

Village of Mukwonago
REGULAR VILLAGE BOARD MEETING
Notice of Meeting and Agenda
Wednesday, February 20, 2019

Time: **6:30 p.m.**
Place: **Mukwonago Municipal Building/Community Room, 440 River Crest Court**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Announcement of closed sessions pursuant to Wis. Stat. **§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 consideration of ACG Development's Offer to Purchase in the Tri County Business Park, Addendum to Counter Offer from Malcolm to purchase land in the Tri-County Business Park, Potential 915 Main St. sale, discussion regarding TID #5 Liquidated Damages and Potential lease agreement for the Miniwaukan Park Building
5. Public Hearing

All persons interested in making comments about any of the public hearing items will be heard. Formal petitions and written comments regarding any of the public hearing items may be submitted tonight. During the public hearing(s), if you wish to be heard, the Village Board asks that you begin by stating your name and address, speak for no more than three minutes and attempt to avoid duplication. Each person speaking at the public hearing must sign the Public Hearing Appearance sign-in sheet before speaking. The sign-in sheet is available on the table located at the back of the room.

 - A. Consideration of adoption of an ordinance to amend Chapter 100 of the Municipal Code regarding Historic Preservation Commission Standards
6. Comments from the Public

The purpose of this section is to allow the non-elected general public the opportunity to address the Board on any subject of concern that is not the topic of a current or previous Public Hearing before the Village Board. If you wish to be heard, the Village Board asks that you begin by stating your name and address, speak for no more than three minutes and attempt to avoid duplication. Each person speaking must sign the Comments from the Public Appearance sign-in sheet before speaking. The sign-in sheet is available on the table located at the back of the room. The Board will only receive comments during Public Comment. The Public Comment portion of the meeting is scheduled for a total of 15 minutes in length but will end sooner if the Village President has determined that there is no one else present who still wishes to speak.
7. Consent Agenda

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

 - A. Approval of minutes of the January 16, 2019 regular meeting and the February 6, 2019 special meeting

B. Finance Committee

- 1) Vouchers payable batches
 - a. Payments batch AP 12-2018-5 - \$25,643.40
 - b. Payments batch AP-2-2019-1 - \$111,346.31
 - c. Payments batch WE-012-2019 - \$43,720.47
 - d. Payments batch M- 01-2019 - \$155,174.29
 - e. Payments batch USBANK -1-2019 - \$6,415.09
 - f. Payments batch USBANK – 12-2018 - \$9,650.52
 - g. Payments batch LIB Batch 2 - \$1,621.04
 - h. Payments batch LIB 02-07-2019 - \$10,853.05
 - i. Payments batch JAN SETTLEMENT - \$4,418,170.96
- 2) Recommendation to approve & sign updating the S.M.A.R.T. agreement.
- 3) Recommendation to authorize the Village President to sign the Waukesha County Electronics Collection Event Agreement
- 4) Recommendation to approve an extension of Ruekert & Mielke's Engineering Services Agreement with the Village from 2020-2022
- 5) Recommendation to approve the 2017 Street Project Final Change Order to Close out the project and make payment No. 4 to Stark Pavement Corp.
- 6) Recommendation to award the 2018 Crack Seal Contract to Thunder Road LLC.
- 7) Recommendation to approve the Letter of Credit reduction request from Sarah Hillenbrand of PRE/3 LLC, Premiere Woods to \$0.

8. Committee/Commission Business

Discussion and Possible Action on the Following Items

A. Finance

- 1) Payments batch 1-22-19TXOP2 – \$16,362.31
- 2) Payments batch AP 2-2019-2 - \$625,602.62
- 3) Recommendation to adopt the Village's Purchasing Policy Revision with the approved changes

9. New Business

Discussion and Possible Action on the Following Items

A. Protective Services

- 1) Recommendation to use funding from the sale of the LUCAS 2 equipment for the 4G modem upgrades
- 2) Approval of ProHealth Care MOU

B. Public Works

- 1) Approve Ruekert & Mielke, Inc. Task Order Amendment 2018-03A-1 Deback Drive Infrastructure Design
- 2) Approve WE Energies Distribution Easement Underground document, subject to Village Attorney approval
- 3) Approve WE Energies Electric Facility Backbone extension documents, sign Proposal letter, Line Extension Agreement, Grade Verification Form and Sketch return with payment of \$87,050.50.
- 4) Authorization to move forward with the 915 Main St. land revitalizing project

C. Planning

- 1) **Resolution 2019-009** a resolution for a Conditional Use Permit to approve a general development plan amending and allowing modifications as a planned unit development for construction of 34 residential condominium units within 17 buildings, Edgewood Meadow Condominiums, Bryce P. Styza, Harmony Homes, applicant.
- 2) **Ordinance 956** an ordinance to amend sections 100-303, 100-305 and 100-306 of the Village of Mukwonago Municipal Code regarding the Historic Preservation Commission

10. Convene into closed sessions pursuant to Wis. Stat. **§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 consideration of ACG Development's Offer to Purchase in the Tri County Business Park, Addendum to Counter Offer from Malcolm to purchase land in the Tri-County Business Park, Potential 915 Main St. sale, discussion regarding TID #5 Liquidated Damages and Potential lease agreement for the Miniwaukan Park Building
11. Reconvene into open session pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda

12 Adjournment

It is possible that members of, and possibly 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 that, 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 Clerk's Office, 440 River Crest Court, (262) 363-6420, Option 4.

MINUTES OF THE REGULAR VILLAGE BOARD MEETING

Wednesday, January 16, 2019

Call to Order

Village President Fred Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jim Decker
Darlene Johnson
Karl Kettner
Mark Penzkover
Jason Wamser
Jay Vermeulen
Fred Winchowky, Village President

Also present: Ron Bittner, Public Works Director
Mark Blum, Village Attorney
Judith Taubert, Clerk-Treasurer
Diana Doherty, Finance Director
Dave Brown, Utilities Director
Bruce Kaniewski, Planner/Zoning Administrator
Kevin Schmidt, Police Chief
Bob Harley, Supervisor of Inspections
Rob Buikema, Labor Attorney
John Weidl, Administrator/Economic Development Director

Pledge of Allegiance

The Village Board recited the Pledge of Allegiance.

Announcement of closed sessions

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§19.85(1)(c)**(Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility) for an update and discussion on the performance review for the Village Administrator, the probation extension for the Village Clerk and the performance improvement plan/probation extension for the Deputy Clerk.

Comments from the Public

Rodell Singert, W254S7890 Hi Lo Dr., asked the Board to please postpone the vote to approve the Cooperative Boundary Agreement while he is getting signatures to request an advisory referenda

Roger Walsh, 142 Oakland Ave., read a statement regarding a permanent driveway for IDC to be installed when they start their expansion.

Ralph Hibbard, S91 W27850 Hwy ES, described his plans to develop the property in the Town of Vernon known as VNT 2090-997-002 of Heaven City

Approval of minutes of the December 5, 2018 Special Village Board and the December 19, 2018 Regular Village Board meeting

Motion by Decker/Johnson to approve the minutes of the Special Village Board on December 5, 2018 and the Regular Village Board on December 19, 2018 meeting with the correction of the date and pointing out that the paper printed the wrong information regarding the stipend carried.

Approval of the minutes of the Special Village Board Meetings Joint with the Town of Vernon Board on October 24, 2018 and November 28, 2018

Motion by Decker/Johnson to approve the minutes of the Special Village Board meetings joint with Town of Vernon on October 24, 2018 and November 28, 2018 carried.
Penzkover abstained.

Consent Agenda

1. Approval of Vouchers payable batches:
 - a. Payments batch LIBAP-01-2019 - \$15,371.07
 - b. Payments batch AP-12-2018-3 - \$1,028,874.58
 - c. Payments batch M-12-2018 - \$239,549.51
 - d. Payments batch US-12-2018 - \$19,217.92
 - e. Payments batch WE-12-2018 - \$37,909.06
 - f. Payments batch AP- 1-2019- \$69,774.08
2. Acceptance of the UNSP Storm Water grant and authorize the public works director to sign the acceptance letter for the UNPS grant from the Wisconsin DNR
3. Approve the R&M task order 2019-004 for the Pick N' Save pond retrofit.
4. Approve Task Order 2019-03 2019 Pavement Rehabilitation Program
5. Approve the Holz Pkwy street light LED conversion and authorize the Village President to sign the corresponding WE Energies documents #4301520, #4320726 and #4320728
6. Approve the reduction of Fairwinds Phase 5 Letter of Credit to \$504,005.00
7. Approve the Change Order #5 on the Chapman Farm Blvd. project
8. Approve Task Order 2019-01 Waste Water Treatment Facility Chemical Storage Building
9. Approve the Task Order 2019-05 2019 Well & Well Pump Improvements
10. Approve the WE Energies electric facility backbone extension documents and authorize staff to sign and send payment of \$21,588.40 to WE Energies Senior Service Manager.
11. Approve **Ordinance 955** an Ordinance to amend Sections 18-26, 18-46, 18-76, 18-136 and repeal Section 18-66 of the Village of Mukwonago Municipal Code regarding State Building, Plumbing and Electrical Code Standards adopted and Incorporated by Reference

Motion by Johnson/Penzkover to approve the consent agenda carried.

Committee/Commission Business

Finance Committee

Approval of Vouchers payable batches:

- a. Payments batch AP- 1-2019-2 - \$86,860.98
- b. Payments batch AP-12-2018-4 - \$486,763.77
- c. Payments batch Tax OP1 - \$33,086.61

Motion by Johnson/Decker to approve the Vouchers Payable batches totaling \$606,711.36 carried

Judicial Committee

Class B Fermented Malt Beverage and Class C Wine License to Gus & J's Incorporated (Gustavo Gutierrez, Agent), 1015 E. Veterans Way, d/b/a Mukwonago Family Restaurant

Motion by Decker/Johnson to grant the Class B Fermented Malt Beverage and Class C Wine License to Gus & J's Incorporated (Gustavo Gutierrez, Agent), 1015 E. Veterans Way, d/b/a Mukwonago Family Restaurant carried

Plan Commission

Resolution 2019-002

Motion by Penzkover/Decker to adopt **Resolution 2019-002** A resolution to approve the Site Plan and Architectural Review requested by Industrial Development Corporation to Construct an addition of approximately 25,500 square feet, a permitted use within the M-4, Medium/Heavy Industrial District on the property located at 810 & 820 Swan Drive., known as MUKV 1970-987 and MUKV 1970-998-007 carried.

Resolution 2019-003

Motion by Decker/Johnson to adopt **Resolution 2019-003** A resolution to approve Site Plan and Architectural Review requested by C & H Wolf Run, LLC , for the construction of a 3,000 square feet retail building for Verizon, a permitted use within the B-2, General Business District on the property located on the southwest corner of STH 83 and Wolf Run, known as MUKV 2015-997-006 carried. Penzkover abstained.

Resolution 2019-004:

Motion by Decker/Penzkover to adopt **Resolution 2019-004** A resolution to approve a Final Plat of Chapman Farms Bielinski Homes which is the first phase of development for the vacant 64.5-acre property located immediately north of the Fairwinds Subdivision known as MUKV 1957-997-012 carried

Resolution 2019-005

Motion by Penzkover/Johnson to adopt **Resolution 2019-005** A resolution to approve the extraterritorial review requested by Ralph Hibbard of Heaven City Development for a 4-Lot Certified Survey Map within the Town of Vernon for the property known as VNT 2090-997-002 carried.

New Business

Village Administrator/Economic Development Director

Resolution 2019-001

Motion by Decker/Vermeulen to adopt **Resolution 2019-001** A resolution to adopt the cooperative boundary agreement with the Town of Vernon and to Transmit the Cooperative Boundary Agreement to the State of Wisconsin Department of Administration carried. Johnson abstained. Penzkover voted no.

Finance

BS&A Proposal for Financial Software

Motion by Kettner/Wamser to accept the vendor proposal for Financial Software and authorize the execution of the agreement with BS&A subject to Marks review carried

Public Works

Reallocation of capital funds designated for the CNN Rail Road/STH 83 Bridge Repainting

Motion by Penzkover/Decker to table this item and asked for more options carried.
No action taken.

SCADA Radio Upgrades

Motion by Penzkover/Decker to approve the Terminal-Andrea Inc. and Higgins Tower Service Quotes for SCADA Radio upgrades for the total of \$29,666.40 carried.

Quote for WWTF Circuit Breaker Replacement

Motion by Penzkover/Kettner to approve the Terminal-Andrea Inc. quote for WWTF Circuit Breaker Replacement for the sum of \$19,245.00 carried.

Convene into Closed Session

Motion by Decker/Johnson to convene into closed sessions at 7:36 p.m. pursuant to Wis. Stat. **§19.85(1)(c)**(Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility) for an update and discussion on the performance review for the Village Administrator, the probation extension for the Village Clerk and the performance improvement plan/probation extension for the Deputy Clerk.

Motion by Decker/Johnson to adjourn closed session and reconvene into open session at 8:15 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously upon roll call vote.

No Action taken. Information only.

Adjournment

Meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Judith A. Taubert
Clerk-Treasurer

MINUTES OF THE SPECIAL VILLAGE BOARD MEETING Wednesday, February 6, 2019

Call to Order

Village President Fred Winchowky called the meeting to order at 7:12 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members present: Jim Decker
Darlene Johnson
Karl Kettner
Kelly Klemme
Mark Penzkover
Fred Winchowky, Village President
Jay Vermeulen

Member excused

Also present: Rebecca Alonge, Village Engineer
Ron Bittner, Public Works Director
Wayne Castle, Lead Operator
Diana Doherty, Finance Director
Chris Demotto, Lieutenant
Judy Taubert, Clerk-Treasurer

Announcement of closed sessions

President Winchowky announced the Board will convene into closed sessions later in the meeting pursuant to Wis. Stat. **§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 discussion and possible action related to a developer's agreement with Family Ventures of Mukwonago, LLC and to approve an Offering Price Report to the Greenwald Family Limited Partnership.

Committee/Commission Business

Finance Committee

Resolution 2019-006

Motion by Decker/Johnson to adopt Resolution 2019-006 a resolution authorizing the Issuance and sale of \$2,375,000 Taxable General Obligation Refunding Bonds, Series 2019A carried

Resolution 2019-007

Motion by Johnson/Decker to adopt Resolution 2019-007 a resolution authorizing the issuance and sale of \$4,225,000 General Obligation Promissory Notes, Series 2019B carried

Judicial Committee

Change of agent for the American Legion Post #375

Motion by Decker/Wamser to approve the change of agent for the American Legion Post #375, 627 E. Veterans Way, to John Baker carried

Administrator

Temporary hiring of Kathy Karalewitz for guidance in the Clerk/Treasurer's Office.

Motion by Penzkover/Decker to approve the temporary hiring of Kathy Karalewitz for guidance in the Clerk/Treasurer's Office carried

Village Attorney

Resolution 2019-008

Motion by Decker/Penzkover to approve **Resolution 2019-008** a resolution to amend the 2019 schedule of fees regarding the quarterly residential recycling fee to be \$19.35 per quarter per unit carried.

Motion by Decker/Johnson to convene into closed sessions at 7:15 p.m. pursuant to Wis. Stat. **§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 discussion and possible action related to a developer's agreement with Family Ventures of Mukwonago, LLC and to approve an Offering Price Report to the Greenwald Family Limited Partnership. Discussion held in closed session.

Motion by Decker/Wamser to adjourn closed session and reconvene into open session at 7:40 p.m. pursuant to Wis. Stats. **§19.85(2)** for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished item remaining on the agenda carried unanimously.

Motion by Penzkover/Decker to approve the Developers Agreement between Village of Mukwonago and Family Ventures of Mukwonago LLC, subject to staff approval related to assessed value, engineer's estimate for Village improvements, implementation schedule and contract security. Motion carried.

Motion by Penzkover/Decker to approve the January 19, 2019 offering price report in the amount of \$141,000 and the authorization for the Village's consultant, Single Source, to submit the December 21, 2018 appraisal to the Greenwald Family Limited Partnership. Motion carried.

Adjournment

Meeting adjourned at 7:44 p.m.

Respectfully Submitted,

Judith A. Taubert
Clerk-Treasurer

Vouchers Payable Cover Sheet

Payments batch AP 2-2019-2	\$625,602.62
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Payments batch 1-22-19TXOP2	\$ 16,362.31
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Total for board approval:	\$641,964.93
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Payments

Current Period: February 2019

Batch Name	1-22-19TXOP2	User Dollar Amt	\$16,362.31		
	Payments	Computer Dollar Amt	\$16,362.31		
			\$0.00	In Balance	
Refer	23037 LESZCZYNSKI PAUL	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax TAX OP REFUND				\$72.37
Invoice	1974050 1/2/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$72.37
Refer	23038 ORMSBY BETH	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax TAX OP REFUND				\$209.93
Invoice	1964-987024				
Transaction Date	1/22/2019	Citizens	111000	Total	\$209.93
Refer	23039 NABER SCOTT OR CHERI	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax TAX OP REFUND				\$53.71
Invoice	1967-116 1/2/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$53.71
Refer	23040 MURPHY GINA	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax TAX OP REFUND				\$243.72
Invoice	1963-999031 1/2/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$243.72
Refer	23041 BERONJA JAMES	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax TAX OP REFUND				\$82.98
Invoice	1967-017 1/2/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$82.98
Refer	23043 GRAY DONALD	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax TAX OP REFUND				\$619.97
Invoice	1967018 1/3/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$619.97
Refer	23044 ADAM MARGRIT	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax TAX OP REFUND				\$2,986.83
Invoice	1976-069 1/3/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$2,986.83
Refer	23045 SCHOEN DAVID M	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax TAX OP REFUND				\$2,670.40
Invoice	1976116 1/3/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$2,670.40
Refer	23046 CALLAHAN TIMOTHY	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax TAX OP REFUND				\$872.22
Invoice	1960079 1/3/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$872.22
Refer	23047 SMITH JEFFREY OR LISA	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax TAX OP REFUND				\$314.54
Invoice	1976-984021 1/4/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$314.54
Refer	23048 ACUFF GLEN	-			

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Payments

Current Period: February 2019

Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$82.39
Invoice	1965-023	1/4/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$82.39
Refer	23049	BEAR PLACE INVESTMENTS LLC	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$1,942.02
Invoice	1974-908	1/3/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$1,942.02
Refer	23050	DUNBAR TIMOTHY	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$108.64
Invoice	2012-163	1/7/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$108.64
Refer	23051	TULER ROMAN	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$216.14
Invoice	2012258	1/7/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$216.14
Refer	23052	BEBEAU, WILL	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$53.92
Invoice	1976-972-001	1/7/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$53.92
Refer	23053	BERGLES BENJAMIN	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$7.46
Invoice	1967-174	1/7/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$7.46
Refer	23054	BRANDT ZACHARY & CRYSTAL	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$409.82
Invoice	#OR00052	1/10/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$409.82
Refer	23055	RIVERA MIGUEL	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$121.29
Invoice	2012-269	1/10/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$121.29
Refer	23056	SZPAK ADAM	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$19.09
Invoice	1971-039	1/10/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$19.09
Refer	23057	WEIR NATHAN	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$84.99
Invoice	1964-987-030	1/14/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$84.99
Refer	23058	KOHLs LOUISE	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$117.01
Invoice	1963999032	1/14/2019			
Transaction Date	1/22/2019	Citizens	111000	Total	\$117.01
Refer	23059	MURACZEWSKI EDWARD	-		

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Payments

Current Period: February 2019

Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$55.90
Invoice 1968073	1/14/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$55.90
Refer	23060 POLAKOSKI TODD	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$195.30
Invoice 2012-031	1/14/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$195.30
Refer	23061 KRAMER DAVID & SUSANNE	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$51.30
Invoice 1977-017	1/18/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$51.30
Refer	23062 BAUER PETER JOSEPH	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$281.23
Invoice #OR00046	1/18/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$281.23
Refer	23063 PAUL ANTHONY	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$86.14
Invoice 1973157	1/17/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$86.14
Refer	23064 HOLSCHBACH RYAN	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP REFUND			\$112.89
Invoice 1968077	1/17/2019				
Transaction Date	1/22/2019	Citizens	111000	Total	\$112.89
Refer	23081 EASTLUND MIKE	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP/REFUND			\$970.32
Invoice 1974-967	1/24/2019				
Transaction Date	1/25/2019	Citizens	111000	Total	\$970.32
Refer	23082 EASTLUND MIKE	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP/REFUND			\$1,694.22
Invoice 1974966	1/24/2019				
Transaction Date	1/25/2019	Citizens	111000	Total	\$1,694.22
Refer	23083 RATH JENNIFER E	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP/REFUND			\$270.60
Invoice 1976984003	1/23/2019				
Transaction Date	1/25/2019	Citizens	111000	Total	\$270.60
Refer	22882 SAEGER DANIELLE	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP/REFUND			\$466.85
Invoice 1967 076	1/24/2019				
Transaction Date	1/31/2019	Citizens	111000	Total	\$466.85
Refer	22883 FAIRCHILD STERLING	-			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP/REFUND			\$770.21
Invoice 1976056	1/30/2019				
Transaction Date	1/31/2019	Citizens	111000	Total	\$770.21
Refer	22884 MUELLER JASON	-			

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Payments

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Current Period: February 2019

Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP/REFUND			\$51.14
Invoice	1968038	1/30/2019			
Transaction Date	1/31/2019	Citizens	111000	Total	\$51.14
Refer	22885	RIESS DANIEL			
Cash Payment	G 720-121100 Overpayment/Refund of Tax	TAX OP/REFUND			\$66.77
Invoice	2012183	1/29/2019			
Transaction Date	1/31/2019	Citizens	111000	Total	\$66.77

Fund Summary

	111000 Citizens
720 TAX ESCROW AGENCY FUND	\$16,362.31
	\$16,362.31

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$16,362.31
Total	\$16,362.31

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Payments

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Batch Name	AP 2-2019-2	User Dollar Amt	\$625,602.62		
	Payments	Computer Dollar Amt	\$625,602.62		
			\$0.00	In Balance	
Refer	22898	ADVANCED INTEGRATED TECHN	-		
Cash Payment	E 610-6920-6930	Misc General Expenses	LONG DISTANCE		\$8.08
Invoice	19031040	2/5/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$8.08
Refer	22899	AIRGAS NORTH CENTRAL	-		
Cash Payment	E 150-5231-5311	Supplies	OXYGEN		\$321.84
Invoice	90884793355	1/24/2019			
Cash Payment	E 150-5231-5311	Supplies	OXYGEN		\$261.43
Invoice	9959298602	1/31/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$583.27
Refer	22900	AMERICAN POWER, INC	-		
Cash Payment	E 100-5611-5311	Supplies	SAW CHAINS, SPROCKETS		\$282.89
Invoice	94653	1/24/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$282.89
Refer	22901	ANDY KRAATZ OVERHEAD DOOR,	-		
Cash Payment	E 620-8010-8340	Maint-General Plant/Stru	REPAIR DOOR - 1200 HOLZ PKWY		\$145.00
Invoice	1722	2/2/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$145.00
Refer	22902	ARNOLDS ENVIRONMENTAL SER	-		
Cash Payment	E 100-5521-5311	Supplies	672 - COSTRUCTION UNITS		\$315.00
Invoice	666839	1/21/2019			
Cash Payment	E 100-5521-5311	Supplies	675 - COSTRUCTION UNITS		\$105.00
Invoice	669648	1/25/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$420.00
Refer	22903	ASSOCIATED APPRAISAL	-		
Cash Payment	E 100-5153-5219	Professional Services	PROF SERV FEB 2019		\$1,397.57
Invoice	140642	2/1/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$1,397.57
Refer	22904	AUGUST WINTER & SONS INC	-		
Cash Payment	G 620-000105	CIP-WWTP Upgrade	ANAEROBIC DIGESTER		\$128,022.00
Invoice	PYMNT5	2/7/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$128,022.00
Refer	22905	BITTNER RONALD	-		
Cash Payment	E 100-5323-5348	Safety Supplies	CLOTH ALLOW - BOOTS		\$100.00
Invoice	35049	1/28/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$100.00
Refer	22906	BOUND TREE MEDICAL	-		
Cash Payment	E 150-5231-5311	Supplies	ALBUTEROL		\$18.99
Invoice	83099521	1/30/2019			
Cash Payment	E 150-5231-5311	Supplies	FACE MASKS		\$265.80
Invoice	83103016	2/4/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$284.79

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Refer	22907	BRAKE & EQUIPMENT	-				
Cash Payment	E 100-5324-5395	Repairs & Maintenance	SHOVEL HOLDER (X2)			\$87.72	
Invoice	520557	2/4/2019					
Transaction Date	2/11/2019	Citizens	111000	Total		\$87.72	
Refer	22908	BS&A	-				
Cash Payment	E 430-5700-5718	Village-wide Capital Ben	DATA CONVERSION			\$31,297.50	
Invoice	122058	2/5/2019					
Cash Payment	E 610-6920-6923	Outside Services Employ	DATA CONVERSION			\$3,683.75	
Invoice	122058	2/5/2019					
Cash Payment	E 620-8400-8520	Outside Services Employ	DATA CONVERSION			\$3,683.75	
Invoice	122058	2/5/2019					
Transaction Date	2/11/2019	Citizens	111000	Total		\$38,665.00	
Refer	22909	BUELOW, VETTER, BUIKEMA, OLS	-				
Cash Payment	E 100-5111-5219	Professional Services	GENL MATTERS VB			\$1,679.40	
Invoice	JAN19	2/11/2019					
Cash Payment	E 100-5142-5219	Professional Services	GENL MATTERS CLERK			\$2,943.40	
Invoice	JAN19	2/11/2019					
Cash Payment	E 100-5111-5219	Professional Services	GENL MATTERS VB			\$210.00	
Invoice	JAN19	2/11/2019					
Cash Payment	E 100-5211-5219	Professional Services	GENL POLICE MATTERS			\$1,240.50	
Invoice	JAN19	2/11/2019					
Transaction Date	2/11/2019	Citizens	111000	Total		\$6,073.30	
Refer	22910	BURKE TRUCK & EQUIPMENT INC	-				
Cash Payment	E 100-5324-5395	Repairs & Maintenance	PLOW BLADES			\$2,407.95	
Invoice	24431	1/24/2019					
Transaction Date	2/11/2019	Citizens	111000	Total		\$2,407.95	
Refer	22911	C & MAUTO PARTS INC	-				
Cash Payment	E 100-5323-5311	Supplies	ANTI SEIZE COMPOUND			\$8.49	
Invoice	JAN19	1/31/2019					
Cash Payment	E 610-6920-6933	Transportation Expenses	BACK UP ALARM			\$59.36	
Invoice	JAN19	1/31/2019					
Cash Payment	E 100-5212-5395	Repairs & Maintenance	SQUAD 32			\$10.68	
Invoice	JAN19	1/31/2019					
Cash Payment	E 150-5231-5395	Repairs & Maintenance	PVC SPLIT LOOM			\$9.50	
Invoice	JAN19	1/31/2019					
Cash Payment	E 100-5323-5395	Repairs & Maintenance	BELT			\$11.07	
Invoice	JAN19	1/31/2019					
Cash Payment	E 100-5212-5395	Repairs & Maintenance	BATTERY			\$259.47	
Invoice	JAN19	1/31/2019					
Cash Payment	E 100-5212-5395	Repairs & Maintenance	MISSING SLIP			\$143.62	
Invoice	JAN19	1/31/2019					
Cash Payment	E 100-5212-5395	Repairs & Maintenance	HUB AND BEARING ASSEMBLY			\$287.56	
Invoice	JAN19	1/31/2019					
Cash Payment	E 100-5211-5394	Bldg Repairs & Maintena	V BELT			\$11.23	
Invoice	JAN19	1/31/2019					
Transaction Date	2/11/2019	Citizens	111000	Total		\$800.98	
Refer	22912	CENTURYTEL, INC	-				

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Cash Payment	E 100-5142-5225 Telephone	PHONE CLERK			\$73.09
Invoice	01/21-2/20	1/21/2019			
Cash Payment	E 100-5211-5225 Telephone	PHONE POLICE			\$53.57
Invoice	01/21-2/20	1/21/2019			
Cash Payment	E 100-5323-5225 Telephone	PHONE DPW			\$89.39
Invoice	01/21-2/20	1/21/2019			
Cash Payment	E 100-5512-5225 Telephone	PHONE MUSEUM			\$113.52
Invoice	01/21-2/20	1/21/2019			
Cash Payment	E 440-5511-5225 Telephone	PHONE LIBRARY			\$111.17
Invoice	01/21-2/20	1/21/2019			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	PHONE WATER			\$134.49
Invoice	01/21-2/20	1/21/2019			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	PHONE SEWER			\$31.57
Invoice	01/21-2/20	1/21/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$606.80
Refer	22913	CHEMTRADE CHEMICALS US LLC	-		
Cash Payment	E 620-8010-8240 Phosphorous Removal C	HYPER + ION			\$9,683.10
Invoice	92571919	2/8/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$9,683.10
Refer	22914	CIT	-		
Cash Payment	E 610-6920-6921 Office Supplies & Expen	SHARP COPIER			\$88.64
Invoice	33054200	2/4/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$88.64
Refer	22915	CINTAS	-		
Cash Payment	E 610-6920-6930 Misc General Expenses	LAUNDRY SERVICE			\$48.17
Invoice	4016000941	2/1/2019			
Cash Payment	E 620-8010-8270 Operation Supply/Expen	LAUNDRY SERVICE			\$48.17
Invoice	4016000941	2/1/2019			
Cash Payment	E 610-6920-6930 Misc General Expenses	LAUNDRY SERVICE			\$50.92
Invoice	4016382949	2/8/2019			
Cash Payment	E 620-8010-8270 Operation Supply/Expen	LAUNDRY SERVICE			\$50.92
Invoice	4016382949	2/8/2019			
Cash Payment	E 100-5323-5311 Supplies	LAUNDRY SERVICE			\$68.12
Invoice	4015631351	1/25/2019			
Cash Payment	E 100-5323-5311 Supplies	LAUNDRY SERVICE			\$68.12
Invoice	4016000900	2/1/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$334.42
Refer	22916	CITY OF DELAFIELD	-		
Cash Payment	E 100-5211-5219 Professional Services	2019 TEAM DUES			\$6,000.00
Invoice	2019	1/29/2019			
Transaction Date	2/11/2019	Citizens	111000	Total	\$6,000.00
Refer	22917	EMERGENCY MEDICAL PRODUCT	-		
Cash Payment	E 150-5231-5311 Supplies	TEST STRIPS/NEBULIZER KIT			\$216.36
Invoice	2047513	1/31/2019			
Cash Payment	E 150-5231-5311 Supplies	STERILE WATER			\$10.56
Invoice	2048482	2/5/2019			
Cash Payment	E 150-5231-5311 Supplies	AMBO SUPPLIES			\$395.20
Invoice	2048878	2/6/2019			

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Transaction Date	2/12/2019	Citizens	111000	Total	\$622.12
Refer	22918	ENVIRONMENT CONTROL	-		
Cash Payment	E 100-5160-5219 Professional Services	MONTHLY MAINTENANCE			\$530.00
Invoice	9340-613	2/1/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$530.00
Refer	22919	GALLS INC	-		
Cash Payment	E 100-5212-5311 Supplies	CUFFS/MOUTHPIECE/BATTERIES			\$236.00
Invoice	011786609	1/22/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$236.00
Refer	22920	HAWKINS WATER TREATMENT	-		
Cash Payment	E 610-6300-6631 Chemicals	CHEMICALS			\$2,243.31
Invoice	4439174	1/31/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$2,243.31
Refer	22921	JEFFERSON FIRE & SAFETY	-		
Cash Payment	E 150-5222-5395 Repairs & Maintenance	REPAIR LADDER TRUCK			\$237.50
Invoice	102168	1/23/2019			
Cash Payment	E 150-5222-5311 Supplies	SUSPENDERS			\$104.00
Invoice	102259	1/27/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$341.50
Refer	22922	JOHNS DISPOSAL	-		
Cash Payment	E 410-5140-5219 Professional Services	CONTRACTED GARB/RECYCL			\$4,108.32
Invoice	235589	11/26/2018			
Cash Payment	E 410-5140-5220 Contractual Services	CONTRACTED GARBAGE/RECYCL			\$22,190.00
Invoice	235589	11/26/2018			
Cash Payment	E 410-5140-5310 Outside Services	CONTRACTED GARB/RECYCL			\$12,933.60
Invoice	235589	11/26/2018			
Cash Payment	E 410-5140-5219 Professional Services	CONTRACTED GARB/RECYCL			\$4,108.32
Invoice	235589	11/26/2018			
Cash Payment	E 410-5140-5220 Contractual Services	CONTRACTED GARB/RECYCL			\$22,842.00
Invoice	252781	1/25/2019			
Cash Payment	E 410-5140-5310 Outside Services	CONTRACTED GARB/RECYCL			\$15,989.40
Invoice	252781	1/25/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$82,171.64
Refer	22923	KILPIN MAX	-		
Cash Payment	E 150-5222-5346 Clothing Allowance	CLOTHING REIMB			\$50.00
Invoice		2/6/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$50.00
Refer	22924	LANGE ENTERPRISES	-		
Cash Payment	E 100-5348-5311 Supplies	SIGNAGE			\$952.05
Invoice	68108	1/29/2019			
Cash Payment	E 100-5254-5311 Supplies	SIGNAGE			\$141.20
Invoice	68173	2/6/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$1,093.25
Refer	22925	MARTENS PLBG & HTG INC	-		
Cash Payment	E 100-5220-5394 Bldg Repairs & Maintena	SERV CALL - NO HOT WATER			\$170.47
Invoice	49023	2/1/2019			

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Transaction Date	2/12/2019	Citizens	111000	Total	\$170.47
Refer	22926	METRO MUNICIPAL CLERKS	-		
Cash Payment	E 100-5142-5324	Membership Dues	2019 DUES		\$30.00
Invoice	2019	1/31/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$30.00
Refer	22927	MUKWONAGO AUTO PARTS	-		
Cash Payment	E 610-6200-6625	Maintenance-Pumping	FUEL FILTER		\$6.63
Invoice	013120190	1/31/2019			
Cash Payment	E 620-8010-8270	Operation Supply/Expen	ATM 5 FUSE		\$3.69
Invoice	013120190	1/31/2019			
Cash Payment	E 100-5324-5351	Motor Fuel & Oil	HYD OIL FL		\$59.99
Invoice	013120190	1/31/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$70.31
Refer	22928	MUKWONAGO AUTO PARTS	-		
Cash Payment	E 150-5222-5395	Repairs & Maintenance	BATTERY CHARGER		\$33.99
Invoice	013120191	1/31/2019			
Cash Payment	E 620-8010-8350	Maint-Interceptor System	AIR & OIL FILTER		\$23.48
Invoice	013120191	1/31/2019			
Cash Payment	E 150-5222-5395	Repairs & Maintenance	BATTERY CABLE CONN		\$33.49
Invoice	013120191	1/31/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$90.96
Refer	22929	MUKWONAGO CHAMBER OF COM	-		
Cash Payment	G 100-244000	Due to Chamber-Room Tax	NOV 2018 ROOM TAX		\$1,269.38
Invoice	NOV18	1/31/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$1,269.38
Refer	22930	NORTHERN LAKE SERVICE	-		
Cash Payment	E 620-8010-8260	Other Chemicals	1/24/19 WATER SAMPLES		\$276.00
Invoice	349995	2/7/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$276.00
Refer	22931	PROHEALTH CARE MEDICAL	-		
Cash Payment	E 150-5221-5219	Professional Services	E WEBB & S HOGAN		\$246.00
Invoice	297243	2/1/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$246.00
Refer	22932	PROHEALTH PHARMACY	-		
Cash Payment	E 150-5231-5311	Supplies	JAN SUPPLIES		\$466.01
Invoice	JAN19	1/31/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$466.01
Refer	22933	RINDERLE DOOR CO	-		
Cash Payment	E 100-5220-5394	Bldg Repairs & Maintena	FIRE DEPT DOOR OVERHEAD DOOR		\$3,198.79
Invoice	28060	1/18/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$3,198.79
Refer	22934	RUEKERT & MIELKE, INC.	-		
Cash Payment	E 100-5335-5219	Professional Services	GENL ENG SERV		\$2,255.88
Invoice	126432	1/18/2019			
Cash Payment	E 620-8400-8520	Outside Services Employ	SEWER UTIL SERV		\$221.25
Invoice	126433	1/18/2019			

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Cash Payment	G 100-211425 Developer Escrow	PREMIER WOODS CONSTR REVIEW	\$724.50
Invoice 126434	1/18/2019	Project D00002	
Cash Payment	G 100-211400 Billable Disbursements	MIDWEST STORAGE CONSTR REV	\$1,138.76
Invoice 126435	1/18/2019		
Cash Payment	E 480-5700-5850 Multi-Use Trail	MULTI USE TRAIL CONSTR SERV	\$367.04
Invoice 126436	1/18/2019	Project MUT001	
Cash Payment	E 480-5700-5864 Boat Launch	BOAT LAUNCH CONSTR REV	\$208.00
Invoice 126437	1/18/2019		
Cash Payment	E 100-5660-5219 Professional Services	GIS ANNUAL SERV 2018 STORMWATER	\$684.47
Invoice 126438	1/18/2019		
Cash Payment	E 220-5335-5219 Professional Services	GIS ANNUAL SERV 2018 TID 3	\$65.23
Invoice 126438	1/18/2019		
Cash Payment	G 100-211400 Billable Disbursements	IDC ADDITION REVIEW	\$199.80
Invoice 126439	1/18/2019		
Cash Payment	E 250-5335-5219 Professional Services	SUGDEN CONSTRUCT SERV	\$5,372.84
Invoice 126440	1/18/2019		
Cash Payment	E 250-5335-5219 Professional Services	SUGDEN SITE DEV REMAINING LOTS	\$4,736.80
Invoice 126441	1/18/2019		
Cash Payment	E 250-5335-5219 Professional Services	SUGDEN PHASE 2	\$4,619.05
Invoice 126442	1/18/2019		
Cash Payment	G 100-211400 Billable Disbursements	CHAPMAN FARM SITE DEV	\$160.00
Invoice 126443	1/18/2019		
Cash Payment	G 100-211400 Billable Disbursements	CHAPMAN AURORA	\$346.36
Invoice 126444	1/18/2019	Project EDC006	
Cash Payment	G 100-211400 Billable Disbursements	CHAPMAN FARM ED CU	\$297.00
Invoice 126445	1/18/2019	Project EDC006	
Cash Payment	G 100-211425 Developer Escrow	CHAPMAN FARM KIDS CONNECTION	\$120.22
Invoice 126446	1/18/2019	Project D00022	
Cash Payment	G 620-000110 WWTF Septage Receiving	WWTF SEPTAGE RD&B EVAL	\$6,759.48
Invoice 126447	1/18/2019		
Cash Payment	G 610-000109 Well Rehab/Generator Proj	WELL 5 IRON FILTER DESIGN	\$9,774.50
Invoice 126448	1/18/2019		
Cash Payment	E 220-5335-5219 Professional Services	DEBACK INFRASTRUTURE DESIGN	\$4,800.70
Invoice 126449	1/18/2019	Project DEV002	
Cash Payment	E 620-8400-8520 Outside Services Employ	WWF PHOSPH ASSISTANCE	\$1,574.13
Invoice 126450	1/18/2019		
Cash Payment	E 610-6920-6923 Outside Services Employ	WELL 4 REHAB CONSTR REVIEW	\$602.30
Invoice 126451	1/18/2019		
Cash Payment	G 100-211425 Developer Escrow	TRIPLE CROWN DEV REVIEW	\$167.38
Invoice 126452	1/18/2019	Project TID502	
Cash Payment	G 100-211425 Developer Escrow	SUPER PRODUCTS DEV REVIEW	\$329.75
Invoice 126453	1/18/2019	Project TID504	
Cash Payment	E 610-6920-6923 Outside Services Employ	2019 SCADA SERV	\$1,587.33
Invoice 126454	1/18/2019		
Cash Payment	E 620-8400-8520 Outside Services Employ	2019 SCADA SERV	\$1,587.33
Invoice 126454	1/18/2019		
Cash Payment	G 100-211425 Developer Escrow	FAIRWINDS PHASE 5	\$694.10
Invoice 126455	1/18/2019	Project D00007	
Cash Payment	E 200-5632-5219 Professional Services	CHAPMAN FARM SPEC ASSESS	\$2,645.00
Invoice 126457	1/18/2019	Project EDC006	

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Cash Payment	E 200-5335-5219 Professional Services	CHAPMAN BLVD CONSTR SERV		\$517.00
Invoice	126456	1/18/2019	Project EDC006	
Cash Payment	G 100-211425 Developer Escrow	PRO HEALTH EXP		\$594.00
Invoice	126458	1/18/2019	Project D00027	
Transaction Date	2/12/2019	Citizens	111000	Total \$53,150.20
Refer	22935	SHI INTERNATIONAL CORP	-	
Cash Payment	E 100-5120-5225 Telephone	GFI ARCHIVER LIC		\$7.07
Invoice	B09410644	1/22/2019		
Cash Payment	E 100-5141-5225 Telephone	GFI ARCHIVER LIC		\$13.86
Invoice	B09410644	1/22/2019		
Cash Payment	E 100-5142-5225 Telephone	GFI ARCHIVER LIC		\$26.55
Invoice	B09410644	1/22/2019		
Cash Payment	E 100-5211-5225 Telephone	GFI ARCHIVER LIC		\$65.50
Invoice	B09410644	1/22/2019		
Cash Payment	E 100-5241-5225 Telephone	GFI ARCHIVER LIC		\$7.07
Invoice	B09410644	1/22/2019		
Cash Payment	E 100-5323-5225 Telephone	GFI ARCHIVER LIC		\$13.86
Invoice	B09410644	1/22/2019		
Cash Payment	E 150-5221-5225 Telephone	GFI ARCHIVER LIC		\$69.04
Invoice	B09410644	1/22/2019		
Cash Payment	E 440-5511-5225 Telephone	GFI ARCHIVER LIC		\$55.18
Invoice	B09410644	1/22/2019		
Cash Payment	E 610-6920-6921 Office Supplies & Expen	GFI ARCHIVER LIC		\$6.84
Invoice	B09410644	1/22/2019		
Cash Payment	E 620-8400-8510 Office Supplies & Expen	GFI ARCHIVER LIC		\$6.84
Invoice	B09410644	1/22/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$271.81
Refer	22936	SIGNS & LINES	-	
Cash Payment	E 100-5211-5311 Supplies	NO PARKING/DETOUR SIGNS		\$310.00
Invoice	42364	2/6/2019		
Cash Payment	E 100-5212-5311 Supplies	NO PARKING/DETOUR SIGNS		\$350.40
Invoice	42364	2/6/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$660.40
Refer	22937	SOMAR ENTERPRISES	-	
Cash Payment	E 100-5212-5346 Clothing Allowance	CLOTH ALLOW - MELO		\$87.96
Invoice	101330	2/1/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$87.96
Refer	22938	STARK PAVEMENT CORP.	-	
Cash Payment	E 480-5700-5861 Road Resurfacing Projec	2017 STREET PROJECTS		\$20,993.71
Invoice	4-RET	1/15/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$20,993.71
Refer	22939	STREIT DAN	-	
Cash Payment	E 100-5211-5346 Clothing Allowance	UNIFORM ALLOWANCE		\$261.14
Invoice	12309106	1/29/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$261.14
Refer	22940	STRYKER SALES CORP.	-	

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Cash Payment	E 430-5700-5714 Ambulance Capital Equi	7 YR EMS MAINT AGREE		\$9,300.00
Invoice	2581907	1/18/2019		
Cash Payment	E 430-5700-5714 Ambulance Capital Equi	AMBULANCE		\$42,002.00
Invoice	6685129 SO	7/24/2018		
Cash Payment	E 150-5231-5395 Repairs & Maintenance	CM 192188A		-\$153.27
Invoice	192188A	3/29/2018		
Transaction Date	2/12/2019	Citizens	111000	Total \$51,148.73
Refer	22941	TREASURER STATE OF WI	-	
Cash Payment	G 100-242400 Court Fees due to State	JAN STATE JAIL FINES		\$4,451.37
Invoice	JAN2019	2/1/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$4,451.37
Refer	22942	TREASURER WAUKESHA COUNTY	-	
Cash Payment	G 100-243240 Waukesha County Court Fe	JAN COUNTY JAIL FINES		\$2,066.00
Invoice	JAN19	2/1/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$2,066.00
Refer	22943	U.S. CELLULAR	-	
Cash Payment	E 100-5211-5225 Telephone	CELL PH SERV		\$458.02
Invoice	0292023801	1/28/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$458.02
Refer	22944	UNEMPLOYMENT INSURANCE	-	
Cash Payment	E 610-6920-5110 Salaries & Wages	JAN BENEFIT - ZAREMBA		\$1,480.00
Invoice	9373473	2/1/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$1,480.00
Refer	22945	UNITED LIQUID WASTE	-	
Cash Payment	E 620-8010-8255 Dry Sludge Hauling	JAN SLUDGE CAKE P/U		\$950.00
Invoice	24150	2/5/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$950.00
Refer	22946	UNITED STATES FIRE PROTECTIO	-	
Cash Payment	E 100-5160-5395 Repairs & Maintenance	FIX LEAK IN ATTIC DRY SYSTEM		\$5,303.00
Invoice	1046-F002122	12/26/2018		
Transaction Date	2/12/2019	Citizens	111000	Total \$5,303.00
Refer	22947	USA BLUEBOOK	-	
Cash Payment	E 620-8010-8270 Operation Supply/Expen	AMMONIA/TEST PAKS		\$1,542.19
Invoice	798999	1/30/2019		
Cash Payment	E 620-8030-8310 Maint-Collection System	PRESSURE GAUGE		\$97.90
Invoice	803016	2/4/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$1,640.09
Refer	22948	VILLAGE OF MUKWONAGO	-	
Cash Payment	G 720-250015 Due to Fire/Ambulance	MONTHLY FD TAX		\$18,207.00
Invoice	FEB19	2/12/2019		
Cash Payment	E 610-6920-6408 Taxes - Village	MONTHLY WATER UTIL TAX		\$30,667.00
Invoice	FEB19	2/12/2019		
Transaction Date	2/12/2019	Citizens	111000	Total \$48,874.00
Refer	22949	W C T C	-	
Cash Payment	E 150-5223-5335 Training & Travel	DENNERT/HOGAN/SCHMIDT/SOBON		\$331.02
Invoice	S0685380	1/29/2019		

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Cash Payment	E 100-5215-5335 Training & Travel	MELO			\$31.34
Invoice	S0685381	1/29/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$362.36
Refer	22950 WALWORTH COUNTY	-			
Cash Payment	G 100-243250 Walworth County Court Fee	JAN CTY JAIL FINES			\$20.00
Invoice	JAN19	2/1/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$20.00
Refer	22951 WAUKESHA COUNTY FIRE CHIEF	-			
Cash Payment	E 150-5221-5324 Membership Dues	2019 WCFCFA DUES			\$200.00
Invoice	385	2/8/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$200.00
Refer	22952 WAUKESHA CTY TREASURER	-			
Cash Payment	E 300-5800-5801 Principal Payments on D	EPR1 2019 TRUCKED RADIO COSTS			\$3,434.00
Invoice	2019-0000039	1/29/2019			
Cash Payment	E 150-5221-5219 Professional Services	EPR1 2019 TRUCKED RADIO COSTS			\$1,003.00
Invoice	2019-0000039	1/29/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$4,437.00
Refer	22953 WE ENERGIES MLWAUKEE	-			
Cash Payment	E 100-5160-5222 Electric	MAPLE/MAIN/S ROCHESTER			\$71.74
Invoice	JAN2019	2/13/2019			
Cash Payment	E 100-5522-5222 Electric	HOLIDAY LIGHTING			\$1,615.11
Invoice	JAN2019	2/18/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$1,686.85
Refer	22954 WE ENERGIES	-			
Cash Payment	E 250-5700-5764 Cable/Electric Capital Ex	3 PHASE ELECT TID 5			\$87,050.50
Invoice	4214653	2/11/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$87,050.50
Refer	22955 WERNER ELECTRIC	-			
Cash Payment	E 610-6450-6650 Maint-Distr Reservoir/Pip	DESKTOP RADIO STUDY			\$275.00
Invoice	S5632169	9/11/2018			
Cash Payment	E 620-8020-8320 Maintenance-Lift Station	DESKTOP RADIO STUDY			\$275.00
Invoice	S5632169	9/11/2018			
Cash Payment	E 610-6450-6650 Maint-Distr Reservoir/Pip	ONSITE RADIO SERVICE			\$750.00
Invoice	S5632169	10/26/2018			
Cash Payment	E 620-8020-8320 Maintenance-Lift Station	ONSITE RADIO SERVICE			\$750.00
Invoice	S5632169	10/26/2018			
Cash Payment	E 610-6210-6623 Operation Supply/Exp-P	SUPPLIES/INSTALLATION			\$11,794.16
Invoice	S5695776	2/1/2019			
Cash Payment	E 620-8020-8320 Maintenance-Lift Station	SUPPLIES/INSTALLATION			\$11,794.17
Invoice	S5695776	2/1/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$25,638.33
Refer	22956 WI DEPT OF JUSTICE CIB	-			
Cash Payment	E 150-5221-5219 Professional Services	G3385			\$30.00
Invoice	JAN2019	2/8/2019			
Transaction Date	2/12/2019	Citizens	111000	Total	\$30.00
Refer	22848 BAKER TILLY VIRCHOW KRAUSE	-			

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Cash Payment	E 250-5140-5219 Professional Services	TID 5 COMPLIANCE AUDIT		\$4,000.00
Invoice	2/11/2019			
Transaction Date	2/14/2019	Citizens	111000	Total \$4,000.00
Refer	22849 EBIX	-		
Cash Payment	E 150-5231-5219 Professional Services	MFDDNG/OTHER		\$4,885.13
Invoice 9290	1/31/2019			
Transaction Date	2/14/2019	Citizens	111000	Total \$4,885.13
Refer	22850 HIPPENMEYER, REILLY	-		
Cash Payment	E 100-5130-5219 Professional Services	MISC MATTTTERS		\$1,548.75
Invoice 47386	2/13/2019			
Cash Payment	E 610-6920-6923 Outside Services Employ	UTILITIES		\$188.13
Invoice 74387	2/13/2019			
Cash Payment	E 620-8400-8520 Outside Services Employ	UTILITIES		\$188.12
Invoice 47387	2/13/2019			
Cash Payment	E 150-5221-5219 Professional Services	FIRE DEPT		\$105.00
Invoice 47388	2/13/2019			
Cash Payment	E 100-5211-5219 Professional Services	POLICE DEPT		\$35.00
Invoice 47389	2/13/2019			
Cash Payment	E 100-5130-5219 Professional Services	ORDINANCE/RESOLUTION		\$665.00
Invoice 47390	2/13/2019			
Cash Payment	G 100-211400 Billable Disbursements	MINORS SUBDIVISION		\$367.50
Invoice 47391	2/13/2019			
Cash Payment	G 100-211400 Billable Disbursements	CHAPMAN PROPERTY		\$332.50
Invoice 47392	2/13/2019			
Cash Payment	G 100-211400 Billable Disbursements	TERONOMY		\$140.00
Invoice 47393	2/13/2019			
Cash Payment	E 240-5130-5219 Professional Services	TID 4 915		\$157.50
Invoice 47394	2/13/2019			
Cash Payment	E 250-5130-5219 Professional Services	TID 5 SUGDEN		\$122.50
Invoice 47395	2/13/2019			
Cash Payment	G 100-211400 Billable Disbursements	TID 5 MALCOLM		\$612.50
Invoice 47396	2/13/2019			
Cash Payment	G 100-211425 Developer Escrow	TID 5 SUPER PRODUCTS		\$751.25
Invoice 47397	2/13/2019		Project TID504	
Cash Payment	G 100-211400 Billable Disbursements	EDGEWOOD MEADOWS		\$140.00
Invoice 47398	2/13/2019			
Cash Payment	G 100-211400 Billable Disbursements	CAMPBELL/VERIZON SITE		\$52.50
Invoice 47399	2/13/2019			
Cash Payment	E 100-5130-5219 Professional Services	PROSECUTION		\$1,282.50
Invoice 47400	2/13/2019			
Transaction Date	2/14/2019	Citizens	111000	Total \$6,688.75
Refer	22851 HOME DEPOT	-		
Cash Payment	E 100-5160-5311 Supplies	LASER LEVEL/DRYWALL SCREWS		\$34.94
Invoice 2163589	1/31/2019			
Transaction Date	2/14/2019	Citizens	111000	Total \$34.94
Refer	22852 HORN OIL	-		
Cash Payment	E 100-5212-5351 Motor Fuel & Oil	FUEL POLICE		\$1,453.69
Invoice JAN19	2/13/2019			

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Cash Payment	E 100-5241-5351 Motor Fuel & Oil	FUEL INSPECTION		\$93.38
Invoice JAN19	2/13/2019			
Cash Payment	E 100-5324-5351 Motor Fuel & Oil	FUEL DPW		\$3,400.75
Invoice JAN19	2/13/2019			
Cash Payment	E 150-5222-5351 Motor Fuel & Oil	FUEL DPW		\$257.67
Invoice JAN19	2/13/2019			
Cash Payment	E 150-5231-5351 Motor Fuel & Oil	FUEL AMBULANCE		\$1,206.71
Invoice JAN19	2/13/2019			
Cash Payment	E 610-6920-6933 Transportation Expenses	FUEL WATER		\$204.56
Invoice JAN19	2/13/2019			
Cash Payment	E 620-8010-8280 Transportation Expense	FUEL SEWER		\$185.81
Invoice JAN19	2/13/2019			
Transaction Date	2/14/2019	Citizens	111000	Total \$6,802.57
Refer	22853 LARK UNIFORM, INC	-		
Cash Payment	E 150-5880-5806 Donated Fund Expenditu	SHIRTS		\$309.20
Invoice 283448	2/6/2019			
Transaction Date	2/14/2019	Citizens	111000	Total \$309.20
Refer	22854 MAILFINANCE	-		
Cash Payment	E 100-5142-5315 Postage	11/27/18-02/26/2019		\$65.62
Invoice N7547299	1/25/2019			
Cash Payment	E 150-5221-5311 Supplies	11/27/18-02/26/2019		\$60.93
Invoice N7547299	1/25/2019			
Cash Payment	E 220-5140-5315 Postage	11/27/18-02/26/2019		\$4.69
Invoice N7547299	1/25/2019			
Cash Payment	E 410-5140-5315 Postage	11/27/18-02/26/2019		\$9.37
Invoice N7547299	1/25/2019			
Cash Payment	E 440-5511-5315 Postage	11/27/18-02/26/2019		\$23.43
Invoice N7547299	1/25/2019			
Cash Payment	E 500-5140-5315 Postage	11/27/18-02/26/2019		\$4.69
Invoice N7547299	1/25/2019			
Cash Payment	E 610-6920-6930 Misc General Expenses	11/27/18-02/26/2019		\$154.67
Invoice N7547299	1/25/2019			
Cash Payment	E 620-8400-8560 Misc General Expense	11/27/18-02/26/2019		\$145.29
Invoice N7547299	1/25/2019			
Transaction Date	2/14/2019	Citizens	111000	Total \$468.69
Refer	22855 CENTRALOFFICE SYSTEMS	-		
Cash Payment	E 100-5142-5312 Printing	1ST QTR COPIES		\$127.69
Invoice IN194654	1/31/2019			
Cash Payment	E 150-5221-5311 Supplies	1ST QTR COPIES		\$118.56
Invoice IN194654	1/31/2019			
Cash Payment	E 220-5140-5312 Printing	1ST QTR COPIES		\$9.12
Invoice IN194654	1/31/2019			
Cash Payment	E 410-5140-5312 Printing	1ST QTR COPIES		\$18.24
Invoice IN194654	1/31/2019			
Cash Payment	E 440-5511-5312 Printing	1ST QTR COPIES		\$45.60
Invoice IN194654	1/31/2019			
Cash Payment	E 500-5140-5312 Printing	1ST QTR COPIES		\$9.12
Invoice IN194654	1/31/2019			

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Cash Payment	E 610-6920-6930 Misc General Expenses	1ST QTR COPIES			\$300.96
Invoice	IN194654	1/31/2019			
Cash Payment	E 620-8400-8560 Misc General Expense	1ST QTR COPIES			\$282.72
Invoice	IN194654	1/31/2019			
Transaction Date	2/14/2019	Citizens	111000	Total	\$912.01
Refer	22856	CENTRAL OFFICE SYSTEMS	-		
Cash Payment	E 150-5221-5311 Supplies	FEB COPY LEASE			\$92.00
Invoice	62454580	2/9/2019			
Cash Payment	E 100-5142-5312 Printing	FEB COPY LEASE			\$23.10
Invoice	62443012	2/9/2019			
Cash Payment	E 150-5221-5311 Supplies	FEB COPY LEASE			\$21.45
Invoice	62443012	2/9/2019			
Cash Payment	E 220-5140-5312 Printing	FEB COPY LEASE			\$1.65
Invoice	62443012	2/9/2019			
Cash Payment	E 410-5140-5312 Printing	FEB COPY LEASE			\$3.30
Invoice	62443012	2/9/2019			
Cash Payment	E 440-5511-5312 Printing	FEB COPY LEASE			\$8.25
Invoice	62443012	2/9/2019			
Cash Payment	E 500-5140-5312 Printing	FEB COPY LEASE			\$1.65
Invoice	62443012	2/9/2019			
Cash Payment	E 610-6920-6930 Misc General Expenses	FEB COPY LEASE			\$54.45
Invoice	62443012	2/9/2019			
Cash Payment	E 620-8400-8560 Misc General Expense	FEB COPY LEASE			\$51.15
Invoice	62443012	2/9/2019			
Transaction Date	2/14/2019	Citizens	111000	Total	\$257.00
Refer	22857	CONLEY MEDIA, LLC	-		
Cash Payment	E 610-6920-6921 Office Supplies & Expen	PUBLIC HEARING GIBSON ST			\$33.80
Invoice	6362410119	1/27/2019			
Cash Payment	E 100-5632-5312 Printing	PUBLIC HEARING EDGEWOOD			\$65.06
Invoice	6362410119	1/27/2019			
Transaction Date	2/14/2019	Citizens	111000	Total	\$98.86
Refer	22858	VERIZON	-		
Cash Payment	E 150-5221-5225 Telephone	01/04-02/03			\$50.16
Invoice	9823484482	2/3/2019			
Transaction Date	2/14/2019	Citizens	111000	Total	\$50.16
Refer	22859	ZEP SALES & SERVICE	-		
Cash Payment	E 150-5222-5311 Supplies	AEROSOL/ZEP BLUE			\$388.30
Invoice	9004012524	2/6/2019			
Cash Payment	E 150-5231-5311 Supplies	AEROSOL/ZEP BLUE			\$388.29
Invoice	9004012524	2/6/2019			
Transaction Date	2/14/2019	Citizens	111000	Total	\$776.59

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Fund Summary

	111000 Citizens
100 GENERAL FUND	\$58,619.18
150 FIRE/AMBULANCE FUND	\$12,033.86
200 COMMUNITY DEVELOPMENT FUND	\$3,162.00
220 TID#3 - GENERAL	\$4,881.39
240 TID#4	\$157.50
250 TID #5	\$105,901.69
300 DEBT SERVICE FUND	\$3,434.00
410 RECYCLING FUND	\$82,202.55
430 CAPITAL EQUIPMENT FUND	\$82,599.50
440 LIBRARY FUND	\$243.63
480 CAPITAL IMPROVEMENT FUND	\$21,568.75
500 STORM WATER UTILITY	\$15.46
610 WATER UTILITY FUND	\$64,197.05
620 SEWER UTILITY FUND	\$168,379.06
720 TAX ESCROW AGENCY FUND	\$18,207.00
	<hr/>
	\$625,602.62

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	<hr/> \$625,602.62
Total	<hr/> \$625,602.62



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board: Finance
Topic: Purchasing Policy Revision
From: Diana Doherty, John Weidl, Trustee Penzkover
Department: Finance
Presenter: Diana Doherty, John Weidl, Trustee Penzkover
Date of Committee Action (if required): February 6, 2019
Date of Village Board Action (if required): February 20, 2019

Information

Subject: Revision to Purchasing Policy to increase overall approval limits; modify requirements for purchases made through a cooperative purchasing program; change the methodology for determining change order approvals; add approval authority for change directives and add further language under the section of emergency purchases.

Background Information/Rationale: The overall themes of the proposed revisions are to increase efficiency in the purchasing process or to expedite changes that might otherwise delay progress in the case of capital projects.

The proposed increases to department or administration dollar limit approvals are a reflection of the current prices of goods and services typically purchased by the Department Heads. Through observations of how their budgets have been managed, they have all shown themselves to be good stewards of the Village's resources when it comes to purchasing needed equipment and services and can be entrusted with higher authority limits. If the purchase occurs through a cooperative purchasing program – which provides already negotiated prices – and the need to obtain multiple quotes is eliminated, in addition to saving money, Department Heads are also saving time by not needing to gather multiple quotes and preparing an analysis of the information for approval.

The proposed changes to methodology for the approval of project change orders is based on the size of the project and its approved contingency as opposed to a flat dollar amount. The larger the project, the larger the amount that could be approved the Administrator. By including the contingency in the calculation, the change orders would remain within the overall amount budgeted for the project. This change in policy would prevent delays in the project which might otherwise occur while the change orders went through the current Village Board approval process. The addition of authority for the Administrator to approve change directives is also meant to prevent project delays.

The additional language added under emergency purchases is to clarify the process that should be followed in the event the expenditure substantially exceeds \$25,000 which, under normal circumstances, would require public bidding.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Key Issues for Consideration: The Village Board's comfort level with Administration and Department Head judgement in spending Village resources and whether sufficient oversight exists, keeping in mind that all major capital projects and equipment purchases (with the exception of emergency situations) are approved in the budget prior to any purchasing activity.

Fiscal Impact (If any): None – these are changes to approval authorities within budgeted amounts.

Requested Action by Committee/Board: Recommend for adoption the proposed revisions to the Village's Purchasing Policy.

Attachments

Current Purchasing Policy with proposed revisions.

VILLAGE OF MUKWONAGO PURCHASING POLICY

- I. **General.** The intent of this policy is to provide guidelines that will insure that the expenditure of public funds by all Village Departments is consistent with policies set by the Village Board.
- II. **Guidelines.** The Village reserves the right to accept the bid or quote which is most beneficial to the Village, as well as the right to reject any or all bids or quotes. The determination of the most beneficial purchase shall be recommended, as required under “**Purchasing Procedures**” described below, to the Village Board, which shall make the final determination when required. No contractual award for capital improvements over \$25,000 is final until formally approved by the Village Board.
 - A. **Delegation of Authority.** Each Department Head is authorized to delegate authority to an employee(s) of that department to make and approve purchases not exceeding \$510,000. The Department Head will need to sign off on the invoices prior to payment. While delegation of authority is realistic in how Village business is conducted, the Department Head is ultimately responsible for all purchases made by employees of the department.
 - B. **Planning.** Both short and long term planning for purchases will minimize the amount of clerical and supervisory time spent documenting purchases. Each department should strive to purchase its goods and services in quantities within the foreseeable needs of the department, which maximize possible discounts. The overall plan for purchasing begins with the preparation of the Annual Budget.
 - C. **Purchase in Excess of Budgeted Amount.** Department Heads contemplating a purchase that will exceed an account’s budgeted amount shall insure that provisions are made for the necessary allocation within their departmental budget prior to initiating the purchase. All expenditures, which exceed the amount of the adopted budget for the department, as well as all expenditures from any contingency account shall be presented to the Finance Committee for recommendation to the Village Board for approval.
 - D. **Quality.** Quality and service are just as important as price. It is the duty of each department to secure the best quality for the purpose intended. Quality buying is the buying of goods and services that will meet, but not exceed, the requirements for which they are intended. In some instances the primary consideration may be durability. In other instances it may be a question of immediate availability, ease of installation, frequency of repair or efficiency of operation. It is the responsibility of each Department Head to become familiar with available equipment to determine the appropriate quality required.
 - E. **Sales Tax.** The Village is exempt from paying all local and state sales taxes or Federal Excise taxes. The Clerk/Treasurer’s Office can provide necessary exemption documents to vendors upon request.
 - F. **Endorsements.** Neither the Village’s name nor any employee’s name or position is to be used to endorse or support a product or vendor, unless specifically authorized by the Village Board.
 - G. **Ethics Laws.** Public officials and employees of the Village shall comply with all federal, state and Village ethics laws regarding conflict of interest as well as ethics regarding all purchase decisions.

III. Purchasing Procedures. The following procedures are established to regulate the degree of formality to be followed in the purchase of goods and services, depending on the costs of the items to be purchased. Exceptions to these procedures are noted under the **“Special Requirements”** section of this policy. Good documentation to insure that all vendors are treated fairly is in the Village's best interest. **All purchasing scenarios described in this policy assume the funds are available within the department's budget. Capital Equipment/Improvement Projects exceeding \$2530,000 in value must be preapproved in the Village's Capital plan and Annual Budget processes.**

- A. Purchases under \$510,000. Department Heads are authorized for any purchase under \$510,000. The Department Head need not secure the approval of the Finance Director in order to make purchases in this price range. It is the responsibility of each Department Head to insure control over this segment of the purchasing process. Department Heads may designate employees the authority to make purchases; and shall provide internal controls to insure that all purchases are for legitimate public purposes.
- B. Purchases from \$510,000 to \$2530,000. The Finance Director or Village Administrator is authorized to approve any purchase in the amount of \$510,000 to \$2530,000 if the service, materials, or supplies were included as part of a Department's authorized budget. Prior to securing goods or services in that range, the Department Head must obtain three (3) or more written quotes from qualified vendors, suppliers, or contractors. The Department Head must be able to show proof of the quotations and compile the information in a way that allows for comparison. If departments are unable to secure three (3) written quotations, an explanation why less than three (3) qualified vendors were available must be noted for the Finance Director. The form used to compare the quotations, as approved by the Finance Director, shall be attached to the payment authorization. The use of written quotation forms requires appropriate planning to insure that adequate lead time is available to satisfy the purchasing requirements. The preferred procedure is to mail, fax, or email the Request for Quotation form to the vendors and have it returned by mail, fax, or email. Every effort should be made to allow at least three (3) full business days between the receipt of the form by the vendor and the deadline for returning quotations. The requirement for 3 written quotes may be waived if the item or service can be purchased through a Cooperative Purchasing Program.
- C. Purchases in Excess of \$2530,000
 1. Services. Departments anticipating the purchase of services exceeding \$2530,000 in value shall prepare specifications or requirements, as appropriate, to meet the Village's needs. The specifications or requirements shall be forwarded to the Finance Director for review, comment, and recommendation. Upon the Finance Director's recommendation, the Department Head can either prepare a Request for Proposal (RFP) as outlined under **“Special Requirements - Professional Services”** or prepare the Request for Quotation form as outlined in the **“Purchases from \$510,000 to \$2530,000”** section. Services purchased in this category must be presented to the Finance/Public Works Committee for recommendation to the Village Board for approval.
 2. Equipment. Departments anticipating the budgeted purchase of equipment exceeding \$2530,000 in value shall prepare specifications or requirements, as appropriate, to meet the Village's needs. The

specifications or requirements shall be forwarded to the Finance Director for review, comment, and recommendation. Upon the Finance Director's approval, the Department Head can either prepare the Request for Quotation form as outlined in the **"Purchases from \$510,000 to \$2530,000"** section or, prepare a bid package, as outlined in the **"Capital Improvements and Construction Projects"** section. Equipment purchases in this category must be presented to the Finance/Public Works Committee for recommendation to the Village Board for approval.

3. Capital Improvements and Construction Projects. For capital improvements and construction projects exceeding \$25,000 in value, Departments shall prepare specifications based upon standards appropriate to meet the Village's needs. Specifications shall be forwarded to the Village Administrator for review, comment, and recommendation. Upon the Village Administrator's recommendation, the Department Head will then prepare the necessary bid package, public notices, and advertisements to meet the Village purchasing policy and will also send invitations to bid to qualified vendors. A bid packet containing an invitation to bid, specifications, and general bid documents will be sent to qualified vendors as well as those that respond to the legal notice.

After the bids are publicly opened, they will be turned over to the Departments for review. The Department will prepare a Bid Tabulation Report and draft a memorandum to the Village Administrator, which will include the Department's recommendation for the bid award. The recommendation made by the Village Administrator shall include the acknowledgment that funds are available, as well as the signature of the Department Head who is seeking the expenditure.

The award will normally be made to the low bidder meeting specifications. There may be instances, however, when the low bid is not in the best interest of the Village. In these cases, it is incumbent upon the Department to thoroughly document reasons why the low bid should not be selected.

The award for public works contracts in excess of \$25,000 will be made to the lowest responsive, responsible bidder meeting specifications as per State Statutes. Questions regarding the Statute(s) and which projects apply should be directed to the Village Attorney.

The Village reserves the right to select or reject a vendor based upon the best interests of the Village, including but not limited to past service or experience with the vendor.

D. Approval of Change Orders on Construction Projects

a. On construction projects with a contingency included in the approved contract amount, the Finance Director or Village Administrator is authorized to approve change orders of \$50,000 or less, as long as the cumulative/aggregate change order total does not exceed 50% of the established contingency and the Village Engineer (if involved in the project) concurs with the change order(s). The Finance Committee Chair is to be notified via email when these change orders are signed and the change orders will be placed on the next Village Board or Committee of the Whole agenda for information purposes only.

i. For example, if a \$4.4M project includes a \$400,000 contingency, cumulative change orders up to \$200,000 could be approved by the Finance Director or Village Administrator provided none of the individual change orders exceeded \$50,000

- ii. In an example of a \$880,000 project with an \$80,000 contingency, only \$40,000 in cumulative change orders could be approved by the Finance Director or Village Administrator.
 - b. On construction projects without an established contingency in the approved contract amount, the Finance Director or Village Administrator is authorized to approve change orders up to 5% of the contract amount if the Village Engineer (if involved in the project) concurs with the change order.
 - c. The Village Board, at its discretion, can authorize the Finance Director or Village Administrator to approve change orders up to a specified percentage of the total contract amount.
- E. Change orders that are over the limits described for authorization by the Finance Director or Village Administrator can be approved by the Public Works Committee Chairperson prior to formal Village Board approval to avoid delays in the project timeline.
- F. Village Administrator is authorized to initiate work change directives based on pending change orders that have been reviewed by the Village Engineer and the Chair of Public Works.

IV. Special Requirements. Occasionally the Village may need to purchase goods or services under circumstances which do not clearly fit the patterns of normal public procurement and for which normal competitive shopping procedures do not apply.

- A. Sole Source. In the event there is only one vendor capable of providing a particular good or service, then the competitive shopping procedures outlined in this policy may be waived by the Finance Director. When a Department determines that goods or services must be purchased from a "sole source vendor", e.g., computers and related equipment and software, the Department Head shall document why only one company or individual is capable of providing the goods or services required. The documentation shall be attached to the payment authorization and submitted to the Finance Director for approval.
- B. Special Exception. Exceptions to the procedures outlined, above, under Purchasing Procedures, are granted for the following purchases:
 - 1. Internal financial operations such as payroll;
 - 2. Fund to fund transfers;
 - 3. Utility payments;
 - 4. Multi-year service contracts
 - 5. Bond payments and such other similar obligations of the Village; and,
 - 6. Salt, gasoline, crushed stone, office supplies (including recurring office forms and paper products), polymers, vehicle/equipment related parts and repairs such as, engine and transmission parts, hydraulic pumps and rams, tires, rebuilding services, annual maintenance contracts and all other recurring expenses needed in the usual and ordinary operation of the Village government and its departments in a sum not to exceed the budgeted amount.
- C. Cooperative Purchasing Programs. Departments are encouraged to use cooperative purchasing programs sponsored by the State or other jurisdictions. Such programs prove advantageous by relieving department personnel of the paper work necessary to document the purchase and by taking advantage of large quantity purchases made by such cooperatives.

- D. Professional Services. Normal competitive procedures cannot be utilized in securing professional services from attorneys, engineers, accountants, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. A Request for Proposal (RFP), while not always required to secure professional services, e.g., bond counsel, may be made upon the direction and at the discretion of the Village Administrator, the Finance/Public Works Committee and/or majority of the Village Board.

A Request for Proposal can be prepared much the same way as specifications including requirements and minimum standards for the services to be provided. Such RFPs shall be submitted to the Village Administrator for review and approval prior to distribution. When an RFP for professional services has been approved, a limited number of qualified professionals known to the Village will be invited to submit a proposal setting forth their interest, qualifications and how they can meet the Village's needs. In securing professional services it is the primary goal of the Village to obtain the services of a professional who has a proven record of providing those services. A contract will then be negotiated with the professional deemed to best meet the Village's needs.

- E. Emergency Purchases. The procedures in this policy may be waived under emergency conditions when a delay may threaten the basic mission of a department. Emergency conditions are generally unforeseen circumstances, e.g., natural disasters or major mechanical equipment failures, wherein prompt corrective action is absolutely necessary. Occasionally equipment will require emergency repairs or other circumstances will necessitate emergency corrective action which cannot wait for compliance with this policy. ~~In any emergency situation, Department Heads are required to notify the Finance Director as quickly as possible.~~ In the event the emergency expenditure substantially exceeds \$25,000 and is a project that would normally require competitive bidding, the Village Board would need to make a finding that an emergency exists following the process in Wis. Stat. Sec. 62.15(b). In any emergency situation, Department Heads are required to notify the Finance Director Village Administrator or Village President as quickly as possible.
- F. Petty Cash Accounts. Very often there is a need for immediate availability of funds. Petty Cash Funds may be used to avoid the time and expense of issuing payment authorizations for items totaling less than \$50. Petty Cash Receipts are to be maintained by the person responsible for the fund in certain departments and shall include; the amount, description of item, budget account number, and signatures of the persons receiving the funds and person issuing the funds. Individual receipts should be summarized on a monthly basis and presented to the Clerk/Treasurer's office that will then authorize a check to be issued to reimburse the Petty Cash Funds. The Finance Director may conduct unannounced audits of petty cash funds to assure the monies are being properly accounted for. The use of petty cash funds for personal use, even for very short periods of time, is prohibited and may be grounds for disciplinary action.
- V. Preparing Specifications. When goods or services are purchased consistent with the competitive processes outlined in this policy, specifications (specs) must be prepared which will meet the following goals:
- Identify minimum requirements;
 - Allow for a competitive bid or quote, when possible;

- Be capable of objective review; and
 - Provide for an equitable award at the lowest possible cost.
- A. General Guidelines. Specs should be kept as simple as possible while still maintaining the exactness required to keep bidders from utilizing loopholes to avoid providing the quality desired or to take advantage of their competitors. To promote competition, specs should be written in clear simple language, free of vague terms or those subject to variations of interpretation.

If the specs include optional goods or services, these options must be separately identified so that the base cost can be clearly identified compared to the cost of the option(s). If options are included, the Bid Tabulation Report shall identify the different costs of the options.

- B. Types of Specifications. Specifications need to be structured to protect the integrity of the purchasing system and to insure that the needs of the Village are met. Methods of structuring specs include:
1. Qualified Products or Acceptable Brands List. These lists are developed where it is not possible to write specs adequate to identify the quality and performance required, or when tests necessary to determine compliance with technical specs are lengthy, costly, or require complicated technical equipment.
 2. Specification by Brand or Trade Name. Brand or trade names should be used where brand name products have been found to be superior to others for the purpose intended or when their composition is secret, unknown or patented. The use of brand names establishes a quality standard, but is not intended to eliminate or limit competition. When this method is used the specs shall provide for bidding of competitive or equal grades. It is incumbent on a vendor who bids on goods of supposed equal quality to document that the goods and services are, in fact, of equal quality.
 3. Specifications by Blueprint or Dimension Sheet. Specs of construction projects shall be written to reference the blueprints or dimension sheets prepared by the engineer or architect.
 4. Specifications by Performance, Purpose or Use. Specs which include a set of performance criteria will provide flexibility for vendors to design products or programs specifically aimed at meeting the standards the Village has established. These types of specs usually generate a great deal of competition since they allow vendors to exercise some creativity in the process. Bottom line or minimum standards must be included in the specs to insure that the Village's expectations are met.
 5. Specifications by Industry Standards. Specs will often refer to industry-wide standards or standards set by other public jurisdictions. Lumber grading, standards set by asphalt or concrete industries, or referencing standard specs of the State Department of Transportation of other State or Federal agencies are typical examples.
 6. Specifications by Samples. A sample is a good way to make requirements perfectly clear. Printing bids, where artwork or existing forms would be utilized is an example. Departments utilizing samples

shall insure that adequate supplies of the samples are made available so that originals can be sent with all bid invitations.

Revised Policy Adopted this ~~3rd~~-20th day of ~~June~~February, ~~2014~~2019.

Village of Mukwonago

Fred H. Winchowky, Village President

ATTEST:

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



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board: Protective Services
Topic: LP15 Monitor 4G Modem Upgrades
From: Jeff Stien, Fire Chief
Department: Fire Department
Presenter: Jeff Stien
Date of Committee Action (if required): 02-18-19
Date of Village Board Action (if required): 02-20-19

Information

Subject:

LP15 Monitor 4G Modem Upgrades

Background Information/Rationale:

The modems for the cardiac monitors will no longer be usable by the end of 2019. The modems need to be upgraded to the 4G system.

Key Issues for Consideration:

There will be no service to transmit information to the hospital or to the patient care reports without the upgrade.

Fiscal Impact (If any):

\$3,615.00 total for the 5 units. Previously the boards had approved the sale of the LUCAS 2 units (\$9,500.00) and money was placed in a designated fund for purchases. Since this was an unbudgeted costs I am requesting that we use some of the funds from that account.

Requested Action by Committee/Board:

Recommendation to use funding from the sale of the LUCAS 2 equipment for the 4G modem upgrades.

Attachments

- Physio Control 4G Modem Upgrade quote
-



Physio-Control, Inc
11811 Willows Road NE
P.O. Box 97006
Redmond, WA 98073-9706 U.S.A.
www.physio-control.com
tel 800.442.1142
Sales Order fax 800.732.0956
Service Plan fax 800.772.3340

To MUKWONAGO FIRE DEPT
Attn: Matt Sura, Medic
1111 FOX ST
MUKWONAGO, WI 53149
2625013920
msura@mukwonagofire.org

Quote Number 00160915
Revision # 1
Created Date 2/4/2019
Sales Consultant Jeff Preston
(920) 342-3339
jeff.preston@stryker.com
FOB Destination
Terms All quotes subject to credit approval and the following terms and conditions
NET Terms Net 30

Contract NASPO17 #OK-SW-300
Promotion (RP-4G40) - 3G to 4G Modem/Gateway Promotion

Expiration Date 5/5/2019

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
11996-000474	4G Modem: Verizon Cellular non-Kore (customer data plan)	5.00	1,205.00	-482.00	723.00	3,615.00

Subtotal USD 3,615.00

Estimated Tax USD 0.00

Estimated Shipping & Handling USD 0.00

Current Sales Tax Rates will be applied at the time of Invoice and tax rate is based on the Ship To location

Grand Total USD 3,615.00

Pricing Summary Totals

List Price Total USD 6,025.00

Total Contract Discounts Amount USD 0.00

Total Discount USD -2,410.00

Trade In Discounts USD 0.00

Tax + S&H USD 0.00

GRAND TOTAL FOR THIS QUOTE

USD 3,615.00



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board: Public Works
Topic: Deback Drive Infrastructure Design
From: Becca Alonge
Department: Public Works/Utilities
Presenter: Becca Alonge
Date of Committee Action
(if required):
Date of Village Board Action (if required): 2/20/19

Information

Subject:

Amendment to Task Order 2018-03

Background Information/Rationale: Provide additional services to modify the roadway alignment and utility layout east of the creek due to a revised layout provided from the developer. This includes additional survey, plan sheet redesign, and storm water modeling.

Key Issues for Consideration: The addition of the s-curve in this area creates a perpendicular intersection as opposed to the original layout of a skewed intersection with a round-about.

Fiscal Impact (If any): \$9,885.00

Requested Action by Committee/Board: Approve Ruekert & Mielke, Inc. Task Order Amendment 2018-03A-1

Attachments

Task Order 2018-03A1 Deback Drive Infrastructure Amendment No. 1.pdf
Current design layout pdf and proposed design layout.



TASK ORDER

This is Task Order No.
2018-07A1, consisting of 2 pages
Village of Mukwonago
Deback Drive Infrastructure

Task Order

In accordance with Task Order No. 2018-03, Owner and Engineer agree to Amend the referenced task order as follows:

1. Specific Project Data

- A. Title: Deback Drive Infrastructure – Amendment No. 1
- B. Amendment Description: Provide additional services to modify the roadway alignment and utility layout east of the creek due to a revised layout provided from the developer. This includes additional survey, plan sheet redesign, and storm water modeling.

2. Times for Rendering Services

- A. Design and Bidding April 2019, due to coordination with Developer's Engineer and redesign efforts.

3. Payments to Engineer

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

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Lump Sum</u>
Additional Services A1	Lump Sum	\$9,885.00

TASK ORDER

Terms and Conditions: Execution of this Task Order Amendment by Owner and Engineer shall make it subject to terms and conditions, (as modified above) of Task Order No. 2018-07

The Effective Date of this Task Order is March 20, 2018

OWNER:

Village of Mukwonago

By: _____

Name: _____

Title: _____

Date: _____

ENGINEER:

Ruekert & Mielke, Inc.

By: Steven C. Wurster

Name: Steven C. Wurster, P.E.

Title: Senior Vice President/COO

Date: February 12, 2019

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Name: Rebecca K. Alonge

Title: _____

Title: Project Engineer

Address: _____

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

Email: _____

Email: ralonge@ruekert-mielke.com

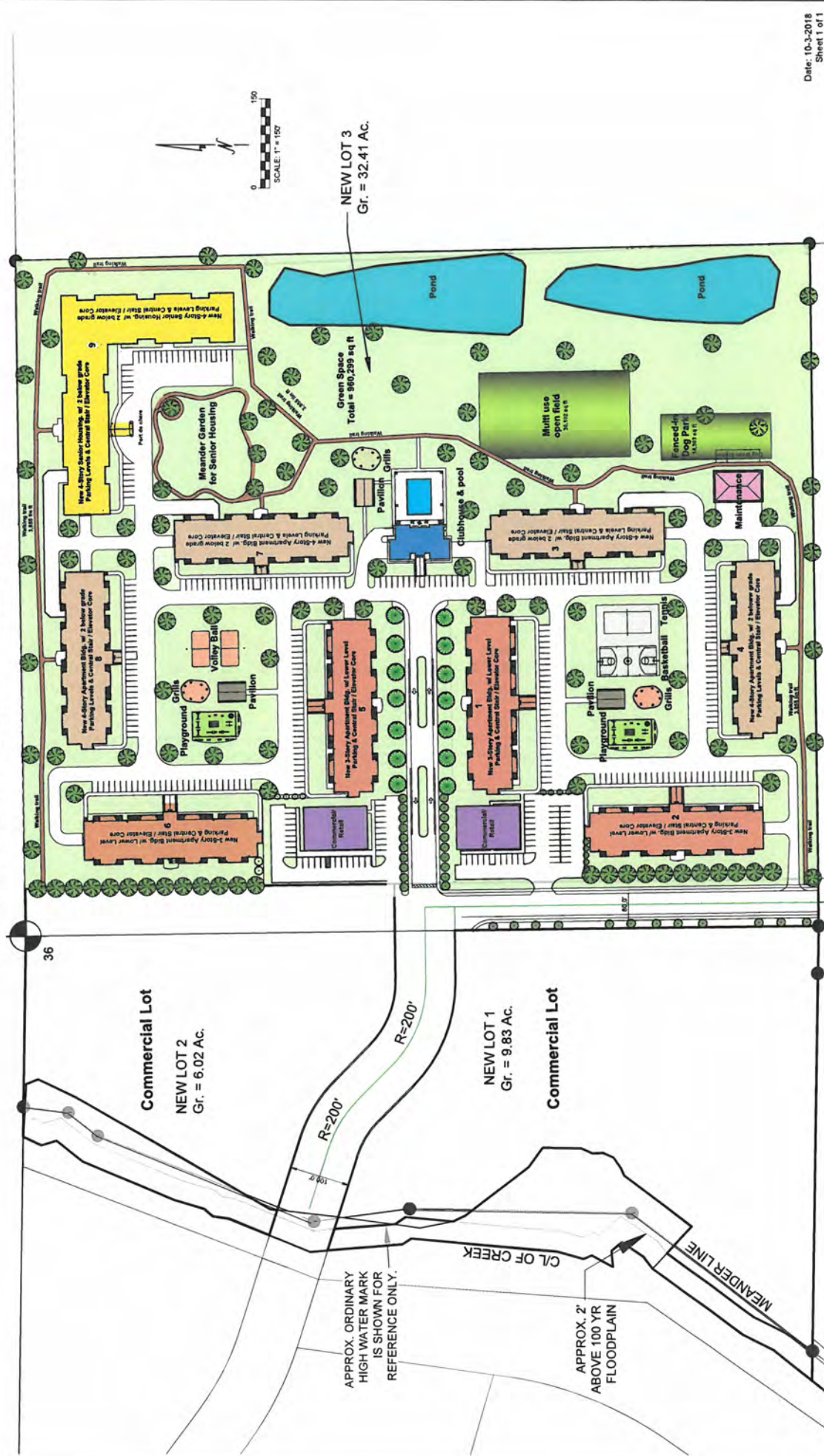
Phone: _____

Phone: 262-953-3046

Fax: _____

Fax: 262-542-5631

**MAPLE CENTRE DEVELOPMENT
MUKWONAGO, WISCONSIN**





Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board: Public Works/ Village Board
Topic: We Energies – Distribution Easement Underground
For TID #5 Electric Facility Backbone Extension
From: Michael Michalski
Department: Public Works
Presenter: Rebecca Alonge
Date of Committee Action
(if required):
Date of Village Board February 20, 2019
Action (if required):

Information

Subject: We Energies – Easement for Electric Facility Backbone Extension as part of the TID #5 Public Improvements.

Background Information/Rationale: In order to extend electric facilities along Boxhorn Drive and Hill Court and complete the loop back to STH 83, We Energies will need a small portion of easement on Outlot 1 abutting STH 83. The majority of the work is covered by an existing easement in which the Village has granted to We Energies.

Key Issues for Consideration: The location of the easement should not have negative consequence upon the Village's outlet. This AIRF along with attachments has been sent to Village Attorney Mark Blum for review.

Fiscal Impact (If any): None.

Requested Action by Committee/Board: Approve We Energies Distribution Easement Underground document, subject to Village Attorney approval. Two authorized representatives need to sign the original in the presence of a Notary Public. This original signed document needs to be returned to Tracy Zwiebel, Right-of-Way Agent at the BURLINGTON, WI office.

Attachments

Tracy Zwiebel email dated 8/20/2018 w/attachments
Distribution Easement Underground Document, Exhibit "A" and
Easement Brochure

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. **4214653**

IO NO. **12332**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **VILLAGE OF MUKWONAGO**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as a strip of land 12 feet in width being a part of the Grantor's premises described as **Outlot 1, Certified Survey Map No. 4773**; said CSM being recorded in the office of the Register of Deeds for Walworth County, Wisconsin in Volume 31 of Certified Survey Maps on Pages 317-322 as Document No. 965823; said premises being located in the **Northeast ¼ of Section 1, Township 4 North, Range 18 East**, Village of Mukwonago, Walworth County, Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM A252
PO BOX 2046
MILWAUKEE, WI 53201-2046

#A477300002
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend utility facilities including: conduit and cables, electric pad-mounted transformers, electric pad-mounted switch-fuse units, concrete slabs, power pedestals, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to the initial installation of said facilities or to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document or voluntarily waives the five day review period.

9. **Indemnification and Hold Harmless:** In consideration of the foregoing grant, it is understood that during the time said facilities are located on the premises of the Grantor pursuant to this grant, Grantee will indemnify, save, and hold harmless the Grantor, its successors and assigns, from any and all claims, liabilities, losses, costs, damages or expenses for injury or death of any person and any damages to property arising out of Grantee's exercise of any of its rights under this easement; excepting, however, 1) any claims, liabilities, losses, costs, damages or expenses arising out of negligence or willful acts on the part of the Grantor, its successors and assigns, employees, agents and invitees; 2) any special, consequential or indirect damages, including but not limited to, loss of profit or revenue, and diminution in value; and 3) any environmental claims, liabilities, losses, costs, damages or expenses not directly caused by the construction or operation of said facilities.

Grantor:

VILLAGE OF MUKWONAGO

By: _____

(Print name and title): _____

By: _____

(Print name and title): _____

Acknowledged before me in _____ County, State of Wisconsin, on _____, 2019,
by _____, the _____
and by _____, the _____
of the **VILLAGE OF MUKWONAGO**, for the municipal corporation, by its authority and pursuant to Resolution File No. _____
_____ adopted by its Village Board on _____, 2019.

Notary Public Signature, State of Wisconsin

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____



S.T.H. "83"

W BOXHORN DRIVE

OUTLOT 1,
CSM 4773



EXHIBIT "A"
NOT TO SCALE

IDO 4214653	PART OF OUTLOT 1, CSM 4773 IN THE NORTHEAST ¼ OF SECTION 1, TOWN 4 NORTH, RANGE 18 EAST, VILLAGE OF MUKWONAGO, WALWORTH COUNTY, WISCONSIN.	DRAWN BY TAZ
REVISIONS		DATE February 8, 2019

10) What kinds of negotiations should be expected?

While our standard easement is intended to cover normal distribution facility installations, terms or conditions may be negotiated. If the landowner has questions, the utility will get answers. The right-of-way agent is your contact person and your source for information.

11) Are there specific waivers of rights involved in the easement negotiation process?

PSC 113.0509 gives the landowner, unless voluntarily waived by the landowner, a minimum period of five days to examine the materials provided by the utility before signing any new or revised easement agreement. If you, as the landowner, are comfortable signing the easement agreement after reading the document and getting answers to questions, you may waive the 5 day review period established under Public Service Commission Administrative Rules.

12) Does the use of eminent domain enter into easement negotiation discussions?

No. We Energies will not bring eminent domain up. The utility and the landowner will usually negotiate a solution on location of distribution facilities.

13) Does the utility ultimately have the right to use eminent domain?

Yes. However, as a general practice, We Energies does not use eminent domain to install electric distribution facilities. Only in extremely unusual situations, would the utility consider the use of its eminent domain rights. (We Energies has not used eminent domain on distribution facilities in the past 25 years).

For more information:

For information on a specific project, contact We Energies or the PSC.

Contact your We Energies representative at:

Contact the PSC at:

Public Service Commission of Wisconsin
P.O. Box 7854
Madison, WI 53707-7854
(608) 266-5481

Generally, the PSC does not have detailed information about all electric distribution projects.

Therefore, in order for them to investigate you will need to provide:

- Utility Name
- Project Name
- Project Location

RIGHTS-OF-WAY AND EASEMENTS

for Electric Distribution
Facility Construction

we energies



we energies



INTRODUCTION

This pamphlet is intended to help you, the landowner, better understand the possible need for new power lines, how electric utilities build lines, and how you can be an important part of the process.

Electric distribution lines carry electricity from substations to customers. These types of electric lines include customer service connections and local distribution lines.

An electric line right-of-way (ROW) is a strip of land that an electric utility uses to construct, maintain, repair or replace an overhead or underground power line. The ROW allows the utility to provide clearance from trees, buildings and other structures that could interfere with the line installation, maintenance and operation. This ROW may be located in the roadway or on private property. It usually is from 6 to 12 feet wide, unless terrain, vegetation or unusual construction obstacles require a wider easement.

1) What are some reasons new or reconstructed power lines might be needed?

New power lines may be needed because of:

- a. Growth in customer's average electricity use
- b. Growth in the number of customers and businesses in Wisconsin
- c. Replacement of old lines due to age of equipment
- d. Additional lines constructed from new substations needed to meet increased demand.

2) Do utilities need government approval to build new power lines?

Yes. A variety of permits are needed from various governmental agencies. The Public Service Commission (PSC) of Wisconsin reviews We Energies's request if a project exceeds \$5 million in cost.

Local road permits, Wisconsin Department of Transportation permits, Wisconsin Department of Natural Resources permits, Federal Aviation Authority permits, etc. are all required if the interests of those agencies are involved.

3) Can conservation eliminate the need for power lines?

Yes and no. Right now, conservation helps reduce the need for new power lines, but is not eliminating all future needs. In order to eliminate the need for new lines, conservation would have to be great enough to offset all the needs in points "a" through "d" in question 1 above.

Conservation can reduce the number of new power lines and power plants needed because conservation makes energy more efficient. The PSC reviews utility plans for conservation programs in its Biennial Strategic Energy Assessment ("SEA").

4) How is it decided when and where new or reconstructed power lines will be built?

Utility engineers use computer models of the power system to study the need for new power lines. The results help a utility decide if a new power line is needed or if an existing line should be rebuilt or relocated. In some instances the need for new or rebuilt power lines becomes apparent due to insufficient capacity to meet customer requirements in an area or changes required in response to significant storm damages.

5) Does a utility have the right to construct its lines on my property?

Wisconsin statutes allow utilities to construct their facilities on or along roadways with the consent of local authorities as long as the facilities do not interfere with the use of the roadway by the public or with the use of the adjoining land. Usually the utility will have the option of building the distribution lines and related facilities on private property or in road right-of-way. However, if existing obstacles are in the way, the distribution line will be located to avoid these obstacles.

If the distribution line is located on private property, an easement from the landowner is required. If the distribution line is located in road right-of-way, a permit from the municipality is required.

6) Will my trees need to be cut?

In some cases, power lines must be built along wooded areas or near existing trees. This is often the case when power lines are built along roadways or at the rear of residential lots.

Therefore, trees in these areas need to be trimmed and sometimes removed.

In order to ensure safe and reliable power, it is important to keep power lines free of any kind of interference. This means that tall-growing trees should not be placed near or under existing power lines. A utility maintains a regular trimming schedule to keep interference from trees to a minimum. It is important for customers to understand that requirement and cooperate with the utility.

In order to trim or remove trees along a roadway, the utility will obtain the consent of the owner of the tree.

7) What is an easement?

An easement is a written document that grants a permanent right to use land for a specific purpose, such as installing utility facilities (lines) to serve you and others. An easement "runs with the land" which means it stays with the property even if ownership of the property changes.

8) What can the landowner expect in the easement acquisition process?

Based on many years of experience, We Energies has developed a standard easement agreement which covers topics such as proper clearance/cover for utility facilities, restoration of the land and tree trimming. You, as a landowner, have a right to understand these issues as well as the need for distribution facilities.

To minimize impact on your property, the utility will make every reasonable effort to locate these facilities in setback areas that are unbuildable.

A utility representative contacts each potentially affected landowner and presents the easement document.

9) What is required of the landowner in the easement document?

The easement document grants the utility the right to locate distribution facilities on the landowner's property. It also requires the landowner to keep the easement area clear to allow the utility access to these facilities for maintenance and repair. Easement area should stay clear of trees.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board: Public Works/ Village Board
Topic: We Energies – Remaining Electric Facility Backbone
Extension for TID #5
From: Michael Michalski
Department: Public Works
Presenter: Rebecca Alonge
Date of Committee Action
(if required):
Date of Village Board Action (if required): February 20, 2019

Information

Subject: We Energies – Remainder of the Electric Facility Backbone Extension as part of the TID #5 Public Improvements.

Background Information/Rationale: In order to provide electric service to the remaining TID #5 Phase 1 and 2, We-Energies needs to install the electric backbone along Boxhorn Drive and Hill Court. We Energies is planning an April install of the remaining electric facility backbone.

Key Issues for Consideration: None.

Fiscal Impact (If any): The cost for the remainder of the electric facility backbone install is \$87,050.50 which was budgeted for in the TID #5 budget summary.

Requested Action by Committee/Board: Approve We Energies electric facility backbone extension documents. Authorized representative needs to sign the Proposal Letter, Line Extension Agreement, Grade Verification Form and Sketch. A signed copy of the documents and payment needs to be returned to Liz Nevin, Senior Service Manager at the BURLINGTON, WI office.

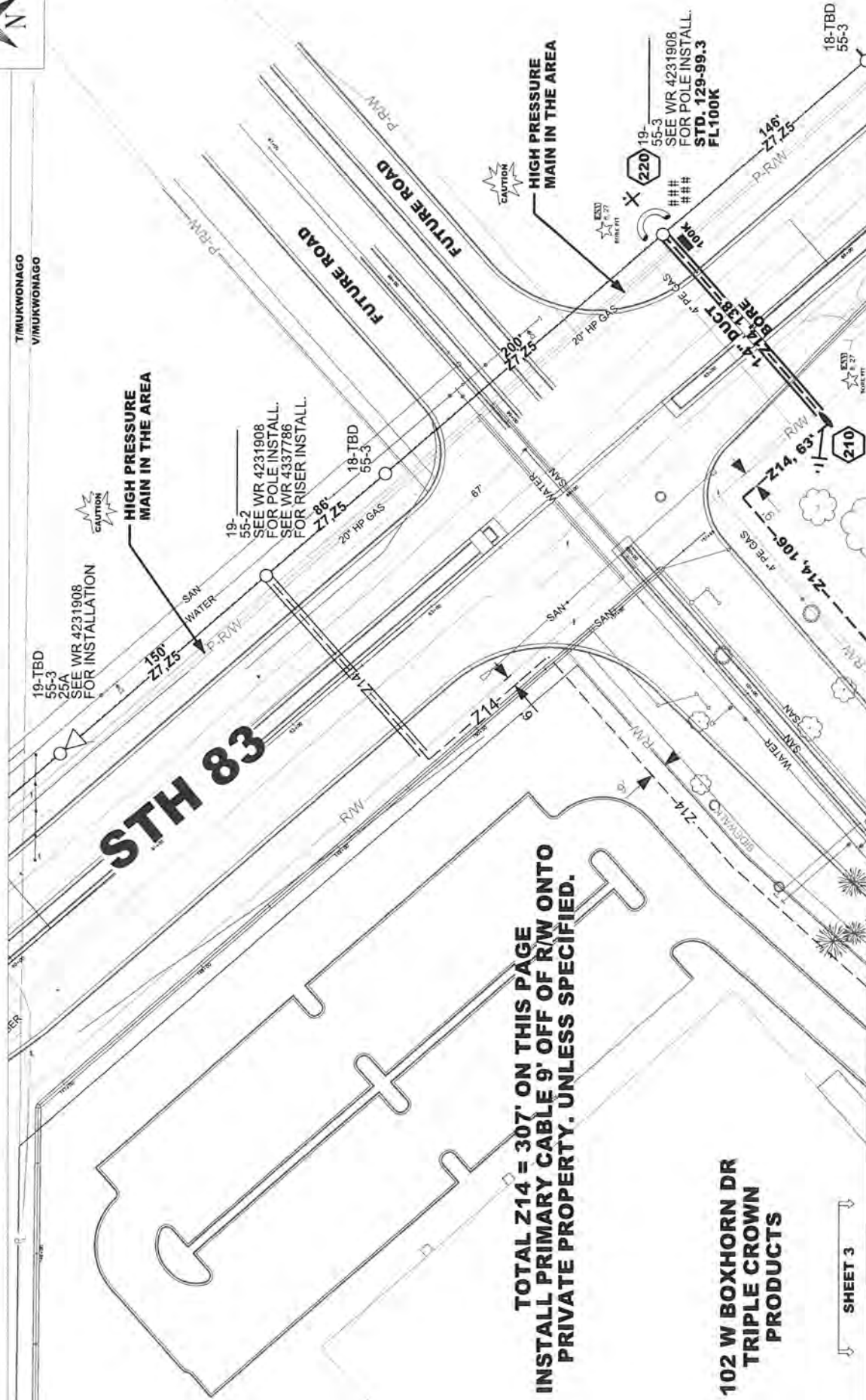
Attachments

Liz Nevin email dated 2/11/2019 w/attachments
Proposal Letter 4214653, Line Extension Agreement,
Grade Verification Form and associated Sketch



ELEC WR BU 4214653
GAS WR

T/MUKWONAGO
V/MUKWONAGO



**TOTAL Z14 = 307' ON THIS PAGE
INSTALL PRIMARY CABLE 9' OFF OF RW ONTO
PRIVATE PROPERTY. UNLESS SPECIFIED.**

**102 W BOXHORN DR
TRIPLE CROWN
PRODUCTS**

SHEET 3

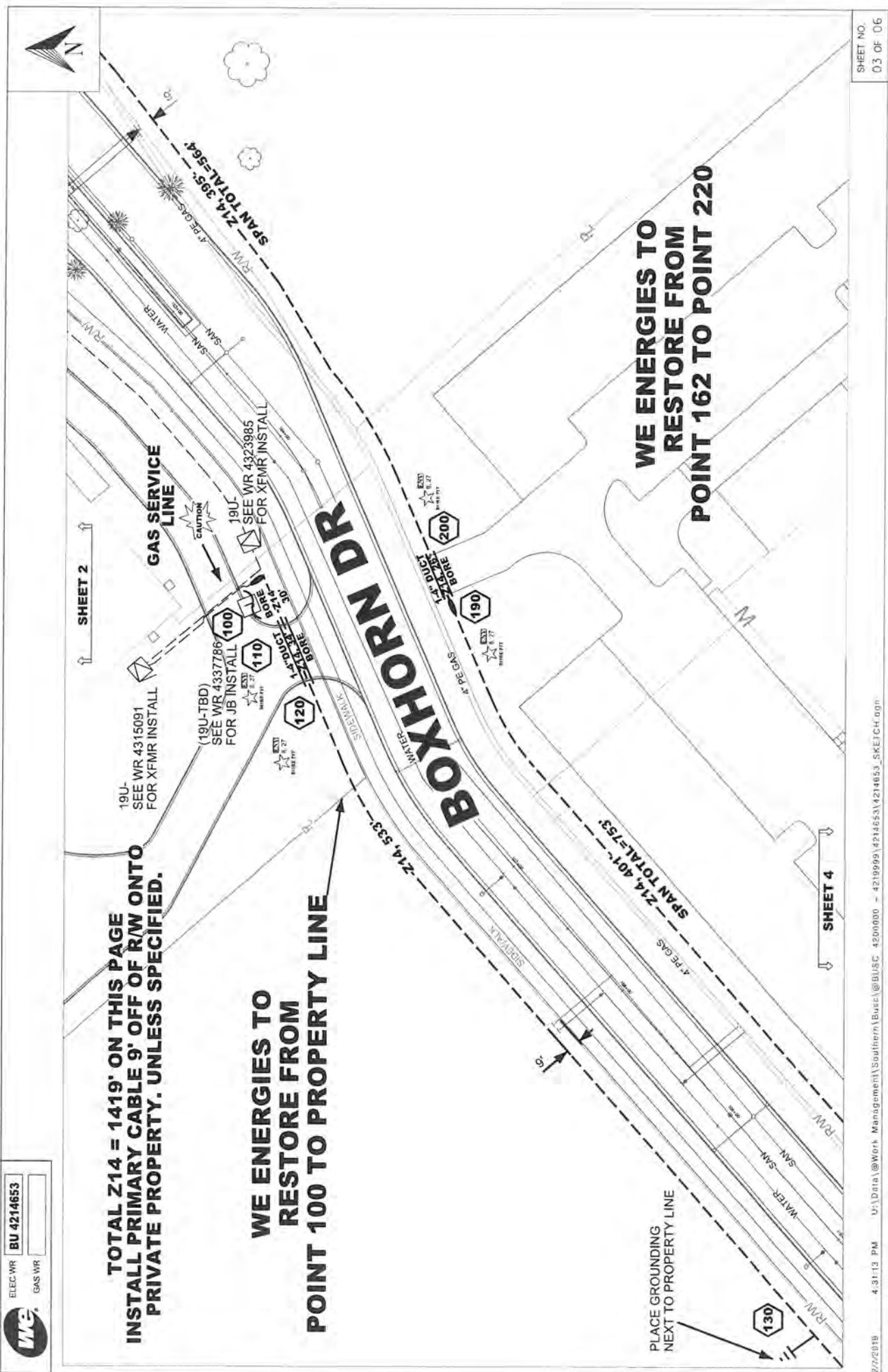
SHEET NO.
02 OF 06

**TOTAL Z14 = 1419' ON THIS PAGE
INSTALL PRIMARY CABLE 9' OFF OF RW ONTO
PRIVATE PROPERTY. UNLESS SPECIFIED.**

**WE ENERGIES TO
RESTORE FROM
POINT 100 TO PROPERTY LINE**

**WE ENERGIES TO
RESTORE FROM
POINT 162 TO POINT 220**

PLACE GROUNDING
NEXT TO PROPERTY LINE





ELEC. WR. BU 4214653
GAS WR.

**TOTAL Z14 = 1366' ON THIS PAGE
INSTALL PRIMARY CABLE 9' OFF OF R/W ONTO
PRIVATE PROPERTY. UNLESS SPECIFIED.**



SHEET 3

BOXHORN DR

**C.I.
BANKER WIRE**

**WE ENERGIES TO RESTORE
FROM POINT 162 TO POINT 220**

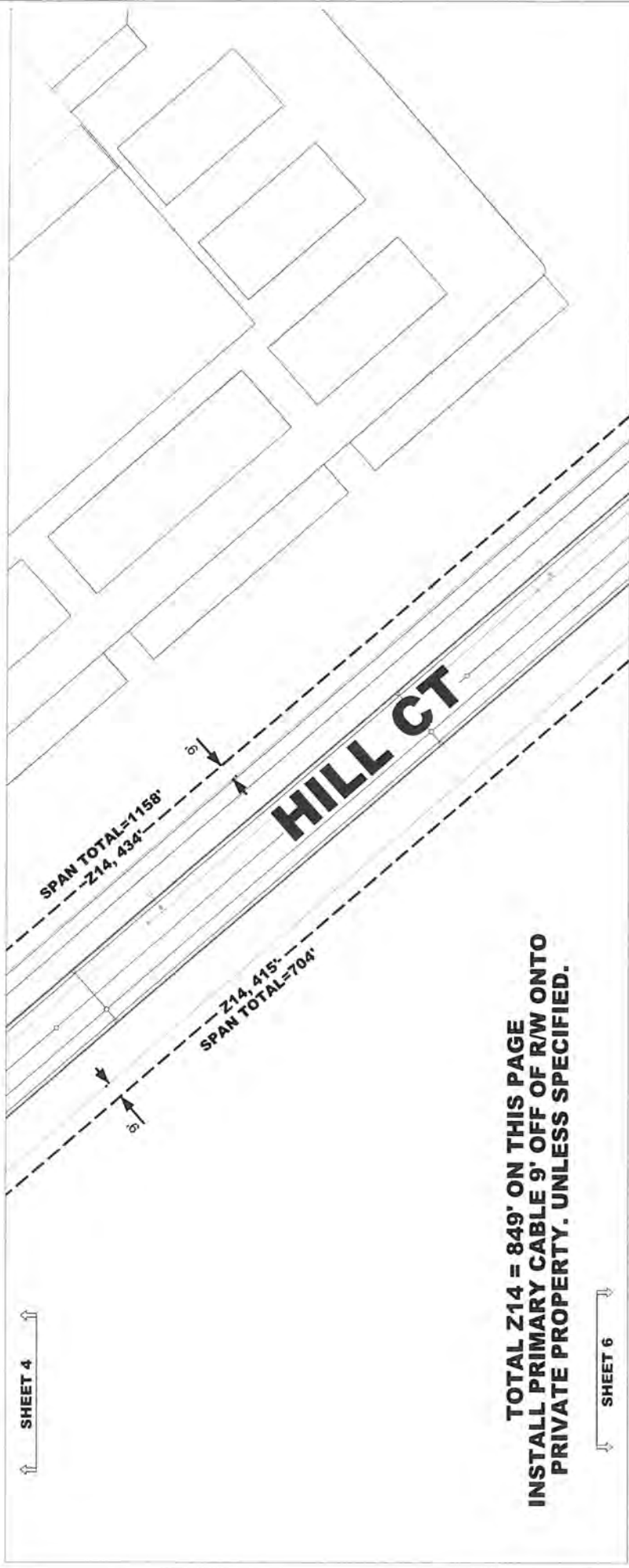
PLACE GROUNDING NEXT TO
PROPERTY LINE

162 RESTORATION

HILL CT

SHEET 5

SHEET NO.
04 OF 06



↑ SHEET 4

↑ SHEET 6



ELEC WR BU 4214653
GAS WR



↑ SHEET 5



**TOTAL Z14 = 653' ON THIS PAGE
INSTALL PRIMARY CABLE 9' OFF OF R/W ONTO
PRIVATE PROPERTY. UNLESS SPECIFIED.**

WE ENERGIES - ELECTRIC OPERATIONS		STANDARD WIRE KEY		SECONDARY - 1PHASE		SECONDARY - 3PHASE	
UNLESS OTHERWISE NOTED IN THIS DOCUMENT, THE FOLLOWING NOTES APPLY: -LOCATION OF OBSTRUCTIONS ARE FROM RECORDS AND MUST BE VERIFIED IN THE FIELD. -MAINTAIN 2' MIN. CLEARANCE BETWEEN OUTSIDE FACE OF MANHOLE & BELL OF PIPE. -THIS APPLIES TO GAS AND WATER MAINS. -MAINTAIN 2' MIN. VERTICAL CLEARANCE AT CROSSINGS OF SEWER OR WATER MAINS. -MAINTAIN 5' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND SEWER. -MAINTAIN 3' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND WATER MAINS. 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. 281-42.		OVERHEAD PRIMARY E, F, H, Q, R, W, X or Z		NEUTRAL N 1-#2 ACSR N1 1-#1/0 ACSR N2 1-#3/0 ACSR N3 1-#4/0 AL N4 1-#3/6 ACSR N5 REMOVAL GUYING G 1/4" ARM GUY G1 5/16" ARM GUY G2 3/8" ARM GUY G3 5/16" POLE GUY G4 3/8" POLE GUY G5 7/16" POLE GUY		S 6DX S1 4 TX S2 2 TX S3 1/0 TXR S4 3/0 TXR S5 350 TXR S6 750 TXR S7 1/0 TXF S8 350 QXR S9 750 QXR S10 750 TXF S11 3 WIRE REMOVAL S12 3 WIRE MAIN	
		STATIC WIRE - SW 1/OAS for W, H and J: 2/OAS for R					
		DIRECT BURY PRIMARY - E, F, H, Q, R, W, X or Z					
		Z13 1 #1 AL 25KV X22 1 #2 Cu 15KV					
		Z14 3 #1 AL 25KV X23 3 #2 Cu 15KV					
		Z15 3 #500 AL 28KV Z24 1 #2 Cu 25KV					
		Z16 1 #2 AL 15KV Z25 3 #2 Cu 25KV					
		Z17 3 #336 ACSR X26 3 #500 Cu 15KV					
		Z18 3 #500 AL 15KV Z27 3 #500 Cu 28KV					
		Z19 SPECIAL LIST ON SKETCH X28 3 #750 Cu 28KV					
		Z20 1 WIRE REMOVAL R19 3 #1/0 AL 35KV					
		Z21 2 WIRE REMOVAL R20 3 #750 AL 35KV					
		Z12 3 WIRE REMOVAL Z21 3 #750 AL 28KV					

Installation Agreement (Standard Embedded Credit)

Customer: Village of Mukwonago

Work Request #: 4214653

Political District: 263

Service Address: TID #5 Business Park - W. Boxhorn Dr., Mukwonago (W Boxhorn Dr and Hill Ct)

We Energies Representative: Elizabeth Nevin

Phone: 262-763-1036

Type: 3-ph distribution backbone loop

Class: Underground

Size:

Refundable Distribution: \$ 75,745.69

Credit Available: \$ 0

Subtotal: \$ 75,745.69

Nonrefundable Distribution: \$ 11,304.81

Service Charges: \$ 0

Total Charges: \$ 87,505.50

Please review the following conditions of installation.

- ✓ The installation cost shown above covers electric facilities only. The total charges shown are valid for ninety (90) days from the date of this agreement and must be paid prior to the service being energized. In the event we encounter unusual conditions or circumstances while installing your service, additional charges may apply.
- ✓ Because our costs are higher during the winter months, seasonal charges are in effect between Dec.1 and March 31. You will be assessed seasonal charges during our winter construction season unless you request to delay installation until after March 31, or your site is ready and the Ready for Service card is returned to us by Dec.1.
- ✓ The installation cost shown above has been reduced by the standard embedded credit for which your installation qualifies. Embedded credits can not be used to reduce the cost of nonrefundable distribution or other items such as excess facilities, seasonal and service charges. Those dollars, with the exception of the service charges, may be eligible for refund within five years from the installation up to the original dollar amount paid.
- ✓ An outlet location letter will be sent to your electrical contractor indicating the point of termination of our cables to your building.
- ✓ All trenches opened by We Energies for underground installation will be rough backfilled and compacted using existing soil. Excess earth, stones and debris will be left on the site. Please note that we do not restore.
- ✓ Locate and mark any buried obstructions and private underground facilities (septic lines, private electric lines, fencing drain tiles, etc.) Also, mark any future or planned structures (pools, outbuildings, decks, patios, etc.). We Energies is not responsible for damages to unmarked, private facilities.
- ✓ We require adequate rights of way for the installation and maintenance of the service equipment, including the right to clear brush and remove trees and shrubs along the route of our facilities. You may be responsible for costs associated with relocation of our facilities if future changes to your plans interfere with them. Acceptance of this agreement grants us these rights.
- ✓ Complete and return the enclosed Ready for Service card by mail or fax when ready for installation.

My signature below indicates my agreement to the installation conditions outlined above.

Authorized Signature: _____ **Date:** ____/____/____

Title: _____ **Company:** _____

**Return one signed copy to We Energies in the envelope provided.
Contact the We Energies representative shown above if you have questions.**

GRADE VERIFICATION FORM

Establishing the final grade on your property is necessary prior to the installation of We Energies underground facilities. To ensure public safety, state and national codes require us to install our facilities at certain depths. If relocation or repair of our facilities becomes necessary because of a grade change greater than 4 inches, you will be billed the full relocation or repair costs.

Project Details

Development Name: Village of Mukwonago TID #5 business park

Municipality: Mukwonago

Work Request #: 4214653

AUTHORIZATION: I certify that I am the owner, or authorized representative of the owner, of the aforementioned development and that the entire route in which We Energies underground facilities are to be installed is within 4 inches of final grade. I certify the grade was confirmed by a surveying/engineering firm and that lot corner stakes are installed. I agree that I, or the owner of the property, will pay for any relocation or repair costs incurred by We Energies due to grade change in excess of 4 inches.

Signature: _____ Date: _____

Printed Name: _____

Title: _____



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Public Works Committee
Topic:	Demolition of 915 Main St.
From:	Ron Bittner
Department:	Public Works
Presenter:	Ron Bittner
Date of Committee Action (if required):	
Date of Village Board Action (if required):	2/20/19

Information

Subject: Building demolition and site restoration at 915 Main St.

Background Information/Rationale: The vacant building is becoming a hazard. Broken windows, vandalism, and illegal dumping of TVs and brush are common occurrences at the site. Currently there is an escrow account for the contaminated soil. Asbestos abatement and building demolition were include in the capital plan.

Key Issues for Consideration: Complete the building demolition, asbestos and soil mitigation as a Village project prior to sale.

Fiscal Impact (If any): Terracon estimates \$16,700 and four days for the asbestos abatement. Three building demolition estimates range from \$70,000 to \$148,630. Contaminated soil removal is based on per Ton disposal as determined by onsite testing by Terracon.

Requested Action by Committee/Board: We are requesting authorization from the Village Board to move forward with the 915 Main St. land revitalizing project utilizing Terracon for asbestos abatement and soil testing and Gunderson Excavating for building demolition and contaminated soils removal and disposal.

Attachments

Terracon Supplement to agreement for services.
Sawyer's Excavating Quote.
Gunderson excavating Inc. Quote.
Balestrieri Quote.

SUPPLEMENT TO AGREEMENT FOR SERVICES

CHANGE TO SCOPE OF SERVICES AND FEES

This **SUPPLEMENT to AGREEMENT FOR SERVICES** to the original Agreement for Services (original Agreement dated 11/02/2015, Agreement reference number P58150244) is between Village of Mukwonago ("Client") and Terracon Consultants, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for Client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

- 1. Scope of Services.** The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

Asbestos Abatement

Terracon will subcontract a certified abatement contractor to remove asbestos-containing materials (ACM) and regulated wastes as documented in Terracon's Asbestos Survey Report and Supplemental Asbestos and Hazardous Building Materials Survey (Terracon Project No. 58167034). Specifically, the abatement contractor will remove the following identified regulated ACM (RACM): approximately 13 windows each with associated friable ACM glazing; approximately 1,700 square-feet of Category I asbestos containing floor tile and black mastic; approximately 112 square-feet of nonfriable Category II asbestos containing grout associated with the restrooms; approximately 200 square-feet of nonfriable Category II asbestos containing mortar below ceramic floor tile in the customer restrooms; and approximately 700 square-feet of friable asbestos containing texture associated with gypsum wallboard and joint compound. Regulated waste disposal includes various lights and miscellaneous electrical/mechanical components. The scope includes the necessary equipment, hauling, disposal, and subcontracted abatement firm fees; Occupational Safety and Health Administration (OSHA)-compliant air monitoring; and permits for the proper removal and disposal of the identified RACM. Terracon will oversee and verify the above RACM and universal waste materials have been removed prior to demolition.

Asbestos Abatement Oversight

Terracon will provide oversight of our subcontractor. Oversight will include project communication, monitoring contractor compliance with applicable laws, preparation of daily logs, and pre- and post-abatement visual inspections of the regulated areas. Air monitoring will not be performed by Terracon.

Terracon will prepare a final report upon completion of removal activities for the project including daily logs, contractor air monitoring results, and pertinent project documentation provided by the abatement subcontractor. Unless otherwise instructed, one full electronic PDF of the report will be submitted.

Schedule

Services for the above scope can be initiated within three business day of receiving notice to proceed. However, the WDNR requires 10-day advance notice for ACM abatement projects. Field services can be initiated immediately following the 10-day notice and is anticipated to completed within 5 days of the 10-day waiting period.

- 2. Compensation.** Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

The services described above will be conducted for the fee identified in Exhibit C. This fee assumes the work can be performed in accordance with the above-described services within the estimated timeframe. If conditions are encountered at the site requiring changes in the scope of services that will increase the cost of the proposed abatement and oversight, you will be contacted for discussion and approval of such changes before we proceed.

All terms and conditions of the **Agreement for Services** shall continue in full force and effect. This Supplement is accepted and Consultant is authorized to proceed.

Consultant: **Terracon Consultants, Inc.**
By:  Date: **1/30/2019**
Name/Title: **Blaine R. Schroyer, P.E. / Principal/Office Manager**
Address: **9856 S 57th St**
Franklin, WI 53132-8680
Phone: **(414) 423-0255** Fax: **(414) 423-0566**
Email: **Blaine.Schroyer@terracon.com**

Client: **Village of Mukwonago**
By: _____ Date: _____
Name/Title: **John Weidl /**
Address: **P.O. Box 206 440 River Crest Court**
Mukwonago, WI 53149
Phone: **(262) 363-6420** Fax: _____
Email: **jweidl@villageofmukwonago.com**



EXHIBIT C - COMPENSATION

We will perform the scope of services outlined in this proposal for the following estimated fees.

TASK	DESCRIPTION	FEE
1	Asbestos Abatement Lump Sum (includes pre-bid services already completed)	\$12,500
2	Daily Abatement Oversight Estimated at \$800 a day on 8-hour shifts including project management. (We understand abatement services will take up to 4 days) Actual Time and Materials	\$3,200
3	Abatement Report Lump Sum	\$1,000.00
	ESTIMATED TOTAL	\$16,700

Sawyer's Excavating

N8826 County Road ES East Troy WI 53120

Cell (262) 378-0066

E-mail Sawyersexcavating@yahoo.com

Date 1-8-19

Proposal # 18-146

To: Ron Bittner, Village of Mukwonago
For: Demolition of Former Lynch building

We are pleased to provide you with a cost estimate for the labor and materials necessary to complete the following job, Demolition of the former Lynch dealership, as follows below

Option A: Demolition of complete building down to concrete floor, including disconnection of sewer and water. 1 @ \$40,000.00

Option B: Removal of all concrete floors and footings, removal of all light poles and removal of all asphalt. 1 @ \$30,000.00

Option C: Spreading of two inches top soil (*topsoil to be provided by Village of Mukwonago, trucking by Sawyers*) and preparing for seed by others. 1 @ \$10,000.00

Total cost of all options \$80,000.00

*As requested: Cost per load to haul contaminated fill to Menomonee Falls landfill:
\$343.00 per load*

Owner is responsible for all Asbestos Abatement, and or contaminated soil remediation. Any work performed by Sawyer's to correct these conditions will be billed on a time and material basis.

This bid is based on the current condition of the building and the salvage of said building, any change in the amount of salvage material will result in a change of the base bid.

Owner is responsible for all permits.

Please note this bid will be withdrawn if not accepted in thirty days.

Payment in full is due upon completion, any payments not made within 60 days are subject to Wisconsin construction lien law

Any payment not made in thirty days is subject to an interest charge of 18% annually or 1.5% per month

Thank you for your time
Karl Sawyer, Sawyer's Excavating

Sawyers Excavating Price List As of January 1st 2019

Please Note: Prices are subject to change without notice

Description of Service	UoM	Price
Driveway Installation- Cost varies, based on width, length, time & materials		
Foundation Excavation- 8' Walls	SqFt	\$ 0.86
Foundation Excavation- 9' Walls	SqFt	\$ 0.96
Frost Footing/Stoop Excavation	LnFt	\$ 3.00
Rough Grading w/Dozer	Hourly	\$ 125.00
Rough Grading w/Skid Steer	Hourly	\$ 100.00
Sewer and Water Lateral Excavation- Includes Stone; Does NOT Include Plumber Services or Pipe	Each	\$ 3,200.00
Foundation Backfill	Each	\$ 900.00
Silt Fence Installation	Foot	\$ 2.00
Strip Top Soil	Hourly	\$ 170.00
Dumpsters (10 ton capacity) for Debris Removal	Each	\$ 965.00
Caterpillar Dozer	Hourly	\$ 125.00
Generator	Daily	\$ 50.00
New Holland Skid Steer	Hourly	\$ 80.00
Bobcat Mini Excavator	Hourly	\$ 130.00
Bobcat Tracked Skid Steer	Hourly	\$ 100.00
Tracked Excavator	Hourly	\$ 170.00
Skid Steer w/Broom	Hourly	\$ 100.00
Electric Pump	Daily	\$ 50.00
Trash Pump	Daily	\$ 100.00
Semi Tractor Dump Truck	Hourly	\$ 98.00
Tandem Axle Dump Truck (on-site use ONLY)	Hourly	\$ 80.00
Quad Axle Dump Truck	Hourly	\$ 98.00
Semi Tractor Lowboy	Hourly	\$ 130.00
Labor	Hourly	\$ 48.00
Aggregate/Stone	Ton	\$ 15.88
Jackhammer attachment for Skid Steer	Daily	\$ 200.00
Compactor attachment for Skid Steer	Daily	\$ 150.00

Proposal

Page No.

of

Pages

GUNDERSON EXCAVATING, INC. & DISPOSAL SERVICE

24000 Hanson Rd.
Union Grove, Wisconsin 53182
(262) 895-6792

PROPOSAL SUBMITTED TO	Village of Mukwonago	PHONE		DATE	February 13, 2019
STREET	440 River Crest Court	JOB NAME	Demolition of Car Dealership Building		
CITY, STATE and ZIP CODE	Mukwonago, WI 53149	JOB LOCATION	915 Main Street Mukwonago WI		
ARCHITECT		DATE OF PLANS		JOB PHONE	

We hereby submit specifications and estimates for:

Alternate bid for contaminated soil:

Included in Cost:

Excavation, loading, trucking and tipping fees----- \$53.00 per ton

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Payment to be made as follows: _____ dollars (\$ _____).
Upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

Note: This proposal may be
withdrawn by us if not accepted within **120** days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

GUNDERSON EXCAVATING, INC. & DISPOSAL SERVICE

24000 Hanson Rd.
Union Grove, Wisconsin 53182
(262) 895-6792

PROPOSAL SUBMITTED TO	Village of Mukwonago	PHONE		DATE	February 8, 2019
STREET	440 River Crest Court	JOB NAME	Demolition of Car Dealership Building		
CITY, STATE and ZIP CODE	Mukwonago, WI. 53149	JOB LOCATION	915 Main Street Mukwonago, WI		
ARCHITECT		DATE OF PLANS		JOB PHONE	

We hereby submit specifications and estimates for:

Demolition & Restoration:

Included in Bid:

Sewer & water disconnects

Machine time, trucking & labor for demolition & restoration

All construction debris hauled to landfill

Concrete footings, frost walls & slab hauled off site

Asphalt parking areas removed from site

Topsoil approximately 86,000 sq. feet, topsoil supplied by village but loaded & delivered by contractor. Approximate amount 1500 yards

Finish graded, seeded & mulch

Not Included in Bid:

Permits

Asbestos Abatement

Water for seeded areas

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Sixty Four Thousand Two Hundred & Fifty-----00/100 dollars (\$ **\$64,250.00**).

Payment to be made as follows: **Upon Completion**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

Note: This proposal may be
withdrawn by us if not accepted within **120** days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



BALESTRIERI
AN INDUSTRIAL SERVICE COMPANY
1538 Country Club Parkway, Elkhorn, WI 53121-3999 (262) 743-2800 / (800) 453-2965 (262) 743-2810 (Fax)

Balestrieri Group
1538 Country Club Pkwy
Elkhorn, WI 53121-3999
(262) 743-2800
(800) 453-2965
(262) 743-2810 (Fax)
Email: field@balestrierigroup.com

Milwaukee, WI
(414) 483-5144

Madison, WI
(608) 223-0072

Green Bay, WI
(920) 435-1577

Rockford, IL
(815) 963-9776

Chicago, IL
(773) 388-2026

www.balestrierigroup.com



AGC
GREATER MILWAUKEE
ASSOCIATE MEMBER

MEMBER

AA
American Subcontractors
Association, Inc.



December 18, 2018



Project #7473

Mr. Ron Bittner
Village of Mukwonago
440 River Crest Ct
Mukwonago WI 53149

**RE: Updated: Asbestos Abatement and Building Demolition – Throughout – Prior to Demolition
Former Lynch Horter Car Dealership, 915 Main Street, Mukwonago, Wisconsin**

Dear Mr. Bittner:

We are pleased to present the following proposal. BE&D, Inc. will furnish labor, materials, equipment, hauling, disposal, subcontractor fees, OSHA compliant air monitoring and permits for the proper removal and disposal of the following asbestos containing building materials:

PERMITS\$1,750.00
• Non-refundable WDNR Notification and project documentation fee (requires >10 days advance notice)

ASBESTOS ABATEMENT\$9,860.00

- Remove approximately 13 each with associated friable asbestos containing window glazing.
- Remove approximately 1,600 square feet of non-friable Category I asbestos containing floor tile and black mastic throughout the showroom.
- Remove approximately 112 square feet of non-friable Category II asbestos containing grout associated with the restrooms.
- Remove approximately 200 square feet of non-friable Category II asbestos containing mortar below ceramic floor tile in the customer restrooms.
- Remove approximately 700 square feet of friable asbestos containing texture associated with gypsum wallboard and joint compound.
- Remove approximately 100 square feet of non-friable Category II asbestos containing white and gray caulking from the rooftop.

BUILDING DEMOLITION (Full Removals)\$148,630.00

- City of Mukwonago Demolition Permit.
- Sanitary Sewer and Water Permit.
- Removal of universal hazardous waste prior to commencement of demolition.
- Sanitary Sewer and Water cut and capping by BE&D at the property line.
- Owners to perform electrical and gas disconnections.
- Salvage rights are BE&D's.
- Remove all above ground building walls and roofing materials and properly dispose of materials at a properly licensed approved landfill as necessary.
- Remove slab, foundations, and footings.
- Remove drives, sidewalks, slabs, patios, and asphalt parking lot.
- Backfill with clean fill per city requirements. Rough grade structure footprints to match existing lot grade. *Note: 2" top soil, seed, and mulch will be brought in at areas of removal. City will provide top soil and BE&D will truck it to the site.*
- Lot will be cleared of tripping and mowing hazards to the best of our abilities.

EXCAVATION/TRUCKING/DISPOSAL PER TON\$100.00 per ton

- Excavation of approximately 200 tons of low-level contaminated soils from below slab in designated area by Terracon.
- Trucking and disposal of low-level contaminated soils approximately 200 tons.



BALESTRIERI
AN INDUSTRIAL SERVICE COMPANY
1538 County Code Parkway, Elkhart, WI 54751-3808 (US) / (920) 250-1600 / 435-2265 (CAN) / 743-2810 (FAX)

December 18, 2018

Project #7473

Mr. Ron Bittner
Village of Mukwonago
Asbestos Abatement, Former Lynch Horter Car Dealership
Page 2

These prices are based on the Terms and Conditions of Agreement attached hereto as Exhibit A, effective January 1, 2018. All work will be performed per USEPA and OSHA guidelines, using only state certified personnel.

A Response Action Summary will be sent upon final completion and payment of all phases of the project. The report contains a copy of the WDNR ten-working day Notice of Intent, Certificate of Destruction (waste manifest), foreman report and a copy of all air test results.

Our mission is to assist our clients in reducing their exposure to environmental liabilities and hazards. Balestrieri has been providing turn-key environmental and building renovation services since 1992. Visit our website at www.balestrierigroup.com to review all the services we can provide to you.

Should you have any questions or need further assistance, please do not hesitate to contact us. Thank you for your consideration.

Best regards,

Nathan G. Kawlewski, Project Manager
BALESTRIERI ENVIRONMENTAL & DEVELOPMENT, INC.
KRB/bjh

If Building Owner/Representative (OWNER) agrees to the conditions of this Proposal, please sign and FAX to (262) 743-2810 or EMAIL to field@balestrierigroup.com. You may also MAIL a hard copy of this Agreement and/or Purchase Order to our street address in the margin and we will contact you for scheduling.

OWNER Signature of Acceptance: _____

Printed Name: _____ Title: _____ Date: _____

For the purpose of this agreement, any signed document transmitted by facsimile or electronic submittal shall be treated in all respects as an original document and the signatures thereon shall be considered original signatures.

www.balestrierigroup.com



AGC
ASSOCIATE MEMBER

MEMBER
ASA
American Subcontractors
Association, Inc.



RESOLUTION 2019-009

**CONDITIONAL USE PERMIT
TO APPROVE A GENERAL DEVELOPMENT PLAN AMENDING AND ALLOWING
MODIFICATIONS AS A PLANNED UNIT DEVELOPMENT FOR CONSTRUCTION OF 34
RESIDENTIAL CONDOMINIUM UNITS WITHIN 17 BUILDINGS
EDGEWOOD MEADOWS CONDOMINIUMS
BRYCE P. STYZA, HARMONY HOMES; APPLICANT**

WHEREAS, pursuant to Section 100-53 of the Zoning Code, an application for a Conditional Use Permit has been filed to amend a Planned Unit Development approved in 2005 for 120 residential condominium units along Edgewood Avenue within a development known as Edgewood Meadows Condominiums, and

WHEREAS, 32 residential units of the originally approved 120 units have been constructed; and

WHEREAS, applicant Bryce P. Styza of Harmony Homes, Inc. submitted application and plans to amend the original plans approved through a Planned Unit Development to now construct 34 residential condominium units within 17 buildings intermixed with the previously constructed 32 units on Lots 2, 3 and 4 of Certified Survey Map No. 10090, therefore reducing the number of residential units on said lots from previously approved 96 units to 66 units; and

WHEREAS, current application did not include Lot 1 of Certified Survey Map No. 10090, therefore the 24 units within three (3) buildings remain as approved in 2005; and

WHEREAS, Section 100-53 allows amendment to a previously approved Planned Unit Development as a new Planned Unit Development Overlay; and

WHEREAS, Section 100-53 allows modifications to certain standards of the Zoning Code and other Municipal Code requirements as a Planned Unit Development Overlay approved as a Conditional Use; and

WHEREAS, Section 100-53 requires with submittal of a request for modifications as a Planned Unit Development that a General Development Plan be approved prior to submittal of final and detailed development construction plans; and

WHEREAS, the subject site has a base zoning district of R-10, Medium Density Multi-Family; and

WHEREAS, the applicant submitted plans and information required for General Development Plan approval to support the approval of the requested modifications; and

WHEREAS, after proper notice pursuant to the Village of Mukwonago Zoning Code, a public hearing was noticed in the official newspaper as a Class II notice, and with notice being mailed at least ten (10) days prior to the date of such public hearing to the owners of record of the properties situated within 300 feet of the boundaries of the properties affected, a public hearing was conducted by the Village Plan Commission on February 12, 2019; and

WHEREAS, the General Development Plan and the request for Planned Unit Development modifications as a Conditional Use Permit as submitted has been reviewed and recommended by the Village Plan Commission.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Mukwonago, Wisconsin hereby approves the Conditional Use Permit for amendment to the Edgewood Meadows Condominiums Planned Unit Development and approval of a General Development Plan allowing modifications as a Planned Unit Development Overlay for the construction of 34 residential condominium units within 17 buildings within Edgewood Meadows Condominiums, finding that the proposal conforms to the standards and criteria for Planned Unit Development approval as specified within Section 100-53.

NOW, THEREFORE, BE IT FURTHER RESOLVED the following Planned Unit Development modifications to applicable sections of the Village Municipal Code are approved and shall be memorialized within a Developer's Agreement to be approved by the Village Board with approval of a Planned Unit Development Final Development Plan:

1. A minimum 30-foot street yard building setback instead of the required 40 feet (and building setback of 20 feet from the private drive).
2. A minimum 38-foot rear yard building setback instead of the required 40 feet, although most of the units meet to exceed a 40-foot rear yard setback.
3. A minimum 20-foot separation between buildings instead of the required 30 feet, although the building separations vary between 20 to over 30 feet.

NOW, THEREFORE, BE IT FURTHER RESOLVED this Conditional Use Permit approving a Planned Unit Development General Development Plan with modifications shall be subject to the following conditions:

1. Approval of the Planned Unit Development General Development Plan for 34 condominium units within 17 buildings intermixed with the prior constructed 32 condominium units shall be subject to the submitted plans on file in the office of the Village Zoning Administrator.
2. Approval of this Planned Unit Development General Development Plan for an additional 34 condominium units within 17 buildings shall be subject to the requested modifications as listed above.
3. Approval of the Planned Unit Development General Development Plan shall be consistent with the original Planned Unit Development approval in 2005 for Edgewood Meadow Condominiums.
4. Approval of the Planned Unit Development General Development Plan shall be contingent on the entire Final Development Plan submittal conformance to all applicable Village development ordinances, standards and policies, including but not limited to an amended Developers Agreement, an Amended Storm Water Maintenance Agreement, submission of updated Homeowners Association Documents, and the applicant recording of a new Condominium Plat.
5. Subject to adding a masonry product to the front of the buildings.

NOW, THEREFORE, BE IT FURTHER RESOLVED the permittee, upon the granting of this Conditional Use Permit, shall agree to accept the same in writing.

Passed and dated this 20th day of February 2019.

VILLAGE OF MUKWONAGO

By: _____
Fred Winchowky, Village President

Attest: _____
Judy A. Taubert, Village Clerk

ACCEPTANCE

This conditional use permit is accepted, and permittee agrees to abide by the terms thereof.

Village of Mukwonago

By: _____
Representative

Harmony Homes, Inc.

By: _____
Agent

Print Name: _____

**NOTICE OF PUBLIC HEARING BEFORE THE VILLAGE OF MUKWONAGO PLAN
COMMISSION TO CONSIDER AN AMENDMENT TO A PLANNED UNIT DEVELOPMENT
(EDGEWOOD MEADOWS CONDOMINIUMS)**

Please take notice there will be a public hearing before the Plan Commission of the Village of Mukwonago in the Board Room of the Village Hall, 440 River Crest Court, Mukwonago, Waukesha and Walworth Counties, on Tuesday, February 12, 2019, commencing at 6:30 P.M. or soon thereafter to consider the following matter:

REGARDING: Amend the Planned Unit Development known as Edgewood Meadows Condominiums originally approved in 2005 that lies within the R-10 Medium Density Multi-Family Residential Zoning District, to change the site plan, dwelling unit mix and building design allowing construction of 17 side-by-side condominium buildings for a total of 34 condominium units intermixed with the prior constructed 32 condominium units within five buildings; therefore, reducing the amount of condominium units on Lots 2, 3 and 4 from the originally approved 96 units to 66 units. The proposal does not include amendment to the 2005 approval of 24 units within three buildings on Lot 1. The Planned Unit Development amendment is pursuant to Section 100-53 (3) of Village Municipal Code.

LOCATION: Edgewood Meadows Condominiums along Edgewood Avenue south of County Trunk Highway ES, with internal streets of Grey Fox Trail and Cardinal Lane

APPLICANT/OWNER: Harmony Homes, Inc.

LEGAL DESCRIPTION:

Being Lots 2, 3 and 4 of Certified Survey Map No. 10090 located in the Southwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ and the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 19, Town 5 North, Range 19 East, Village of Mukwonago, Waukesha County, Wisconsin.

The proposal may be viewed at Village Hall, 440 River Crest Court, Mukwonago, WI during business hours.

All interested parties will be heard. Written comments will be accepted up to the time of the hearing. For more information, please contact Bruce Kaniewski, Village Planner, at (262) 363-6420 x. 2111, or planner@villageofmukwonago.com.

Judith A. Taubert
Village Clerk

To be published: January 23 and January 30, 2019



Village of Mukwonago

440 River Crest Court, Mukwonago, Wisconsin 53149
(262) 363-6420 x.2111

Office of the Village Planner

www.villageofmukwonago.com
planner@villageofmukwonago.com

February 2, 2019

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

Re: Edgewood Meadows Condominiums/Amendment of Planned Unit Development

Bryce P. Styza of Harmony Homes, Inc. in conjunction with Wayne Foster requests an amendment of the original Planned Unit Development (PUD) approval of the Edgewood Meadows Condominium development. The Plan Commission is scheduled to conduct a public hearing to consider the amendment and a recommendation to the Village Board.

Pursuant to the new PUD standards adopted in 2017, previously approved PUD's in good standing can be amended under the new process of the Plan Commission holding a public hearing under Conditional Use guidelines.

As a reminder, the Village Zoning Ordinance definition of a PUD is as follows:

"Planned Unit Development. A Planned Unit Development (PUD) is an alternate zoning tool for developments that propose a creative and innovative solution with a layout that is not achievable by the standards of the underlying or base zoning district. The PUD is intended to permit developments that will be enhanced by coordinated area site planning, diversified location of structures, diversified building types, and/or mixing of compatible uses. Such developments are intended to provide a safe and efficient system for pedestrian and vehicle traffic; to provide attractive recreation and open spaces as integral parts of the developments; to enable economic design in the location of public and private utilities and community facilities; and to ensure adequate standards of construction and planning. The PUD Overlay District under this Chapter will allow for flexibility of overall development design with benefits from such design flexibility intended to be derived by both the developer and the Village, while at the same time maintaining the land use density and other standards or use requirements set forth in the underlying or base zoning district."

The stated regulatory intent of a PUD is as follows:

"Regulatory Intent. A Planned Unit Development Overlay District, as defined under Planned Unit Development in Section 100-29, is a regulatory process allowing modifications to a development plan to meet overall community land use goals and density criteria without being bound by exact development standards of an individual zoning district. The process provides a flexible regulatory framework designed to allow developers greater freedom, imagination and flexibility in the development of land while ensuring substantial compliance with the basic intent of the comprehensive plan and zoning code. In the Village of Mukwonago, a Planned Unit Development is an overlay district approved as a Conditional Use which does not appear on the municipal zoning map until a Planned Unit Development Overlay District is approved for the development site."



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The PUD Process

The Village PUD process is like a preliminary plat and final plat of subdivision process. As with a preliminary plat, this first PUD review step is to consider the General Development Plan (GDP) including the zoning modifications requested by the applicant. The description of a GDP is as follows:

"General Development Plan. The first stage is a general development plan which shows the entire property holding. The general development plan shows the general locations of buildings or building envelopes, common open spaces, parking and drive areas, principal landscape features and all public infrastructure planned for the entire unified development site. If the development is proposed to occur in phases, sequence of development should be indicated. It is recognized that general development plans are often submitted prior to the identification of the ultimate land user or the specific land uses."

If the GDP PUD gains conditional use approval, then a Detailed or Final Development Plan is (FDP) submitted. During this step, similar to a final plat, detailed design drawings which include final grading and erosion control plans are submitted for Plan Commission recommendation to the Village Board. The FDP step does not require a public hearing. Several matters that will be covered during FDP review are fire hydrant placement within the section of the private drive extension, grading and erosion control plans and a final landscape plan. I assume the applicant will immediately file for FDP approval.

Original Approval

Edgewood Meadows Condominiums is located along Edgewood Avenue east of the Fox River, 0.4 mile south of CTH ES. Originally on 20+ acres, the development was approved in 2005 for a total of 120 condominium units, which included eight, 8-unit buildings with individual unit attached garages, eight, 4-unit buildings with individual unit attached garages and three, 8-unit buildings with underground parking. Only three of the 8 units and two of the 4-unit buildings were constructed for 32 units. At the end of this report please see photos of the existing buildings.

In 2005 the property was rezoned to R-10 with a Planned Unit Development overlay that set building footprints and locations. At that time, R-10 allowed a maximum density of 8 dwelling units per acre. Now, the R-10, Medium Density Multi-Family Residential District allows a maximum density of 10 dwelling units per acre. Part of the Northeast Key Area of the Village Comprehensive Plan, the development is designated with the land use of Medium Density Multi-Family Residential.

Public streets, sanitary sewer and public water lines, and storm water management facilities were installed with initial construction. The east-west Grey Fox Trail provides the main access points with Edgewood Avenue. Cardinal Lane extends northward from Grey Fox Trail which ends in a temporary cul-de-sac. Whenever the former Par-3 Edgewood Golf Course and Driving Range is redeveloped to the north, Cardinal Lane is planned to be extended. Sanitary sewer through this site will also extend northward to serve properties extending to CTH ES. The northeast portion of the site was approved with a private drive to provide access to 28 units. The private drive has been partially completed.



With dedication of the streets, the site was divided into four lots. Three of the lots (total of 15.2 acres) are part of the proposed amendment. The fourth west end lot of 2.7 acres is not part of the proposal, therefore, the plan for three, 8-unit buildings with underground parking will remain as originally approved.

Proposed Amendment and PUD Modifications

The proposal is to construct 17 buildings of side-by-side condominiums for a total of 34 units intermixed with existing buildings. The resultant number of condominium units for this amendment is 66 units, reduced from 96 units. The proposal also includes transferring 0.9 acre to the west portion of the site on which the 8-unit buildings with underground parking are approved. Therefore, there will be 66 units on 14.3 acres, or 4.6 dwelling units per acre.

Pursuant to submitted floor plans, each ranch level unit will have approximately 1,480 square feet of living space which will include two bedrooms and two full baths, and a full basement. Each unit will have an attached 2-car garage.

Hardie Plank Siding will be the main exterior building material. The roof will be covered with dimensional shingles. During the meeting the applicant will present proposed building colors. During concept review, several Plan Commission members indicated a preference for placement of face brick on the building. The applicant is not opposed to adding face brick but states the building front with the porch/fence design would hide any face brick. However, there is opportunity to add face brick to the sides of the front extending garage and wrap the brick around to the garage front.

The requested modifications via the PUD are as follows (pursuant to R-10 standards adopted in 2017 for a complex of multi-family buildings):

1. A minimum 30-foot street yard building setback instead of the required 40 feet (and building setback of 20 feet from the private drive).
2. A minimum 38-foot rear yard building setback instead of the required 40 feet, although most of the units meet to exceed a 40-foot rear yard setback.
3. A minimum 20-foot separation between buildings instead of the required 30 feet, although the building separations vary between 20 to over 30 feet.

The request for modifications using the PUD process, especially setback modifications, is fairly typical for condominium proposals such as this. One size and one set of standards do not fit all situations. Street yard setbacks were modified under the original PUD approval for this development.

Other Matters

Village Attorney Mark Blum has reviewed the original Developer's Agreement. A new agreement is not needed; only an amendment to identify responsibilities of the developer with the new plan. In addition, a new storm water maintenance agreement is necessary.

The applicants have been coordinating with the current homeowner's association. As I understand, the one association will remain with two capital accounts.



Criteria for Approval

As the Plan Commission considers a recommendation to the Village Board, below is the criteria for approval as stated within the zoning ordinance standards for a PUD.

"Criteria for Approval. The intent of the PUD procedures is to enable the developer to have greater flexibility in planning for land uses and site design than would be permitted under standard zoning provisions. However, there are some general criteria that the Plan Commission will follow in reviewing and approving PUDs. Criteria for approval include:

- (a) A Planned Development may be allowed by the Plan Commission where natural features are determined to warrant preservation.
- (b) Existing mature vegetation and natural topography will be preserved to the greatest extent feasible.
- (c) The character and intensity of the proposed development must be compatible with existing and planned land uses on nearby and adjoining properties.
- (d) The proposed development must not result in diminishment of property values of adjoining or nearby properties.
- (e) Existing and planned street and highway improvements are adequate to handle the projected volumes of traffic generated by the proposed development.
- (f) There is adequate capacity in the public sanitary sewer and stormwater sewer system to handle projected demand.
- (g) The proposed circulation system and the design and layout of utilities have taken into account existing and potential streets and utility systems on adjoining parcels.
- (h) The extent of paving, drainage, patterns or topographic modifications will not disrupt natural drainage patterns on adjoining or nearby sites or otherwise result in environmental damage to downstream areas. "

Recommendation

I support the requested PUD modifications as noted within the body of this report and recommend approval of the amended PUD but suggest the Plan Commission consider and discuss comments about adding face brick to the building facade.

I recommend the following conditions of approval as a conditional use.

1. Approval of this Planned Unit Development General Development Plan for 34 condominium units within 17 buildings intermixed with the prior constructed 32 condominium units shall be subject to the submitted plans on file in the office of the Village Zoning Administrator.
2. Approval of this Planned Unit Development General Development Plan for an additional 34 condominium units within 17 buildings shall be subject to the requested modifications as listed in the body of this report (the modifications will be fully listed within the Conditional Use Resolution to be considered by the Village Board).



Village of Mukwonago

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3. Approval of this Planned Unit Development General Development Plan shall be consistent with the original Planned Unit Development approval in 2005 for Edgewood Meadow Condominiums.
4. Approval of this Planned Unit Development General Development Plan shall be subject to the entire Final Development Plan submittal conformance to all applicable Village development ordinances, standards and policies, including but not limited to an amended Developers Agreement, an amended Storm Water Maintenance Agreement, submission of updated Homeowners Association Documents, and the applicant recording of a new Condominium Plat.

I appreciate the opportunity to assist the Village with review of this proposal. Should questions arise, please feel free to contact me.

Sincerely,

Bruce Kaniewski, AICP
Village Planner/Zoning Administrator



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Edgewood Meadows Condominiums Photos of Existing Buildings





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September 4, 2018

REDEVELOPMENT OF EDGEWOOD MEADOWS CONDOMINIUMS
PROJECT SUMMARY

Build (17) 2 unit buildings to complete Edgewood Meadows Condominiums.

It is proposed that Edgewood Meadows Condominiums be restructured and the unbuilt units of (4) and (8) unit buildings be changed to (2) unit buildings. The density will be reduced from 96 units to 66 units consisting of the built 32 units and 17 (2) unit buildings to be built. Area for building (4) .876 ac shall be removed from Edgewood Meadows Condominiums and attach to adjacent multifamily land. This will require 100% agreement by owners and the Village of Mukwonago to record the second Addendum to Edgewood Meadows plat.

The existing road pattern, grading plan, second storm water and utility plan will be utilized with no change except for adjustment of building location and sewer and water lateral additions as necessary.

It is anticipated the individual units will sell for approximately \$340,000 x 34 which would create an end value of \$11,500,000. This is a completion of an improved project which consists primarily of building construction on an approved condominium pad. The improved private road will be completed.

IG LOTS 2, 3 AND 4 OF C.S.M. NO. 10090 LOCATED IN THE SW $\frac{1}{4}$ OF THE SE $\frac{1}{4}$ AND SE $\frac{1}{4}$ OF THE SW $\frac{1}{4}$ OF SECTION 19, TOWN 5 NORTH, RANGE 19 EAST, VILLAGE OF MUKWONGO, WAUKESHA COUNTY, WISCONSIN.

CONC. MON.
W/BRASS CAP
NE CORNER OF
SW 1/4 SEC 19-6-19
N 324,565 AC
E 2,453,429.18

149

(R) RECORDED BEARING/DISTANCE

CURVE	DELTA	RADIOS	ARC	CHORD BEARING	CHORD
C1	293.5258	131.60	78.91		171.8
C2	192.0077	131.60	31.77	N40°31'07"E	20.41
C3	9.240077	20.60	33.64	N40°31'07"E	20.41
C4	8.628014	20.60	30.31	N43°13'06"W	27.50
C5	7.733105	20.60	318.37	N43°13'06"W	27.50
C6	6.900307	20.60	14.24	N59°24'34"W	26.29
C7	4.342456	20.60	15.28	N43°13'13"E	14.91
C8	3.670003	167.00	226.64	S43°11'54"E	209.18
C9	4.744439	167.00	286.04	S43°11'54"E	209.18
C10	4.744439	167.00	33.53	N43°13'06"W	20.49
C11	8.628014	20.60	33.53	N43°13'06"W	20.49
C12	9.240077	20.60	33.53	N43°13'06"W	20.49

PETER J. NELSON, P.L.S., DO HEREBY CERTIFY THAT I HAVE SURVEYED AND PLATTED THE ABOVE DESCRIBED PROPERTY AND THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE FIRST ADDENDUM TO EDGEMOOD MEADOWS CONDOMINIUMS AS PROPOSED AT THE IDENTIFICATION HEREOF, AND THE IDENTIFICATION AND LOCATION OF EACH UNIT AND THE COMMON ELEMENTS CAN BE DETERMINED FROM THE PLAT. THE UNDERSIGNED SURVEYOR NAMES NO CERTIFICATION OF THE CONTAINMENT OF THE FLOOR PLANS OF THE CONDOMINIUM FLOORS AND UNITS CONTAINED IN THE PLAT AND THE APPROXIMATE DIMENSIONS AND FLOOR AREAS THEREOF.

PETER J. NIELSON, P.L.S. 2527

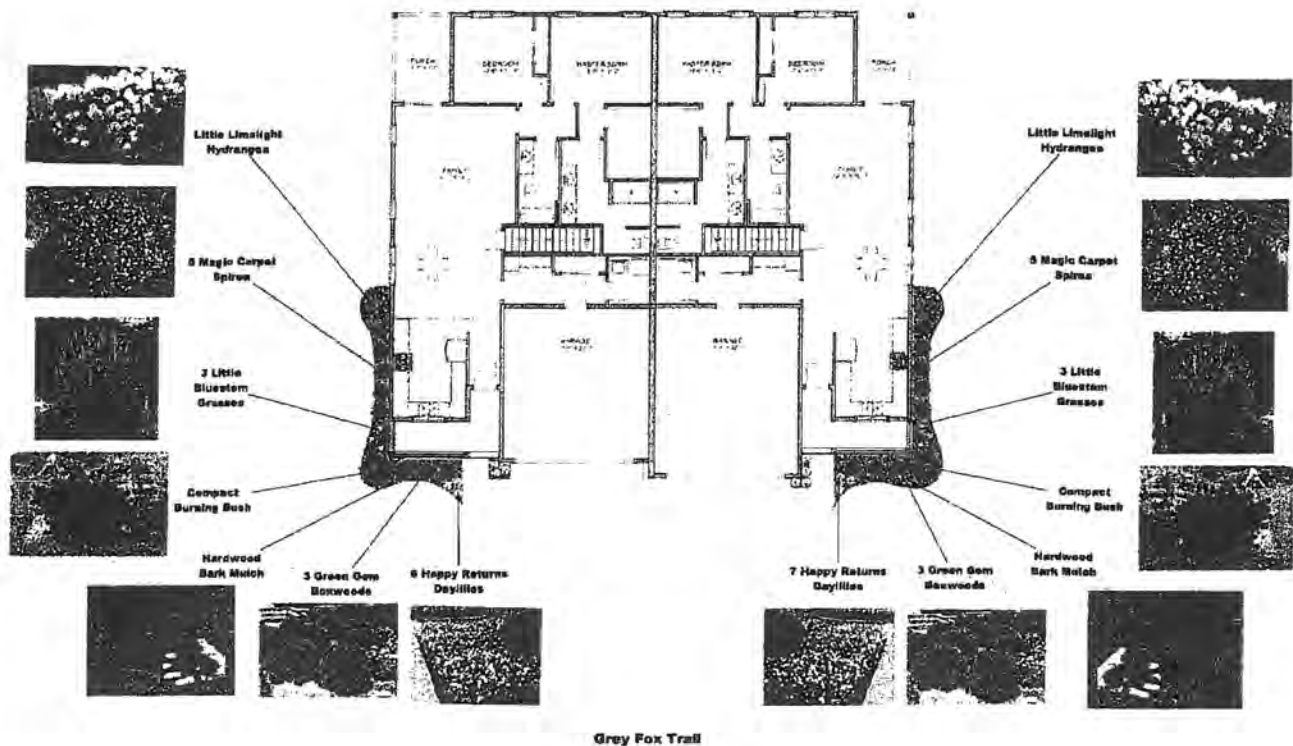
IN
BASIS FOR BEARING:
THE NORTH LINE GSM 10080, WAS
TAKEN TO BEAR N72°03'45"E.

Month	Number of People
January	180
February	100
March	120
April	140
May	160
June	180
July	190
August	170
September	150
October	130
November	110
December	90

SCALE 1" = 100'

DATE: C8/13/18
SHEET: OF 1

INSTRUMENT DRAFTED BY: PETER J. NIELSON, P.L.S., S-2527



A Planting Plan for:
Edgewood Meadows Condominiums
Mukwonago, Wisconsin

Scale: 1/8" = 1'0"

VILLANI
 LANDSHAPERS
Designed especially for you by: Lisa M. Steinhaus

Weatheredwood Dimensional Shingles

Board & Batten LP Siding
Decorative Corbels

Hardie Straight Shake Panels

LP Smart Soffit and Fascia

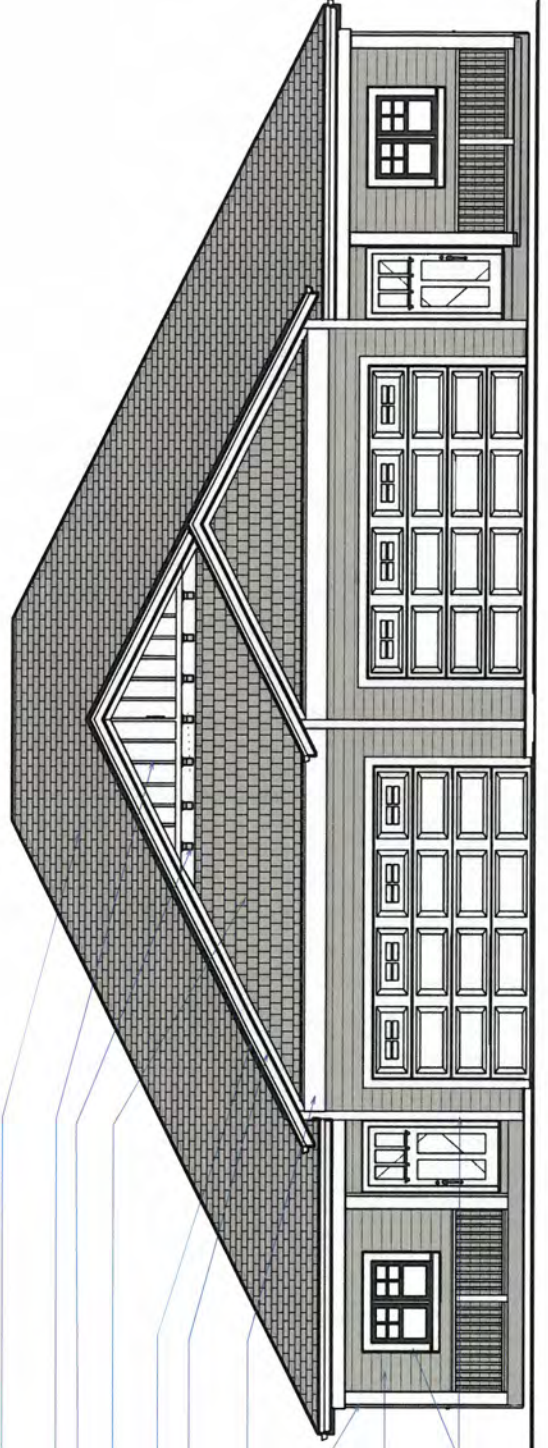
LP Smart Trim - 6" Frieze

12" LP Smart Trim

8" LP Smart Trim Column Wrap

Hardie Plank Siding

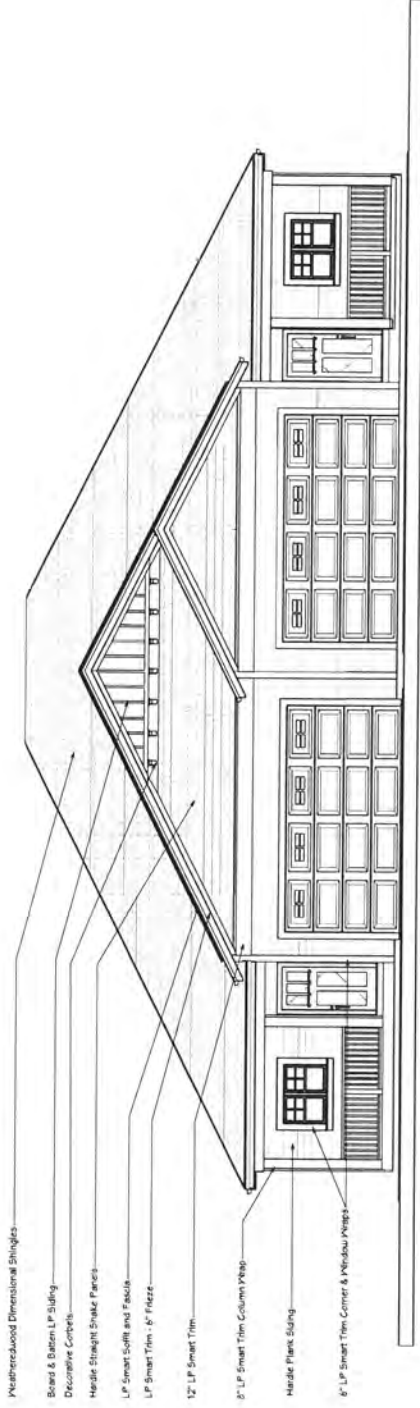
6" LP Smart Trim Corner & Window Wraps



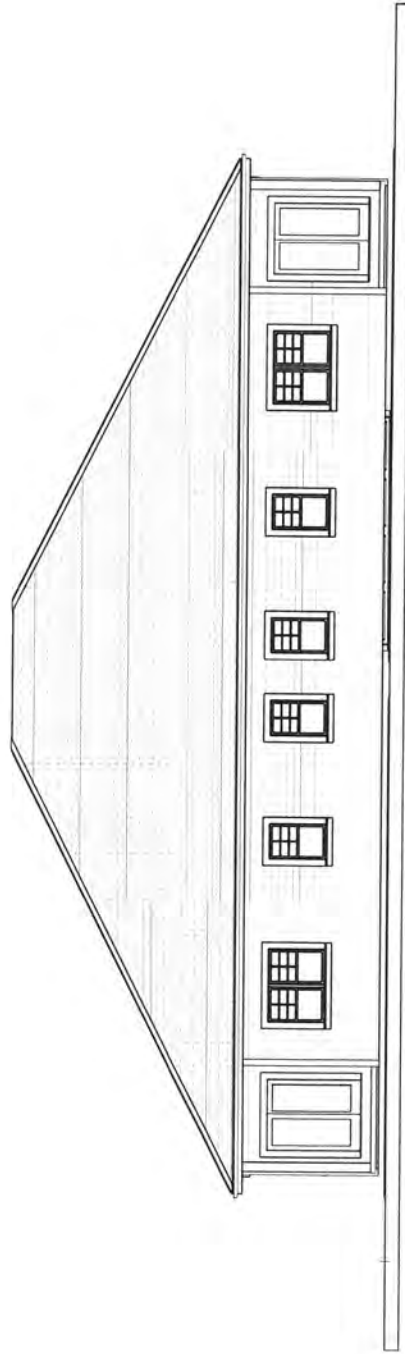
REVISION TABLE	REVISION BY	DESCRIPTION
1	JDO	9/6/2018
2	JDO	9/6/2018

Edegeewood Condominiums
Redevelopment

DATE: 9/6/2018
SCALE: 1/4" = 1'
SHEET: P-1



Exterior - Front Elevation



Exterior - Back Elevation

REVISION TABLE	NUMBER	DATE	REVISION BY	DESCRIPTION
1	09/29/18	JDO		

Edegewood Condominiums
Redevelopment

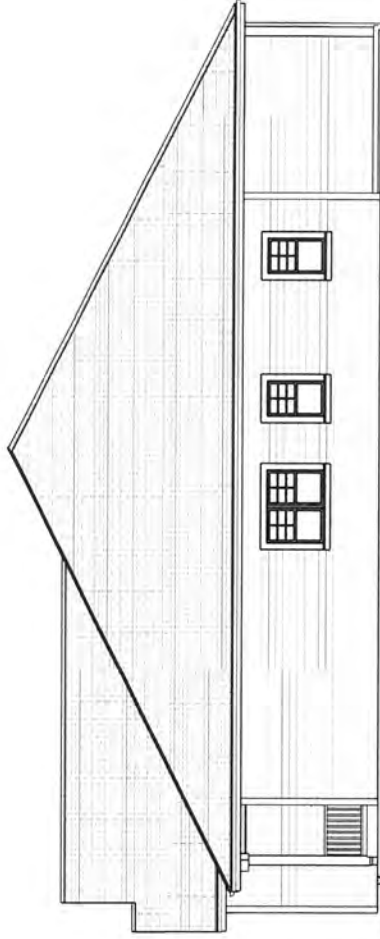
DATE:

9/6/2018

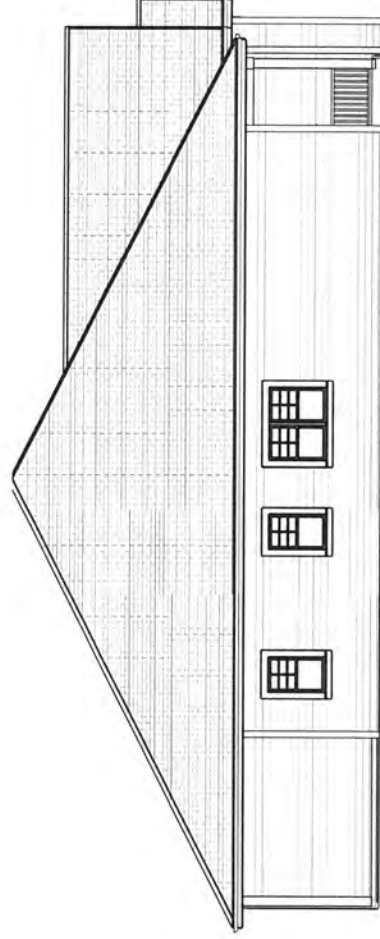
SCALE:

1/4" = 1'

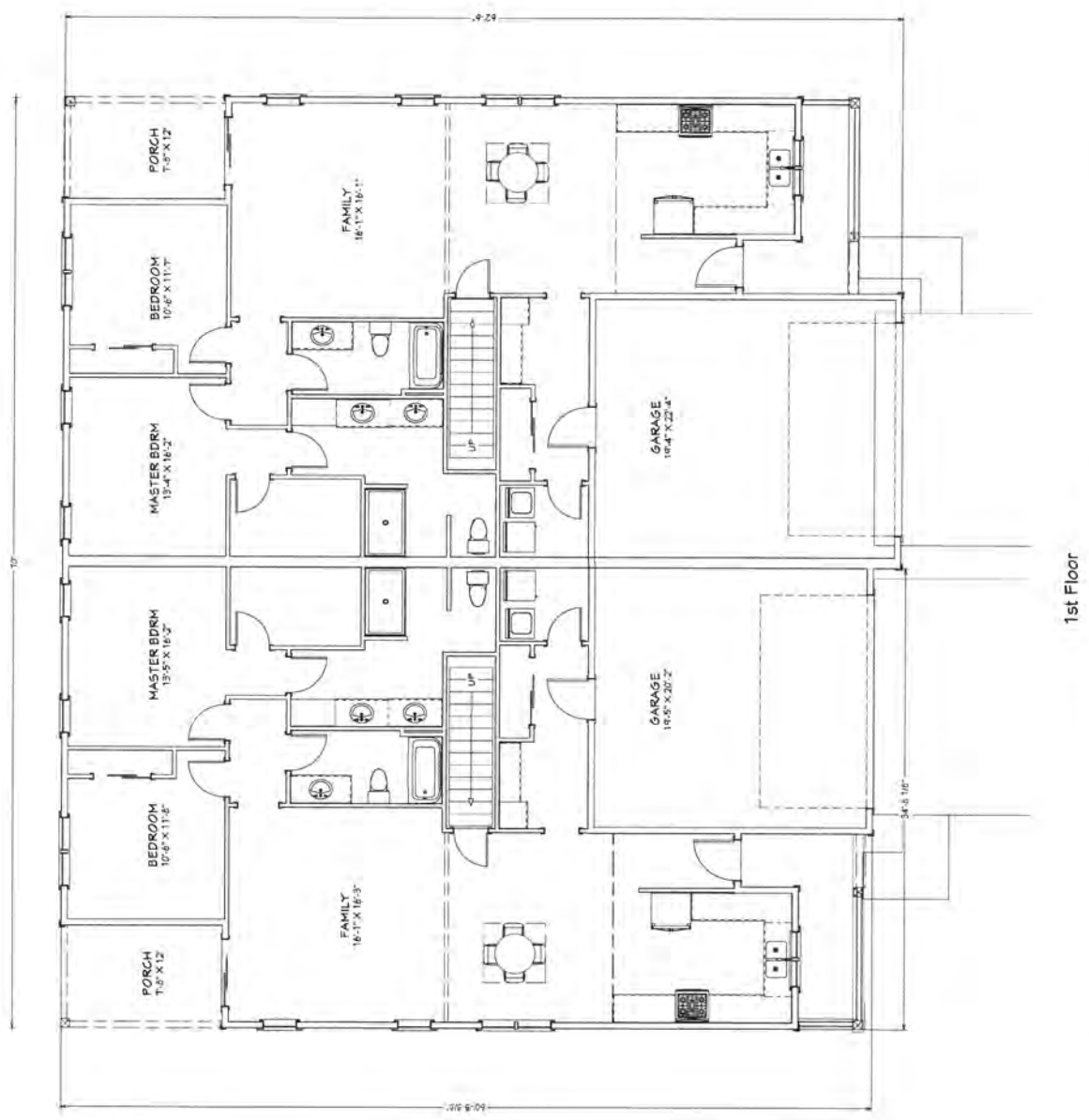
SHEET:



Exterior - Right Elevation



Exterior - Left Elevation



1st Floor

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. 956

**ORDINANCE TO AMEND SECTIONS 100-303, 100-305 and 100-306
OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE
REGARDING THE HISTORIC PRESERVATION COMMISSION**

WHEREAS, the Village is desirous of amending Sections 100-303, 100-305 and 100-306 to update the provisions of that Ordinance to better reflect the requirements of Wis. Stat. §62.23(7)(em) and recent changes to the same; and

NOW THEREFORE, the Village Board of the Village of Mukwonago, Waukesha and Walworth Counties do hereby ordain as follows:

SECTION I

Section 100-303 of the Municipal Code of the Village of Mukwonago is hereby repealed and recreated to read as follows:

A Historic Preservation Commission is hereby created, consisting of seven (7) members. The Village President shall appoint the Commission subject to confirmation by the Village Board. Of the initial members so appointed, two shall serve a term of one (1) year; two shall serve a term of two (2) years; and three shall serve a term of three (3) years. Thereafter, the term of each member shall be three (3) years.

SECTION II

Section 100-305(b)(3) f. of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall be constructed with materials that are similar in design, color, scale, architectural appearance, and other visual qualities.

SECTION III

Section 100-305(c) of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

Appeals. Should the commission decline to issue a certificate of appropriateness due to the failure of the proposal to conform to the guidelines, the applicant may appeal such decision to the village board within 30 days. The village board may, by a majority vote, overturn the commission's decision declining to issue a certificate of appropriateness. In addition, if the commission declines to issue a certificate of appropriateness, the commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of this article.

SECTION IV

Section 100-306(a)(1) of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

The commission may, after notice and public hearing, designate historic structures and historic sites, or rescind such designation or recommendation, after application of the criteria in section 100-304 above. At least ten days prior to such hearing, the commission shall, by first-class mail, notify the owners of record, as listed in the office of the village assessor, who are owners of property in whole or in part situated within 200 feet of the boundaries of the property affected. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. Notice of such hearing shall also be published as a Class 1 notice under the Wisconsin statutes. The commission shall also notify the following: department of public works, parks division, fire and police departments, health department, building inspector, and the plan commission. Each such department may respond to the commission with its comments on the proposed designation or rescission.

SECTION V

Section 100-306(b)(3) a. of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

Historic preservation commission. The historic preservation commission shall hold a public hearing when considering the plan for a historic district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 1 notice under the Wisconsin statutes in the official village paper. Notice of the time, place, and purpose of the public hearing shall also be sent via first class mail by the village clerk to the owners of record, as listed in the office of the village assessor, who are owners of the property within the proposed historic district or are situated in whole or in part within 200 feet of the boundaries of the proposed historic district. Such notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the historic preservation commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be forwarded to the village plan commission and the village board.

SECTION VI

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

SECTION VII

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

SECTION VIII

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

PASSED AND ADOPTED by the Village Board this _____ day of _____, 2018.

APPROVED:

Countersigned:

Fred Winchowky, Village President

Judith A. Taubert, Village Clerk

**NOTICE OF PUBLIC HEARING BEFORE THE VILLAGE OF MUKWONAGO VILLAGE BOARD
TO CONSIDER AN AMENDMENT TO CHAPTER 100 OF THE MUNICIPAL CODE
REGARDING HISTORIC PRESERVATION COMMISSION STANDARDS**

Please take notice there will be a public hearing before the Village Board of the Village of Mukwonago in the Board Room of the Village Hall, 440 River Crest Court, Mukwonago, Waukesha and Walworth Counties, on Wednesday, February 20, 2019, commencing at 6:30 P.M. or soon thereafter to consider the following matter:

REGARDING: Amend portions of Section 100-303, Section 100-305 and Section 100-306 of Chapter 100 of the Village of Mukwonago Municipal Code (a/k/a Zoning Ordinance) pertaining to composition and operation of the Historic Preservation Commission.

The proposal may be viewed at Village Hall, 440 River Crest Court, Mukwonago, WI during business hours.

All interested parties will be heard. Written comments will be accepted up to the time of the hearing. For more information, please contact Bruce Kaniewski, Village Planner, at (262) 363-6420 x. 2111, or planner@villageofmukwonago.com.

Judith A. Taubert
Village Clerk

To be published: January 30 and February 6, 2019

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

MARK G. BLUM
THOMAS G. SCHMITZER
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RICHARD S. HIPPENMEYER
(1911-1979)

WILLIAM F. REILLY
(1932-2007)

EMAIL: MOBLUM@HRBLAWFIRM.COM

August 23, 2018

Via Email

(president@villageofmukwonago.com) Mr.

Fred Winchowky, Village President
Village of Mukwonago
440 River Crest Court, PO Box 206
Mukwonago, WI 53149

Via Email (jweidl@villageofmukwonago.com)

Mr. John Weidl, Village Administrator
Village of Mukwonago
440 River Crest Court, PO Box 206
Mukwonago, WI 53149

Re: Historic Preservation Ordinance

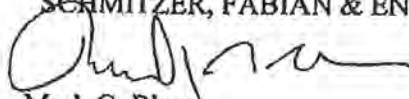
Gentlemen:

Enclosed is a revised draft of the Ordinance concerning the Historic Preservation Commission. The revision is modified Section 100-303, which speaks to the issue of the Historic Preservation Commission composition. I have taken out the references to the skills that are desired on the Commission, e.g., real estate broker, architect, historian, etc. I have also taken out the language regarding having one Village Board member and at least three citizen members. Therefore, at this point, you basically have a clean slate as to the composition of the Commission. I have kept the language that refers to the terms of office.

Please let me know if this addresses your concerns on this subject.

Sincerely,

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



Mark G. Blum,
Village Attorney

MGB/jb
Enc.

Cc: Ms. Linda Gourdeaux

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. ____

**ORDINANCE TO AMEND SECTIONS 100-305 and 100-306
OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE
REGARDING THE HISTORIC PRESERVATION COMMISSION**

WHEREAS, the Village is desirous of amending Sections 100-305 and 100-306 to update the provisions of that Ordinance to better reflect the requirements of Wis. Stat. §62.23(7)(em) and recent changes to the same; and

NOW THEREFORE, the Village Board of the Village of Mukwonago, Waukesha and Walworth Counties do hereby ordain as follows:

SECTION I

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A Historic Preservation Commission is hereby created, consisting of seven (7) members. The Village President shall appoint the Commission subject to confirmation by the Village Board. Of the initial members so appointed, two shall serve a term of one (1) year; two shall serve a term of two (2) years; and three shall serve a term of three (3) years. Thereafter, the term of each member shall be three (3) years.

SECTION II

Section 100-305(b)(3) f. of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall be constructed with materials that are similar in design, color, scale, architectural appearance, and other visual qualities.

SECTION III

Section 100-305(c) of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

Appeals. Should the commission decline to issue a certificate of appropriateness due to the failure of the proposal to conform to the guidelines, the applicant may appeal such decision to the village board within 30 days. The village board may, by a majority vote, overturn the commission's decision declining to issue a certificate of appropriateness. In addition, if the commission declines to issue a certificate of appropriateness, the commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of this article.

SECTION IV

Section 100-306(a)(1) of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

The commission may, after notice and public hearing, designate historic structures and historic sites, or rescind such designation or recommendation, after application of the criteria in section 100-304 above. At least ten days prior to such hearing, the commission shall, by first-class mail, notify the owners of record, as listed in the office of the village assessor, who are owners of property in whole or in part situated within 200 feet of the boundaries of the property affected. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. Notice of such hearing shall also be published as a Class 1 notice under the Wisconsin statutes. The commission shall also notify the following: department of public works, parks division, fire and police departments, health department, building inspector, and the plan commission. Each such department may respond to the commission with its comments on the proposed designation or rescission.

SECTION V

Section 100-306(b)(3) a. of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

Historic preservation commission. The historic preservation commission shall hold a public hearing when considering the plan for a historic district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 1 notice under the Wisconsin statutes in the official village paper. Notice of the time, place, and purpose of the public hearing shall also be sent via first class mail by the village clerk to the owners of record, as listed in the office of the village assessor, who are owners of the property within the proposed historic district or are situated in whole or in part within 200 feet of the boundaries of the proposed historic district. Such notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the historic preservation commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be forwarded to the village plan commission and the village board.

SECTION VI

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

SECTION VII

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

SECTION VIII

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

PASSED AND ADOPTED by the Village Board this _____ day of _____, 2018.

APPROVED:

Countersigned:

Fred Winchowky, Village President

Linda Gourdoux, Deputy Village Clerk

LAW OFFICES OF
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SCHMITZER, FABIAN & ENGLISH, S.C.**

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October 30, 2018

Via Email (president@villageofmukwonago.com)

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

Re: Historic Preservation Ordinance

Dear President Winchowky:

Enclosed is a memo that I have prepared which represents my review of the existing Village of Mukwonago Historic Preservation Ordinance. This should be considered a baseline for the Board's further review of the subject of historic regulation of the community.

As the memo suggests, the Village currently has a structure involving not only site designation of historically significant properties, but also the identification of a Design Sensitivity Area and a Historic Preservation District. The Sensitivity Area and the District necessitate Site Plan review being conducted by the Historic Preservation Commission. Therefore, that entity is an integral part of the planning process for those kinds of applications. The question in my mind is whether the Board continues to want to have the Design Sensitivity Area and Historic Preservation Districts; or whether you simply wish to designate specific properties as being historically significant and thus, the subject of regulation with respect to any razing of or exterior modifications to those properties.

As I have also indicated, I believe, at the very least, the Ordinance that I previously drafted should be adopted. The question is whether the Board wishes to maintain its current historic preservation structure or whether you want to move forward with modifying it, so the historic designation is site specific rather than applicable to a broader area.

personages or with important events; (iii) embody the distinguishing characteristics of architectural type of specimen inherently valuable for a study of period, style, method of construction, unique materials, craftsmanship, etc.; (iv) are representative of the notable work of a master builder, designer or architect who influenced his age; (v) yielded or may be likely to yield information important to pre-history or history.

4. The Commission will have the authority to designate historical structures and sites.
5. The Commission also has the authority to determine whether a particular structure should be reconstructed, altered or demolished. In the event that a property within a Historic District is to be built upon, reconstructed or demolished, the Commission would determine whether that action would meet the objectives and design criteria of the Historic Preservation Plan for the District and whether the proposed construction would be detrimental to the public interests or contrary to the general welfare of the public.
6. In deciding whether to approve a request for improvements, reconstruction or demolition within a Historic District, the Commission is to look to (i) whether the proposal reflects minimal changes to the defining characteristics of the buildings and its site or environment; (ii) whether the historic character of a property is being maintained and preserved.
7. The Commission determines whether the application for the Certificate of Appropriateness for the proposed changes is consistent with the character and features of the property or District, and with the aforementioned guidelines. If so, it will issue that Certificate of Appropriateness. The Commission is required to make that decision within 45 days of the filing of the application.
8. Once a Certificate of Appropriateness is issued, the property owner will have 12 months to start the action that would be in conformity with that Certificate. Ordinary maintenance and repairs can be undertaken without a Certificate of Appropriateness, provided the repairs are made with materials that are identical in appearance and provided the work does not change the exterior appearance of the structure.
9. In the event that the Commission fails to issue a Certificate of Appropriateness, the matter can be appealed to the Village Board within 30 days of that denial.
10. With respect to the designation of historic structures and historic sites, notice must be given to the affected property owner followed by a public hearing on the proposed designation. Notice of hearing must be published as a Class I Legal Notice and other Departments in the Village with jurisdiction would need to be made aware of that public hearing, so they may comment on the proposed application.
11. With respect to the designation of Historic Districts, they are required to find that the District exemplifies or reflects the cultural, political, economic or social history of the Village, nation or state; or is identified with historic personages or events or is reflective of the characteristics of architectural types or specimens in the community.
12. The community can prepare Historic District Plans that would regulate construction, reconstruction or alterations of structures within the District; require that new structures be

constructed to be visually compatible with surrounding properties; or that the gross volume of new structures shall be visible compatible with other buildings in the District; that the façade be roughly compatible with the building and environment in which it is visually related; and that the proportion or relationship between doors and windows and the street façade shall be visually compatible with other existing structure, designs and such elements such as the roof, colors and patterns should be roughly compatible, and that the street façade should blend with other buildings. Architectural elements will need to be incorporated to harmonize the new and the old so as to preserve the inherent characteristics of the area.

13. Such a Plan must be adopted by the Historic Preservation Commission, but only following the conduct of a public hearing. That public hearing would need to be preceded by a Class I Legal Notice, as well as individual notifications to property owners within the Historic District or parcels outside of it within 200' of the District. The Village Plan Commission is also required to review the Plan and comment on the same once recommended by the Historic Preservation Commission, and it will then be considered by the Village Board.
14. It is my understanding there is one Historic Preservation District in the community. I believe a map has been prepared identifying that area. However, I am not familiar with the terms of the actual Historic Preservation Plan for that area.
15. Persons in charge of historic structures or who have ownership of such structures are required to maintain them in a condition consistent with the provisions of this Code. The Village Board can direct the Village Building Inspector to enforce the terms of the Code. It is the intention of the Historic Preservation Ordinance to prevent demolition of buildings or structures by neglect and permitting damage to it by weather or vandalism; and again, all structures are intended to be maintained in good repair.
16. The Code also provides that the restrictions or regulations may be varied or waived on application from the appropriate Board having such jurisdiction over the Chapter.
17. It should be noted that Section 100-601 of the Code does establish standards for all non-single-family properties, and one of the standards therein is that the preservation of community character should be promoted such as noting properties of historical significance and preservation of natural site features. Further, according to the Code, any Residential Zoning District that lies within the designated Design Sensitivity Area of Mukwonago's Downtown dictates that the Site Plan Standards for those areas are required to be followed as well. Specifically, the Historic Preservation Commission shall have the authority to recommend to the Plan Commission approval of all Site Plans and architectural review applications within the Downtown Design Sensitivity Area. Therefore, within the Design Sensitivity Area, applications for site improvements would need to not only go to the Plan Commission, but would need to be preceded by a review by the Historic Preservation Commission. The Historic Preservation Commission is also to be involved in Preliminary Site Reviews. The Historic Preservation Commission would have the authority to direct architectural design to conform to particular form and styles specified in applicable sections of the Zoning Code.

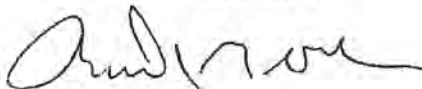
In summary, at this point, the Village has a structure in place to designate historic sites, as well as Historic Districts. Planning in Historic Districts is required to include a review by the Historic Preservation Commission and modifications to structures within the Historic Site District, as well

as the historic properties themselves must be reviewed and approved for consistency with the architectural Standards as reflected in the Ordinance. I believe the question before the Board at this point is whether it still wishes to have the Design Sensitivity Area, as well as the Historic Preservation District; or whether it simply wishes to restrict individual parcels within that District. If we want to maintain the Historic Preservation District, then the issue is whether the Village wishes to preserve the structure involving active participation by the Historic Preservation Commission in all applications for development within the District. However, if we want to modify this and simply have the Historic Preservation Commission be site-specific, then when the proposal is made to modify other structures within the District, that can be done through a review by the Plan Commission itself.

At the very least, I recommend that the changes we proposed in the original Ordinance be implemented. However, as to the other issues that are raised as the result of this review of the Ordinance, I would recommend that a discussion take place before the Village Board and then direction be given to me as to how further modifications to the Ordinance should be made.

Thank you for your consideration of these comments.

Respectfully submitted,



Mark G. Blum

MGB/jb



Village of Mukwonago

440 River Crest Court, Mukwonago, Wisconsin 53149
(262) 363-6420 x.2111

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December 4, 2018

Re: Proposed Historic Preservation Ordinance Amendment

Village President Fred Winchowky and Members of the Plan Commission:

As requested during your October meeting, Village Attorney Mark Blum will attend the beginning of your December meeting to review the proposed amendment to standards within the Historic Preservation Ordinance, Article III of the Zoning Ordinance. Mr. Blum prepared the draft amendment at the direction of the Village Board with the purpose of (1) clarifying membership of the Historic Preservation Commission (HPC) with the purpose of appointing a new HPC, and (2) amending the ordinance to be consistent with recent state statute changes regarding historic preservation.

The Plan Commission is asked to provide a recommendation regarding the proposal. If recommended, staff will schedule a public hearing at the Village Board level to consider the amendment.

The purpose of this memorandum is to inform decision makers of the responsibilities of the HPC and the Plan Commission regarding review of redevelopment and new development within and surrounding the downtown. As I reviewed existing plan review standards combined with the proposed amendment, below is my interpretation of the division of responsibilities.

For your information, there are two buildings designated as historic by the National Historic Register—the Red Brick Museum and the former Universalist Church building (216 Main Street). The lone historic district is the Pearl and Grand Avenue Historic District.

Duties of the Historic Preservation Committee

1. Designate historic structures and sites and recommend designation of historic districts (Section 100-305 (a)).
2. Consider issuance of a Certificate of Appropriateness for construction, reconstruction, alteration and demolition of a historic structure or a historic site, or within a historic district (Section 100-305 (b)).
3. Recommend to the Plan Commission approval with conditions or denial of all Site Plan and Architectural Review applications within the Downtown Design Sensitivity Area (Section 100-601 (c) (1)).

Duties of the Plan Commission Regarding Matters Within and Surrounding the Downtown

1. Approve, approve with conditions or deny all Site Plan and Architectural Review applications within business zoning districts, manufacturing zoning districts and all other zoning districts other than single family and two-family (Sections 100-601 (b) (1) and 100-601 (c) (1)). Therefore, per



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- #3 above, the HPC makes a recommendation to the Plan Commission of any Site Plan and Architectural Review within the Design Sensitivity Area (both blue and yellow areas on the attached map).
2. Approve, approve with conditions or deny all Site Plan and Architectural Review applications within any residential district that lies within the Downtown Design Sensitivity Area (Section 100-601 (b) (1)). Therefore, per #3 above, the HPC makes a recommendation to the Plan Commission.
 3. Approve or deny applications for building demolitions within the Village Center Overlay Zoning District for areas not designated as historic structures, sites or districts.

While many in the community, especially the former Downtown Committee, may assume a newly reconstituted HPC will have design review responsibility over the entire downtown, current regulations remain for Plan Commission oversight. In addition, I want to make clear that HPC review of site and architectural plans prior to consideration by the Plan Commission, as currently required with the existence of the HPC, adds time and another layer to the approval process. That occurrence may not sit well with the development community.

I ask we discuss the roles and interaction between the Plan Commission and the HPC. When the HPC was a functioning committee up to 2008, it was practice for approval of external improvements to residential structures within the Design Sensitivity Area to sit with HPC; however, the standards state both HPC and the Plan Commission have review authority. Therefore, some questions to ponder are: (1) Should the ordinance be revised to remove the commission from review of residential?; (2) Should the HPC be involved with review of new business site plans?; (3) Does the Design Sensitivity Area have relevance with the existence of the Village Center Overlay Zoning District (VCOZD), or should the sensitivity area and the VCOZD area be the same?

I look forward to your direction.

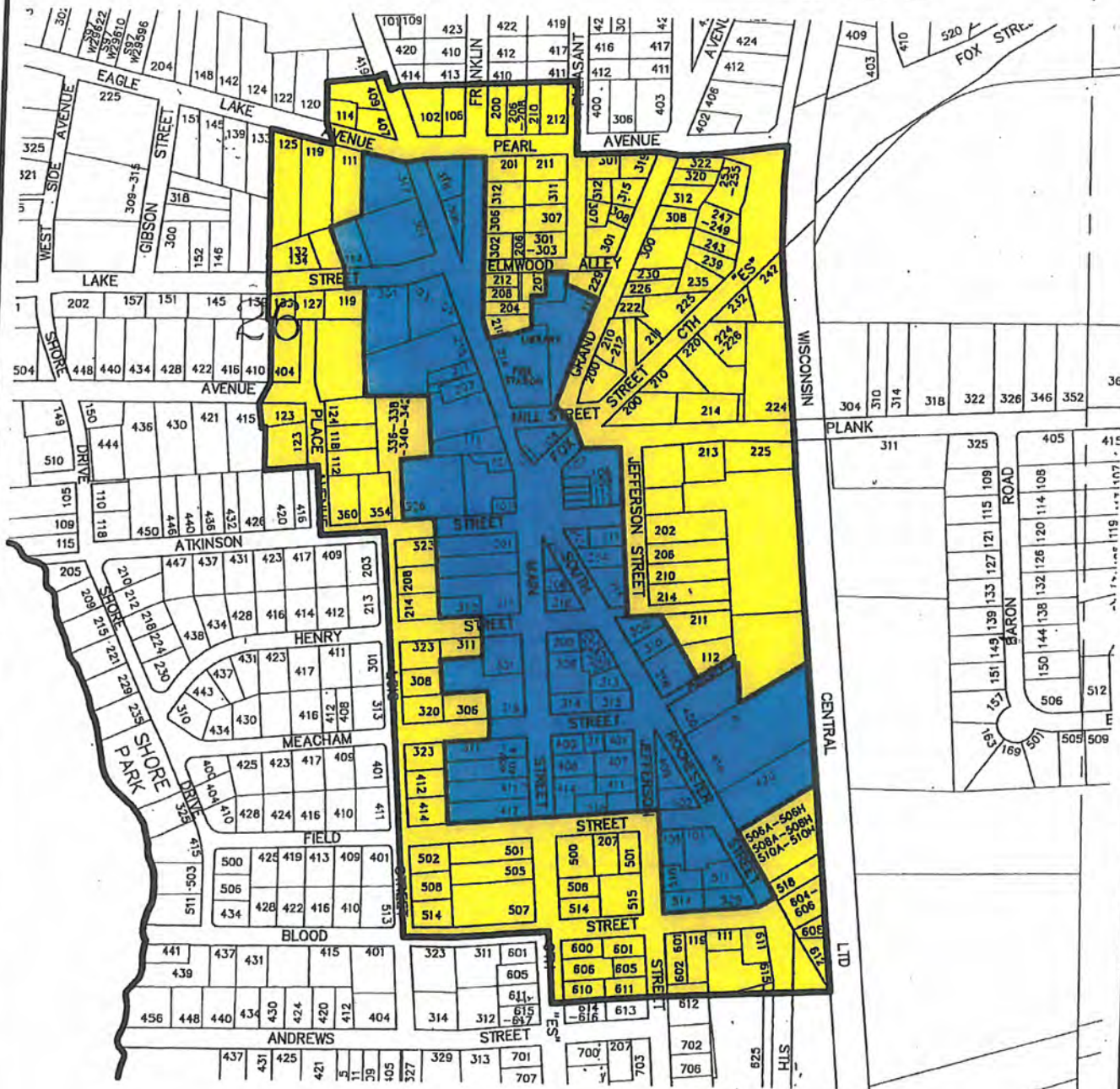
Attached please find maps of the Design Sensitivity Area and the Village Center Overlay Zoning District.

Thank you for your consideration of these matters.

Sincerely,

Bruce Kaniewski
Village Planner/Zoning Administrator

DESIGN SENSITIVITY AREA VILLAGE OF MUKWONAGO



LEGEND

- DESIGN SENSITIVITY AREA
- BUFFER

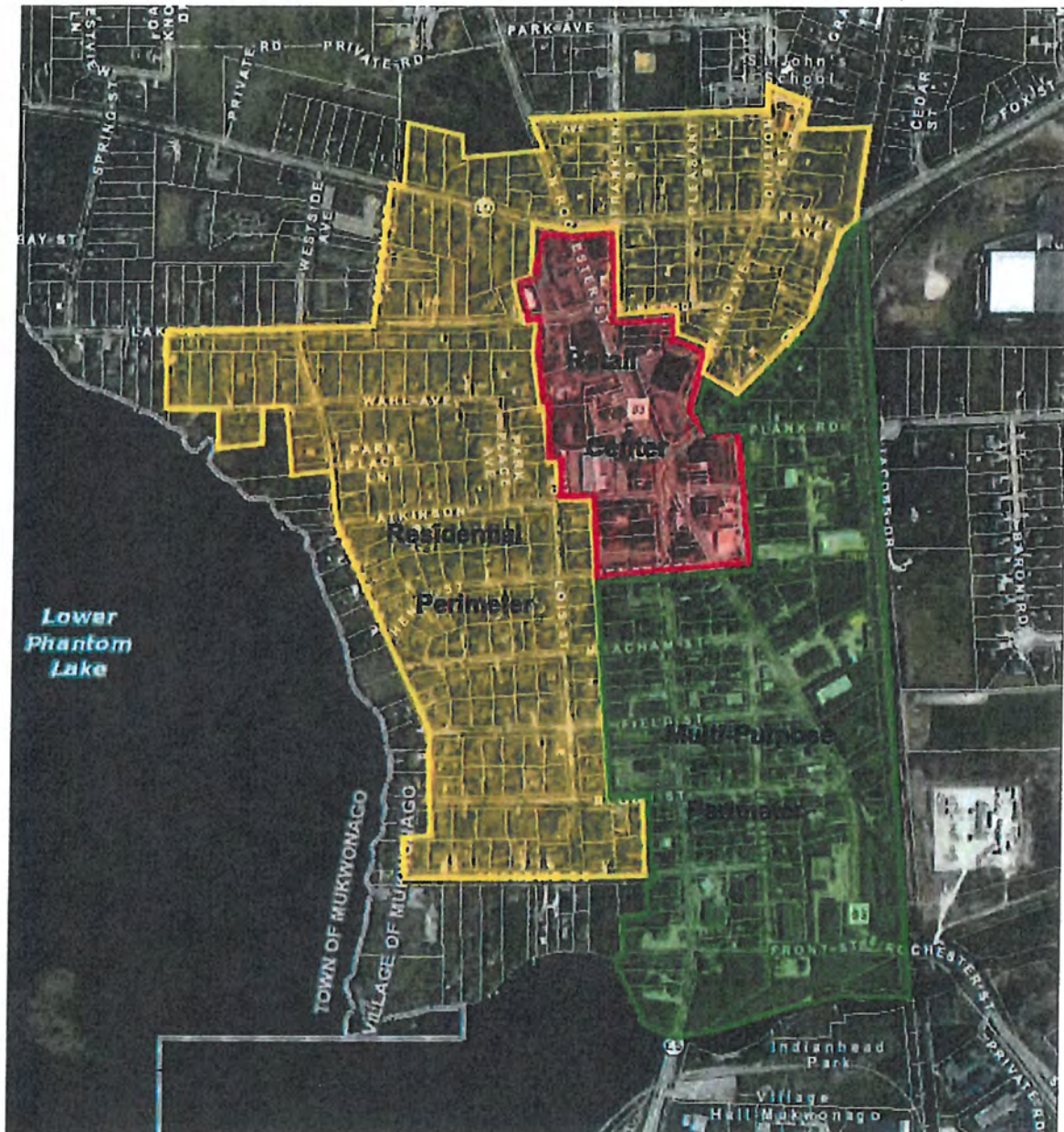


0 1 2 3 4 500 1000
SCALE IN FEET

DATE: OCTOBER 19, 2001

EXHIBIT 1
Ordinance No. 931

**Village Center Overlay Zoning District Boundary
And
Sub-Districts**



Sub-Districts

Red—Retail Center

Green—Multi-Purpose Perimeter

Yellow—Residential Perimeter