
- Spend time with a military member who is on temporary rest and recuperation leave
- Post-deployment activities
- Arrangements for elder care
- Additional activities not encompassed in the other categories, but agreed to by the employer and employee

Employees are allowed up to 26 workweeks of unpaid leave in a single 12-month period to care for their parent, spouse, child or next of kin who is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran, and who has a serious injury or illness incurred or aggravated in the line of duty within the last five (5) years that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list.

#### Serious Health Condition

Under the FMLA/WFMLA, a "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

#### Notifying the Village of Your Need for Family and Medical Leave

Employees requesting any leave which may qualify under this policy must notify the Village at least thirty (30) days before the date on which leave is to begin if the leave is foreseeable and as soon as practicable for an unforeseeable leave. A form to request family or medical leave is available from your department head. The failure to timely notify the Village of the need for leave may result in the delaying or denial of leave.

Generally, after an absence of 5 days, the Village will send the FMLA application and certification documents. Where the leave may be a qualifying leave, the employee must complete the documents and provide medical certification. The Village may treat undocumented absences as unexcused. The medical certification requirements of this policy do not preclude the Village from requesting medical certification for absences of less than 5 days.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Village's operations.

#### Certification

An employee taking leave involving the serious health condition of the employee or the employee's family member, or the serious injury or illness of a covered service member, may be required to provide medical certification completed by a health care provider within 15 days of the Village's request for certification. The Village may require second or third medical opinions,

and/or re-certifications from employees taking FMLA/WFMLA leave, as it deems necessary, and as permitted by law.

An employee taking leave due to a qualifying exigency arising as a result of the employee's spouse, son, daughter or parent serving on active military duty in a foreign country may be required to provide documentation verifying the need for such leave. In such instances, the employee is required to provide the requested documentation within 15 days of the Village's request for the documentation.

Employees returning to work after the completion of FMLA/WFMLA leave for their own serious health condition will be required to submit a fitness-for-duty certification verifying their ability to perform the essential functions of their position.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, the Village requires that employees not provide any genetic information when responding to requests for medical information associated with FMLA leave. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Failure to comply with the certification requirements under this policy may result in the delay or denial of FMLA/WFMLA leave, in which case an employee's absences may be subject to the Village's regular attendance policies.

#### Substitution of Paid Leave for Unpaid FMLA and/or WFMLA

The Village requires employees to use accrued paid leave for unpaid FMLA leave. Employees may elect to use accrued paid leave for unpaid FMLA/WFMLA leave. Worker's Compensation leaves will run concurrently with any FMLA/WFMLA leave. Employees may not use accrued leaves to supplement worker's compensation benefits.

#### Health Care Coverage and Benefits While on Leave

An employee's health care coverage will not end because an employee is away from work for leave that qualifies under the FMLA or WMLA, unless the employee chooses to end coverage. Employees may elect to continue health care coverage insurance while on a family medical leave but must pay for the employee cost of coverage during the leave. Other employment benefits, such as group life and disability coverage, may be continued by the employee during the leave but the employee must pay for the employee cost of coverage. The election to continue health care coverage and the other benefits insurance must be made on the Benefit Election Form, which is available from your department head. The Village will notify you when payments are due for the continuation of coverage.

#### Return to a Position at the End of Leave

At the end of an employee's family and medical leave, he/she will be returned to his/her former position or, if the position is filled, to equivalent employment with the Village. If an employee wants to return to work before his/her leave is scheduled to end, the employee must notify his/her department head. If the reason for leave was due to the serious health condition of the employee, a fitness for duty certification form must be provided to the department head before returning to work. If this form is not received, the employee's return to work will be delayed until it is received. An employee's failure to submit a fitness for duty certification to return to work at the end of a medical leave of absence may result in termination of employment for non-disciplinary fitness reasons.

If an employee is unable to return to work at the end of FMLA leave due to continuing medical issues, the Village will engage with the employee to determine if a reasonable ADA accommodation is possible to enable the employee to return to work.

#### Failure to Meet Policy Requirements

If the employee fails to meet the requirements of this policy for family and medical leave, the request for leave may be denied until the requirements are met.

If you have any questions regarding the operation or interpretation of this family and medical leave policy, please contact your department head or Village administrator.

#### Employer Responsibility

The law requires that employers covered under the FMLA inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required (e.g., medical certification), as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

It is unlawful for any employer to: (1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for violation of the FMLA. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

(Reserved for future use)



## **V. CONDUCT AND PERFORMANCE**

### **A. Cooperation and Courtesy**

Employees are expected to cooperate with all Department Heads or Designees and all employees in the performance of their job duties. All employees are expected to treat each other with proper respect. Any conduct detrimental to the well-being and morale of the Village or its employees will not be tolerated. Good judgment, common sense and common courtesy are expected of all employees to both the public and your co-workers.

### **B. Use of Village Property**

Village equipment such as computers, calculators, drafting machines, tools, machines, etc. is not to be removed from the premises for personal use at home unless authorized by the Department Head for a remote work arrangement. Use of Village vehicles for personal transportation or other personal needs is not permitted. Use of Village garages for personal automobile repair, washing, etc. is not permitted. An employee who is issued a traffic citation or parking ticket while on the job is personally responsible for the fine, whether he/she was driving a private car or a Village-owned vehicle. Fines issued for expired vehicle registrations on Village-owned vehicles will be paid or reimbursed by the Village.

Employees are prohibited from purchasing tools or items for personal use through the Village.

### **C. Code of Ethics**

It shall be the duty of Village employees to comply with Wisconsin Statutes and Village Ordinances with respect to the proper and appropriate conduct of their positions.

Mindful of Village goals and objectives, Village employees:

- 1) Shall perform all mandatory, nondiscretionary, and ministerial duties of their positions within the time and in a manner required by law.
- 2) Shall devote attention to their duties, uphold the law and conduct Village business with fairness, integrity, and professionalism, with full regard to the public trust of the office.
- 3) Shall not receive any additional salary, benefits, or reimbursement for expenses for work performed pursuant to a Village contract for services where the employee is currently being compensated by the Village for that work under existing conditions of hire with the Village.
- 4) Shall never act in excess of lawful authority or commit an act forbidden by law within their official capacity.
- 5) Shall not, by act of commission or omission, in their capacity as employees of the Village, exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others or with the intent to obtain a dishonest advantage for themselves or for others.

- 6) Shall not in their capacity as employees make entry in an account, record book, return, certificate, report, or statement which in a material respect intentionally and knowingly falsifies.
- 7) Shall not under color of their position as a Village Employee intentionally solicit or accept for the performance of any service or duty anything of value including, but not limited to, any gift, loan, favor, or service, given for the purpose of influencing them in the discharge of official duties.
- 8) Shall not use Village property, facilities, or resources strictly for private or personal gain for themselves, family, or others.
- 9) Shall not use confidential information for their personal gain or benefit for that of family or others.
- 10) Shall act in what is conceived to be in the best interest of the citizens of the entire Village. Similarly, shall grant no special consideration or treatment to any citizen beyond that which is available to every other citizen.
- 11) Shall not participate either directly or indirectly in purchases for personal use for less than full value by utilizing discounts or tax exemptions allowed to the Village.

Nothing in this Code shall deny any employee the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes, or any other bona fide regulations of this State.

Employees shall be made aware of this Code at the time of their election, employment, or appointment. In the event an action is brought against a Village employee for violation of this code discipline, including discharge may be assessed.

#### **D. Drug Free Workplace**

The Village of Mukwonago's rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession or use of illegal controlled substances on all Village property and worksites. Any employee who engages in any of these actions on Village property, a work site or during work time may be subject to disciplinary action up to and including termination and/or referred for counseling or treatment.

The Drug-Free Workplace Act of 1988 requires all Village employees to report any convictions under criminal drug statute for violations occurring on the Village premises or off premises while conducting Village business. Report of a conviction must be made to your Department Head or Designee or the Village Administrator within five days of conviction. Failure to comply with this policy may be subject to disciplinary action up to and including termination.

Any employee who unintentionally ingests or is made to ingest a drug or controlled substance must immediately report this incident to a Department Head or Designee. The Department Head or Designee will then arrange for appropriate medical intervention to ensure the employee's health and safety.

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact the Village's Human Resources for referral to counseling or treatment

programs. Early diagnosis and treatment of chemical abuse is in the best interest of employees and the Village.

### **E. Drug and Alcohol Testing**

Department Heads or Designees may order a drug or alcohol screening test when they have reasonable suspicion an employee is using or has alcohol or drugs in his/her system. A reasonable suspicion to request a drug or alcohol test is based on the totality of circumstances for the incident and includes:

1. Conduct or behavior out of the ordinary for the individual involved.
2. Information provided by reliable and credible sources.
3. Behavior characteristic of controlled substance or alcohol use including, but not limited to, unusual speech or difficulty in speaking, exhibiting an odor of alcohol or other controlled substance, problems with movement or concentration or diminished mental clarity.
4. If the employee is involved in a vehicular accident with a Village- or departmental-owned vehicle.
5. If the employee is required to maintain a commercial driver's license.
6. Other circumstances established by individual departmental policy.

Any employee reporting for work with alcohol, illegal drugs or non-prescribed drugs in his/her system will be placed on immediate suspension or unpaid administrative leave and will be subject to disciplinary action up to and including termination and/or referred for counseling or treatment. An employee must not report for work with legally prescribed drugs in his/her system if such drugs impair his/her ability to safely perform his/her job.

### **F. Prohibited Conduct and Personal Actions**

This section contains a list of examples of misconduct that could result in discipline or termination.

*The Village reserves the right to administer this policy within its discretion. The Village may discipline an employee for any behavior it considers detrimental to the interest of the Village and may terminate an employee immediately.*

This list should serve as guidance for all Village employees, but should not be interpreted as exhaustive:

- Sexual, racial or other harassment of a fellow employee or anyone you come into contact with while working for the Village
- Failure of an employee to perform his/her duties as listed in the job description with competence and integrity
- Neglect of duty, contractual obligations or other rules and regulations
- Refusal or failure to obey legitimate orders from a Department Head or Designee
- Unwillingness to submit to a Department Head or Designee's authority or insulting behavior toward a Department Head or Designee
- Failure to respect confidentiality of records
- Recovering payment for time not actually engaged in business of the Village

- Frequent tardiness and absenteeism
- Falsification of forms or expense vouchers
- Reporting for work, or while at work, visibly displaying evidence of having consumed alcoholic beverages or illegal drugs, or having possession of such items
- Serious deliberate misuse of equipment or abuse of keys
- Acceptance of gifts or gratuities in violation of the code of ethics
- Failure to comply with the Village's safety program for the handling hazardous materials and/or mechanical equipment
- Threatening, attempting, or doing bodily harm to another person
- Threatening, intimidating, interfering with or using abusive language towards others.
- The unauthorized possession of weapons
- Making false or malicious statements concerning other employees, Department Heads or Designees, or residents.
- Use and/or consumption of alcoholic beverages or illegal drugs
- Failure to exercise good judgment, or being discourteous, in dealing with fellow employees or members of the public

### **G. Workplace Violence Prevention Policy**

As an employer, the Village of Mukwonago is concerned about a safe workplace for employees. Toward that end, the Village will take reasonable steps to prevent acts of violence from being committed by, or against, Village employees while on Village property, or while engaging in Village business at other locations (non-Village facilities).

Workplace violence includes, but is not limited to, behavior that causes, or is reasonable likely to result in, harm or threat of harm to persons or property. Workplace violence includes, but is not limited to physical assault, threats, menacing behavior and/or intimidation.

An employee who commits an act of violence shall be subject to termination.

#### **Procedure**

An employee who is subjected to an act or threat of violence must report the incident immediately, or as soon as practical, to a Department Head or Designee, and/or the Police Department. An employee who observes an act of violence must immediately report the incident to a Department Head or Designee and/or the Police Department. No employee should intercede in any altercation if doing so could reasonably result in harm to the interceder.

The Village will investigate any incident or complaint of violence in the workplace and will take appropriate action.

### **H. Workplace Harassment**

The Village of Mukwonago recognizes all employees have a right to work in an environment free from discrimination and harassing conduct.

The Village is firmly committed to maintaining a work environment free of discrimination. In keeping with this commitment, the Village will not tolerate harassment of Village employees by

anyone, including any Department Head or Designee, co-worker, vendor, customer or member of the public.

**Harassment ~~on the basis of~~ based on an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, or any other protected class, is expressly prohibited.** Harassment on any of these bases will be subject to disciplinary action up to, and including, termination.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, military or veteran's status, citizenship status, sexual orientation, arrest record, conviction record, pregnancy, use or non-use of lawful products or on the basis of any other status or characteristic prohibited by state, federal or local law. The Village will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. The Village has developed the following guidelines prohibiting harassment for the benefit of all its employees. It is essential all employees be aware of and comply with these guidelines. The Village strongly disapproves of all forms and types of harassment and will take appropriate disciplinary action against any employee who violates this Policy.

### **Sexual Harassment**

Sexual harassment deserves special mention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in situations where:

1. Submission to such conduct is an explicit or implicit term or condition of employment; or
2. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical conduct such as patting, pinching, or brushing against another's body. Sexual harassment also includes conduct directed by a person at another person of the same or opposite gender.

The Village prohibits its employees from any actions or words, which can be construed as harassment. Violations of this Policy will not be tolerated by the Village and may result in discipline up to and including immediate termination.

All Village employees are responsible for helping to ensure that harassment is avoided. If an employee has witnessed or feels he/she has been subject to any harassment of this nature, you



should immediately report the harassment to your Department Head, the Village Administrator or Personnel Committee Chair. The Village forbids retaliation against anyone who has reported harassment.

#### Supervisory Personnel

All supervisory personnel are responsible for documenting, in writing, and reporting all complaints of harassment to the Village Administrator or Personnel Committee Chair. Pending the outcome of the investigation, Department Heads are responsible for taking any immediate action necessary to prevent the recurrence of the harassing conduct, including taking any action necessary to limit the contact between the affected employees.

If the investigation confirms that the harassing conduct did occur, and that disciplinary action is appropriate, the Department Head is authorized to immediately implement disciplinary action.

The Village's policy is to investigate all harassment complaints thoroughly and promptly and take all appropriate action that may be necessary to end the harassment and to prevent this conduct from recurring. Employees who register complaints or make reports of harassment may request that their complaints or reports be made in confidence, and such requests will be honored to the extent possible. The Village will release no information regarding the initial report or the investigation unless required by law or if necessary for the purpose of taking disciplinary action.

All employees are required to cooperate with the investigation of harassment complaints. Failure to cooperate in an investigation of a harassment complaint, or making a false statement in a harassment complaint or investigation could subject you to discipline, up to and including discharge.

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of the complaint. Employees engaging in such acts will be subject to disciplinary action up to, and including, termination.

Those who feel they have been subjected to discrimination or harassment should follow the complaints procedure listed in this policy. Any complaint of this type will be thoroughly investigated, and appropriate action will be taken.

### **Reporting Procedure for Discrimination or Harassment**

#### **1. Reporting Discrimination or Harassment**

If you believe you are experiencing discrimination or harassment, you are encouraged to notify the employee engaging in the conduct that the conduct is offensive and ask that it cease. If you are uncomfortable sharing your concern with the employee engaging in the conduct, you should report the instance of possible harassment immediately to your Department Head, Village Administrator or to the Personnel Committee chairperson.

a) Complaints must be filed in writing, utilizing the Village's reporting form.

- b) All complaints must be forwarded to the Village Administrator or Personnel Committee Chair. The Village Administrator, Personnel Committee Chair or his or her designee will initiate an investigation of all sexual harassment complaints.
- c) The investigation will be conducted in a timely, efficient, and thorough manner.
- d) The Village Administrator, Personnel Committee Chair, or his or her designee will be responsible for notifying the complainant that appropriate action has been taken regarding the complaint.
- e) Based on determinations made by the Village Administrator, Personnel Committee Chair or his or her designee, the Village Administrator or Personnel Committee Chair may recommend discipline up to and including termination of the alleged harasser to the Village Board.

2. The Responsibilities of Department Heads

Department Heads are responsible for ensuring employees are informed of the Village's policies and procedures relating to discrimination and harassment in the workplace.

- a) Upon receiving a complaint of discrimination or harassment, contact the Village Administrator or the Personnel Committee chairperson, if appropriate, to initiate an investigation.
- b) If you see behavior you believe could be perceived as harassment you must report the incident to the Village Administrator or the Personnel Committee chairperson.
- c) It is your responsibility, as part of the Village management, to educate yourself about the range of behaviors that can constitute discrimination or harassment and to be sensitive to the impact of such behaviors on employees and act appropriately.

3. Employee Responsibilities

Report any discrimination or harassment and cooperate with all investigations.

Under no circumstances is any employee permitted to retaliate against anyone filing a claim of harassment or for participation in a harassment investigation. Any such behavior may result in discipline up to and/or including termination.

### Discrimination or Harassment Reporting Submission Form

\_\_\_\_\_  
(Name of Complainant) (Department) (Date)

Complaint Statement: / / Typed below OR / / See Attachment

Relief sought: / / Typed below OR / / See Attachment

\_\_\_\_\_  
(Signature of Complainant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Department Head or Village Administrator  
(or Personnel Committee Chair)

\_\_\_\_\_  
(Date Received)

## **I. Employee Discipline**

It is the policy of the Village of Mukwonago to administer discipline fairly, reasonably, and impartially. Employees and the Village are best served when discipline is administered to correct actions rather than to punish. It is recognized that the varying nature of employment in the Village makes some infractions more serious in some departments than others. However, where no policy exists or a policy is not clear, the following will govern.

All disciplinary actions involving suspensions without pay or termination require approval of the appointing authority prior to discipline being administered.

### **Procedure:**

The continuing employment of Village employees is in most cases based on reasonable standards of job performance and personal and professional conduct. Disciplinary action for failure or refusal to meet these standards is subject to oral or written reprimand, suspension, demotion and dismissal.

Disciplinary action is not primarily intended to be punitive, but rather to maintain the efficiency and integrity of Village service. The nature and severity of the offense and the employee's prior record will be considered.

In any major disciplinary action, the pertinent information will be reviewed with the employee specifying the following: The basis for discipline, the specific reasons supporting the decision to discipline, the discipline to be imposed, the effective date, the right of the employee to be heard, and the right to challenge any discipline received.

The degree of discipline administered will depend on the severity of the infraction or the recurrence of infractions and will be in accordance with union contracts if applicable, and Village policies and procedures as well as local, state or federal laws and regulations.

It is the responsibility of each Department Head to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

Types of disciplinary action may include:

### **Verbal Warning**

Applied to infractions of a relatively minor degree or in situations where the employee's performance needs to be discussed. The verbal warning should be given in private. Department Head or Designee should inform the employee that the Department Head or Designee is issuing a verbal warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action.

A verbal warning shall be documented in writing by the Department Head or Designee.

### **Written Warning/Reprimand**

A written warning/reprimand will be issued in the event the employee continues to disregard a verbal warning or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file. The warning/reprimand should state the nature of the infraction and what corrective action must be taken by the employee to avoid further discipline.

A copy of the written warning/reprimand is to be handed to the employee at the conclusion of any disciplinary meeting or shortly thereafter, and a copy placed in the employee's personnel file.

### **Suspensions**

- *Suspension* - Administered because of a severe infraction of policies or for repeated violations of more minor infractions. A suspension may be with or without pay. In either case, an employee evaluation form, along with supporting documentation, must be completed. A copy of the completed form must be given to the employee, and a copy placed in the employee's personnel file.
- *Suspension With Pay* - This type of suspension is given where a basis exists to take action but additional investigation is necessary and/or where the continued presence of the employee could compromise the evidence or Village property. Such suspension is an administrative matter; it is not a disciplinary action and may not be appealed through the Grievance Procedure or to the Police or Fire Commissions.
- *Suspension Without Pay* - An employee will be suspended without pay when the offense is of a serious enough nature or an employment pattern of more minor infractions diminish the value of the employee to the Village and is usually sufficient for termination. However, suspension is used when circumstances related to an employee's overall performance would not warrant immediate termination. The length of suspensions will vary with seriousness of the infraction and the totality of the circumstances. If the misconduct is substantiated, disciplinary action will be taken in accordance with the nature of the offense and the totality of the circumstances.

### **Demotion**

Demotion is not normally a step in the disciplinary procedure. It is used in those instances where an employee has been promoted to a position but is unable to perform the responsibilities of that position. As such, it is more reflective of lack of effectiveness than of misconduct. Demotion is not to be used as a substitute for dismissal when dismissal is warranted.

### **Termination**

An employee in his or her orientation period may be terminated at any time without cause and without the right of appeal. Notification of termination in writing shall be provided when an employee in an orientation period or of at-will status and a copy is to be filed in his/her personnel file.

The Village will endeavor to utilize progressive discipline whenever possible. However, the Department Head or designee shall have authority to determine what discipline is appropriate to the situation and may not follow the progressive steps in all circumstances.



## **J. GRIEVANCE AND APPEALS PROCEDURE**

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues.

### **Definitions**

1. "Days" as used in this policy is defined as any day that the Village Business Office is open.
2. "Employee Termination" as used in this policy section, shall not include the following:
  - a. Layoffs
  - b. Workforce reduction activities
  - c. Voluntary termination including, without limitation, quitting or resignation
  - d. Job abandonment
  - e. End of employment due to disability, lack of qualification or licensure or other inability to perform job duties
  - f. Retirement
  - g. Any other cessation of employment not involving involuntary termination
3. "Employee discipline" as used in this policy shall include any employment action that results in disciplinary action, which typically involves any of four (4) steps: verbal reprimand, written reprimand, suspension with or without pay, and termination of employment.
4. "Employee discipline," as used in this policy, shall not include the following:
  - a. Plans of correction or performance improvement
  - b. Performance evaluations or reviews
  - c. Documentation of employee acts and/or omissions in an employment file
  - d. Administrative suspension with pay pending investigation of alleged misconduct or nonperformance
  - e. Non-disciplinary wage, benefit or salary adjustments
  - f. Other non-material employment actions
  - g. Counseling meetings or discussions or other pre-disciplinary action
  - h. Demotion for reasons other than discipline, transfer or change in assignment
5. The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

### **Time Limits**

Unless mutually agreed to in writing by the Employee and the Village in advance of the expiration of the timeline, the timelines provided in this policy must be strictly adhered to.

Failure of the Employee to comply with the timelines will be deemed a waiver of the processing of the grievance and the grievance will be denied with no further appeal. The Employee may advance a grievance to the next step of the process if a response is not provided within the designated timeframes. The Village may advance a grievance to the next step at the request of either the employee or the employee's supervisor.

## **Procedure**

**Informal Grievance Resolution:** The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. This discussion must occur within five (5) days of when the employee knew or should have known of the events leading to the grievance. Grievances related to termination may proceed straight to the Formal Grievance Procedure.

**Formal Grievance Submission:** The employee must file a written grievance at the appropriate step within ten (10) days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. The written grievance must contain:

1. Name of Grievant;
2. A statement of the pertinent facts surrounding the nature of the grievance;
3. The date the alleged incident occurred;
4. The work rule or policy allegedly violated including any safety rule alleged to have been violated, if applicable;
5. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion; and
6. The specific requested remedy.

### **Step 1. Department Head**

The employee must file a written grievance with the Department Head within ten (10) days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. If the grievance involves actions of the Department Head, it shall be filed at Step 2.

The Department Head (or designee) will meet with the grievant within ten (10) days of receipt of the written grievance. The Department Head will provide a written response within ten (10) days of the meeting. The Department Head's written response to the grievance must contain:

1. A statement of the date the meeting between the Department Head and grievant was held;
2. A decision as to whether the grievance is sustained or denied; and
3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.

### **Step 2. Village Administrator**

The employee may appeal the decision of the Department Head to the Village Administrator. The appeal must be in writing and must be submitted to the Administrator within five (5) days of the Department Head's written response to the grievant. If the grievance involves the actions of the Administrator, it shall be filed with the Personnel Committee Chairperson, who shall follow the requirements and timelines of step 2.

The Village Administrator/Personnel Committee Chairperson will meet with the grievant within ten (10) days of receipt of the written grievance. The Village Administrator/Personnel Committee Chairperson will provide a written response within ten (10) days of the meeting. The Village Administrator/Personnel Committee Chairperson's written response to the grievance must contain:

1. A statement of the date the meeting between the Village Administrator/Personnel Committee Chairperson and grievant was held;
2. A decision as to whether the grievance is sustained or denied; and
3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.

**Impartial Hearing:** The grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Step 2 decision maker within five (5) days of the issuance of the Step 2 response. Depending on the issues involved, the hearing officer will determine whether a hearing is necessary, unless a hearing is required under the procedures established by the Village in a different applicable policy. The Village will work with the Impartial Hearing Officer and grievant to schedule a mutually agreeable hearing date should one be needed. If it is determined that no hearing is necessary, the matter will be decided based on the submission of written documents.

The Village Administrator/Personnel Committee Chairperson shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the Village. The IHO may be an employee of another municipality, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the Village.

**Standard of Review:** The IHO will adhere to specific guidelines set forth by the Village regarding hearing procedures. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence. The standard of review for the IHO is whether the decision of the Village was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the Village. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Village.

**Impartial Hearing Officer Response:** The Impartial Hearing Officer shall file a written response within thirty (30) days of the hearing date or the date of submission of written documents.

The Impartial Hearing Officer's written response to the grievance must contain:

1. A statement of the pertinent facts surrounding the nature of the grievance.

2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
3. A statement outlining the timeline to appeal the decision to the Village Board.
4. The IHO must sustain or deny the decision of the Village. The IHO has no authority to modify the Village's decision and may not grant in whole or in part the specific request of the grievant.

**Review by the Village Board:** The non-prevailing party may file a written request for review of the IHO's decision by the Village Board within ten (10) days of receipt of the Impartial Hearing Officer Response.

Normally the Village Board shall not take additional testimony or evidence; it may only decide whether the IHO reached an arbitrary or capricious decision based on the information presented to the IHO. The Village Board will review the record and make a decision. A written decision will be made within thirty (30) days of the filing of the appeal.

The Village Board's written decision regarding the grievance must contain a decision as to whether the grievance is sustained, denied or modified.

The Village Board shall decide the matter by a majority vote and the decision of the Village Board is final and binding and is not subject to further review.

**General Requirements:**

1. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
2. Granting the requested or agreed upon remedy at any step in the process resolves the grievance.

### Grievance Submission Form

\_\_\_\_\_  
(Name of Grievant) (Department) (Date)

Grievance Statement: / / Typed below OR / / See Attachment

Relief sought: / / Typed below OR / / See Attachment

\_\_\_\_\_  
(Signature of Grievant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Department Head or Designee  
(or Village Administrator)

\_\_\_\_\_  
(Date Received)



## **COMPLAINT PROCEDURE**

### **1. Policy Purpose**

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

### **2. Policy Applicability**

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

### **3. Informal Complaints**

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

### **4. Complaint Procedure**

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

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

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

#### **Allegations Regarding Conduct by Village Employees**

1. Any complaint alleging inappropriate conduct by a Village employee should be submitted to a supervisor, department head or the Village Administrator, except in

the case that the complaint involves the Village Administrator which shall be processed in accordance with the procedure below. Any employee, supervisor, department head, officer or elected official who receives a complaint under this procedure must forward the complaint to the Village Administrator for investigation. The Village Administrator shall forward a copy of the complaint to the Chair of the Personnel Committee.

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

#### Allegations Regarding Conduct of Village Administrator

1. Any complaint alleging inappropriate conduct by the Village Administrator should be submitted to the Chair of the Personnel Committee. Any employee, supervisor, department head, officer or elected official who receives a complaint regarding the conduct of the Village Administrator must forward the complaint to the Chair of the Personnel Committee for investigation. The Chair of the Personnel Committee shall forward a copy of the complaint to the Village President.
2. Allegations contained in a complaint must be reviewed by the Chair of the Personnel Committee or designee who shall have the power and authority to investigate, or appoint an investigator, and resolve the complaint or, when appropriate, to recommend appropriate action to the Village Board.
3. The investigator will interview the complainant and document the complaint in writing. If the investigator determines further investigation is necessary, the investigation shall proceed.

4. The accused will be informed of the general nature of the complaint. The accused will be provided an opportunity to discuss the complaint with the investigator.
5. The investigator will interview any other individuals and review documentation as deemed necessary.
6. If the complaint remains unresolved following completion of the investigation, the Chair of the Personnel Committee shall submit written findings to the Village Board within 10 days.
7. The Village Board will take steps necessary to address the findings, including, where appropriate, discipline up to and including termination of employment.
8. Except as provided in the grievance procedure, there shall be no appeal of the findings or resolution.

Allegations regarding Elected Officials

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

### **Village Complaint Intake Form**

A Complainant should be informed:

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

Complainant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Individual(s) complained against:

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title (if known): \_\_\_\_\_

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

Date of violation (if applicable): \_\_\_\_\_

Witnesses to alleged conduct (contact information if available):

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

---

Intake Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

## **VI. USE POLICIES**

### **A. E-mail and Internet Use**

The Village computer system and electronic mail system are to be used for work-related matters only. All computer system hardware and software, all electronic files, and electronic messages (e-mail) and business records are the property of the Village, whether composed, received, or sent by the employee. Employees have no expectation of privacy related to the Village computer and e-mail systems.

The Village reserves the right to inspect an employee's computer, including its hard drive (HD) and other media at any time. The Village reserves the right to retrieve, monitor or review any messages, including deleted messages, in the Village system, and may disclose such messages for any purpose without notice to the employee and without seeking permission of the employee. Employees may not password the system without permission and without first revealing the password to the appropriate Village officer.

All employee statements in electronic messages and files are expected to be professional. Employees are expected to respect the confidentiality of messages sent to others. Employees may not access or review E-mail messages that are not distributed to them.

Employees may not use the Village computers to access the internet except for job related purposes. Employees shall not knowingly use, view, submit, publish, display or transmit on the Village system, any information utilizing the Internet for illegal purpose(s), conduct any gambling, betting or gaming activity, violating or infringing on the rights of any other person, containing defamatory, false, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive or otherwise biased, discriminatory or illegal material, or in violation of any Federal, State and/or local laws and regulations.

Village policies prohibiting sexual or other harassment are applicable to the e-mail system. Messages containing foul, inappropriate, or offensive language or those containing racial or ethnic slurs or sexual innuendo are prohibited.

Any employee who becomes aware of a violation of this policy must notify his or her Department Head or Designee or the Village Administrator. The Village will undertake a prompt and thorough investigation of any violation under this policy. The Village will, to the greatest extent possible, maintain the confidentiality of all those involved in the investigation. If an investigation confirms a violation of this policy, the Village will take appropriate disciplinary action up to and including discharge. An employee may also be subject to civil liability and criminal prosecution may result from certain actions.

All employees are required to cooperate with the investigation of violations of this policy. Failure to cooperate with an investigation or making a false statement in a complaint or investigation could subject you to discipline, up to and including discharge.



The Village reserves the right to modify or change the policies set forth above to comply with applicable law, to meet changing circumstances or for any other reason.

## **B. Electronic Communications Policy**

### **Purpose**

The Village provides electronic communications devices and systems to elected and appointed officials and staff to establish a secure, reliable, maintainable, and supportable method of communication for conducting Village business. Electronic resources are valuable assets that must be protected. It is in the Village's interest to maintain policies to prevent and prohibit illegal, mischievous, or otherwise harmful activities from occurring on Village-owned electronic communication systems.

### **Scope**

- a) This policy applies to all Village-owned electronic communication systems or devices.
- b) This policy does not apply to employee-owned computers or other electronic devices being used on the Village's wireless network. However, employee-owned computers must remain strictly stand-alone and will not be permitted to be permanently connected to the Village network.
- c) All other policies, procedures, ordinances, and rules adopted by the Village governing employee conduct are applicable to the use of Village computer, data storage or network resources.
- d) This Policy shall not be construed in a manner that causes it to conflict with any Wisconsin or Federal law or any Village ordinance.

### **Definitions**

- a) The terms "electronic communications systems" and "electronic communications device" include but are not limited to personal computers (PCs), laptops, data terminals, telephonic equipment, voice mail, e-mail, Internet and Intranet, cell phones, personal digital assistants (PDA'S) or handheld computers.
- b) Authorized Village staff means the Village Administrator or Department Head, his/her designee, or a departmental Computer Support Technician.

### **General Policy**

- a) All electronic media including data, communications and information, i.e., information transmitted or stored on the electronic media systems of the Village, is the property of the Village of Mukwonago.
- b) The Village retains the right to access, inspect, monitor and/or disclose any data stored on any electronic communication device owned by the Village, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and/or any means of data input.
- c) Information stored, saved, or maintained on a Village-owned electronic communication device is considered public information and may be subject to public disclosure.
- d) Authorized Village staff have access to every electronic communication device at any time so as to be able to inspect and monitor the material contained thereon.

- e) Village-owned electronic communication devices may not be used for the transmission of data in a disruptive manner during any Village meeting except in the event of an emergency.
- f) Village-owned electronic communication devices may be used at home to view meeting packets or for doing Village business.
- g) Assigned electronic communication devices shall always be used in an appropriate and professional manner. The use of language inappropriate to the workplace is prohibited.
- h) Use of Village-owned electronic communication devices for the creation of offensive messages or documents, including racial slurs, sexual slurs, and obscene, vulgar, and other inappropriate language is strictly prohibited.
- i) Unless specifically exempt, information stored in any automated format is considered a public record. The user of any Village-owned laptop will be the custodian of the stored information so the Village can make the information available when requested in accordance with the provisions of applicable laws.
- j) Software that has not been properly licensed is illegal and the penalties are severe.
- k) Authorized Village staff may issue electronic communication devices, such as laptops or cell phones, to Village staff, appointed and elected officials to conduct Village business.
- l) All Village-owned electronic communication devices remain the property of the Village and must be surrendered at the completion of employment with the Village, upon termination of an official's term office or upon request of the Village Board.

#### **Incidental Personal Use**

Although occasional and limited personal use of computers is tolerated, subject to the limitations, conditions and regulations contained in this Policy, assigned laptop computers may not be used in any way that:

- a) Directly or indirectly interferes with Village operations of computing facilities or e-mail services.
- b) Is contrary to or damages the Village's interests.
- c) Results in any incremental costs to the Village.
- d) Interferes with any Village official's or employee's duties, performance, or other obligations to the Village. Examples include, but are not limited to excessive use of games, surfing the internet, etc.

Any personal use of Village-owned electronic communication devices is at the risk of the person engaging in the activity. The Village of Mukwonago is not responsible or liable for the consequences. Such use should be limited to individualized personal communications and not mass distribution of material. Using computer resources for incidental personal purposes to transmit material by instant message or electronic mail should be minimal. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the Village Board at any time.

#### **Prohibited and Restricted Use**

- a) To create or transmit material which is designed or likely to threaten, disturb, intimidate, or otherwise annoy or offend another, including but not limited to, broadcasting unsolicited messages, or sending unwanted mail after being advised it is unwanted.
- b) To create or transmit defamatory material.

- c) To gain unauthorized access to facilities or services accessible by the Village network and intended to be used for official Village business or to use such facilities or services in an unauthorized manner.
- d) To conduct business or engage in any "for profit" communications or activities.
- e) To access, view or obtain any "adult entertainment," sexually explicit, pornographic, or obscene material unless it is for work-related investigatory purposes.
- f) For political campaign purposes, including, but not limited to, using e-mail to circulate names, addresses, telephone numbers or other information generated from Village files.
- g) To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers or other information generated from Village files.
- h) To create or transmit material of an offensive nature, including racial or sexual slurs, obscene, vulgar and other inappropriate language, except for Police Dept. investigations.
- i) To represent oneself directly or indirectly as conducting Village business when using such equipment for incidental personal purposes.
- j) To create web pages. No personal web pages may be created, regardless upon what server they may reside. Web pages representing official Village information may be created in coordination with the Village Administrator's Office.
- k) To print lengthy documents except for Village purposes.
- l) For any purpose that would be a violation of any Village rules or ordinance, State or Federal law, regulation, or order.

### **Software**

- a) All software running on Village computers must be properly licensed and proof of this licensing must be maintained by each Village department and/or the Clerk-Treasurer's Office.
- b) No software may be added or removed from Village computers or other electronic communication systems without prior approval from the appropriate Department Head.

### **Internal and Other Internet Electronic Mail**

- a) Village computers have been equipped with firewall and anti-virus software intended to be used to access electronic mail (E-Mail), either internal or internet, or across the World Wide Web.
- b) Transmission of any material in violation of Federal or State laws or regulations is prohibited.
- c) While the internet is an effective network for its purpose, it is not and should not be considered a secure network and should not be relied on for the transmission of confidential or sensitive data or messages.
- d) Software may not be downloaded to any Village computers except when it is expressly permitted by this policy or policy of your department. Doing so could put the Village in jeopardy of violating software copyright laws and/or could contaminate the Village's network with viruses and other malicious software.

### **Security**

- a) All Village, employees, staff and elected and appointed officials are expected to take reasonable precautions to protect Village-owned laptop computers assigned to them from damage, destruction, or theft.
- b) All Village employees, staff and elected and appointed officials are encouraged to take the appropriate steps to protect the security of networks and files by using assigned passwords and by taking all necessary steps to maintain the integrity of all passwords. No one should ever share their passwords with anyone or post them anywhere. The Village Administrator and Department Heads, and/or their designee(s) have the right to access all user and device passwords of Village-owned computers, networks, and data storage systems. Department Heads, and/or their designee(s), have the right to know all user and device passwords of their respective department's computers, networks, data storage systems and any other electronic device.
- c) Any suspected breach of security, damage, destruction, or theft of any Village owned computer or electronic device should be reported to the Village Administrator and/or your Department Head as soon as possible.

### **Games**

- ~~a) Any Village computers equipped with the Microsoft Windows may include games such as Solitaire or Minesweeper. These games may be used by new users to acclimate to the use of a computer mouse and to improve hand-eye coordination. No other games should be installed on any Village owned computer not held out for public use.~~

### **Electronic Communication Usage Agreement**

#### CERTIFICATION

I, \_\_\_\_\_, certify I have read and understand  
(Print Name)

The Village of Mukwonago's Electronic Communication Policy and will adhere to all provisions.

\_\_\_\_\_  
Signature Date

Received by:

\_\_\_\_\_  
Department Head Date

Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

<b>Laptop Number</b>
----------------------



### **C. Cellular Equipment Policy**

This section sets forth the Village's Policy on the use of cellular handheld Voice and Data Services Equipment, which includes cellular phones, smart phones and any other equipment that utilizes cellular signals to provide internet access, hereinafter collectively referred to as "cellular services." Should a laptop computer or tablet fall into this category, its possession and use must also comply with the Village's Electronic Communications Use Policy.

Cellular services provide authorized users with the capability to do one or more of the following from a handheld device:

- Send and receive e-mail and/or data
- Place and receive calls
- Remotely access files, calendars, address books and task lists
- Research and browse the web
- Access and run various applications

#### **Assignment of Village Cellular Services**

##### **Job Requirements**

Employees may be candidates for Village-assigned Cellular Services if they:

- are required to remotely access their email or calendar on a regular basis to carry out their job responsibilities;
- must remotely complete time sensitive work on a regular basis;
- have responsibilities related to emergency response or continuity of business services;
- can significantly increase productivity and/or reduce overall expenses by using Village assigned Cellular Services; or
- can otherwise establish cellular services are necessary.

##### **Requests for Cellular Services**

When a Department Head determines cellular services are needed for an employee's job responsibilities, the Department Head or Designee must submit a request to the Village Administrator for review and approval. Requests should document the need and benefit of using this technology, including service/device costs and cost justification. Cost savings that would be realized by consolidating services into one device to replace other devices such as a laptop, cellular phone, PDA or pager should be documented in the request. Whenever frequency of use does not justify an individual assignment cellular services should be shared or pooled to maximize savings. When pooling or sharing of cellular services does not meet operational needs, an employee may be individually assigned a wireless device and service.

If/when there is a significant change or anticipated change in the cellular service use, the Department Head or Designee should notify the Village Administrator to make arrangements to correct the plan.

##### **Approvals**

Because of the initial and ongoing costs associated with these devices and short product life cycles, care should be taken to approve the least expensive solution that meets user needs

and then only for employees who can clearly demonstrate this technology will help them perform their duties in a more efficient manner.

#### Employee Receipt of Cellular Services

Department Heads or the Village Administrator issuing the phone must provide a copy of this policy and an Acknowledgement of Receipt Form to any employee using any Village-assigned cellular services. The employee's Department Head or Designee or the Village Administrator is responsible for obtaining a signed Acknowledgement of Receipt form from those employees and keeping it on file for the duration of the employee's use of cellular services and any additional time determined by the Village's records retention schedule.

#### Review

Per departmental internal procedures, Department Heads or Designees familiar with an employee's usage are responsible for reviewing/approving monthly cellular service billings.

Annual review of Cellular Services usage may be used to determine if there is a continuing need for the equipment and services and if it is cost justified. Department Heads or Designees should inform the Village Administrator when the determination is made to disconnect or reassign service.

#### Annual Distribution of Policy

Human Resources will distribute this policy annually to Department Head or Designee and service approvers to ensure all employees who use cellular services receive the policy and have an acknowledgement form on file.

#### Employee Use of Cellular Services

##### a. Use of Wireless Devices

Village provided cellular services are intended for Village business. Personal use of is prohibited, except if the use falls under the identified incidental personal use circumstances identified in the electronic communication policy and calls otherwise permitted under a collective bargaining agreement. Examples of essential personal calls include arranging for care of a child or any other family emergency, to alert a family member of an unexpected delay due to a change in work schedule or to arrange for transportation or service in the event of car trouble, etc.

Departments must ensure compliance with the personal use restrictions articulated in this policy by implementing procedures so employees who use cellular services, or a designated staff member who is familiar with the employee's usage, should conduct periodic reviews of Wireless Service billing to identify personal calls prohibited by this policy.

When an employee is authorized to use an individually assigned wireless device, the Village may permit a personal cellular number to be added to a Village-owned device so long as no personal plan or device charges are billed to the Village's accounts and personal billing statements are kept separate from Village business billing account statements.

b. Safety

The safe use of cellular devices is of the utmost importance, thus employees are responsible for using them in a safe, prudent and legal manner. When driving a vehicle or operating potentially hazardous equipment, an employee's attention should be fully directed to that activity. As a general rule, cellular devices should be turned off in such situations, allowing voice calls to go into voicemail and email/text messages. If there is good reason for a phone call to be answered promptly, the employee should safely stop his/her activity or pull over to the side of the road before answering the phone.

**Cellular Equipment Use Agreement**

CERTIFICATION

I, \_\_\_\_\_, certify I have read and  
(Print Name)

Understand the Village of Mukwonago's the Cellular Equipment Policy and will adhere to all provisions.

\_\_\_\_\_  
Signature Date

Received by:

\_\_\_\_\_  
Department Head or Designee Date

Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

## **D. Social Media Policy**

### **Purpose**

This policy establishes rules and guidelines concerning personal web pages or Internet sites when referencing the Village of Mukwonago, with the intent to ensure employees use appropriate discretion so as not to discredit the Village and its agencies. This policy will clearly identify prohibited activities by employees on social networking and other web sites, both on and off duty. Professionalism, ethics and integrity are essential to our work as we attempt to provide the best quality of governmental services to the community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and hold to these standards of conduct, whether on or off the job. This policy will ensure all employees treat any confidential material handled by your department appropriately.

### **Policy**

The Village respects an employee's rights to use social networking sites as a medium of self-expression during non-work time. However, when statements include information about the Village that, by its nature, may compromise public confidence or cause significant disruption to the Village, the contents are restricted by this policy. This policy requires any employee who utilizes social networking sites off the job to take personal responsibility for all posts made as it reflects on them as a Village of Mukwonago employee and the Village as a whole. This policy applies to written or oral forums, internet websites, conversations, blogs, electronic mail and social networking sites.

### **Procedure**

The following prohibited activity and guidelines apply to employees both on and off job:

- a) Unless in the performance of an authorized duty or with specific authorization by your Department Head, the Village Administrator or his or her designee, employee use of Village computers to access social networking sites (Facebook, MySpace, etc...), blogs or bulletin boards is prohibited. Some examples where authorization could be given are:
  - Investigation of an incident report.
  - A background investigation on an applicant.
  - A "dummy" account may be utilized in the course of such investigations (Police Department only).
- b) No Village electronic mail accounts may be used to register for or to respond to social media sites unless authorized by your Department Head, the Village Administrator, or his or her designee.
- c) Employees may not post, transmit, reproduce and/or disseminate information (text, pictures, video, audio, etc.) to the Internet or any other forum (public or private) that would tend to discredit or reflect unfavorably upon the Village or any of the Village's employees.
- d) Unless authorized by a Department Head or his or her designee, Village employees shall not release, either directly or indirectly, information concerning investigations, crimes, accidents, police department training or violations of law to persons outside the Village, except as allowed by policy, and shall treat as confidential the official business of the Village Police Department. Examples of some types of information are reports, photographs, video or audio recordings.

- e) Unless on a Police Department, Fire Department or Village website, this policy strictly prohibits the use of the Village of Mukwonago Police Department or the Mukwonago Fire Department name, uniform, logo, patches, badges, marked police or fire vehicles and any other indicia of identity on your social network site without written permission of the Chief of Police or the Fire Chief or their designee(s).
- f) Speech that disrupts the operations of the Village, undermines the authority of the Village and its management staff, or impacts the public perception of the Village, is not protected by the First Amendment.
- g) Employees are prohibited from posting content inconsistent with their duties and obligations. Offensive comments regarding protected classes (race, religion, sex, color, national origin, age, disability, ancestry, and sexual orientation), Village residents or the public in general, tend to undermine trust and confidence in the Village of Mukwonago and its agencies and violate Village policy.
- h) The Village strictly prohibits knowingly or recklessly posting of false information about the Village and its agencies, management, coworkers, public officials and others who have a relationship to or with the Village of Mukwonago.
- i) Employees may comment on issues of general or public concern (as opposed to personal grievances) so long as the comments do not disrupt the workplace, interfere with important working relationships or efficient work flow, or undermine public confidence in the officials of the Village and/or the Village of Mukwonago as a whole. The instances will be judged on a case-by-case basis.
- j) Matters of public concern are those matters of interest to the community as a whole, whether social, political or other reasons.
- k) Comments related to personal grievances may subject an employee to disciplinary actions if they constitute insubordination or if they otherwise violate any other rules or regulations of the Village or its agencies.
- l) The Village strictly prohibits the use of any social media for the purpose of harassment, intimidation or retaliation against any person by a member of this department.
- m) If you identify yourself as a Village of Mukwonago employee is clear you are expressing your own views and not those of the Village or your Department. Do not give the appearance that you are speaking or acting on behalf of the Village or your Department.

Employees should be aware posting on websites, including social networking sites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above referenced conditions.

- a) Village employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time – protect your privacy.
- b) Use a personal e-mail address (never your Village e-mail address) as your primary means of identification. Never use your Village e-mail or contact information as a means of identification.
- c) If you publish content to any non-Village Web site that has something to do with the work you do, with any subject associated with the Village or if there might be any implication of your association with the Village, use this disclaimer: "The postings on this site are my own and don't necessarily represent the Village's positions, strategies or opinions."



- d) Uphold all laws governing copyright, fair use, privacy, financial disclosure, defamation, libel and other similar issues. Do not post any copyrighted material unless:
  - you are the copyright owner,
  - have the express written permission of the copyright owner or
  - if it might be associated with the Village and you have received confirmation from the Village that use of such copyrighted material conforms to the doctrine of "fair use."
- e) Never post Village confidential or other proprietary information. Never publish or report on conversations meant to be private or internal to the Village.
- f) Do not cite or reference clients, citizens or suppliers without their approval.
- g) Respect your audience. Do not use ethnic slurs, personal insults, obscenity or engage in any other conduct that would not be acceptable in the Village's workplace. Show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory – such as politics or religion.
- h) Be aware of your association with the Village in online social networks. If you identify yourself as a Village employee, ensure your profile and related content is consistent with how you wish to present yourself with customers, partners, colleagues and clients.
- i) Violations of this policy may lead to disciplinary action.

**Receipt for Social Media Policy**

CERTIFICATION

I, \_\_\_\_\_, certify I have read and understand the  
(Print Name)  
Village of Mukwonago Social Media Policy and will adhere to all provisions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Department Head or Designee

\_\_\_\_\_  
Date

Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

## **E. Vehicle Use Policy**

### **Introduction**

The operation of Village vehicles is necessary in conducting the day-to-day business of the Village of Mukwonago. The use of Village vehicles represents one of the greatest liabilities facing the self-insurance programs. Recognizing this, it is imperative the Village take reasonable steps to control the use of Village owned, leased and privately owned vehicles used while performing Village business. This policy sets forth the guidelines governing the operation of vehicles used in the performance of official Village business. Department Heads are responsible for implementation and enforcement of this policy for all vehicles and drivers assigned in their department.

### **Scope**

This policy applies to all Village owned and leased vehicles operated on public roads and includes special use vehicles such as construction and excavation equipment designed to operate primarily off-road but driven on public roads to a job site. Where appropriate, this policy applies to the operation of privately owned vehicles used while performing official Village duties.

### **General Guidelines**

- a) Only Village employees may be authorized to operate Village vehicles. Persons volunteering services to the Village are considered Village employees for purposes of this policy and may operate Village vehicles when their duties require travel as long as such travel is under the approval or direction of the Department Head and necessary in the course of performing official Village business e.g. police explorers, paid-on-call firefighters, EMTs and paramedics.
- b) Intentional abuse, moving violations, reckless operation or negligent actions while operating any Village vehicle may result in the suspension of the employee's use of a Village vehicle and may be grounds for further disciplinary action.
- c) Employees must obey all local, state and federal laws while operating Village vehicles and anytime personal vehicles are used on official Village business.
- d) Village vehicles are to be used only for official Village business and may not be used by employees for personal reasons except as detailed in Section 9.
- e) Village vehicles may be used to transport Village employees and individuals employed by firms or other governmental entities for the purpose of, and to promote, ridesharing/carpooling to a Village sanctioned meeting or event. Family members may not be transported in Village vehicles unless authorized by Department Head or Designee.
- f) When cargo, materials or tools are being transported, the driver is responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer.
- g) No person is allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating.
- h) The driver shall not operate any vehicle when normal vision is obstructed.
- i) No Village vehicle may be left unattended and unsecured with the motor running or the keys left in it. In the event of an emergency and the vehicle is left unsecured, the

operator must return as soon as possible to secure the vehicle or have another department employee secure it.

- j) The Village will not be responsible for the personal property left in Village vehicles.
- k) The Village reserves the right to conduct an annual driver record review for any employee using a Village vehicle. Employees whose job includes operating a motor vehicle, shall keep their operator's license and all required endorsements, current and valid. Members shall report any driver's license restrictions. Employees who are arrested, cited, or come under investigation for any criminal or traffic offense, both within and outside of the Village of Mukwonago, shall report this incident, in writing, to their Department Head as soon as practical. This includes driver's license traffic and OAWI violations. Department Heads will provide the Police Department with each employee's full name (first, middle initial and surname) and date of birth. The Department Head will receive a report for review. Reports will be shredded after review, unless restrictions or convictions are reported. The reports will be maintained in a secure location, pending the outcome of any necessary action(s).
- l) Employees operating a Village owned vehicle or their personal vehicle for Village business must obey all alcohol and drug use regulations as set forth by state law as well as alcohol and drug use rules issued by the Village.
- m) Installation and/or use of any speed detection devices in Village owned vehicles are prohibited except as required for law enforcement vehicles.
- n) Village vehicles may not be used to transport hitchhikers, jump-start vehicles or provide other vehicle services unless required by job duties or an emergency.
- o) Each Department Head will be responsible for ensuring that all of their employees who drive Village vehicles are aware of the provisions of the Vehicle Usage policy. This information may be conveyed in department work rules, vehicle usage logs, the Vehicle Usage Agreement (Attachment 2) or other administrative method as deemed appropriate by the Department Head.

### **Pre-Operation Inspection**

- a) An employee who operates a Village vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle.
- b) Any defects that will affect safe operation of the vehicle will be promptly reported to the driver's Department Head or Designee.
- c) No employee may operate a Village vehicle in an unsafe condition.
- d) Any vehicle damage that is beyond normal wear and tear must be documented and reported to the employee's Department Head or Designee and The Village Administrator.

### **Operator's License**

- a) A valid Wisconsin vehicle operator's license must be in the employee's possession at all times while operating a Village vehicle.
- b) In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid and in the possession of the driver.
- c) Any employee who operates a vehicle in the performance of official Village duties and whose operator's license is suspended or revoked must immediately report this information to the appropriate Department Head.

### **Parking and Garaging**

- a) All Village vehicles should be parked or garaged in Village facilities which are nearest to either the location from which the normal driver or drivers are assigned to or the site or facility of actual use.

### **Take Home Vehicles**

- a) The decision regarding assignment of Village vehicles allowed to be driven to and from work (commuting) must be upon recommendation of the employee's Department Head or Designee and considering the best interests of the Village and must be approved by the Village Administrator for short-term, specific uses, e.g. out-of-town training or conferences, and subject to Village Board approval for long-term daily use.
- b) Personal use of any assigned vehicle is restricted to commuting miles only except for *de minimus* use. *De minimus* means infrequent and irregular, which is further defined as no more than one time per month, or twelve times per year, on weekdays within Village limits.
- c) Requests for assignment of vehicles to be taken home must follow the same application, review and approval process as detailed in Section 7.1.
- d) When the Village Board has authorized an employee to use a Village vehicle for commuting purposes, the employee is required to follow Internal Revenue Service (IRS) regulations.
- e) Employees assigned Village vehicles that may be used for commuting purposes must submit usage reports on a monthly basis to their respective Department Head.
- f) No reimbursement to the Village may be made if the Village Board of Trustees has not determined that the parking or garaging of a Village vehicle at an employee's home is for the benefit of the Village.
- g) Village vehicles that are taken home overnight must be locked and secured in the responsible employee's driveway or other designated parking space which is in close proximity to the employee's residence.
- h) When an employee is on vacation or leave, his/her assigned vehicle should be made available for use by the respective department when practical.

### **Limitation on Usage**

- a) Use of any Village vehicle is limited to Village Business unless approved by the Village Administrator.

### **Out of Town Travel and Meeting Attendance**

- a) With Department Head approval, an employee may take a Village vehicle home prior to leaving for an out-of-town trip, attending a late evening or early morning meeting (or after returning from such trips/meetings) which would require a return to the work place outside of normal working hours.
- b) The employee may use the Village vehicle only for travel necessary to accomplish official Village business.

### **Trailers and Towing**

- a) A driver whose vehicle is towing a trailer or other equipment must assure that the trailer hitch is securely latched, adequate for the load being towed, properly installed on the towing vehicle and that safety chains are properly attached.

- b) The driver must insure that the trailer or other towed equipment is supplied with proper lighting including brake lights, turn lights and running lights.

### **Leased or Rented Vehicles**

- a) When it is necessary for a Village employee to use a short-term rental vehicle for Village business, the employee must purchase, at the Village's expense, optional comprehensive and collision damage coverage through the renting agency at the time the vehicle is rented.
- b) Long term leases will be insured through the Village's insurance program upon written notification of the lease to the Village Administrator.

### **Parked Vehicle**

- a) Any vehicle left unattended must be legally parked in a designated parking space.
- b) Vehicles responding to emergency situations or those parked at job sites should be parked with due regard to safety and security considerations.
- c) Village vehicles not taken home must be secured in Village parking lots during non-working hours.
- d) When it is necessary to leave a vehicle at a job site overnight, the operator must insure the vehicle is parked and secured in an area that provides reasonable security.

### **Parking, Traffic Tickets and Locksmith Charges**

- a) Village vehicle users are responsible for any parking or traffic tickets received while using a Village vehicle.
- b) Fines issued for expired vehicle registrations on Village-owned vehicles will be paid or reimbursed by the Village.
- c) The user is also responsible for any cost incurred as a result of locking keys in a vehicle or losing the vehicle's keys.

### **Use of Safety Restraints**

- a) All Village vehicles must be equipped with seat belts and all occupants of Village vehicles must properly wear seat belts when the vehicle is in operation and when so equipped.
- b) The operator of construction, excavation and other off road equipment must use the occupant restraint system any time the vehicle is in operation.
- c) Employees are prohibited from removing, deactivating, modifying or otherwise altering any occupant restraint system installed by the manufacturer unless approved or instructed by the manufacturer.

### **Personally Owned Vehicles Used for Village Business**

- a) The Village's liability insurance program provides limited coverage for employees while operating personally owned vehicles to conduct Village business. This coverage is limited to protection from claims made against the Village and the employee while operating in the course of employment. The Village's liability insurance coverage is excess over the employee's personal automobile liability insurance.
- b) The Village does not provide insurance coverage for physical damage to an employee's privately owned vehicle. Employees who use personally owned vehicles for Village business should confirm that their personal auto insurance policy provides coverage for this use.



- c) Employees who transport Village clients in their own vehicles and whose vehicle suffers damage during the transport may be eligible for partial reimbursement for damages.
- d) The employee must carry insurance coverage on the vehicle and proof of insurance must be provided prior to reimbursement payment.
- e) Damages will be covered to the amount of the deductible or five hundred dollars (\$500.00), whichever is less.
- f) Coverage is limited to incidents that occur while the employee is using his/her vehicle for official, authorized Village business.
- g) In the event of a vehicular accident, the employee must submit a police report.
- h) The employee must submit to his/her Department Head, a signed explanation of the damages that are not reportable to the police and a dated receipt for repairs, cleaning, etc.
- i) Department Heads will submit a recommendation for reimbursement to The Village Administrator. Any reimbursements will be paid from the Vehicle Physical Damage fund and an annual report of all reimbursements will be prepared.
- j) The Village will reimburse employees for actual necessary and reasonable mileage expenses incurred while on official authorized Village business. Commuting expenses between an employee's residence and his/her normal place of employment are not reimbursable. All travel must be authorized by the Department Head to be reimbursable. Mileage reimbursement will be equal to that authorized by the IRS for use of an employee's personal vehicle while on authorized business. (Example: miles x IRS rate less fuel purchased on Village credit card = reimbursable amount)
- k) Motorcycles, mopeds, bicycles, all-terrain vehicles and other similar type methods of transportation are prohibited from use for Village business travel purposes.

### **Public Works Vehicles**

- a) All Village employees in the Department of Public Works are instructed to refer to their departmental Vehicle Operation and Repair resources regarding the operation of Public Works Department vehicles.

### **Law Enforcement Vehicles**

- a) Police Department personnel must comply with all applicable departmental rules and policies concerning the use of department vehicles.

### **Accident Reports**

- a) Any accident involving a Village owned, rented, leased or privately owned vehicle used in the performance of Village business is to be handled as follows:
  - 1<sup>st</sup> Summon medical care for any injured parties.
  - 2<sup>nd</sup> Notify appropriate law enforcement authorities and cooperate fully with the investigation.
  - 3<sup>rd</sup> Notify employee's Department Head or Designee. The Department Head should notify the Village Administrator as soon as possible.
- b) The Department Head is responsible for initiating the department investigation of the accident, preparing a statement detailing the accident, securing repair estimates for Village vehicles and recommending any follow-up preventative actions.
- c) When the Village driver is determined to be at fault in a vehicle accident, the Department Head or Designee may recommend disciplinary action subject to review.

### **Qualified Non-Personal Use Vehicles**

- a) Clearly marked police and fire vehicles - a vehicle that a police officer or fire fighter who is always on call must use for commuting. The governmental unit prohibits any personal use (other than commuting) of the vehicle outside the limit of the police officer's arrest powers or the fire fighter's obligation to response to an emergency. A police or fire vehicle is clearly marked if, through a painted symbol or words, it is easy to see the vehicle is a police or fire vehicle. A marking on a license plate is not a clear marking for this purpose.
- b) Unmarked vehicles used by law enforcement officers if the use is officially authorized - Personal use must be necessary to help enforce the law, such as being able to report directly from home to a stakeout site or to an emergency. Use for vacation or recreation trips cannot qualify as an authorized use.

### **Interlock Devices**

- a) If a Village vehicle is required to have an interlock device installed, the employee responsible for causing the installation shall be responsible for paying the cost of such installation, as well as being subject to disciplinary action up to and including termination.

### **Vehicle Use Agreement**

Please print or type:

\_\_\_\_\_  
Driver Name – First, Middle, Last      Driver License Number      State

\_\_\_\_\_  
Department      Birth Date      Work Telephone

#### **PROVISIONS**

##### All Vehicles

1. The provisions of this agreement are applicable to all Village of Mukwonago employees.
2. I currently possess a valid Wisconsin driver license or a commercial driver license ((CDL) and will immediately notify my Department Head whenever my license is revoked, restricted or suspended.
3. I understand the Village may request my driving record from the WI Dept. of Transportation.
4. I understand only Village employees are authorized to operate Village vehicles.
5. I understand Village vehicles may be used to transport individuals employed by firms or governmental entities for the purpose of ridesharing/carpooling to a Village sanctioned meeting or event.
6. I understand family members cannot be transported in Village vehicles unless authorized by Department Head, or Designee.

##### Squad Cars

1. I will comply with the Vehicle Use Policy and the additional provisions specifically pertaining to the law enforcement vehicles.

##### Personal Use Restrictions - All Village Owned Vehicles

Personal use is permitted only for personally assigned vehicles and limited to commuting miles and *de minimus* use. Commuting miles are defined as travel from home to your permanent work site and from the permanent work site to your home.

#### **CERTIFICATION**

I certify I have read and understand the Village of Mukwonago Vehicle Use Policy and will adhere to all provisions.

\_\_\_\_\_  
Driver Signature      Date

Department Heads: Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

### **Vehicle Use Agreement – Personally Assigned Vehicles**

Please print or type:

\_\_\_\_\_  
Driver Name – First, Middle, Last      Driver License Number      State

\_\_\_\_\_  
Department      Birth Date      Work Telephone

#### **PROVISIONS**

##### All Vehicles

1. The provisions of this agreement are applicable to all Village of Mukwonago employees.
2. I currently possess a valid Wisconsin driver license or a commercial driver license and will immediately notify my Department Head or Designee whenever my license is revoked, restricted or suspended.
3. I understand the Village may request my driving record from the WI Dept. of Transportation.
4. I understand only Village employees are authorized to operate Village vehicles.
5. I understand Village vehicles may be used to transport individuals employed by firms or governmental entities for the purpose of ridesharing/carpooling to a Village sanctioned meeting or event.
6. I understand family members cannot be transported in Village vehicles unless authorized by the Department Head, or Designee.

##### Personally Assigned Vehicles

1. I will maintain accurate records of all business miles or daily commutes.
2. I understand assigned take home vehicles are restricted to commuting use only, except for *de minimus* use.
3. I will submit my Personal Use of Village Vehicle report monthly.

Squad Cars - I will comply with the Vehicle Use Policy and the additional provisions specifically pertaining to the law enforcement vehicles.

##### Personal Use Restrictions

Commuting miles are defined as travel from home to your permanent work site and from the permanent work site to your home.

#### **CERTIFICATION**

I certify I have read and understand the Village of Mukwonago Vehicle Use Policy and will adhere to all provisions.

\_\_\_\_\_  
Driver Signature      Date

Department Heads: Keep the copy of this acknowledgement form return this original to the Village Administrator's Office.

### **F. Village Hall Key Control Policy & Agreement Form**

This policy is established to provide control, stability and direction for internal key and key card issuance to grant legitimate access to Village personnel and elected officials, monitor and track status changes to allow or restrict access as appropriate.

Keys are issued to individuals by the Village Clerk-Treasurer and/or designee. Any individual losing a key must notify their Department Head or immediate supervisor immediately to ensure against compromise of the system. Upon notice of the compromised area due to lost or stolen keys, the Clerk-Treasurer will replace all affected cores and reissue keys. Requests to re-issue keys shall be made in writing to the Clerk-Treasurer.

#### **Key Receipt Agreement**

I, hereby acknowledge the receipt of the key(s) described below. I understand that the key(s) issued are the property of the Village of Mukwonago and are not to be duplicated in any form or loaned to anyone. I agree that it is my responsibility to promptly report any loss or theft of said key(s) and said key(s) are to be returned upon request or when my need for them no longer exists.

Employee Name:	
Key Identifier:	
Issued By:	
Signature:	

## VII. HANDBOOK RECEIPT

*This Handbook has been prepared to help employees become familiar with Village policies. The Village may change, amend or delete some of the policies, procedures and benefits contained in this Handbook at any time, with or without notice.*

*The language in this Handbook is not intended to create, nor is it to be construed to constitute, an agreement or contract of employment, expressed or implied, for any length or period of time between the Village and any one or all of its employees. Nor is this Handbook intended to constitute a promise of any benefits to any Village employee, rather, it is a summary of some Village policies.*

*The Village does not guarantee any employee continued employment for any definite period of time. Village employees are employees "at will," meaning either the Village or the employee may terminate the employee's employment at any time for any reason, with or without cause and with or without notice. No person employed by the Village, except the Village Administrator, with approval of the Village Board, has authority to enter into an agreement with any employee for employment for a specific period of time. Any such agreement must be in writing and approved by the Board.*

I, \_\_\_\_\_, acknowledge I have received and read the Village of Mukwonago Employee Handbook and understand the provisions contained therein. I understand the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the Village at any time, with or without prior notice.

**I understand that I am required to provide current emergency contact information to be maintained in the Village's payroll system. I have verified the emergency contact information is current and accurate.**

I understand this employee handbook supersedes any previous handbook or policies I may have received, making them void.

I further understand the Village's Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand, as a non-represented employee, my employment is "at-will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and, if at will, my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Department Head Signature Date

**NOTE:** One copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Employee Handbook.



(Intentionally blank)

## VII. HANDBOOK RECEIPT

*This Handbook has been prepared to help employees become familiar with Village policies. The Village may change, amend or delete some of the policies, procedures and benefits contained in this Handbook at any time, with or without notice.*

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**I understand that I am required to provide current emergency contact information to be maintained in the Village's payroll system. I have verified the emergency contact information is current and accurate.**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**NOTE:** One copy of the following Receipt should be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Employee Handbook.

**RESOLUTION NO. 2023-41**

**A RESOLUTION TO APPROVING THE STORM WATER MANAGEMENT AGREEMENT FOR THE ST. JOHN'S EVANGELICAL LUTHERAN CHURCH ADDITION IN THE VILLAGE OF MUKWONAGO**

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**WHEREAS**, action by the Village Board of the Village of Mukwonago is required to approve a Storm Water Management Agreement, and

**WHEREAS**, Ruekert-Mielke Engineers for the Village of Mukwonago have issued a recommendation for approval of Development Documents which include the Storm Water Management Agreement, and

**WHEREAS**, the Village Board has reviewed the SWMA as presented in Exhibit A, and is subject to the conditions set forth therein, including but not limited to the providing of funds for the escrow regarding village fees, the sureties required in the agreement in form acceptable to the Village and evidence of the required insurance coverages.

**NOW, THEREFORE, BE IT RESOLVED** the Village Board of the Village of Mukwonago, Wisconsin, hereby approves the Storm Water Management Agreement with St. John's Evangelical Lutheran Church, in the Village of Mukwonago as attached hereto and incorporated by reference as Exhibit A, and all provisions therein.

Passed and dated this 20<sup>th</sup> day of September 2023.

Village of Mukwonago

By: \_\_\_\_\_  
Fred Winchowky, Village President

Attest: \_\_\_\_\_  
Diana A Dykstra, Village Clerk-Treasurer

(St. John's Evangelical Lutheran Church Addition)  
Storm Water Maintenance Agreement  
Village of Mukwonago, County of Waukesha, WI

St. John's Lutheran Church, as "Owner" of the property described in Exhibit A, in accordance with Chapter 34 of the Village of Mukwonago Municipal Code, agrees to install and maintain storm water *management practices* on the subject property in accordance with approved plans and Storm Water Permit conditions. The Owner further agrees to the terms stated in this document to ensure that the storm water management practices continue serving the intended functions in perpetuity. This Agreement includes the following exhibits:

**Exhibit A:** Legal Description of the real estate for which this Agreement applies ("Property").

**Exhibit B:** Location Map - shows an accurate location of each storm water management practice affected by this Agreement.

**Exhibit C:** Maintenance Plan - prescribes those activities that must be carried out to maintain compliance with this Agreement.

**Exhibit D:** Design Summary - contains a summary of key Engineering calculations and other data used to design the storm water management practices.

**Exhibit E:** As-built survey - shows a detailed "as-built" cross section and plan view of the storm water management practices.

**Exhibit F:** Engineering/Construction Verification - provides verification from a Professional Engineer that the design and construction of the storm water management practices complies with all applicable technical standards and the Village's requirements.

Through this Agreement, the Owner hereby subjects the Property to the following covenants, conditions and restrictions:

1. Upon execution of this Agreement, the Village shall record the Agreement at the Waukesha County or Walworth County Register of Deeds, as applicable. The recording of this Agreement shall be a condition for the issuance of a Storm Water Permit. An addendum to this Agreement shall be recorded upon project completion which shall include submittal of Exhibit E and Exhibit F in an acceptable form to the Village. The recording of Amendment #1 including Exhibit E and Exhibit F shall be a condition for the issuance of an occupancy permit.
2. The Owner shall construct, maintain and if necessary, reconstruct the storm water management practices so as to maintain their compliance with applicable governmental, statutes, ordinances or rules. The Owner shall be responsible for the routine and extraordinary maintenance and repair of the storm water management practices identified in Exhibit B in accordance with the maintenance plan contained in Exhibit C.

3. The Owner shall, at their own cost inspect the storm water best management practices on an annual basis and maintain records of annual inspections and maintenance performed. Records shall be made available to the Village upon request within 30 days of written notice. Annual inspections shall be performed as detailed in Exhibit C Maintenance Plan of the storm water maintenance agreement and shall be performed to determine if the facility is functioning within the design parameters. Commencing in \_\_2023\_- and every five years thereafter the Owner shall, at their own cost, have a certification inspection of the storm water management practices conducted by a professional engineer, who shall then file a report with the Village of Mukwonago no later than December 31<sup>st</sup> of the same year. Upon written notification by Village of Mukwonago or its designee the Owner shall, at their own cost and within a reasonable time period determined by the Village of Mukwonago, have an inspection of the storm water management practices conducted by a professional engineer, who shall then file a report with the Village of Mukwonago. The Owner shall thereafter timely complete any maintenance or repair work recommended in any of the above reports. The Owner shall be liable for the failure to undertake any maintenance or repairs.
4. In addition, and independent of the requirements under paragraph 2 above, the Village of Mukwonago, or its designee, is authorized but not required to access the property as necessary to conduct inspections of the storm water management BMP's to ascertain compliance with the terms and intent of this Agreement and the activities prescribed in Exhibit C. The Village of Mukwonago may require work to be done which differs from the report(s) described in paragraph 3 above, if the Village of Mukwonago reasonably concludes that such work is necessary and consistent with the intent of this agreement and /or with Chapter 34 of the Village Code of Ordinances. Upon notification by the Village of Mukwonago of required maintenance or repairs, the Owner shall complete the specified maintenance or repairs within a reasonable time frame, as determined by the Village of Mukwonago.
5. If the Owner does not complete an inspection under 3 above or complete the required maintenance or repairs under 2 above within the specified time period, the Village of Mukwonago is authorized, but not required, to perform the specified inspections, maintenance or repairs. In the case of an emergency situation, as determined by the Village of Mukwonago, no notice shall be required prior to the Village of Mukwonago performing emergency maintenance or repairs.

The cost of inspections or measures undertaken by the Village pursuant to this agreement shall be first paid from the proceeds of any surety maintained to secure the performance by the Owner/Developer of its obligations under this agreement and the conditions of the use, site and architectural approval. In the event that the costs of said measures shall exceed the value of the surety or the surety has expired or been terminated, then in that event the cost of said measures shall be assessed as a special charge for current services pursuant to Wis Stat Sec. 66.0627. Any such assessment which is not paid within 60 days after billing shall be deemed a delinquent special charge and shall become a lien upon the parcel against which such charge has been assessed. Such delinquent charges shall be extended upon the current or next tax roll as a delinquent tax against the parcels for which payment has not been received by the Village and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special charges. The Developer hereby consents to the levy of such charge and waives notice and the right to hearing.

6. This Agreement shall run with the property and be binding upon all heirs, successors and assigns. After the Village records this document, the Village of Mukwonago shall have the sole authority to modify this agreement contingent upon the Village of Mukwonago providing a 30 day written notice to the current Owner. Any modifications shall conform to the minimum requirements of Chapter 34 (or its successor) and be written so as to ensure the long-term maintenance of the storm water BMP's.
7. The Owner/Developer agrees to pledge a surety in a form acceptable to the Village of Mukwonago to secure performance of the obligations arising from the construction and maintenance of the storm water BMPs

provided for under this Agreement in the amount of 120% of the actual cost of the storm water BMPs. Said surety shall remain in effect for a period of three (3) years from the date of the execution of this Agreement or until drawn upon in full by the Village or one year (1) from the date of the certification of the storm water improvements whichever occurs first. Release of the surety prior to the deadlines stated herein shall be governed by Mukwonago Village code section 34-108(c) as amended

8. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

Dated this 17 day of August, 2023

Owner:

Patrick Winkler  
Authorized Representative of

Patrick Winkler

(Printed Name of Authorized Representative)

State of Wisconsin:

County of Waukesha

Personally came before me this 17 day of August, 2023, the above named Patrick Winkler, as the authorized Representative of St. John's Evangelical Lutheran Church for the purpose of signing this document, to me known to be the person who executed the foregoing instrument and acknowledged the same.



Melanie Gauger

[Name] Melanie Gauger

Notary Public, Waukesha County, WI

My commission expires: 7-7-2024

Accepted by the Village of Mukwonago this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Fred Winchowky, Village President



---

Diana Dykstra, Village Clerk

This document was drafted by:

Attorney Mark G. Blum

Hippenmeyer, Reilly, Blum,

Schmitzer, Fabian & English, S.C.

P.O. Box 766

Waukesha, WI 53187-0766

Telephone: (262) 549-8181

Facsimile: (262) 549-8191 Email: [mgbлум@hrblawfirm.com](mailto:mgbлум@hrblawfirm.com)

## Exhibit A – Legal Description

The following description and reduced copy map identifies the land parcel(s) affected by this Plan. For a larger scale view of the referenced document, contact the Village of Muskego.

Project Name: St. John's Evangelical Lutheran Church

Map Produced By: Kettle Moraine Surveying (05/31/2000)

Location: see legal description

Legal:

### **PLAT OF SURVEY**

**All that part of the Northwest ¼ and Southwest ¼ of the Southwest ¼ of Section 23, Town 5 North, Range 18 East, in the Town of Mukwonago, Waukesha County, Wisconsin, bounded and described as follows: Commencing at the Northwest corner of said Southwest ¼; thence South 01°17'18" East along the West line of said Southwest ¼, 865.80 feet to the place of beginning; thence North 88°52'53" East 756.13 feet; thence South 01°17'18" East parallel to the West line of said Southwest ¼, 295.06 feet; thence North 88°42'42" East 20.00 feet to the West line of Certified Survey Map No. 5713; thence South 01°17'18" East along said West line, 682.48 feet to the North line of C.T.H. NN; thence North 88°12'05" West along said North line, 752.51 feet to the East line of the property described in Reel 264, Image 463; thence North 01°17'18" West along said East line, 180.93 feet to the North line of said Property; thence North 88°12'05" West along said North line, 24.75 feet to the West line of said Southwest ¼; thence North 01°17'18" West along the West line of said Southwest ¼, 757.00 feet to the place of beginning, containing 16.83 acres of land.**

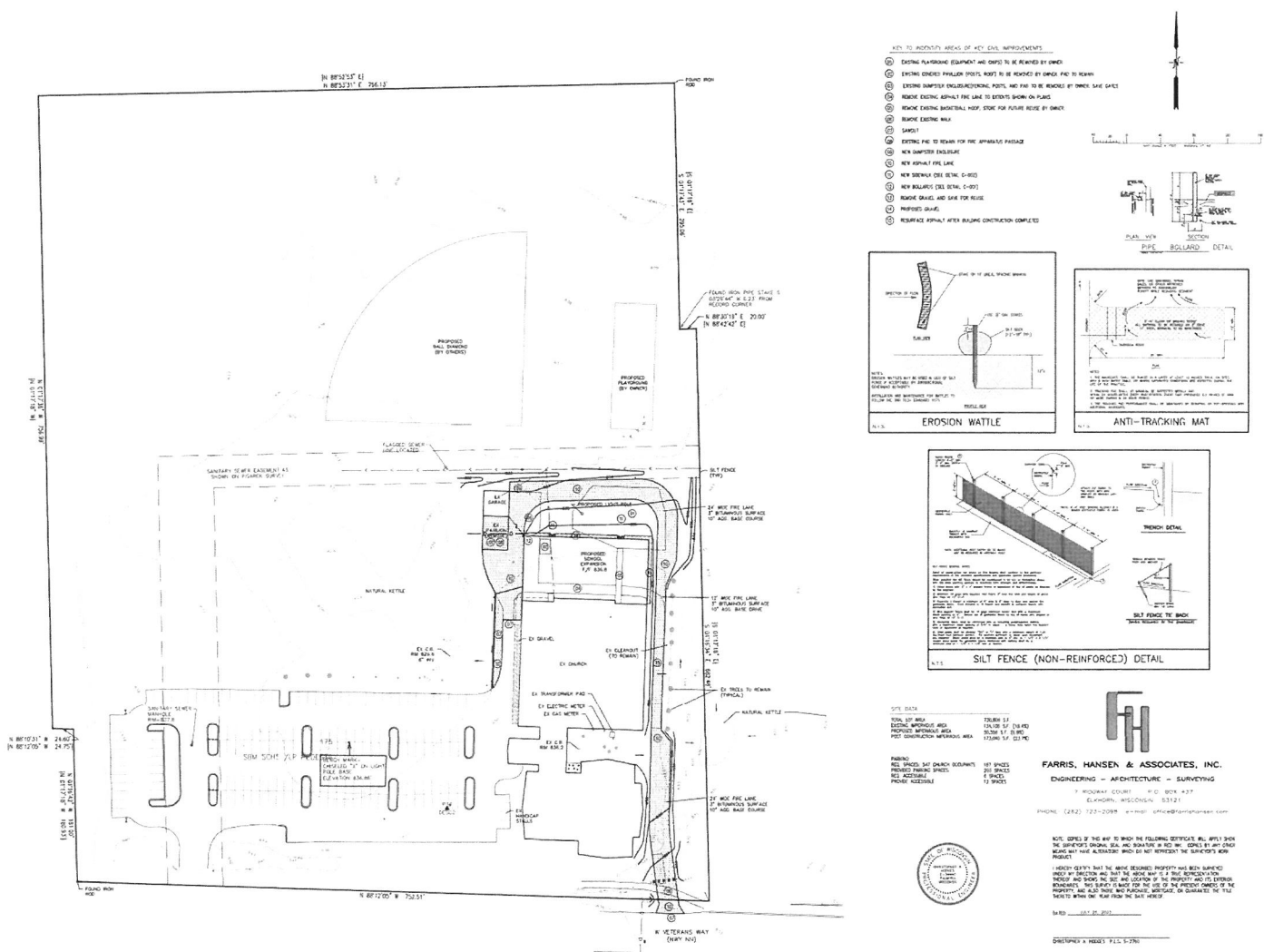
**Surveyed for: St. Johns Evangelical Lutheran Church**

## Overall Drainage & Grading Plan

The storm water management practices covered by this Plan are depicted in the reduced copy of the construction plans, as shown below. The practices include a biofiltration basin.

**Project Name:** St. John's Evangelical Lutheran Church Addition  
**Storm water Practices:** Closed Depression  
**Location of Practices:** West side of property

## Overall Grading Plan for St. John's Addition

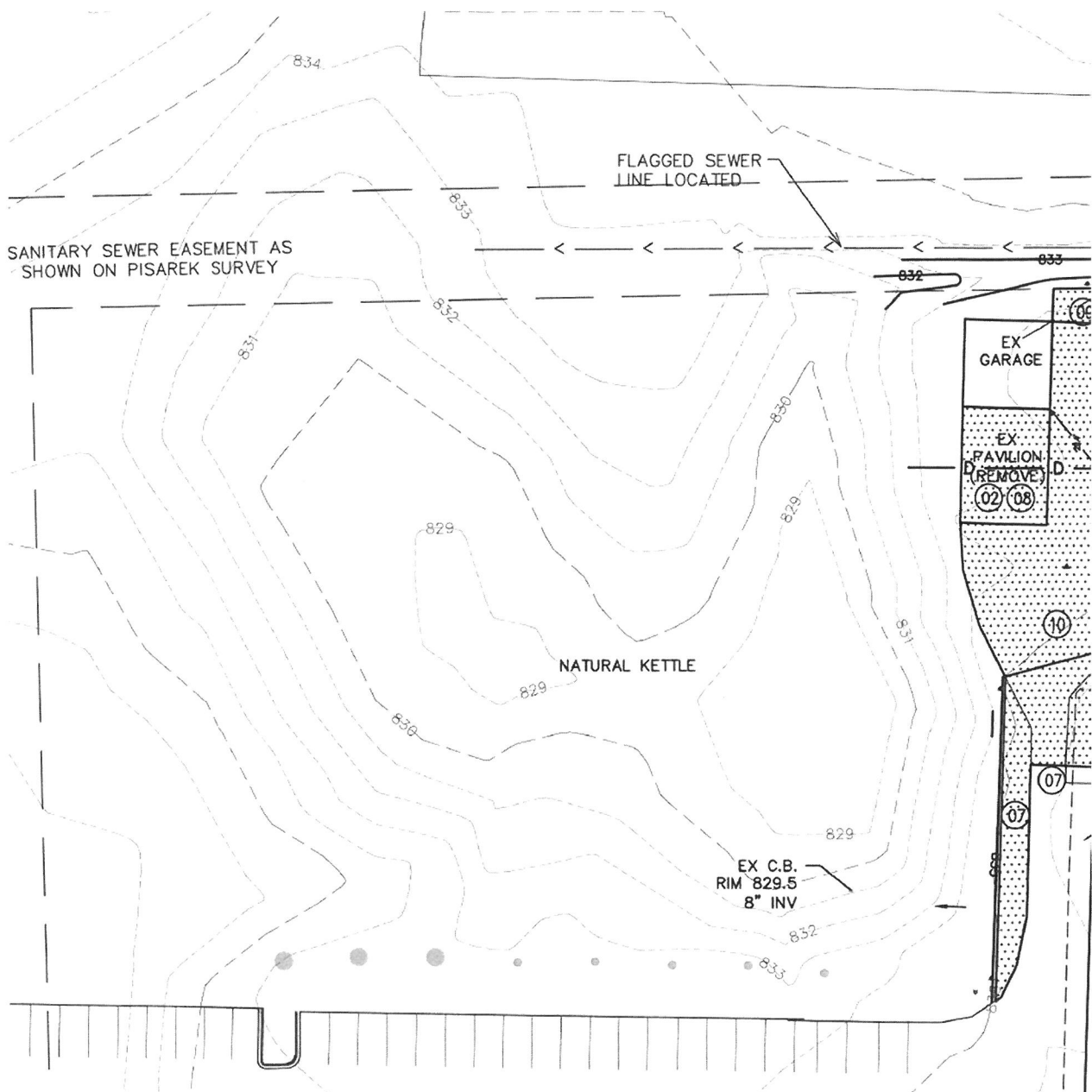


## Exhibit B-B

### Closed Depression

The storm water management practices covered by this Plan are depicted in the reduced copy of the construction plans, as shown below. The practices include one biofiltration basin

Project Name: St. John's Evangelical Lutheran Church Addition  
Storm water Practices: Closed Depression / Natural Kettle  
Location of Practices: West side of property



## **Exhibit C**

### **Minimum Storm Water Practice Maintenance Requirements**

This exhibit explains the basic function of each of the storm water practices listed in Exhibit B and prescribes the minimum maintenance requirements to remain compliant with this Plan. The maintenance activities listed below are aimed to ensure these practices continue serving their intended functions in perpetuity. The list of activities is not all-inclusive, but rather indicates the minimum type of maintenance that can be expected for this particular site.

It is anticipated that the Owner will become responsible for the operation and maintenance of the stormwater system upon completion of construction. Until such time, the contractor will be responsible for operation and maintenance.

The contractor selected to complete the site work construction will be responsible for the operation and maintenance of the temporary erosion control measures during construction and the stormwater management system during the construction phase of the project. Erosion control measures shall be installed and maintained as shown on site plans for the project in accordance with details shown on the plan. Erosion control shall be maintained as detailed on the site plan.

The following maintenance and inspection recommendations are taken from WDNR's Technical Standards and shall become part of the operation and maintenance plan for the stormwater management system located on the site:

- A. Accumulated material or debris on the surface of the infiltration trench shall be removed immediately when discovered.
- B. Snow shall not be placed in the effective infiltration area. It may be placed on the pretreatment area.
- C. Any outlet structure, pipe or swale shall be cleaned of accumulated material or debris immediately when discovered, or at least twice each year.

## Exhibit D

### Design Summaries for Closed Depression / Natural Kettle

Project Name: St. John's Evangelical Lutheran Church Addition  
Storm water Practices: Closed Depression / Natural Kettle  
Location of Practices: West side of property

#### Post-Development (2023)

Area (ID)	Area (Ac)	Tc (Min.)	CN	Q1 (CFS)	Q2 (CFS)	Q10 (CFS)	Q100 (CFS)
1S	13.56	46.9	71	3.28	4.68	11.08	28.08
2S	0.39	10.0	79	0.45	0.57	1.08	2.26
1P	-	-	-	0.00	0.00	0.00	0.00

*Figure 1 Watershed Data Summary*

Pollutant (1)	Concen- tration - No Controls	Concen- tration - With Controls	Concen- tration Units	Pollutant Yield - No Controls	Pollutant Yield - With Controls	Pollutant Yield Units
Particulate Solids	142.1	5.145	mg/L	3208	32.33	lbs
Filterable Phosphorus	0.1193	0.1053	mg/L	2.695	0.6616	lbs

*SLAMM Modeling Summary Table 1*

*Figure 2 Summary Table for water quality*

The provided data summary summarizes the proposed buildout conditions of the site and shows that the closed depression/ natural kettle area (1P) does not overtop and release water for any of the storm events. Further information and modeling can be found in the stormwater report provided to the city.



**Exhibit E**  
**AS-“BUILT” SURVEY**

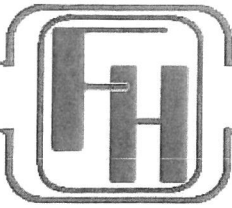
[illegible]

CH  
STATE OF WISCONSIN  
PROFESSIONAL ENGINEER  
CHRISTOPHER HODGES  
E-34440  
MECHANICAL  
WISCONSIN  
8/16/23

PROJ. NO.: 9728.22	DATE: 07/09/2023	SHEET 1 OF 1
--------------------	------------------	--------------

**Exhibit F**

**ENGINEERING CERTIFICATION THAT THE KETTLE/  
DEPRESSIONAL AREA IS FUNCTIONING AS IT IS SUPPOSED TO IN  
MODELED DATA.**



## Farris, Hansen & Associates, Inc.

Engineers Architects Surveyors

Augusts 15, 2023

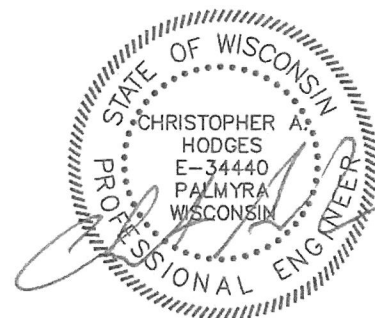
Peter Gesch  
Ruekert & Mielke, Inc.  
W233 N2080 Ridgeview Parkway  
Waukesha, WI 53188

Re: St john's Evangelical Lutheran Church Addition

This letter shall serve as verification that the storm water management data presented in Exhibits A through E comply with all applicable state and local standards, in accordance with the Village of Mukwonago Storm Water management and Erosion Control Ordinance.

Sincerely,

Farris, Hansen & Associates, Inc.



**RESOLUTION NO. 2023-42**

**A RESOLUTION TO APPROVE THE ELIMINATION OF A LETTER OF  
CREDIT FOR GOODWILL OF MUKWONAGO  
IN THE VILLAGE OF MUKWONAGO**

---

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

**WHEREAS**, Ott Development has requested a Letter of Credit Elimination for the development known as Goodwill of Mukwonago, and

**WHEREAS**, the request includes lien waivers from Contractors performing parts of the work associated with the requested reduction, and a detailed breakdown request by category of work, and

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

**NOW, THEREFORE, BE IT RESOLVED** the Village Board of the Village of Mukwonago, Wisconsin, hereby approves the elimination of the Letter of Credit for Goodwill of Mukwonago.

Adopted and approved dated this 20<sup>th</sup> day of September 2023.

By: \_\_\_\_\_  
Fred Winchowky, Village President



Attest: \_\_\_\_\_  
Diana A Dykstra, Village Clerk-Treasurer

August 31, 2023

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

Re: Goodwill of Mukwonago  
Letter of Credit Elimination  
US Bank Irrevocable Letter of Credit Number SLCWMIL05091

Dear President Winchowky:

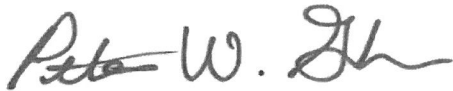
A letter of credit was established for this project for the public infrastructure work for sewer and water connections and the replacement of asphalt and curb in the public roadway. That work was completed in Summer of 2022, and the letter of credit was subsequently reduced to \$8,435.60 for the duration of the 1-year warranty period.

We have reviewed the site and the conditions for the letter of credit and we are satisfied that this letter of credit is no longer needed. We, therefore, recommend that the letter of credit, in the value of \$8,435.60 be eliminated for this project. Valid lien waivers for the required Contractors have previously been submitted and are in proper form.

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

Respectfully,

RUEKERT & MIELKE, INC.



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

PWG:pwg

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





## Village of Mukwonago

### Office of the Water and Sewer Utilities

440 River Crest Court, Mukwonago, Wisconsin 53149  
Tel. (262) 363-6416 | Fax: (262)363-0552

## MEMORANDUM

DATE: August 31, 2023

TO: Committee of the Whole (COW)

FROM: Wayne Castle, Utilities Director

RE: Residential Customer Request for a Sprinkler Meter

---

I was asked by a residential customer if they could have a sprinkler meter installed. Typically, we have told residential customers we do not allow them to have sprinkler meters because they are given what is called a summer sprinkler credit. Since this was my first request as the Utilities Director, I decided to do some investigating.

What I discovered is that we have a rate schedule in our water fees that contradicts the summer sewer credit. The rate schedule is known as the AM-1 Rate (see attached), and it states that we must install a sprinkler meter if a customer requests it. I confirmed this with the Public Service Commission (PSC), and I was informed that allowing sprinkler meters for one class of customer and not another is not at our discretion (see attached). It is likely the PSC would consider what we are doing as discriminatory. The summer sewer credit, which originates from ordinance chapter 86-238 (see attached), is outdated in my opinion. I believe we should repeal the ordinance and follow the AM-1 rate schedule which is already established. The rate schedule allows residential customers a means to receive credit for water not entering the sewer system. We are not proposing to take anything away from our customers, but rather a different means of accomplishing the same thing that is more accurate and not based on assumptions. I know the concern from the COW will be the financial impact this may put on residential customers, but I believe we can address that with a financial assistance program from the Sewer Utility.

My ask to the COW is to have a discussion regarding the facts around this issue. I am not asking for a decision immediately. I would like to allow time for the members to reflect on the issue and ask questions. If additional information is needed, I can gather that as well. Based on the discussion I will bring a recommendation to the COW in October or later if needed.

Attachments:

- Mukwonago\_AM-1 Rate
- Public Service Commission Inquiry
- Chapter 86-238 Sewer use and surcharges

**Public Service Commission of Wisconsin****Mukwonago Municipal Water Utility****Additional Meter Rental Charge**

Upon request, the utility shall furnish and install additional meters to:

- A. Water service customers for the purpose of measuring the volume of water used that is not discharged into the sanitary sewer system; and
- B. Sewerage service customers who are not customers of the water utility for the purpose of determining the volume of sewage that is discharged into the sanitary sewer system.

The utility shall charge a meter installation charge of \$64.00 and a quarterly rental fee for the use of this additional meter.

Quarterly Additional Meter Rental Charges:

5/8 - inch meter:	\$	16.70
3/4 - inch meter:	\$	16.70
1 - inch meter:	\$	29.60
1 1/4 - inch meter:	\$	39.80
1 1/2 - inch meter:	\$	51.00
2 - inch meter:	\$	76.60

This schedule applies only if the additional meter is installed on the same service lateral as the primary meter and either:

- A. The additional meter is 3/4-inch or smaller if the metering configuration is the Addition Method; or
- B. The additional meter is 2-inch or smaller for all other metering configurations.

If the additional meter is larger than 2-inch or larger than 3/4-inch and installed in the Addition Method, each meter shall be treated as a separate account and Schedule Mg-1 rates shall apply.

Billing: Same as Schedule Mg-1.

## Wayne Castle

---

**From:** Wayne Castle  
**Sent:** Friday, July 14, 2023 10:53 AM  
**To:** Fisher, Andrew - PSC  
**Subject:** RE: Additional Meters Inquiry - Mukwonago (3980)

Andrew,

I would say that if the AM-1 rate went away that the water utility would continue to own the meters and that current customers of the rate would then be billed at the MG-1 rate for water only. If I had to guess I would say there are probably about 100 customers where the AM-1 rate applies, give or take.



**Wayne Castle, AAS**

Utilities Director

**Phone:** 262.363.6416

**Work Cell:** 262.441.1366

**Email:** [wcastle@villageofmukwonago.gov](mailto:wcastle@villageofmukwonago.gov)

440 River Crest Ct  
Mukwonago, WI 53149

[www.villageofmukwonago.com](http://www.villageofmukwonago.com)  
[www.mukwonagodowntown.com](http://www.mukwonagodowntown.com)



---

**From:** Fisher, Andrew - PSC <[Andrew.Fisher@wisconsin.gov](mailto:Andrew.Fisher@wisconsin.gov)>  
**Sent:** Thursday, July 13, 2023 11:34 AM  
**To:** Wayne Castle <[wcastle@villageofmukwonago.gov](mailto:wcastle@villageofmukwonago.gov)>  
**Subject:** RE: Additional Meters Inquiry - Mukwonago (3980)

Wayne: a few follow-up questions. If your Am-1 tariff is removed, will the utility maintain ownership of the additional meters that are currently installed? Or will they be transferred to the sewer utility? Or will they be removed from the places where they are installed? Do you have an estimate for how many additional meters you have installed that are owned by the water utility at this time?

Thanks,

**Andrew Fisher**

*Public Utility Rate Analyst*

Division of Water Utility Regulation and Analysis

**Public Service Commission of Wisconsin**

[Andrew.Fisher@wisconsin.gov](mailto:Andrew.Fisher@wisconsin.gov) | [psc.wi.gov](http://psc.wi.gov)

Office: 608-266-3905 | Cell: 920-216-0960

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---

**From:** Wayne Castle <[wcastle@villageofmukwonago.gov](mailto:wcastle@villageofmukwonago.gov)>  
**Sent:** Tuesday, July 11, 2023 4:41 PM

**To:** Fisher, Andrew - PSC <[Andrew.Fisher@wisconsin.gov](mailto:Andrew.Fisher@wisconsin.gov)>  
**Subject:** RE: Additional Meters Inquiry - Mukwonago (3980)

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Andrew,

I appreciate the response and your input. Please let me know about the AM-1 tariff as you referenced when you are able.

Thanks,



**Wayne Castle, AAS**  
Utilities Director  
**Phone:** 262.363.6416  
**Work Cell:** 262.441.1366  
**Email:** [wcastle@villageofmukwonago.gov](mailto:wcastle@villageofmukwonago.gov)  
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[www.villageofmukwonago.com](http://www.villageofmukwonago.com)  
[www.mukwonagodowntown.com](http://www.mukwonagodowntown.com)



---

**From:** Fisher, Andrew - PSC <[Andrew.Fisher@wisconsin.gov](mailto:Andrew.Fisher@wisconsin.gov)>  
**Sent:** Tuesday, July 11, 2023 4:25 PM  
**To:** Wayne Castle <[wcastle@villageofmukwonago.gov](mailto:wcastle@villageofmukwonago.gov)>  
**Subject:** RE: Additional Meters Inquiry - Mukwonago (3980)

Wayne: I can't really speak to your sewer ordinances, since we are only regulating the water utility here at the PSC. The Am-1 cannot be amended. I believe it can be removed through a simple tariff changes request that we can do without a hearing but I would need to look into that. Removing the Am-1 would take away your requirement to offer an additional meter to a residential customer that asks for one. If you do not have an additional meter rental tariff, customers who have additional meters would end up paying more in quarterly general service charges, and they would become subject to PFP meter charges as well.

Thanks,

**Andrew Fisher**  
*Public Utility Rate Analyst*  
Division of Water Utility Regulation and Analysis  
**Public Service Commission of Wisconsin**  
[Andrew.Fisher@wisconsin.gov](mailto:Andrew.Fisher@wisconsin.gov) | [psc.wi.gov](http://psc.wi.gov)  
Office: 608-266-3905 | Cell: 920-216-0960

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---

**From:** Wayne Castle <[wcastle@villageofmukwonago.gov](mailto:wcastle@villageofmukwonago.gov)>  
**Sent:** Friday, July 7, 2023 5:02 PM  
**To:** Fisher, Andrew - PSC <[Andrew.Fisher@wisconsin.gov](mailto:Andrew.Fisher@wisconsin.gov)>  
**Subject:** RE: Additional Meters Inquiry - Mukwonago (3980)

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Andrew,

I understand you are probably busy and I understand. I was curious if you had a follow-up to this matter. The PSC's input could help me correct this issue appropriately with Mukwonago's Village Board.

Have a great weekend,



**Wayne Castle, AAS**  
Utilities Director

**Phone:** 262.363.6416  
**Work Cell:** 262.441.1366  
**Email:** [wcastle@villageofmukwonago.gov](mailto:wcastle@villageofmukwonago.gov)

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[www.mukwonagodowntown.com](http://www.mukwonagodowntown.com)



---

**From:** Wayne Castle  
**Sent:** Tuesday, June 20, 2023 3:56 PM  
**To:** Fisher, Andrew - PSC <[Andrew.Fisher@wisconsin.gov](mailto:Andrew.Fisher@wisconsin.gov)>  
**Subject:** RE: Additional Meters Inquiry - Mukwonago (3980)

Good morning,

You are correct, the "sprinkler credit" is part of the Village's wastewater ordinance. However it is not specifically referred to as a sprinkler credit or summer sewer credit as it is often called. It has been in our code for what appears since the 1960's. It would seem that the AM-1 tariff was added without consideration of this existing sewer ordinance. See below.

### **§ 86-238 Sewer use charge and surcharges.**

*[Code 1966, § 23.06(3); amended 2-16-2022 by Ord. No. 1004]*

*For residential users during the quarter ending September 30, the charge shall be the same as that assessed for the last quarter previous, ending June 30, unless the water consumption for this quarter is less than that for the quarter ending June 30, in which case the charge shall be for the actual water used. For all other users, the charge shall be per 1,000 gallons based on the metered water used.*



I believe that this sewer ordinance and our water rate tariff conflict each other. My opinion is that it does not make sense to offer both options to customers because it would be difficult to keep track of what customers are taking advantage of what programs.

Is the AM-1 tariff able to be amended? If so, is it an involved process? Would we be better off eliminating this portion of our sewer ordinance and follow the water tariff as written?

Any thoughts or guidance on this would be appreciated and help me guide my Village Board on making a decision.

Regards,



**Wayne Castle, AAS**

Utilities Director

**Phone:** 262.363.6416

**Work Cell:** 262.441.1366

**Email:** [wcastle@villageofmukwonago.gov](mailto:wcastle@villageofmukwonago.gov)

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---

**From:** Fisher, Andrew - PSC <[Andrew.Fisher@wisconsin.gov](mailto:Andrew.Fisher@wisconsin.gov)>

**Sent:** Wednesday, June 14, 2023 2:46 PM

**To:** Wayne Castle <[wcastle@villageofmukwonago.gov](mailto:wcastle@villageofmukwonago.gov)>

**Subject:** Additional Meters Inquiry - Mukwonago (3980)

Good afternoon:

I was forwarded your question about Additional Meters vs. Sprinkler credits by our consumer affairs analyst.

According to your Schedule Am-1, Additional Meter Rental Charge tariff ([see tariff here](#)), the Utility "shall furnish and install additional meters...". The tariff does not give you discretion in offering an additional meter to a customer depending on what their customer class is. If a residential customer requests an additional meter, then the utility shall furnish and install the meter to the customer and they should be charged the relevant charges based on the size of the meter and the metering configuration.

Additionally, the water utility tariff has no provision for "sprinkler credits". Can you explain what these are? Is this a program of the wastewater utility?

Please let me know if you have any questions.

Thank you,

**Andrew Fisher**

*Public Utility Rate Analyst*

Division of Water Utility Regulation and Analysis

**Public Service Commission of Wisconsin**

[Andrew.Fisher@wisconsin.gov](mailto:Andrew.Fisher@wisconsin.gov) | [psc.wi.gov](http://psc.wi.gov)

Office: 608-266-3905 | Cell: 920-216-0960

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**§ 86-238 Sewer use charge and surcharges.**

**[Code 1966, § 23.06(3); amended 2-16-2022 by Ord. No. 1004]**

- (a) A sewer use charge is hereby imposed upon all users of the wastewater works based upon the metered water used thereon or therein as calculated by the water utility. On or before September 1 of every year, the Village Clerk shall recompute the sewer use charge per 1,000 gallons of water used. This charge shall be computed by dividing the proposed net yearly operation and maintenance budget by the previous year's average water consumption. The residential water consumption for sprinkling during the quarter ending in September and any refrigeration, air conditioning system or industrial cooling water not entering the sewer system shall not be used in computing the sewer use charge.
- (b) For residential users during the quarter ending September 30, the charge shall be the same as that assessed for the last quarter previous, ending June 30, unless the water consumption for this quarter is less than that for the quarter ending June 30, in which case the charge shall be for the actual water used. For all other users, the charge shall be per 1,000 gallons based on the metered water used.
- (c) The sewer user charge includes the sewer use charge and surcharges for wastewater discharged to the wastewater collection system. These charges are in accordance with the current Sewer Rate Study.