

**Village of Mukwonago  
REGULAR MEETING OF THE  
COMMITTEE OF THE WHOLE  
OF THE VILLAGE BOARD OF TRUSTEES**

Notice of Meeting and Agenda

***Wednesday, May 1, 2019***

Time: **5:30 p.m.**

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

Any items not discussed or acted on at this meeting will be forwarded to a meeting of the Village of Mukwonago Committee of the Whole on **Wednesday, June 5, 2019, at 5:30 p.m.**, or a different specified date, located at the Mukwonago Municipal Building/Committee Room, 440 River Crest Court.

The Committee of the Whole has the discretion to take up the items listed below in any order.

1. Call to Order

2. Roll Call

3. Committee of the Whole Business

*Discussion and Possible Action on the Following Item*

A. Approval of minutes for April 3, 2019 regular Committee of the Whole Meeting

4. Committee Reports

*Discussion and Possible Action on the Following Items*

A. Finance Committee

1) Vouchers payable batches

a. Payments batch WE 04-2019 - \$41,645.42

b. Payments batch US 04-2019 - \$18,296.08

c. Payments batch AP 05-2019-1 - \$724,792.09

2) Purchase Requisition to Core & Main for parts for Water Dept. - \$63,490

3) Authorize Finance Chair to review and approve an additional Accounts Payable batch in May outside of the regular process

4) March 2019 Monthly Treasury Report, Revenue Guideline, and Expenditure Guideline

*(This report is from Staff to Committee members. No item in the reports shall be discussed or acted on by Committee members unless it is specifically noted on the agenda that discussion may occur and/or action may be taken on that item. If the Committee wishes to discuss an item in the reports, the Committee will direct that item to be placed on the next Committee agenda.)*

B. Judicial Committee

1) Change of Agent for the Kwik Trip #282 to Valerie Brezgel

2) Recommendation to the Village Board to approve a Temporary Class "B" fermented malt beverages and "Class B" wine for St. James Theater Play at 812 Veterans Way, St. James Activity Center. May 10-12 and May 17-19.

3) Special Event Permit for Lions Club-2019 Summerfeste June 13-16

4) Special Event Permit for American Legion Post # 375- 2019 Maxwell Street Days

June 8-9, July 20-21, August 17-18, and September 14-15

C. Public Works Committee

- 1) Pick 'N Save Pond Retrofit – Bid Results- Super Western, Inc.
- 2) Rerouting of River Park Sanitary Sewer to Holz Parkway
- 3) Well 5 Iron Filtration; Well 4, 3 roof replacement; misc repairs, Notice of Award
- 4) Phase 1 Environmental Study for the M.O.P.S. Site

D. Village President

- 1) To recommend the Village Board accept the Village President's recommendation to proclaim the week of May 19 – 25, 2019 as **National Public Works Week**
- 2) To recommend the Village Board accept the Village President's recommendation to proclaim the week of May 12-18, 2019 as **National Police Week** and May 15<sup>th</sup> as **National Peace Officers Memorial Day**
- 3) Keeping the July date for the Committee of the Whole meeting as July 3<sup>rd</sup> or changing the date of the meeting.

E. Downtown Development Committee

- 1) Update and possible discussion on reporting expectations, planned meeting schedule and organization, & electing a Chair and liaison

5. 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 COMMITTEE OF THE WHOLE MEETING**

### **Wednesday, April 3, 2019**

#### **Call to Order**

Village President Fred Winchowky called the meeting to order at 5:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

#### **Roll Call**

Committee members present:

- Mark Penzkover,
- Darlene Johnson
- Jay Vermeulen
- Fred Winchowky, Village President
- Jason Wamser
- Jim Decker
- Karl Kettner

Also present:

- Ron Bittner, Public Works Director
- Mark Blum, Village Attorney
- Diana Doherty, Finance Director
- Robert Harley, Supervisor of Inspections
- Rebecca Alonge, Village Engineer
- Dave Brown, Utilities Director
- John Weidl, Administrator
- Kevin Schmidt, Police Chief
- Judith Taubert, Clerk-Treasurer

#### **Committee of the Whole Business**

##### **Minutes**

Motion by Decker/Johnson to approve the amended minutes for March 6, 2019 regular meeting, carried.

#### **Committee Reports**

##### **Finance Committee**

##### **Vouchers payable batches**

- a. Payments batch AP 04-2019-1 - \$503,618.89
- b. Payments batch M 03-2019 - \$150,712.05
- c. Payments batch LIBAP 3-2019 - \$20,020.50
- d. Payments batch US 3-19-2019 - \$16,651.53
- e. Payments batch WE 03-2019 - \$48,833.94

Motion by Johnson/Decker to approve the Vouchers Payable Batches for \$739,836.91 carried

##### **February 2019 Monthly Treasury Report is on file in the Clerk's Office**

*(This report is from Staff to Committee members. No item in the reports shall be discussed or acted on by Committee members unless it is specifically noted on the agenda that discussion may occur and/or action may be taken on that item. If the Committee wishes to discuss an item in the reports, the Committee will direct that item to be placed on the next Committee agenda.)*

### **Judicial Committee**

**Proclamation by the Village President to proclaim April 14<sup>th</sup> – 20<sup>th</sup>, 2019 as National Public Safety Telecommunications Week.**

Motion by Johnson/Decker to proclaim April 14<sup>th</sup> – 20<sup>th</sup>, 2019 as National Public Safety Telecommunications Week carried.

### **Resolution 2019-016**

Motion by Kettner/Wamser to recommend the Village Board adopt **Resolution 2019-016** a resolution to amend the parking limitations for the Village of Mukwonago carried.

### **Public Works Committee**

**2018 MS4 Annual Report Summary – information only.**

**WE Energies documentation Work Requests #4219927 & #4323985 for installation of street lights in the Tri County Industrial Park**

Motion by Decker/Kettner to recommend the Village Board authorize the Village President to sign the WE Energies documentation Work Requests #4219927 & #4323985 for installation of street lights in the Tri County Industrial Park for a charge of \$41,362.73 and \$163.24 added to the Village's monthly street lighting charges carried.

### **Wachtel Tree Science, Inc.**

Motion by Johnson/Decker to recommend the Village Board approve the Professional Service Agreement with Wachtel Tree Science, Inc. for \$23,814.00 carried

### **Rams Contracting, Ltd. -Change Order #2 for TID #5 Phase 2**

Motion by Decker/Kettner to Recommend the Village Board approve Rams Contracting, Ltd. date extension for the placement, compaction and restoration of spoil materials on the remnant 14.3 acres site located east of STH 83 to September 13, 2019 with Change Order #2 for TID #5 Phase 2 subject to Rams Contracting, Ltd covering the additional erosion control inspections carried.

**Recommendation to the Village Board to Approve the Storm Water Management Practice Maintenance Agreement for the Meadowland Townhomes by Bielinski LLC. for the property known as MUKV 1960999003. Tabled.**

**Recommendation to the Village Board to Approve the Developers Agreement for the Meadowland Townhomes subject to Village Attorney and Staff approval. Tabled.**

**Recommendation to the Village Board to approve the Storm Water Management Practice Maintenance Agreement for the Chapman Farms by Bielinski LLC. for the property known as MUKV 1957997002. Tabled**

**Recommendation to the Village Board to approve the Developers Agreement for Chapman Farms subject to Attorney and Staff approval. Tabled**

**Village Attorney**

**Banker Wire Confirmation of Termination of Right of First Refusal**

Motion by Penzkover/Vermeulen to Recommend the Village Board authorize the Village President to sign the Confirmation of Termination of Right of First Refusal regarding Banker Wire, 600 Perkins Drive carried.

**Village President**

The Village President issued his annual tree challenge to the Board Members.

**Adjournment**

Meeting adjourned at 5:58 p.m.

Respectfully Submitted,

Judith A. Taubert  
Clerk-Treasurer

## **Vouchers Payable Cover Sheet**

Payments batch WE 04-2019	\$ 41,645.42
Payments batch US 04-2019	\$ 18,296.08
Payments batch AP 05-2019-1	\$724,792.09
Total for board approval:	\$784,733.59

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## Payments

Current Period: April 2019

Batch Name	we04/2019	User Dollar Amt	\$41,645.42
	Payments	Computer Dollar Amt	\$41,645.42
			\$0.00
			<b>In Balance</b>
Refer	23292 WE ENERGIES	Ck# 006297 4/23/2019	
Cash Payment	E 100-5160-5222 Electric	HALL	\$1,011.01
	Invoice APR2019-1		
Cash Payment	E 100-5160-5224 Gas	HALL GAS	\$345.63
	Invoice APR2019-1		
Cash Payment	E 100-5211-5222 Electric	FLASHERS	\$9.73
	Invoice APR2019-1		
Cash Payment	E 100-5211-5222 Electric	TOWER RADIO BLDG	\$19.47
	Invoice APR2019-1		
Cash Payment	E 100-5211-5222 Electric	POLICE	\$1,493.69
	Invoice APR2019-1		
Cash Payment	E 100-5211-5222 Electric	POLICE GARAGE	\$55.07
	Invoice APR2019-1		
Cash Payment	E 100-5254-5222 Electric	MUKWONAGO DAM	\$22.69
	Invoice APR2019-1		
Cash Payment	E 100-5323-5222 Electric	DPW ELECTRIC	\$504.91
	Invoice APR2019-1		
Cash Payment	E 100-5323-5224 Gas	DPW GAS	\$568.42
	Invoice APR2019-1		
Cash Payment	E 100-5342-5222 Electric	STREET LIGHTS	\$10,939.33
	Invoice APR2019-1		
Cash Payment	E 100-5342-5222 Electric	STREET LIGHTS	\$2,498.18
	Invoice APR2019-1		
Cash Payment	E 100-5342-5222 Electric	STREET LIGHTS	\$60.85
	Invoice APR2019-1		
Cash Payment	E 100-5342-5222 Electric	SCHOOL CROSSING LIGHTS	\$15.84
	Invoice APR2019-1		
Cash Payment	E 100-5512-5222 Electric	MUSEUM	\$280.88
	Invoice APR2019-1		
Cash Payment	E 100-5521-5222 Electric	ANDREWS ST	\$103.66
	Invoice APR2019-1		
Cash Payment	E 100-5521-5222 Electric	FIELD PARK	\$119.22
	Invoice APR2019-1		
Cash Payment	E 100-5521-5222 Electric	FIELD PK BBALL LIGHTS	\$21.08
	Invoice APR2019-1		
Cash Payment	E 100-5521-5222 Electric	PARKS	\$22.04
	Invoice APR2019-1		
Cash Payment	E 100-5521-5222 Electric	CONCESSION BLDG	\$79.66
	Invoice APR2019-1		
Cash Payment	E 100-5521-5222 Electric	PARKS	\$0.00
	Invoice APR2019-1		
Cash Payment	E 100-5521-5222 Electric	FIELD PK SUMP PUMP	\$15.71
	Invoice APR2019-1		
Cash Payment	E 100-5521-5222 Electric	PARKS	\$19.49
	Invoice APR2019-1		

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## Payments

Current Period: April 2019

Cash Payment	E 100-5521-5222 Electric	MINIWAUKAN PAVILLION	\$15.71
Invoice	APR2019-1		
Cash Payment	E 100-5521-5222 Electric	MINIWAUKAN PARK	\$20.28
Invoice	APR2019-1		
Cash Payment	E 150-5221-5222 Electric	FIRE DEPT	\$2,343.19
Invoice	APR2019-1		
Cash Payment	E 440-5511-5222 Electric	LIBRARY ELECTRIC	\$2,057.95
Invoice	APR2019-1		
Cash Payment	E 440-5511-5224 Gas	LIBRARY GAS	\$1,158.53
Invoice	APR2019-1		
Cash Payment	E 610-6200-6622 Fuel or Power Purchased	WELL 3 ELECTRIC	\$870.14
Invoice	APR2019-1		
Cash Payment	E 610-6200-6622 Fuel or Power Purchased	WELL 3 GAS	\$75.27
Invoice	APR2019-1		
Cash Payment	E 610-6200-6622 Fuel or Power Purchased	WELL 4 ELEC	\$822.36
Invoice	APR2019-1		
Cash Payment	E 610-6200-6622 Fuel or Power Purchased	WELL 4 GAS	\$174.55
Invoice	APR2019-1		
Cash Payment	E 610-6200-6622 Fuel or Power Purchased	WELL 5	\$1,838.92
Invoice	APR2019-1		
Cash Payment	E 610-6200-6622 Fuel or Power Purchased	WELL 6	\$1,033.44
Invoice	APR2019-1		
Cash Payment	E 610-6200-6622 Fuel or Power Purchased	WELL 7	\$1,441.84
Invoice	APR2019-1		
Cash Payment	E 610-6200-6622 Fuel or Power Purchased	GREENWALD	\$168.07
Invoice	APR2019-1		
Cash Payment	E 610-6200-6622 Fuel or Power Purchased	BOOSTER STATION	\$849.84
Invoice	APR2019-1		
Cash Payment	E 610-6200-6622 Fuel or Power Purchased	TOWER	\$32.27
Invoice	APR2019-1		
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	ATKINSON PUMP	\$686.40
Invoice	APR2019-1		
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	FOX RIVER VIEW	\$188.07
Invoice	APR2019-1		
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	1224 RIVERTON	\$151.53
Invoice	APR2019-1		
Cash Payment	E 620-8020-8210 Pumping Power & Fuel	1240 N ROCHESTER	\$139.56
Invoice	APR2019-1		
Cash Payment	E 620-8010-8211 WWTP Electric Power	HOLZ ELECTRIC	\$7,582.06
Invoice	APR2019-1		
Cash Payment	E 620-8010-8212 Nat Gas/Admin Bldg/Hea	HOLZ GAS	\$258.82
Invoice	APR2019-1		
Cash Payment	E 620-8010-8212 Nat Gas/Admin Bldg/Hea	DIGESTER GAS	\$1,486.00
Invoice	APR2019-1		
Cash Payment	E 100-5211-5222 Electric	PD-TOWER METER REPAIR	\$44.06
Invoice	APR2019-1		
Transaction Date	4/23/2019	Citizens	111000
			<b>Total</b>
			\$41,645.42



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**Payments**

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**Current Period: April 2019**

**Fund Summary**

	111000 Citizens
100 GENERAL FUND	\$18,286.61
150 FIRE/AMBULANCE FUND	\$2,343.19
440 LIBRARY FUND	\$3,216.48
610 WATER UTILITY FUND	\$7,306.70
620 SEWER UTILITY FUND	\$10,492.44
	<hr/> \$41,645.42

Pre-Written Checks	\$41,645.42
Checks to be Generated by the Computer	\$0.00
Total	<hr/> \$41,645.42

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## Payments

Current Period: April 2019

Batch Name	US 04-2019	User Dollar Amt	\$18,296.08
	Payments	Computer Dollar Amt	\$18,296.08
			\$0.00 In Balance
Refer	23247 US BANK	-	
Cash Payment	E 150-5231-5311 Supplies	FD-Supplies-batteries	\$4.31
Invoice	APR3861 3/18/2019		
Cash Payment	E 150-5221-5311 Supplies	FD-IT supplies for Johnny V	\$213.98
Invoice	APR3861 3/18/2019		
Cash Payment	E 100-5120-5225 Telephone	COURT	\$79.76
Invoice	APR3861 3/9/2019		
Cash Payment	E 100-5141-5225 Telephone	ADMIN	\$84.05
Invoice	APR3861 3/9/2019		
Cash Payment	E 100-5142-5225 Telephone	CLERK	\$151.64
Invoice	APR3861 3/9/2019		
Cash Payment	E 100-5144-5219 Professional Services	Elections	\$24.95
Invoice	APR3861 3/9/2019		
Cash Payment	E 100-5211-5225 Telephone	POLICE	\$835.22
Invoice	APR3861 3/9/2019		
Cash Payment	E 100-5241-5225 Telephone	BLDG INSP	\$42.78
Invoice	APR3861 3/9/2019		
Cash Payment	E 100-5323-5225 Telephone	DPW	\$77.36
Invoice	APR3861 3/9/2019		
Cash Payment	E 100-5512-5225 Telephone	MUSEUM	\$154.96
Invoice	APR3861 3/9/2019		
Cash Payment	E 150-5221-5225 Telephone	FIRE	\$785.28
Invoice	APR3861 3/9/2019		
Cash Payment	E 220-5140-5225 Telephone	TID	\$2.45
Invoice	APR3861 3/9/2019		
Cash Payment	E 410-5140-5225 Telephone	RECYCLING	\$4.89
Invoice	APR3861 3/9/2019		
Cash Payment	E 440-5511-5225 Telephone	LIBRARY	\$576.92
Invoice	APR3861 3/9/2019		
Cash Payment	E 500-5140-5225 Telephone	STORM WATER	\$2.45
Invoice	APR3861 3/9/2019		
Cash Payment	E 610-6920-6921 Office Supplies & Expen	WATER TELEPHONE	\$41.58
Invoice	APR3861 3/9/2019		
Cash Payment	E 620-8400-8510 Office Supplies & Expen	SEWER TELEPHONE	\$41.58
Invoice	APR3861 3/9/2019		
Cash Payment	E 100-5144-5311 Supplies	Supplies-sheet protectors	\$19.96
Invoice	APR3861 3/23/2019		
Cash Payment	E 100-5144-5311 Supplies	Supplies-colored paper	\$90.75
Invoice	APR3861 3/9/2019		
Cash Payment	E 100-5142-5311 Supplies	ribbon for receipts	\$11.64
Invoice	APR3861 3/19/2019		
Cash Payment	E 100-5142-5311 Supplies	copy paper	\$9.03
Invoice	APR3861 3/19/2019		
Cash Payment	E 150-5221-5311 Supplies	copy paper	\$8.38
Invoice	APR3861 3/19/2019		

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## Payments

Current Period: April 2019

Cash Payment	E 220-5140-5311 Supplies	copy paper	\$0.64
Invoice	APR3861	3/19/2019	
Cash Payment	E 410-5140-5311 Supplies	copy paper	\$1.29
Invoice	APR3861	3/19/2019	
Cash Payment	E 440-5511-5311 Supplies	copy paper	\$3.22
Invoice	APR3861	3/19/2019	
Cash Payment	E 500-5140-5311 Supplies	copy paper	\$0.64
Invoice	APR3861	3/19/2019	
Cash Payment	E 610-6920-6921 Office Supplies & Expen	copy paper	\$21.28
Invoice	APR3861	3/19/2019	
Cash Payment	E 620-8300-8400 Operation Supply/Expen	copy paper	\$19.99
Invoice	APR3861	3/19/2019	
Cash Payment	E 100-5241-5311 Supplies	12 pk pencils-grease marking	\$9.56
Invoice	APR3861	3/31/2019	
Cash Payment	E 100-5142-5311 Supplies	binder clips	\$13.68
Invoice	APR3861	3/31/2019	
Cash Payment	E 100-5142-5311 Supplies	sticky note pads	\$10.49
Invoice	APR3861	3/31/2019	
Cash Payment	E 100-5142-5311 Supplies	laminating sheets	\$11.09
Invoice	APR3861	3/31/2019	
Cash Payment	E 100-5144-5311 Supplies	credit-amazon order	-\$245.00
Invoice	APR3861	4/1/2019	
Cash Payment	E 100-5141-5311 Supplies	OFFICE 365 RENEWAL	\$105.49
Invoice	APR0366	3/18/2019	
Cash Payment	E 430-5700-5711 Police Dept Capital Equi	SQUAD EQUIPMENT	\$764.94
Invoice	APR3064	3/28/2019	
Cash Payment	E 100-5215-5335 Training & Travel	STATE CRIME LAB TRAINING	\$30.00
Invoice	APR3064	4/2/2019	
Cash Payment	E 100-5211-5311 Supplies	STAPLES	\$21.57
Invoice	APR8378	3/18/2019	
Cash Payment	E 100-5211-5311 Supplies	STAPLES-OFFICE SUPPLIES	\$33.48
Invoice	APR8378	4/3/2019	
Cash Payment	E 100-5323-5311 Supplies	DPW-Shop xact hole saw	\$56.69
Invoice	APR9625	4/15/2019	
Cash Payment	E 100-5300-5324 Membership Dues	PUBLIC WORKS ASSOCIATION RENEWAL	\$114.00
Invoice	APR9625	4/1/2019	
Cash Payment	E 100-5324-5395 Repairs & Maintenance	DPW TRUCK MIRROR	\$194.17
Invoice	APR9625	4/10/2019	
Cash Payment	E 100-5212-5395 Repairs & Maintenance	PD-BATTERY(4)	\$524.75
Invoice	APR9625	3/27/2019	
Cash Payment	E 100-5213-5395 Repairs & Maintenance	PD-BATTERY(3)	\$209.90
Invoice	APR9625	3/27/2019	
Cash Payment	E 150-5222-5395 Repairs & Maintenance	FD-BATTERY(1)	\$104.95
Invoice	APR9625	3/27/2019	
Cash Payment	E 100-5212-5395 Repairs & Maintenance	PD-VEHICLE LIGHT BRACKETS	\$164.97
Invoice	APR9625	4/10/2019	
Cash Payment	E 620-8010-8270 Operation Supply/Expen	GC-FOR JIM	\$50.00
Invoice	APR6639	3/14/2019	
Cash Payment	E 620-8010-8320 Maintenance-Lift Station	WWTF PLANT-TEFLON DIAPHRAGM	\$551.80
Invoice	APR6639	3/20/2019	

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## Payments

Current Period: April 2019

Cash Payment	E 620-8400-8510 Office Supplies & Expen	OFFICE 365 SUBSCRIPTION	\$105.49
Invoice	APR6639	3/21/2019	
Cash Payment	E 610-6920-6930 Misc General Expenses	CITY OF LACROSSE-PARKING PASS	\$24.00
Invoice	APR6639	3/29/2019	
Cash Payment	E 610-6920-6930 Misc General Expenses	GUNDERSON HOTEL LA CROSSE	\$273.00
Invoice	APR6639	3/29/2019	
Cash Payment	E 620-8010-8320 Maintenance-Lift Station	WWTF (2) teflon diaphragm	\$1,084.52
Invoice	APR6639	3/28/2019	
Cash Payment	E 410-5140-5335 Training & Travel	APWA SPRING CONFERENCE	\$175.00
Invoice	APR9708	3/25/2019	
Cash Payment	E 410-5140-5335 Training & Travel	REFUND APWA SPRING CONF	-\$50.00
Invoice	APR9708	4/2/2019	
Cash Payment	E 100-5300-5324 Membership Dues	APWA-MEMBERSHIP & DUES	\$217.00
Invoice	APR9708	4/8/2019	
Cash Payment	E 100-5521-5311 Supplies	PARKS-REPAIR KIT URINAL(3)	\$91.32
Invoice	APR9708	3/27/2019	
Cash Payment	E 240-5700-5821 Improvements	WE ENERGIES-915 MAIN ST	\$1,435.69
Invoice	APR9708	3/25/2019	
Cash Payment	E 240-5700-5821 Improvements	DNR WTR PERMIT	\$143.50
Invoice	APR9708	3/25/2019	
Cash Payment	E 150-5221-5311 Supplies	ALARM CLOCKS (2)	\$39.94
Invoice	APR6370	3/19/2019	
Cash Payment	E 150-5222-5311 Supplies	REFUND-6PK AA DC CO BATTERY OP ALARM	-\$98.97
Invoice	APR6370	3/19/2019	
Cash Payment	E 150-5221-5335 Training & Travel	CRACKER BARREL-ICS/EOC TRAINING	\$10.66
Invoice	APR6370	3/19/2019	
Cash Payment	E 150-5221-5335 Training & Travel	ICS/EOC TRAINING	\$10.45
Invoice	APR6370	3/20/2019	
Cash Payment	E 150-5221-5335 Training & Travel	ICS/EOC TRAINING	\$22.13
Invoice	APR6370	3/20/2019	
Cash Payment	E 150-5223-5311 Supplies	ORANGE MARKING SPRAY	\$25.34
Invoice	APR6370	3/29/2019	
Cash Payment	E 150-5221-5311 Supplies	CLEANING SUPPLIES	\$25.77
Invoice	APR6370	3/29/2019	
Cash Payment	E 150-5222-5311 Supplies	EAGLE ENGRAVING-LOCKER SIGNS/MEMBER TAGS	\$67.60
Invoice	APR6370	3/29/2019	
Cash Payment	E 620-8400-8510 Office Supplies & Expen	OFFICE SUPPLIES	\$292.95
Invoice	APR4366	3/21/2019	
Cash Payment	E 620-8400-8510 Office Supplies & Expen	OFFICE SUPPLIES	\$233.97
Invoice	APR4366	3/27/2019	
Cash Payment	E 610-6920-6921 Office Supplies & Expen	OFFICE CHAIRS (6)	\$599.94
Invoice	APR4366	3/27/2019	
Cash Payment	E 620-8400-8510 Office Supplies & Expen	WWT-SHOP SUPPLIES	\$10.66
Invoice	APR4366	4/5/2019	
Cash Payment	E 620-8400-8510 Office Supplies & Expen	SHOP SUPPLIES	\$27.86
Invoice	APR4366	4/12/2019	
Cash Payment	E 620-8010-8270 Operation Supply/Expen	HOME DEPOT-SHOP SUPPLIES	\$353.08
Invoice	APR7403	4/11/2019	

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## Payments

Current Period: April 2019

Cash Payment	E 610-6920-6933 Transportation Expenses	OIL CHANGE-KENS TRUCK	\$63.24
Invoice	APR1051	3/19/2019	
Cash Payment	E 620-8010-8270 Operation Supply/Expen	SHELF TRACK (2)	\$21.96
Invoice	APR1051	3/25/2019	
Cash Payment	E 620-8010-8270 Operation Supply/Expen	HOME DEPOT-SHELVING/SURGE PROTECTOR	\$227.01
Invoice	APR1051	3/25/2019	
Cash Payment	E 620-8030-8280 Transportation Expense	VILLAGE AUTO-TIRE ROTATION	\$110.25
Invoice	APR1051	4/1/2019	
Cash Payment	E 620-8010-8270 Operation Supply/Expen	HOME DEPOT-SUPPLIES FOR SHOP	\$578.61
Invoice	APR1051	4/3/2019	
Cash Payment	E 620-8010-8270 Operation Supply/Expen	WALMART FOOD SUPPLIES	\$170.29
Invoice	APR1275	3/21/2019	
Cash Payment	E 620-8400-8510 Office Supplies & Expen	CHARGER	\$52.52
Invoice	APR1275	3/21/2019	
Cash Payment	E 620-8010-8270 Operation Supply/Expen	BUCKYS FINE MEATS-COOK OUT	\$161.92
Invoice	APR1275	3/21/2019	
Cash Payment	E 440-5511-5311 Supplies	OFFICE SUPPLIES	\$620.07
Invoice	APR7940	3/15/2019	
Cash Payment	E 440-5511-5314 Meta Space Equipment	Supplies	\$61.83
Invoice	APR7940	3/15/2019	
Cash Payment	E 440-5511-5315 Postage	USPS	\$64.45
Invoice	APR7940	3/15/2019	
Cash Payment	E 440-5511-5330 Thingery purchases	MPM	\$3.00
Invoice	APR7940	3/15/2019	
Cash Payment	E 440-5511-5331 Programming	PROGRAM SUPPLIES	\$226.21
Invoice	APR7940	3/15/2019	
Cash Payment	E 440-5511-5333 Outreach	OUTREACH	\$96.61
Invoice	APR7940	3/15/2019	
Cash Payment	E 440-5511-5335 Training & Travel	Training	\$180.00
Invoice	APR7940	3/15/2019	
Cash Payment	E 440-5511-5340 Digital Materials	ADOBE/GO DADDY/MAILCHIMP	\$221.97
Invoice	APR7940	3/15/2019	
Cash Payment	E 440-5890-5806 Donated Fund Expenditu	KWIK TRIP	\$25.00
Invoice	APR7940	3/15/2019	
Cash Payment	E 440-5511-5314 Meta Space Equipment	Supplies	\$74.36
Invoice	APR0960	3/20/2019	
Cash Payment	E 440-5700-5328 Books	AMAZON ORDER	\$51.52
Invoice	APR0960	3/20/2019	
Cash Payment	E 440-5511-5340 Digital Materials	CANVA & ADOBE	\$35.01
Invoice	APR0960	3/20/2019	
Cash Payment	E 440-5700-5328 Books	AMAZON BOOKS	\$631.68
Invoice	APR2365	3/20/2019	
Cash Payment	E 440-5700-5329 AV Material	AMAZON ORDERS	\$1,683.85
Invoice	APR2365	3/18/2019	
Cash Payment	E 440-5511-5340 Digital Materials	NETFLIX & ACORN	\$21.98
Invoice	APR2365	3/18/2019	
Cash Payment	E 100-5141-5311 Supplies	Supplies	\$14.17
Invoice	APR2380	4/2/2019	

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## Payments

Current Period: April 2019

Cash Payment	E 100-5141-5399 Other	espresso love coffee	\$25.30
Invoice	APR2380	4/9/2019	
Cash Payment	E 100-5141-5335 Training & Travel	BALLOONS OVER MUKW	\$5.50
Invoice	APR2380	4/2/2019	
Cash Payment	E 100-5141-5335 Training & Travel	915 MAIN ST	\$6.73
Invoice	APR2380	4/2/2019	
Cash Payment	E 150-5221-5335 Training & Travel	TRAINING-FDIC DINNER	\$15.00
Invoice	APR4746	4/12/2019	
Cash Payment	E 150-5221-5335 Training & Travel	TRAINING- FDIC PARKING FEE	\$26.00
Invoice	APR4746	4/12/2019	
Cash Payment	E 150-5221-5335 Training & Travel	TRAINING-FDIC	\$11.74
Invoice	APR4746	4/11/2019	
Cash Payment	E 150-5221-5335 Training & Travel	FDIC TRAINING-OVERNIGHT STAY	\$459.48
Invoice	APR4746	4/11/2019	
Cash Payment	E 150-5221-5311 Supplies	Supplies-MICROSOFT OFFICE 365 RENEWAL	\$105.49
Invoice	APR4746	3/27/2019	
Cash Payment	E 100-5700-5711 Police Dept Capital Equi	MONITORS (4)	\$974.92
Invoice	APR9625	3/27/2019	
Cash Payment	E 100-5141-5311 Supplies	MONITOR	\$110.00
Invoice	APR9625	3/27/2019	
Transaction Date	4/19/2019	Citizens	111000
			<b>Total</b>
			<b>\$18,296.08</b>

### Fund Summary

	111000 Citizens
100 GENERAL FUND	\$4,281.88
150 FIRE/AMBULANCE FUND	\$1,837.53
220 TID#3 - GENERAL	\$3.09
240 TID#4	\$1,579.19
410 RECYCLING FUND	\$131.18
430 CAPITAL EQUIPMENT FUND	\$764.94
440 LIBRARY FUND	\$4,577.68
500 STORM WATER UTILITY	\$3.09
610 WATER UTILITY FUND	\$1,023.04
620 SEWER UTILITY FUND	\$4,094.46
	<b>\$18,296.08</b>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$18,296.08
<b>Total</b>	<b>\$18,296.08</b>

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## Payments

Current Period: May 2019

Batch Name	AP 5-2019-1	User Dollar Amt	\$724,792.09		
	Payments	Computer Dollar Amt	\$724,792.09		
			\$0.00	In Balance	
Refer	23248	AM TOWING	-		
Cash Payment	E 100-5212-5219 Professional Services	TOWING			\$159.00
Invoice	40955	4/11/2019			
Cash Payment	E 100-5212-5219 Professional Services	TOWING			\$125.00
Invoice	40915	4/12/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$284.00
Refer	23249	ANICH LUMBER	-		
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	LUMBER			\$303.84
Invoice	54681	4/12/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$303.84
Refer	23250	ASSOCIATED APPRAISAL	-		
Cash Payment	E 100-5153-5219 Professional Services	PROF SERV APRIL 2019			\$1,397.57
Invoice	141646	4/1/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$1,397.57
Refer	23251	BIZTIMES MEDIA LLC	-		
Cash Payment	E 100-5141-5219 Professional Services	PLANNER AD			\$410.00
Invoice	2019-11037	4/15/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$410.00
Refer	23252	BROOKS TRACTOR	-		
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	WIRING HARNESS			\$209.00
Invoice	M38009	4/4/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$209.00
Refer	23253	CENTRALOFFICE SYSTEMS	-		
Cash Payment	E 100-5142-5312 Printing	TONER FREIGHT			\$2.03
Invoice	IN198521	3/26/2019			
Cash Payment	E 150-5221-5311 Supplies	TONER FREIGHT			\$1.89
Invoice	IN198521	3/26/2019			
Cash Payment	E 220-5140-5312 Printing	TONER FREIGHT			\$0.15
Invoice	IN198521	3/26/2019			
Cash Payment	E 410-5140-5312 Printing	TONER FREIGHT			\$0.29
Invoice	IN198521	3/26/2019			
Cash Payment	E 440-5511-5312 Printing	TONER FREIGHT			\$0.73
Invoice	IN198521	3/26/2019			
Cash Payment	E 500-5140-5312 Printing	TONER FREIGHT			\$0.15
Invoice	IN198521	3/26/2019			
Cash Payment	E 610-6920-6930 Misc General Expenses	TONER FREIGHT			\$4.81
Invoice	IN198521	3/26/2019			
Cash Payment	E 620-8400-8560 Misc General Expense	TONER FREIGHT			\$4.52
Invoice	IN198521	3/26/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$14.57
Refer	23254	CINTAS	-		
Cash Payment	E 100-5323-5311 Supplies	LAUNDRY SERV			\$78.15
Invoice	4019527558	4/5/2019			

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## Payments

Current Period: May 2019

Cash Payment	E 100-5323-5311 Supplies	LAUNDRY SERV		\$75.58
Invoice	4019937193	4/12/2019		
Cash Payment	E 610-6920-6930 Misc General Expenses	LAUNDRY SERV		\$38.92
Invoice	4019937205	4/12/2019		
Cash Payment	E 620-8010-8270 Operation Supply/Expen	LAUNDRY SERV		\$38.92
Invoice	4019937205	4/12/2019		
Cash Payment	E 100-5323-5311 Supplies	LAUNDRY SERV		\$75.58
Invoice	4020369988	4/19/2019		
Cash Payment	E 610-6920-6930 Misc General Expenses	LAUNDRY SERV		\$45.92
Invoice	4020366951	4/19/2019		
Cash Payment	E 620-8010-8270 Operation Supply/Expen	LAUNDRY SERV		\$45.92
Invoice	4020366951	4/19/2019		
Transaction Date	4/22/2019	Citizens	111000	<b>Total</b> \$398.99
Refer	23255 CIT	-		
Cash Payment	E 620-8400-8510 Office Supplies & Expen	SHARP COPIER		\$177.28
Invoice	33316505	4/4/2019		
Transaction Date	4/22/2019	Citizens	111000	<b>Total</b> \$177.28
Refer	23256 DYNAMIC AWARDS	-		
Cash Payment	E 100-5141-5398 Employee Recognition	PLAQUE PENZKOVER		\$70.00
Invoice	15935	4/17/2019		
Cash Payment	E 100-5111-5311 Supplies	NAME SIGNS/WALSH&Brill		\$20.00
Invoice	15929	4/16/2019		
Transaction Date	4/22/2019	Citizens	111000	<b>Total</b> \$90.00
Refer	23257 FASTENAL COMPANY	-		
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	MISC PARTS		\$49.19
Invoice	76535	4/2/2019		
Cash Payment	E 610-6310-6635 Maintenance-Water Trea	FENWASH		\$2.09
Invoice	76619	4/8/2019		
Cash Payment	E 620-8010-8270 Operation Supply/Expen	BLK THINHST		\$9.42
Invoice	76704	4/12/2019		
Transaction Date	4/22/2019	Citizens	111000	<b>Total</b> \$60.70
Refer	23258 GALLS INC	-		
Cash Payment	E 100-5212-5347 New Uniform Issue	WINTER CAP		\$67.99
Invoice	12366982	4/1/2019		
Cash Payment	E 100-5212-5347 New Uniform Issue	WINDBREAKER (2)		\$134.40
Invoice	12376444	4/2/2019		
Transaction Date	4/22/2019	Citizens	111000	<b>Total</b> \$202.39
Refer	23259 GATEWAY TECHNICAL COLLEGE	-		
Cash Payment	E 150-5232-5311 Supplies	SURA/SLOCUM		\$70.00
Invoice	3422922	4/5/2019		
Transaction Date	4/22/2019	Citizens	111000	<b>Total</b> \$70.00
Refer	23260 HAWKINS WATER TREATMENT	-		
Cash Payment	E 620-8010-8250 Sludge Conditioning Che	ZETAG		\$1,014.30
Invoice	4474852	4/4/2019		
Cash Payment	E 620-8010-8250 Sludge Conditioning Che	ZETAG		\$1,070.55
Invoice	4475712	4/9/2019		



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## Payments

Current Period: May 2019

Cash Payment	E 610-6300-6632 Operation Supply/Exp-Tr	ROLLER ASSEMBLY			\$77.51
Invoice	4478038	4/12/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$2,162.36
Refer	23261	HOME DEPOT	-		
Cash Payment	E 100-5323-5311 Supplies	WH BOARD/TITEBOND/URETHANE			\$138.54
Invoice	MAR2019	4/5/2019			
Cash Payment	E 100-5323-5311 Supplies	CAULK/SNOZZLE ADHESIVE			\$28.31
Invoice	MAR2019	4/5/2019			
Cash Payment	E 430-5700-5710 Clerk/Treasurer Capital	GYPSUM SUPPLY			\$106.44
Invoice	MAR2019	4/5/2019			
Cash Payment	E 430-5700-5710 Clerk/Treasurer Capital	ENTRY DOOR			\$670.13
Invoice	MAR2019	4/5/2019			
Cash Payment	E 430-5700-5710 Clerk/Treasurer Capital	DOOR RECALL AMT			\$60.67
Invoice	MAR2019	4/5/2019			
Cash Payment	E 430-5700-5710 Clerk/Treasurer Capital	HANDLE RETURN			-\$57.97
Invoice	MAR2019	4/5/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$946.12
Refer	23262	HORN FEEDS	-		
Cash Payment	E 620-8010-8270 Operation Supply/Expen	SALT (12)			\$81.00
Invoice	29723	3/19/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$81.00
Refer	23263	KAESER COMPRESSORS	-		
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	REPAIR/INSTALL SEAL & WEAR RING			\$1,357.40
Invoice	913085353	4/8/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$1,357.40
Refer	23264	LANGE ENTERPRISES	-		
Cash Payment	E 100-5348-5311 Supplies	SIGNS			\$607.63
Invoice	68639	4/9/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$607.63
Refer	23265	MCCARTHY KEVIN	-		
Cash Payment	E 150-5223-5311 Supplies	BALES OF STRAW (7)			\$28.00
Invoice	379651	4/10/2019			
Cash Payment	E 150-5223-5311 Supplies	BALES OF STRAW (7)			\$28.00
Invoice	379652	4/11/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$56.00
Refer	23266	MELO ROBERT	-		
Cash Payment	E 100-5212-5346 Clothing Allowance	PISTOL - MELO			\$262.74
Invoice	3910327	3/19/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$262.74
Refer	23267	MUKWONAGO CHAMBER OF COM	-		
Cash Payment	G 100-244000 Due to Chamber-Room Tax	ROOM TAX			\$2,051.39
Invoice	OCT2018	3/29/2019			
Cash Payment	G 100-244000 Due to Chamber-Room Tax	ROOM TAX			\$1,253.56
Invoice	DEC2018	3/29/2019			
Cash Payment	G 100-244000 Due to Chamber-Room Tax	ROOM TAX			\$1,124.35
Invoice	JAN2019	3/29/2019			

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## Payments

Current Period: May 2019

Cash Payment	G 100-244000 Due to Chamber-Room Tax	ROOM TAX			\$1,129.49
Invoice	FEB2019	3/29/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$5,558.79
Refer	23268	MUKWONAGO ROTARY CLUB	-		
Cash Payment	E 100-5141-5324 Membership Dues	BREAKFAST(19.5)/DUES(3)			\$269.25
Invoice		4/1/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$269.25
Refer	23269	MUN ENVIRON GRP WASTEWATE	-		
Cash Payment	E 620-8400-8520 Outside Services Employ	MEMBERSHIP DUES			\$809.05
Invoice		4/5/2019			
Transaction Date	4/22/2019	Citizens	111000	Total	\$809.05
Refer	23270	NORTHWESTERN LOCK SERVICE	-		
Cash Payment	E 430-5700-5710 Clerk/Treasurer Capital	DPW STORAGE LOCK			\$163.02
Invoice	13278	4/4/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$163.02
Refer	23271	OLBINSKI KAREN OR RON	-		
Cash Payment	E 100-5144-5311 Supplies	ELECTION DAY BAKERY			\$34.49
Invoice		4/2/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$34.49
Refer	23272	OTTO RANDY	-		
Cash Payment	E 440-5511-5331 Programming	REPLACE LOST CHECK			\$250.00
Invoice	8118-2	7/20/2018			
Transaction Date	4/23/2019	Citizens	111000	Total	\$250.00
Refer	23273	PAL STEEL COMPANY	-		
Cash Payment	E 100-5323-5311 Supplies	BLDG SUPPLIES			\$2,489.00
Invoice	2007	4/9/2019			
Cash Payment	E 100-5212-5311 Supplies	BLDG SUPPLIES			\$30.59
Invoice	2007	4/9/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$2,519.59
Refer	23274	PETTY CASH	-		
Cash Payment	E 100-5211-5315 Postage	POSTAGE/UNIFORM PATCH			\$16.41
Invoice	04/11-04/18	4/21/2019			
Cash Payment	E 100-5212-5395 Repairs & Maintenance	POSTAGE/UNIFORM PATCH			\$41.00
Invoice	04/11-04/18	4/21/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$57.41
Refer	23275	PIERCE AMANDA	-		
Cash Payment	E 150-5222-5346 Clothing Allowance	FLASHLIGHT			\$42.19
Invoice	348086	4/9/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$42.19
Refer	23276	QUILL CORPORATION	-		
Cash Payment	E 100-5521-5311 Supplies	TOILET PAPER/URINAL CAKES			\$185.65
Invoice	6513158	4/10/2019			
Cash Payment	E 150-5221-5311 Supplies	P TOWELS/BOWL CLNR			\$79.52
Invoice	6617937	4/15/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$265.17

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## Payments

Current Period: May 2019

Refer	23277	PROVEN POWER INC	-		
Cash Payment	E 100-5521-5311	Supplies	BALLFIELD GROOMER		\$404.95
Invoice	294010	4/5/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$404.95
Refer	23278	RUEKERT & MIELKE, INC.	-		
Cash Payment	E 100-5335-5219	Professional Services	GENL ENG SERV		\$3,674.76
Invoice	127125	3/15/2019			
Cash Payment	E 100-5660-5219	Professional Services	STORM WATER UPDATE		\$330.00
Invoice	127125	3/15/2019			
Cash Payment	E 610-6920-6923	Outside Services Employ	WATER UTIL SERV		\$2,361.50
Invoice	127126	3/15/2019			
Cash Payment	E 620-8400-8520	Outside Services Employ	SEWER UTIL SERV		\$132.00
Invoice	127127	3/15/2019			
Cash Payment	G 100-211400	Billable Disbursements	MIDWEST STORAGE DEV		\$662.26
Invoice	127128	3/15/2019			
Cash Payment	E 480-5700-5850	Multi-Use Trail	HOLZ PKWY DESIGN		\$262.86
Invoice	127129	3/15/2019	Project MUT001		
Cash Payment	E 480-5700-5864	Boat Launch	BOAT LAUNCH IMPROVEMENTS		\$77.70
Invoice	127130	3/15/2019			
Cash Payment	E 610-6920-6923	Outside Services Employ	GIS ANNUAL SERV DATA MAINT WATER		\$133.50
Invoice	127131	3/15/2019			
Cash Payment	E 620-8400-8520	Outside Services Employ	GIS ANNUAL SERV DATA MAINT SEWER		\$133.50
Invoice	127131	3/15/2019			
Cash Payment	E 100-5241-5219	Professional Services	GIS ANNUAL SERV DATA MAINT BLDG INSP		\$970.50
Invoice	127131	3/15/2019			
Cash Payment	E 100-5632-5219	Professional Services	GIS ANNUAL SERV DATA MAINT PLANNER		\$838.50
Invoice	127131	3/15/2019			
Cash Payment	E 250-5335-5219	Professional Services	SUGDEN CONSTR SERV		\$3,698.08
Invoice	127132	3/15/2019			
Cash Payment	E 250-5335-5219	Professional Services	SUGDEN DEV REMAIN LOTS		\$952.00
Invoice	127135	3/15/2019			
Cash Payment	E 250-5335-5219	Professional Services	TID 5 PH 2 CONSTR SERV		\$18,882.72
Invoice	127136	3/15/2019			
Cash Payment	E 200-5335-5219	Professional Services	CHAPMAN DEV REVIEW		\$297.00
Invoice	127137	3/15/2019	Project EDC006		
Cash Payment	G 100-211400	Billable Disbursements	CHAPMAN AURORA		\$101.86
Invoice	127138	3/15/2019			
Cash Payment	G 100-211400	Billable Disbursements	CHAPMAN ED CU		\$132.00
Invoice	127139	3/15/2019			
Cash Payment	G 100-211400	Billable Disbursements	CHAPMAN KIDS CONN		\$97.80
Invoice	127140	3/15/2019			
Cash Payment	G 620-000103	CIP-Hwy 83 Widening	WWTF SEPT REC ENG		\$3,970.87
Invoice	127141	3/15/2019			
Cash Payment	G 610-000109	Well Rehab/Generator Proj	WELL 5 DESIGN SERV		\$8,448.50
Invoice	127142	3/15/2019			
Cash Payment	E 480-5700-5848	Stormwater Pond Project	PICKNSAVE POND DESIGN		\$17,482.76
Invoice	127143	3/15/2019			
Cash Payment	E 480-5700-5848	Stormwater Pond Project	PICKNSAVETASK ORDER		\$1,040.00
Invoice	127144	3/15/2019			

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## Payments

Current Period: May 2019

Cash Payment	E 200-5335-5219 Professional Services	DEBACK DR INFRASTRUCTURE		\$12,284.45
Invoice	127145	3/15/2019		
Cash Payment	G 100-211425 Developer Escrow	MAPLE CENTRE DEV REVIEW		\$2,585.94
Invoice	127146	3/15/2019	Project D00030	
Cash Payment	E 620-8400-8520 Outside Services Employ	WWTF PHOSPH PLAN ASSIST		\$505.25
Invoice	127147	3/15/2019		
Cash Payment	E 620-8400-8520 Outside Services Employ	WWTF PHOSPH PLAN ASSIST ADAPT MGMT		\$3,504.75
Invoice	127148	3/15/2019		
Cash Payment	E 620-8400-8520 Outside Services Employ	WWTF CHEM BLDG DESIGN		\$2,740.00
Invoice	127149	3/15/2019		
Cash Payment	E 620-8400-8520 Outside Services Employ	HANSEN WATER/SEWER COORD		\$1,466.25
Invoice	127150	3/15/2019		
Cash Payment	G 100-211425 Developer Escrow	KAYS DANCE CTR		\$692.09
Invoice	127151	3/15/2019	Project D00028	
Cash Payment	G 100-211400 Billable Disbursements	VERIZON DEV REVIEW		\$1,128.13
Invoice	127152	3/15/2019		
Cash Payment	E 480-5700-5399 Other	PAVEMENT REHAB PROGRAM		\$576.00
Invoice	127153	3/15/2019	Project PW0001	
Cash Payment	G 100-211400 Billable Disbursements	JIFFY LUBE		\$839.69
Invoice	127154	3/15/2019		
Cash Payment	E 240-5335-5219 Professional Services	915 MAIN ST DEMO		\$1,747.50
Invoice	127155	3/15/2019		
Cash Payment	E 610-6920-6923 Outside Services Employ	2019 SCADA SERV		\$1,393.20
Invoice	127156	3/15/2019		
Cash Payment	E 620-8400-8520 Outside Services Employ	2019 SCADA SERV		\$1,393.20
Invoice	127156	3/15/2019		
Cash Payment	G 100-211425 Developer Escrow	FAIRWINDS APT REVIEW		\$561.00
Invoice	127157	3/15/2019	Project D00014	
Cash Payment	G 100-211425 Developer Escrow	FAIRWINDS PH 5 CONSTR DEV		\$594.00
Invoice	127158	3/15/2019	Project D00007	
Cash Payment	G 100-211400 Billable Disbursements	CHAPMAN RES SUBDIV REVIEW		\$1,630.50
Invoice	127160	3/15/2019		
Cash Payment	E 200-5335-5219 Professional Services	CHAPMAN FARM SPEC ASSESS		\$4,377.30
Invoice	127161	3/15/2019	Project EDC006	
Cash Payment	E 200-5335-5219 Professional Services	CHAPMAN BLVD CONSTR SERV		\$522.55
Invoice	127159	3/15/2019	Project EDC006	
Cash Payment	E 610-6920-6923 Outside Services Employ	CHAPMAN BLVD CONSTR SERV		\$59.53
Invoice	127159	3/15/2019	Project EDC006	
Cash Payment	E 620-8400-8520 Outside Services Employ	CHAPMAN BLVD CONSTR SERV		\$79.38
Invoice	127159	3/15/2019	Project EDC006	
Cash Payment	G 100-211425 Developer Escrow	PRO HEALTH 2018 EP		\$1,318.70
Invoice	127162	3/15/2019	Project D00027	
Transaction Date	4/23/2019	Citizens	111000	<b>Total</b> \$104,680.08
Refer	23279	TERRACON CONSULTANTS	-	
Cash Payment	E 240-5335-5219 Professional Services	915 MAIN ABATEMENT		\$16,700.00
Invoice	TB91472	4/17/2019		
Transaction Date	4/23/2019	Citizens	111000	<b>Total</b> \$16,700.00
Refer	23280	TOWN OF VERNON	-	

# VILLAGE OF MUKWONAGO

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## Payments

Current Period: May 2019

Cash Payment	E 100-5144-5311 Supplies	SPRING ELECTION			\$23.65
Invoice	042019	4/15/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$23.65
Refer	23281	TRANSCENDENT TECHNOLOGIES	-		
Cash Payment	E 100-5142-5219 Professional Services	MAINT - TAX RECEIPTING			\$328.00
Invoice	M2716	12/6/2018			
Cash Payment	E 100-5431-5219 Professional Services	MAINT - PET LICENSING			\$270.00
Invoice	M3050	1/17/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$598.00
Refer	23282	USA BLUEBOOK	-		
Cash Payment	E 610-6210-6623 Operation Supply/Exp-P	PADLOCKS (28)			\$463.76
Invoice	854904	4/2/2019			
Cash Payment	E 610-6454-6654 Maintenance-Hydrants	TABLET MAT (2)			\$83.35
Invoice	855375	4/2/2019			
Cash Payment	E 610-6454-6654 Maintenance-Hydrants	ADAPTER			\$35.11
Invoice	866284	4/12/2019			
Cash Payment	E 610-6454-6654 Maintenance-Hydrants	COUPLING			\$109.44
Invoice	867475	4/15/2019			
Cash Payment	E 610-6454-6654 Maintenance-Hydrants	HYDRAN NOT IS SERV RING			\$156.91
Invoice	867617	4/15/2019			
Cash Payment	E 610-6454-6654 Maintenance-Hydrants	BOX STRAINER			-\$539.95
Invoice	870235	4/17/2019			
Cash Payment	E 620-8010-8260 Other Chemicals	PHOS BUFER			\$131.31
Invoice	871547	4/18/2019			
Cash Payment	E 610-6300-6632 Operation Supply/Exp-Tr	FLOURIDE			\$59.58
Invoice	871492	4/18/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$499.51
Refer	23283	UTILITY SALES & SERVICE	-		
Cash Payment	E 100-5324-5395 Repairs & Maintenance	ANNUAL AERIAL PM INSPECT			\$550.00
Invoice	0067327	3/25/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$550.00
Refer	23284	VANGUARD COMPUTERS INC	-		
Cash Payment	E 100-5700-5711 Police Dept Capital Equi	COMPUTERS (4)			\$2,347.92
Invoice	47661	4/11/2019			
Cash Payment	E 100-5700-5711 Police Dept Capital Equi	COMPUTERS			\$586.98
Invoice	47717	4/17/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$2,934.90
Refer	23286	VELOCITY	-		
Cash Payment	E 100-5241-5219 Professional Services	IT SERV 01162019			\$225.00
Invoice	20190020	4/22/2019			
Cash Payment	E 100-5141-5219 Professional Services	IT SERV 01162019			\$75.00
Invoice	20190020	4/22/2019			
Cash Payment	E 100-5142-5219 Professional Services	IT SERV 02042019			\$50.00
Invoice	20190020	4/22/2019			
Cash Payment	E 100-5241-5219 Professional Services	IT SERV 02042019			\$50.00
Invoice	20190020	4/22/2019			
Cash Payment	E 620-8400-8520 Outside Services Employ	IT SERV 02042019			\$50.00
Invoice	20190020	4/22/2019			

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## Payments

Current Period: May 2019

Cash Payment	E 100-5141-5219 Professional Services	IT SERV 02062019			\$75.00
Invoice	20190020	4/22/2019			
Cash Payment	E 430-5700-5718 Village-wide Capital Ben	IT SERV 03112019			\$225.00
Invoice	20190020	4/22/2019			
Cash Payment	E 430-5700-5718 Village-wide Capital Ben	IT SERV 03142019			\$225.00
Invoice	20190020	4/22/2019			
Cash Payment	E 100-5142-5219 Professional Services	IT SERV 03262019			\$262.50
Invoice	20190020	4/22/2019			
Cash Payment	E 100-5142-5219 Professional Services	IT SERV 04102019			\$300.00
Invoice	20190020	4/22/2019			
Cash Payment	E 430-5700-5718 Village-wide Capital Ben	IT SERV 04162019			\$112.50
Invoice	20190020	4/22/2019			
Cash Payment	E 430-5700-5710 Clerk/Treasurer Capital	IT SERV 02252019			\$300.00
Invoice	20190021	4/22/2019			
Cash Payment	E 150-5221-5219 Professional Services	IT SERV 0302019			\$375.00
Invoice	20190022	4/22/2019			
Cash Payment	E 100-5211-5219 Professional Services	IT SERV 01/08-04/15			\$862.50
Invoice	20190019	4/22/2019			
Cash Payment	E 100-5212-5219 Professional Services	IT SERV 01/08-04/15			\$150.00
Invoice	20190019	4/22/2019			
Cash Payment	E 100-5213-5219 Professional Services	IT SERV 01/08-04/15			\$150.00
Invoice	20190019	4/22/2019			
Transaction Date	4/23/2019	Citizens	111000	<b>Total</b>	\$3,487.50
Refer	23287 VERIZON WIRELESS	-			
Cash Payment	E 150-5221-5225 Telephone	CELL PH SERV			\$145.55
Invoice	9827444769	4/3/2019			
Cash Payment	E 150-5221-5225 Telephone	CELL PH SERV			\$116.22
Invoice	9828096557	4/12/2019			
Cash Payment	E 100-5323-5225 Telephone	CELL PH SERV			\$102.86
Invoice	9828096557	4/12/2019			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	CELL PH SERV			\$1,017.16
Invoice	9828096557	4/12/2019			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	CELL PH SERV			\$1,017.15
Invoice	9828096557	4/12/2019			
Cash Payment	E 100-5141-5225 Telephone	CELL PH SERV			\$125.86
Invoice	9828096576	4/12/2019			
Cash Payment	E 100-5241-5225 Telephone	CELL PH SERV			\$135.90
Invoice	9828096576	4/12/2019			
Cash Payment	E 150-5221-5225 Telephone	CELL PH SERV			\$194.99
Invoice	9828096576	4/12/2019			
Cash Payment	E 100-5211-5225 Telephone	CELL PH SERV			\$2.63
Invoice	9828096576	4/12/2019			
Cash Payment	E 100-5323-5225 Telephone	CELL PH SERV			\$172.48
Invoice	9828096576	4/12/2019			
Cash Payment	E 610-6920-6921 Office Supplies & Expen	CELL PH SERV			\$197.14
Invoice	9828096576	4/12/2019			
Cash Payment	E 620-8400-8510 Office Supplies & Expen	CELL PH SERV			\$197.13
Invoice	9828096576	4/12/2019			
Transaction Date	4/23/2019	Citizens	111000	<b>Total</b>	\$3,425.07

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## Payments

Current Period: May 2019

Refer	23288	WAUKESHA CTY TREASURER	-			
Cash Payment	E 100-5212-5219	Professional Services	SHF4 MARCH 2019 PRISONER HOUSING			\$17.01
Invoice	2019-00000054	4/9/2019				
Transaction Date	4/23/2019	Citizens	111000	Total		\$17.01
Refer	23289	WI DEPT OF JUSTICE CIB	-			
Cash Payment	G 100-242205	WI DOJ - Background Chec	L6812T			\$70.00
Invoice	MARCH2019	4/1/2019				
Cash Payment	E 100-5211-5219	Professional Services	L6812T			\$28.00
Invoice	MARCH2019	4/1/2019				
Transaction Date	4/23/2019	Citizens	111000	Total		\$98.00
Refer	23290	WI DEPT OF JUSTICE-TIME	-			
Cash Payment	E 100-5211-5219	Professional Services	SERV 04012019-06302019			\$2,202.00
Invoice	6598	4/10/2019				
Transaction Date	4/23/2019	Citizens	111000	Total		\$2,202.00
Refer	23291	5 ALARM FIRE & SAFETY	-			
Cash Payment	E 150-5222-5395	Repairs & Maintenance	COMPRESSOR ANNUAL SERV			\$638.82
Invoice	186285-1	4/12/2019				
Transaction Date	4/23/2019	Citizens	111000	Total		\$638.82
Refer	23307	ADVANCED INTEGRATED TECHN	-			
Cash Payment	E 100-5512-5225	Telephone	REPLACEMENT CHECK			\$1.80
Invoice	JULY2017	4/23/2019				
Cash Payment	E 610-6920-6921	Office Supplies & Expen	REPLACEMENT CHECK			\$3.00
Invoice	JULY2017	4/23/2019				
Cash Payment	E 620-8400-8510	Office Supplies & Expen	REPLACEMENT CHECK			\$3.01
Invoice	JULY2017	4/23/2019				
Transaction Date	4/23/2019	Citizens	111000	Total		\$7.81
Refer	23308	COLUMBIA SOUTHERN UNIVERSI	-			
Cash Payment	E 100-5212-5163	Tuition Reimbursement	KUBIAK - MATH CLASS			\$675.00
Invoice		4/10/2019				
Transaction Date	4/23/2019	Citizens	111000	Total		\$675.00
Refer	23309	DEPARTMENT OF ADMINISTRATIO	-			
Cash Payment	E 100-5211-5219	Professional Services	EMAIL ACCOUNTS			\$162.20
Invoice	505-0000036530	4/10/2019				
Cash Payment	E 100-5120-5225	Telephone	EMAIL ACCOUNTS			\$7.12
Invoice	505-0000036530	4/10/2019				
Cash Payment	E 100-5323-5315	Postage	EMAIL ACCOUNTS			\$39.20
Invoice	505-0000036530	4/10/2019				
Cash Payment	E 620-8010-8270	Operation Supply/Expen	EMAIL ACCOUNTS			\$39.20
Invoice	505-0000036530	4/10/2019				
Cash Payment	E 100-5141-5219	Professional Services	EMAIL ACCOUNTS			\$138.20
Invoice	505-0000036530	4/10/2019				
Cash Payment	E 150-5221-5219	Professional Services	EMAIL ACCOUNTS			\$385.20
Invoice	505-0000036530	4/10/2019				
Transaction Date	4/23/2019	Citizens	111000	Total		\$771.12
Refer	23310	DIGGERS HOTLINE	-			
Cash Payment	E 100-5344-5219	Professional Services	MARCH 2019			\$78.94
Invoice	190338301	3/31/2019				



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## Payments

Current Period: May 2019

Cash Payment	E 610-6920-6923 Outside Services Employ	MARCH 2019			\$78.93
Invoice	190338301	3/31/2019			
Cash Payment	E 620-8030-5310 Outside Services	MARCH 2019			\$78.94
Invoice	190338301	3/31/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$236.81
Refer	23311	EMERGENCY MEDICAL PRODUCT	-		
Cash Payment	E 150-5231-5311 Supplies	AMBO SUPPLIES			\$579.47
Invoice	2067189	4/23/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$579.47
Refer	23312	FORKER GARRETT	-		
Cash Payment	G 720-121100 Overpayment/Refund of Tax	REPLACEMENT CHECK			\$105.39
Invoice	2018TAXOP	4/22/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$105.39
Refer	23313	HIPPENMEYER, REILLY	-		
Cash Payment	E 100-5130-5219 Professional Services	MISC MATTERS			\$2,782.50
Invoice	47731	4/23/2019			
Cash Payment	E 610-6920-6923 Outside Services Employ	UTILITIES			\$100.63
Invoice	47732	4/23/2019			
Cash Payment	E 620-8400-8520 Outside Services Employ	UTILITIES			\$100.62
Invoice	47732	4/23/2019			
Cash Payment	G 100-211425 Developer Escrow	FAIRWINDS SUBDIVISION			\$52.50
Invoice	47733	4/23/2019		Project D00007	
Cash Payment	G 100-211425 Developer Escrow	TERONOMY (DEBACK)			\$245.00
Invoice	47735	4/23/2019		Project D00030	
Cash Payment	E 240-5130-5219 Professional Services	TID 4 915			\$35.00
Invoice	47736	4/23/2019			
Cash Payment	G 100-211400 Billable Disbursements	TOUCHPAD ELECTRONICS			\$157.50
Invoice	47734	4/23/2019			
Cash Payment	E 100-5130-5219 Professional Services	PROSECUTION			\$975.00
Invoice	47737	4/23/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$4,448.75
Refer	23314	LARK UNIFORM, INC	-		
Cash Payment	E 100-5211-5346 Clothing Allowance	UNIFORM ALLOW - ZAESKE			\$243.80
Invoice	287292	4/11/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$243.80
Refer	23315	MARTENS PLBG & HTG INC	-		
Cash Payment	E 100-5521-5311 Supplies	439 ANDREWS ST			\$281.00
Invoice	49575	3/29/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$281.00
Refer	23316	NORTHERN LAKE SERVICE	-		
Cash Payment	E 620-8010-8255 Dry Sludge Hauling	SAMPLES 03/07/2019			\$572.45
Invoice	353261	4/11/2019			
Transaction Date	4/23/2019	Citizens	111000	Total	\$572.45
Refer	23317	THE OSSEO CONSTRUCTION CO	-		
Cash Payment	E 610-6450-6650 Maint-Distr Reservoir/Pip	I43 TOWER PAINTING			\$33,307.00
Invoice	PYMT2	4/17/2019			



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## Payments

Current Period: May 2019

Transaction Date	4/23/2019	Citizens	111000	<b>Total</b>	<b>\$33,307.00</b>
Refer	23318	POMPS TIRE SERVICE, INC	-		
Cash Payment	E 150-5231-5395	Repairs & Maintenance	TIRES (4)		\$416.04
Invoice	60174985	4/11/2019			
Transaction Date	4/23/2019	Citizens	111000	<b>Total</b>	<b>\$416.04</b>
Refer	23319	PRINT PACK & SHIP CENTER	-		
Cash Payment	E 150-5231-5315	Postage	SHIPPING		\$15.57
Invoice	40178	4/18/2019			
Cash Payment	E 100-5211-5315	Postage	SHIPPING		\$38.83
Invoice	40178	4/18/2019			
Cash Payment	E 610-6920-6921	Office Supplies & Expen	SHIPPING		\$973.04
Invoice	40178	4/18/2019			
Transaction Date	4/24/2019	Citizens	111000	<b>Total</b>	<b>\$1,027.44</b>
Refer	23320	RAMS CONTRACTING, LTD	-		
Cash Payment	E 250-5700-5765	Road Construction	TID 5 PHASE 2		\$164,674.98
Invoice	PYMT4	4/19/2019		Project TID500	
Cash Payment	E 250-5700-5763	Stormwater Capital Expe	TID 5 PHASE 2		\$119,784.59
Invoice	PYMT4	4/19/2019		Project TID500	
Cash Payment	E 250-5700-5762	Wastewater Capital Exp	TID 5 PHASE 2		\$273.86
Invoice	PYMT4	4/19/2019		Project TID500	
Cash Payment	E 250-5700-5761	Water Capital Exp	TID 5 PHASE 2		\$191,236.76
Invoice	PYMT4	4/19/2019		Project TID500	
Transaction Date	4/24/2019	Citizens	111000	<b>Total</b>	<b>\$475,970.19</b>
Refer	23321	RICOH AMERICAS CORPORATION	-		
Cash Payment	E 100-5142-5312	Printing	MAY LEASE		\$23.88
Invoice	31702790	4/12/2019			
Cash Payment	E 150-5221-5311	Supplies	MAY LEASE		\$22.18
Invoice	31702790	4/12/2019			
Cash Payment	E 220-5140-5312	Printing	MAY LEASE		\$1.71
Invoice	31702790	4/12/2019			
Cash Payment	E 410-5140-5312	Printing	MAY LEASE		\$3.41
Invoice	31702790	4/12/2019			
Cash Payment	E 440-5511-5312	Printing	MAY LEASE		\$8.53
Invoice	31702790	4/12/2019			
Cash Payment	E 500-5140-5312	Printing	MAY LEASE		\$1.71
Invoice	31702790	4/12/2019			
Cash Payment	E 610-6920-6930	Misc General Expenses	MAY LEASE		\$56.30
Invoice	31702790	4/12/2019			
Cash Payment	E 620-8400-8560	Misc General Expense	MAY LEASE		\$52.89
Invoice	31702790	4/12/2019			
Transaction Date	4/24/2019	Citizens	111000	<b>Total</b>	<b>\$170.61</b>
Refer	23322	RIVER CREST TIRE & AUTO	-		
Cash Payment	E 620-8030-8280	Transportation Expense	2015 CHEV SILVERADO		\$1,029.96
Invoice	269434	3/26/2019			
Transaction Date	4/24/2019	Citizens	111000	<b>Total</b>	<b>\$1,029.96</b>
Refer	23323	SHERWIN-WILLIAMS	-		

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## Payments

Current Period: May 2019

Cash Payment	E 620-8010-8270 Operation Supply/Expen	PAINT				\$30.20
Invoice	0443-3	4/19/2019				
Transaction Date	4/24/2019	Citizens	111000	Total		\$30.20
Refer	23324	SHI INTERNATIONAL CORP	-			
Cash Payment	E 100-5211-5219 Professional Services	SOFTWARE LIC (25)				\$68.00
Invoice	B09643335	3/11/2019				
Cash Payment	E 100-5141-5219 Professional Services	SOFTWARE LIC (20)				\$54.40
Invoice	B09643335	3/11/2019				
Cash Payment	E 150-5221-5219 Professional Services	SOFTWARE LIC (18)				\$48.96
Invoice	B09643335	3/11/2019				
Cash Payment	E 620-8010-8270 Operation Supply/Expen	SOFTWARE LIC (5)				\$13.60
Invoice	B09643335	3/11/2019				
Cash Payment	E 100-5323-5315 Postage	SOFTWARE LIC (2)				\$5.44
Invoice	B09643335	3/11/2019				
Transaction Date	4/24/2019	Citizens	111000	Total		\$190.40
Refer	23325	SHRED-IT USA	-			
Cash Payment	E 100-5142-5219 Professional Services	SHREDDING SERV				\$59.36
Invoice	8127076590	4/15/2019				
Transaction Date	4/24/2019	Citizens	111000	Total		\$59.36
Refer	23326	SURA MATTHEW	-			
Cash Payment	E 150-5221-5335 Training & Travel	04/11-4/13 FDIC				\$317.26
Invoice	APRIL2019	4/23/2019				
Cash Payment	E 150-5221-5335 Training & Travel	04/11-4/13 FDIC				\$9.05
Invoice	APRIL2019	4/23/2019				
Transaction Date	4/24/2019	Citizens	111000	Total		\$326.31
Refer	23327	TERMINAL ANDRAE INC.	-			
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	REPLACE CIRCUIT BREAKERS				\$15,025.00
Invoice	44885	4/16/2019				
Cash Payment	E 610-6210-6625 Maintenance-Pumping	REPLACE EXISTING SCADA RADIO (12 SITES)				\$10,750.00
Invoice	44886	4/16/2019				
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	REPLACE EXISTING SCADA RADIO (12 SITES)				\$10,750.00
Invoice	44886	4/16/2019				
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	REPLACE (1) POLE HEAD				\$1,273.00
Invoice	44887	4/16/2019				
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	RETROFIT SOFFIT FIXTURES - MAIN BLDG				\$3,860.00
Invoice	44888	4/16/2019				
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	RETROFIT SOFFIT FIXTURE -RAS/DIGESTER BLDG				\$1,675.00
Invoice	44889	4/16/2019				
Cash Payment	E 620-8010-8330 Maint-Treatment/Dispos	REMOVE AND REPLACE LIGHT POLE				\$4,975.00
Invoice	44890	4/16/2019				
Transaction Date	4/24/2019	Citizens	111000	Total		\$48,308.00
Refer	23328	UNIFI EQUIPMENT FINANCE, INC.	-			
Cash Payment	E 100-5211-5219 Professional Services	SHARP COPIER				\$83.33
Invoice	489287	4/20/2019				
Transaction Date	4/24/2019	Citizens	111000	Total		\$83.33

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## Payments

Current Period: May 2019

Refer	23329	WAUKESHA CTY DPW	-		
Cash Payment	E 480-5700-5848	Stormwater Pond Project	PERMIT HWYNN		\$200.00
Invoice	A2019-14	4/15/2019			
Transaction Date	4/24/2019	Citizens	111000	Total	\$200.00
Refer	23330	WAUKESHA COUNTY EMERGENC	-		
Cash Payment	E 150-5222-5311	Supplies	ID CARDS BARKOW/MUSZYNSKI		\$1.50
Invoice	195	4/22/2019			
Transaction Date	4/24/2019	Citizens	111000	Total	\$1.50
Refer	23331	WE ENERGIES MLWAUKEE	-		
Cash Payment	E 100-5160-5222	Electric	915 MAIN - FINAL BILL		\$81.07
Invoice	02/19-04/10	4/24/2018			
Transaction Date	4/24/2019	Citizens	111000	Total	\$81.07
Refer	23332	WELDER SUPPLY CO.	-		
Cash Payment	E 100-5323-5311	Supplies	MATERIALS		\$349.04
Invoice	10064751	4/12/2019			
Transaction Date	4/24/2019	Citizens	111000	Total	\$349.04

### Fund Summary

	111000 Citizens
100 GENERAL FUND	\$44,606.78
150 FIRE/AMBULANCE FUND	\$3,515.41
200 COMMUNITY DEVELOPMENT FUND	\$17,481.30
220 TID#3 - GENERAL	\$1.86
240 TID#4	\$18,482.50
250 TID #5	\$499,502.99
410 RECYCLING FUND	\$3.70
430 CAPITAL EQUIPMENT FUND	\$1,804.79
440 LIBRARY FUND	\$259.26
480 CAPITAL IMPROVEMENT FUND	\$19,639.32
500 STORM WATER UTILITY	\$1.86
610 WATER UTILITY FUND	\$59,416.88
620 SEWER UTILITY FUND	\$59,970.05
720 TAX ESCROW AGENCY FUND	\$105.39
	\$724,792.09

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$724,792.09
Total	\$724,792.09

## VILLAGE OF MUKWONAGO PURCHASE REQUISITION

PLEASE TYPE OR PRINT IN INK CLEARLY ON THIS FORM

DATE:	4-23-19	NUMBER:	
-------	---------	---------	--

VENDOR NAME & ADDRESS:	SHIP TO:
Core & Main	1200 Holz Pkwy

DEPT NAME:	SUGGESTED VENDOR	AUTHORIZED SIGNATURE
Water	Core & Main	Dave Brown

BUDGETED ITEM?	Yes	BUDGETED SOURCE:	Capital Budget
----------------	-----	------------------	----------------

ITEM	QTY	DESCRIPTION	UNIT PRICE	AMOUNT	ACCT #
1	224	3/4" iPerl Meter	\$115	\$25,760	610-134600
2	10	1" iPerl Meter	\$215	\$2,150	610-134600
3	160	Single MXU	\$120	\$19,200	610-134600
4	20	Dual MXU	\$140	\$2,800	610-134600
5	4	1 1/2" Omni C2	\$1,160	\$4,640	610-134600
6	2	2" Omni C2	\$1,340	\$2,680	610-134600
7	3	3" Omni C2	\$1,695	\$5,085	610-134600
8	1	3" Omni T2	\$1,175	\$1,175	610-134600
			<b>TOTAL</b>	<b>63,490</b>	

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





## Village of Mukwonago

### AGENDA ITEM REQUEST FORM

Committee/Board: Finance  
Topic: AP Process during Software Conversion & Training  
From: Diana Doherty  
Department: Finance  
Presenter: Diana Doherty  
Date of Committee Action (if required): 5/1/2019  
Date of Village Board Action (if required): 5/15/2019

### Information

**Background Information/Rationale:** Village Hall's training on the new financial software begins in early May. We will stop processing most of our daily transactions in our old system on May 8<sup>th</sup> so the history can be properly converted. Staff will be utilizing the new software after this date.

Due to the timing of the transition to the new software, the training involved to learn the new system, and when the Village Board meets on May 15<sup>th</sup>, we will not have the full accounts payable batch available for review prior to the meeting. Anything we are able to process through May 6<sup>th</sup> will be included in your packet for May 15<sup>th</sup>, but we will need to process any invoices we receive after that cut-off in the new software.

The accounts payable information processed in the new system won't be available for review and approval until after the Board meeting but we do not want to hold the invoices until the June Committee of the Whole since we also will have an extra week between May 15<sup>th</sup> and June 5<sup>th</sup>.

**Key Issues for Consideration:**

- Proper training of the accounts payable process in the new software. The new process will be considerably different than the old procedure so we want to devote ample training time for both Village Hall staff and the Department Heads who will be reviewing and approving their invoices electronically going forward.
- Timely payment of the invoices processed in the software with the additional week between meetings on May 15<sup>th</sup> and June 5<sup>th</sup>.

**Fiscal Impact (If any):**

**Requested Action by Committee/Board:**

Authorize Finance Chair to review and approve the invoices processed in the new system for payment prior to formal review and approval by the Village Board on June 5<sup>th</sup>. The Finance Chair would be asked to review them by May 22<sup>nd</sup> in order for us to complete the process and get the checks in the mail. The report would be provided to the Village Board in the COW packet after the fact.

### Attachments

TREASURERS REPORT		Mar-19	TOTAL	Citizens	Other	Tax Receipts @ ADM	Long Term Investments - Johnson Bank & ADM
						LGIP	
<b>GENERAL VILLAGE</b>							
100-111xxx	General Fund	2,549,830.59	1,364,328.88	300.00		159,431.24	1,025,770.47
100-111005/020/033	Checking/MRA/Accrued Sick	1,027,248.66		631,491.93		289,556.46	106,200.27
150-111000	Fire Department	257,005.59	257,005.59				
200-110xxx	Lynch & Chapman Blvd	32,381.03	32,141.31			239.72	
210-111xxx	Wisc Development - RLF	209,360.62					209,360.62
220-111xxx	TID#3-General	1,252,325.38	79,387.03			813,101.71	359,836.64
240-111xxx	TID#4-General	179,654.64	26,217.40			153,437.24	
250-111xxx	TID#5-General	4,503,395.77	245,014.10			4,258,381.67	
300-111xxx	Debt Service	1,795,773.35	361,177.13		89,769.83	1,344,826.39	
320-111000	Fire Department Designated	206,690.00	102,573.15			104,116.85	
340-111xxx	Village Designated Funds	177,465.06	121,914.44			55,550.62	
410-111000	Recycling	249,550.97	211,403.60			38,147.37	
430-111000	Capital Equipment	569,652.05	17,084.76			552,567.29	
440-111xxx	Library	285,309.73	285,309.73	-			
480-111xxx	Capital Improvement Funds	3,138,589.78	43,187.16			3,092,989.93	2,412.69
500-111000	Stormwater District #1	41,468.50	41,468.50			-	
600-111xxx	Impact Fees	142,566.85	4,916.19			137,650.66	-
720-111xxx	Taxroll	754,138.58	397,497.16	-	-	356,641.42	
810-111xxx	Parkland Site	248,534.62	16,880.73			231,653.89	
<b>TOTAL</b>		<b>17,620,941.77</b>	<b>3,607,506.86</b>	<b>631,791.93</b>	<b>89,769.83</b>	<b>11,588,292.46</b>	<b>1,703,580.69</b>
<b>WATER UTILITY</b>							
610-111000	Cash	140,320.95	140,320.95				
610-111200	Bonds & Unrestricted Cash	1,906,631.18				1,906,631.18	
610-111400	Long Term Debt	61,388.09					61,388.09
610-111050	Current Year Debt Reserve	256,532.83	207,811.65			48,721.18	
610-111060	Required Debt Reserve	611,825.86	-			173,399.37	438,426.49
610-111080	Impact Fee	416,275.00	4,631.00			411,644.00	
610-111033	Accrued Sick Pay	4,198.03					4,198.03
<b>TOTAL</b>		<b>3,397,171.94</b>	<b>352,763.60</b>	<b>-</b>	<b>-</b>	<b>2,540,395.73</b>	<b>504,012.61</b>
<b>SEWER UTILITY</b>							
620-111000	Cash	114,716.62	114,716.62				
620-111200	Bonds & Unrestricted Cash	1,132,597.90				1,132,597.90	
620-111030	Reserve Capacity Assessment	1,049,658.88	3,098.87			501,715.98	544,844.03
620-111060	Required Debt Reserve	718,935.11	-			-	718,935.11
620-111050	Current Year Debt Reserve	245,589.54	199,501.09			46,088.45	
620-111070	Equipment Replacement Fund	712,861.18	-			-	712,861.18
620-111080	Impact Fee	473,212.58	2,016.81			471,195.77	
620-111033	Accrued Sick Pay	4,187.21				4,187.21	-
<b>TOTAL</b>		<b>4,451,759.02</b>	<b>319,333.39</b>	<b>-</b>	<b>-</b>	<b>2,155,785.31</b>	<b>1,976,640.32</b>
<b>GRAND TOTAL</b>		<b>25,469,872.73</b>	<b>4,279,603.85</b>	<b>631,791.93</b>	<b>89,769.83</b>	<b>16,284,473.50</b>	<b>4,184,233.62</b>

Prepared by Diana Doherty

balance check 25,469,872.73

**VILLAGE OF MUKWONAGO**  
**Revenue Guideline - Village Board**  
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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
<b>Fund 100 GENERAL FUND</b>							
4100	TAXES	\$2,987,167.00	\$2,987,167.00	\$2,088,572.03	\$898,594.97	69.92%	100
4300	INTERGOV T REVENUES	\$778,785.00	\$778,785.00	\$128,107.05	\$650,677.95	16.45%	100
4410	LICENSES	\$32,351.00	\$32,351.00	\$1,592.00	\$30,759.00	4.92%	100
4430	PERMITS & FEES	\$298,906.00	\$298,906.00	\$62,966.99	\$235,939.01	21.07%	100
4500	LAW & ORDINANCE VIOLATIONS	\$156,000.00	\$156,000.00	\$62,107.63	\$93,892.37	39.81%	100
4600	PUBLIC CHARGES FOR SERVICES	\$21,670.00	\$21,670.00	\$3,755.18	\$17,914.82	17.33%	100
4620	PUBLIC SAFETY	\$8,140.00	\$8,140.00	\$1,377.08	\$6,762.92	16.92%	100
4670	LEISURE ACTIVITIES	\$94,940.00	\$94,940.00	\$0.00	\$94,940.00	0.00%	100
4700	INTERGOV T CHARGES FOR SERVICE	\$203,526.00	\$203,526.00	\$11,927.06	\$191,598.94	5.86%	100
4800	MISC REVENUE	\$4,000.00	\$4,000.00	\$1,410.51	\$2,589.49	35.26%	100
4810	INTEREST REVENUE	\$48,000.00	\$48,000.00	\$41,031.92	\$6,968.08	85.48%	100
4820	COMMERCIAL REVENUE	\$18,685.00	\$18,685.00	\$4,870.00	\$13,815.00	26.06%	100
4900	OTHER FINANCING SOURCES	\$72,646.00	\$72,646.00	\$0.00	\$72,646.00	0.00%	100
<b>Fund 100 GENERAL FUND</b>		<b>\$4,724,816.00</b>	<b>\$4,724,816.00</b>	<b>\$2,407,717.45</b>	<b>\$2,317,098.55</b>	<b>50.96%</b>	

**VILLAGE OF MUKWONAGO**  
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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
<b>Fund 150 FIRE/AMBULANCE FUND</b>							
4100	TAXES	\$218,484.00	\$218,484.00	\$54,621.00	\$163,863.00	25.00%	150
4300	INTERGOV T REVENUES	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	0.00%	150
4600	PUBLIC CHARGES FOR SERVICES	\$4,050.00	\$4,050.00	\$0.00	\$4,050.00	0.00%	150
4620	PUBLIC SAFETY	\$985,346.00	\$985,346.00	\$202,237.97	\$783,108.03	20.52%	150
4700	INTERGOV T CHARGES FOR SERVICE	\$218,484.00	\$218,484.00	\$36,414.00	\$182,070.00	16.67%	150
4810	INTEREST REVENUE	\$700.00	\$700.00	\$551.88	\$148.12	78.84%	150
4820	COMMERCIAL REVENUE	\$0.00	\$0.00	\$9,650.00	-\$9,650.00	0.00%	150
<b>Fund 150 FIRE/AMBULANCE FUND</b>		<b>\$1,433,064.00</b>	<b>\$1,433,064.00</b>	<b>\$303,474.85</b>	<b>\$1,129,589.15</b>	<b>21.18%</b>	



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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
<b>Fund 610 WATER UTILITY FUND</b>							
<b>4010</b>	METERED SALES	\$1,916,185.00	\$1,916,185.00	\$459,994.46	\$1,456,190.54	24.01%	<b>610</b>
<b>4020</b>	OTHER OPERATING REVENUE	\$142,500.00	\$142,500.00	\$57,813.44	\$84,686.56	40.57%	<b>610</b>
<b>4420</b>	IMPACT FEES COLLECTED	\$50,000.00	\$50,000.00	\$4,023.92	\$45,976.08	8.05%	<b>610</b>
<b>4800</b>	MISC REVENUE	\$100.00	\$100.00	\$0.00	\$100.00	0.00%	<b>610</b>
<b>4810</b>	INTEREST REVENUE	\$22,300.00	\$22,300.00	\$21,231.71	\$1,068.29	95.21%	<b>610</b>
<b>Fund 610 WATER UTILITY FUND</b>		<b>\$2,131,085.00</b>	<b>\$2,131,085.00</b>	<b>\$543,063.53</b>	<b>\$1,588,021.47</b>	<b>25.48%</b>	

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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
<b>Fund 620 SEWER UTILITY FUND</b>							
4010	METERED SALES	\$1,460,600.00	\$1,460,600.00	\$373,289.59	\$1,087,310.41	25.56%	620
4020	OTHER OPERATING REVENUE	\$302,700.00	\$302,700.00	\$52,678.23	\$250,021.77	17.40%	620
4420	IMPACT FEES COLLECTED	\$80,000.00	\$80,000.00	\$1,485.84	\$78,514.16	1.86%	620
4800	MISC REVENUE	\$0.00	\$0.00	\$200.00	-\$200.00	0.00%	620
4810	INTEREST REVENUE	\$46,025.00	\$46,025.00	\$25,271.30	\$20,753.70	54.91%	620
4900	OTHER FINANCING SOURCES	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	0.00%	620
<b>Fund 620 SEWER UTILITY FUND</b>		<b>\$1,899,325.00</b>	<b>\$1,899,325.00</b>	<b>\$452,924.96</b>	<b>\$1,446,400.04</b>	<b>23.85%</b>	

VILLAGE OF MUKWONAGO  
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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
Cat Alt Code 31-General Government						
5111	VILLAGE BOARD	\$54,829.00	\$54,829.00	\$14,698.62	\$40,130.38	26.81%
5112	HISTORIC PRESERVATION	\$400.00	\$400.00	\$48.24	\$351.76	12.06%
5120	MUNICIPAL COURT	\$43,727.00	\$43,727.00	\$13,894.04	\$29,832.96	31.77%
5130	VILLAGE ATTORNEY	\$78,780.00	\$78,780.00	\$16,337.75	\$62,442.25	20.74%
5141	VILLAGE ADMINISTRATION/FINANCE	\$202,999.00	\$202,999.00	\$13,664.94	\$189,334.06	6.73%
5142	CLERK-TREASURER	\$202,128.00	\$202,128.00	\$41,521.61	\$160,606.39	20.54%
5144	ELECTIONS	\$22,800.00	\$22,800.00	-\$1,365.09	\$24,165.09	-5.99%
5151	INDEPENDENT AUDITING	\$13,000.00	\$13,000.00	\$1,266.60	\$11,733.40	9.74%
5153	ASSESSMENT OF PROPERTY	\$19,850.00	\$19,850.00	\$2,796.44	\$17,053.56	14.09%
5154	RISK & PROPERTY INSURANCE	\$132,800.00	\$132,800.00	\$48,025.78	\$84,774.22	36.16%
5160	VILLAGE HALL	\$42,324.00	\$42,324.00	\$9,729.94	\$32,594.06	22.99%
5191	UNCOLLECTED TAX	\$0.00	\$0.00	\$5,797.27	-\$5,797.27	0.00%
5220	FIRE STATION (Village)	\$5,803.00	\$5,803.00	\$3,844.47	\$1,958.53	66.25%
5247	BOARD OF APPEALS	\$800.00	\$800.00	\$0.00	\$800.00	0.00%
Cat Alt Code 31-General Government		\$820,240.00	\$820,240.00	\$170,260.61	\$649,979.39	20.76%
Cat Alt Code 32-Public Safety						
5211	POLICE ADMINISTRATION	\$1,024,557.00	\$1,024,557.00	\$245,478.51	\$779,078.49	23.96%
5212	POLICE PATROL	\$1,067,043.00	\$1,067,043.00	\$208,435.56	\$858,607.44	19.53%
5213	CRIME INVESTIGATION	\$231,577.00	\$231,577.00	\$50,801.47	\$180,775.53	21.94%
5215	POLICE TRAINING	\$7,100.00	\$7,100.00	\$967.11	\$6,132.89	13.62%
5235	EMERGENCY GOVERNMENT	\$2,350.00	\$2,350.00	\$0.00	\$2,350.00	0.00%
5241	BUILDING INSPECTOR	\$231,025.00	\$231,025.00	\$46,944.78	\$184,080.22	20.32%
5254	DAMS	\$9,942.00	\$9,942.00	\$1,578.73	\$8,363.27	15.88%
Cat Alt Code 32-Public Safety		\$2,573,594.00	\$2,573,594.00	\$554,206.16	\$2,019,387.84	21.53%
Cat Alt Code 33-Public Works						
5300	DPW GENERAL ADMINISTRATION	\$312,951.00	\$312,951.00	\$58,839.17	\$254,111.83	18.80%
5323	GARAGE	\$51,509.00	\$51,509.00	\$11,304.60	\$40,204.40	21.95%
5324	MACHINERY & EQUIPMENT	\$96,031.00	\$96,031.00	\$22,034.98	\$73,996.02	22.95%
5335	ENGINEERING	\$50,000.00	\$50,000.00	\$2,255.88	\$47,744.12	4.51%

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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget
5341	STREETS & ALLEYS	\$14,465.00	<b>\$14,465.00</b>	<b>\$1,979.74</b>	\$12,485.26	<b>13.69%</b>
5342	STREET LIGHTING	\$159,800.00	<b>\$159,800.00</b>	<b>\$41,152.89</b>	\$118,647.11	<b>25.75%</b>
5343	CURBS GUTTERS & SIDEWALKS	\$25,550.00	<b>\$25,550.00</b>	<b>\$83.23</b>	\$25,466.77	<b>0.33%</b>
5344	STORM SEWER	\$14,257.00	<b>\$14,257.00</b>	<b>\$5,634.14</b>	\$8,622.86	<b>39.52%</b>
5345	STREET CLEANING	\$16,915.00	<b>\$16,915.00</b>	<b>\$0.00</b>	\$16,915.00	<b>0.00%</b>
5346	BRIDGES & CULVERTS	\$5,455.00	<b>\$5,455.00</b>	<b>\$21.78</b>	\$5,433.22	<b>0.40%</b>
5347	SNOW & ICE CONTROL	\$117,083.00	<b>\$117,083.00</b>	<b>\$48,092.30</b>	\$68,990.70	<b>41.08%</b>
5348	STREET SIGNS & MARKINGS	\$14,574.00	<b>\$14,574.00</b>	<b>\$1,334.96</b>	\$13,239.04	<b>9.16%</b>
5362	GARBAGE COLLECTION	\$5,081.00	<b>\$5,081.00</b>	<b>\$389.03</b>	\$4,691.97	<b>7.66%</b>
Cat Alt Code 33-Public Works		\$893,671.00	<b>\$883,671.00</b>	<b>\$193,122.70</b>	\$690,548.30	<b>21.85%</b>
Cat Alt Code 34-Health & Human Services						
5431	ANIMAL POUND	\$2,800.00	<b>\$2,800.00</b>	<b>\$2,420.00</b>	\$380.00	<b>86.43%</b>
Cat Alt Code 34-Health & Human Services		\$2,800.00	<b>\$2,800.00</b>	<b>\$2,420.00</b>	\$380.00	<b>86.43%</b>
Cat Alt Code 35-Culture/Rec/Education						
5512	MUSEUM	\$10,700.00	<b>\$10,700.00</b>	<b>\$1,678.96</b>	\$9,021.04	<b>15.69%</b>
5521	PARKS	\$167,790.00	<b>\$167,790.00</b>	<b>\$3,193.30</b>	\$164,596.70	<b>1.90%</b>
5522	CELEBRATIONS	\$6,882.00	<b>\$6,882.00</b>	<b>\$2,220.24</b>	\$4,661.76	<b>32.26%</b>
Cat Alt Code 35-Culture/Rec/Education		\$185,372.00	<b>\$185,372.00</b>	<b>\$7,092.50</b>	\$178,279.50	<b>3.83%</b>
Cat Alt Code 36-Conservation & Development						
5611	FORESTRY	\$46,600.00	<b>\$46,600.00</b>	<b>\$606.20</b>	\$45,993.80	<b>1.30%</b>
5613	WEED CONTROL	\$1,427.00	<b>\$1,427.00</b>	<b>\$0.00</b>	\$1,427.00	<b>0.00%</b>
5632	PLANNING DEPARTMENT	\$138,186.00	<b>\$138,186.00</b>	<b>\$12,861.06</b>	\$125,324.94	<b>9.31%</b>
5670	ECONOMIC DEVELOPMENT	\$59,926.00	<b>\$59,926.00</b>	<b>\$12,000.28</b>	\$47,925.72	<b>20.03%</b>
Cat Alt Code 36-Conservation & Development		\$246,139.00	<b>\$246,139.00</b>	<b>\$25,467.54</b>	\$220,671.46	<b>10.35%</b>
Cat Alt Code 37-Storm Water						
5660	STORMWATER MASTER PLAN	\$13,000.00	<b>\$13,000.00</b>	<b>\$775.77</b>	\$12,224.23	<b>5.97%</b>
Cat Alt Code 37-Storm Water		\$13,000.00	<b>\$13,000.00</b>	<b>\$775.77</b>	\$12,224.23	<b>5.97%</b>
<b>Fund 100 GENERAL FUND</b>		\$4,724,816.00	<b>\$4,724,816.00</b>	<b>\$953,345.28</b>	\$3,771,470.72	<b>20.18%</b>

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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget
<b>Fund 150 FIRE/AMBULANCE FUND</b>						
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$25,827.00	<b>\$25,827.00</b>	<b>\$6,795.52</b>	\$19,031.48	<b>26.31%</b>
Cat Alt Code 31-General Government		\$25,827.00	<b>\$25,827.00</b>	<b>\$6,795.52</b>	\$19,031.48	<b>26.31%</b>
Cat Alt Code 32-Public Safety						
5221	FIRE ADMINISTRATION	\$855,623.00	<b>\$855,623.00</b>	<b>\$196,997.74</b>	\$658,625.26	<b>23.02%</b>
5222	FIRE SUPPRESSION	\$67,798.00	<b>\$67,798.00</b>	<b>\$5,892.21</b>	\$61,905.79	<b>8.69%</b>
5223	FIRE TRAINING	\$44,631.00	<b>\$44,631.00</b>	<b>\$4,337.51</b>	\$40,293.49	<b>9.72%</b>
5231	AMBULANCE	\$349,915.00	<b>\$349,915.00</b>	<b>\$81,090.91</b>	\$268,824.09	<b>23.17%</b>
5232	AMBULANCE TRAINING	\$20,724.00	<b>\$20,724.00</b>	<b>\$2,888.62</b>	\$17,835.38	<b>13.94%</b>
Cat Alt Code 32-Public Safety		\$1,338,691.00	<b>\$1,338,691.00</b>	<b>\$291,206.99</b>	\$1,047,484.01	<b>21.75%</b>
Cat Alt Code 38-Capital Outlay						
5700	CAPITAL OUTLAY EXPENDITURES	\$36,000.00	<b>\$36,000.00</b>	<b>\$115.81</b>	\$35,884.19	<b>0.32%</b>
5880	USE OF GRANTS/DONATIONS	\$0.00	<b>\$0.00</b>	<b>\$309.20</b>	-\$309.20	<b>0.00%</b>
Cat Alt Code 38-Capital Outlay		\$36,000.00	<b>\$36,000.00</b>	<b>\$425.01</b>	\$35,574.99	<b>1.18%</b>
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$32,546.00	<b>\$32,546.00</b>	<b>\$0.00</b>	\$32,546.00	<b>0.00%</b>
Cat Alt Code 60-Transfers Out		\$32,546.00	<b>\$32,546.00</b>	<b>\$0.00</b>	\$32,546.00	<b>0.00%</b>
<b>Fund 150 FIRE/AMBULANCE FUND</b>		<b>\$1,433,064.00</b>	<b>\$1,433,064.00</b>	<b>\$298,427.52</b>	\$1,134,636.48	<b>20.82%</b>

**VILLAGE OF MUKWONAGO**  
**Expenditure Guideline Village Board**  
 March 2019

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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget
<b>Fund 610 WATER UTILITY FUND</b>						
Cat Alt Code 30-Operation/Maintenance						
6200	PUMPING OPERATIONS	\$104,250.00	<b>\$104,250.00</b>	<b>\$25,894.53</b>	\$78,355.47	<b>24.84%</b>
6210	PUMPING MAINTENANCE	\$237,604.00	<b>\$237,604.00</b>	<b>\$16,567.88</b>	\$221,036.12	<b>6.97%</b>
6300	WATER TREATMENT OPERATIONS	\$68,398.00	<b>\$68,398.00</b>	<b>\$13,256.30</b>	\$55,141.70	<b>19.38%</b>
6310	WATER TREATMENT MAINTENANCE	\$7,267.00	<b>\$7,267.00</b>	<b>\$1,819.48</b>	\$5,447.52	<b>25.04%</b>
6450	T&D-DISTR RSRVR/STNDP MAINT	\$307,079.00	<b>\$307,079.00</b>	<b>\$1,200.12</b>	\$305,878.88	<b>0.39%</b>
6451	T&D-MAINS MAINTENANCE	\$46,979.00	<b>\$46,979.00</b>	<b>\$16,105.27</b>	\$30,873.73	<b>34.28%</b>
6452	T&D-SERVICES MAINTENANCE	\$22,165.00	<b>\$22,165.00</b>	<b>\$4,718.61</b>	\$17,446.39	<b>21.29%</b>
6453	T&D-METERS MAINTENANCE	\$21,649.00	<b>\$21,649.00</b>	<b>\$1,071.99</b>	\$20,577.01	<b>4.95%</b>
6454	T&D-HYDRANTS MAINTENANCE	\$22,110.00	<b>\$22,110.00</b>	<b>\$130.22</b>	\$21,979.78	<b>0.59%</b>
6901	METER READING LABOR	\$1,894.00	<b>\$1,894.00</b>	<b>\$1,204.97</b>	\$689.03	<b>63.62%</b>
6902	ACCOUNTING & COLLECTING LABOR	\$71,953.00	<b>\$71,953.00</b>	<b>\$18,507.78</b>	\$53,445.22	<b>25.72%</b>
6920	ADMINISTRATIVE & GENERAL EXP	\$799,659.00	<b>\$799,659.00</b>	<b>\$157,502.65</b>	\$642,156.35	<b>19.70%</b>
Cat Alt Code 30-Operation/Maintenance		\$1,711,007.00	<b>\$1,711,007.00</b>	<b>\$257,979.80</b>	\$1,453,027.20	<b>15.08%</b>
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$200.00	<b>\$200.00</b>	<b>\$15.66</b>	\$184.34	<b>7.83%</b>
Cat Alt Code 31-General Government		\$200.00	<b>\$200.00</b>	<b>\$15.66</b>	\$184.34	<b>7.83%</b>
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$22,324.00	<b>\$22,324.00</b>	<b>\$0.00</b>	\$22,324.00	<b>0.00%</b>
Cat Alt Code 60-Transfers Out		\$22,324.00	<b>\$22,324.00</b>	<b>\$0.00</b>	\$22,324.00	<b>0.00%</b>
Cat Alt Code 99-YEAR END						
6950	YEAR END ACCOUNTING ADJUSTMENT	\$397,554.00	<b>\$397,554.00</b>	<b>\$0.00</b>	\$397,554.00	<b>0.00%</b>
Cat Alt Code 99-YEAR END		\$397,554.00	<b>\$397,554.00</b>	<b>\$0.00</b>	\$397,554.00	<b>0.00%</b>
<b>Fund 610 WATER UTILITY FUND</b>		<b>\$2,131,085.00</b>	<b>\$2,131,085.00</b>	<b>\$257,995.46</b>	\$1,873,089.54	<b>12.11%</b>

**VILLAGE OF MUKWONAGO**  
**Expenditure Guideline Village Board**  
 March 2019

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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget
<b>Fund 620 SEWER UTILITY FUND</b>						
Cat Alt Code 30-Operation/Maintenance						
8010	WWTP-TREATMENT/DISPOSAL/GP	\$431,871.00	<b>\$431,871.00</b>	<b>\$108,815.77</b>	\$323,055.23	<b>25.20%</b>
8020	LIFT STATIONS/PUMPING EQUIP	\$20,662.00	<b>\$20,662.00</b>	<b>\$18,162.20</b>	\$2,499.80	<b>87.90%</b>
8030	WASTEWATER COLLECTION SYSTEM	\$162,395.00	<b>\$162,395.00</b>	<b>\$3,291.64</b>	\$159,103.36	<b>2.03%</b>
8100	DPW	\$3,167.00	<b>\$3,167.00</b>	<b>\$0.00</b>	\$3,167.00	<b>0.00%</b>
8300	ACCOUNTING/COLLECTING	\$73,953.00	<b>\$73,953.00</b>	<b>\$18,592.08</b>	\$55,360.92	<b>25.14%</b>
8400	ADMINISTRATIVE & GENERAL	\$494,330.00	<b>\$494,330.00</b>	<b>\$59,479.99</b>	\$434,850.01	<b>12.03%</b>
Cat Alt Code 30-Operation/Maintenance		\$1,186,378.00	<b>\$1,186,378.00</b>	<b>\$208,341.68</b>	\$978,036.32	<b>17.56%</b>
Cat Alt Code 31-General Government						
5140	ADMINISTRATIVE & GENERAL	\$120.00	<b>\$120.00</b>	<b>\$9.31</b>	\$110.69	<b>7.76%</b>
Cat Alt Code 31-General Government		\$120.00	<b>\$120.00</b>	<b>\$9.31</b>	\$110.69	<b>7.76%</b>
Cat Alt Code 60-Transfers Out						
5900	OTHER FINANCING USES	\$1,684.00	<b>\$1,684.00</b>	<b>\$0.00</b>	\$1,684.00	<b>0.00%</b>
Cat Alt Code 60-Transfers Out		\$1,684.00	<b>\$1,684.00</b>	<b>\$0.00</b>	\$1,684.00	<b>0.00%</b>
Cat Alt Code 99-YEAR END						
8900	YEAR END ACCOUNTING ADJUSTMENT	\$711,143.00	<b>\$711,143.00</b>	<b>\$0.00</b>	\$711,143.00	<b>0.00%</b>
Cat Alt Code 99-YEAR END		\$711,143.00	<b>\$711,143.00</b>	<b>\$0.00</b>	\$711,143.00	<b>0.00%</b>
<b>Fund 620 SEWER UTILITY FUND</b>		<b>\$1,899,325.00</b>	<b>\$1,899,325.00</b>	<b>\$208,350.99</b>	\$1,690,974.01	<b>10.97%</b>



**VILLAGE OF MUKWONAGO**  
**Expenditure Guideline Village Board**  
March 2019

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Cat	Cat Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget
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Legal

PHONE 608-781-8988

FAX 608-793-6120

April 8, 2019

1626 Oak St., P.O. Box 2107

La Crosse, WI 54602

[www.kwiktrip.com](http://www.kwiktrip.com)

Ms. Judith Taubert, Clerk-Treasurer  
Village of Mukwonago  
440 River Crest Ct.  
P.O. Box 206  
Mukwonago, WI 53149-0206

RE: Appointment of Agent  
Kwik Trip 282  
1212 N. Rochester St.

Dear Judith:

Valerie Brezgel has been assigned to take over leadership responsibilities of our Kwik Trip 282 convenience store located in the Village of Mukwonago. Therefore, we would like to appoint Valerie as the agent of the store.

Enclosed, please find the completed Appointment of Agent and Auxiliary Questionnaire forms reflecting this change. In addition, enclosed is a \$25.00 check to cover the administrative fee for this service. I respectfully request that you please include this item on the agenda of your next Village Council meeting for consideration.

Please contact me at (608) 793-6262 or [DHafner@kwiktrip.com](mailto:DHafner@kwiktrip.com) if you require anything further. Thank you for your assistance with this matter.

Yours truly,

Deanna Hafner  
Licensing Agent

Enclosures

**SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT  
ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

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

To the governing body of: ☐ Town ☐ Village of Village of Mukwonago County of Waukesha  
☐ City

The undersigned, duly authorized officer(s)/members/managers of Kwik Trip, Inc.  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as  
**Kwik Trip 282**

(trade name)  
located at 1212 N. Rochester St., Mukwonago, WI 53149

appoints Valerie A. Brezgel  
(name of appointed agent)  
724 S. 112<sup>th</sup> St., West Allis, WI 53214  
(home address of appointed agent)

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

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

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No  
How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? All my life  
Place of residence last year 724 S. 112<sup>th</sup> St. West Allis, WI 53214

For: Kwik Trip, Inc.  
(name of corporation/organization/limited liability company)  
By: [Signature]  
(signature of Officer/Member/Manager)  
And: [Signature]  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, Valerie A. Brezgel, hereby accept this appointment as agent for the  
(print/type agent's name)  
corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 4/3/19 Agent's age 30  
(signature of agent) (date)  
724 S. 112<sup>th</sup> St., West Allis, WI 53214 Date of birth 8/15/1988  
(home address of agent)

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

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

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(date) (signature of proper local official) (town chair, village president, police chief)

4/24/19 Receipt # 31685-1565

# APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

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

FEE \$ 10.00

Application Date: 4/12/19

☐ Town ☒ Village ☐ City of MUKWONAGO County of WAUKESHA

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

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

at the premises described below during a special event beginning MAY 10, 2019 and ending MAY 12, 2019 and agrees to comply with all law, resolution, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) ☐ Bona fide Club ☐ Church ☒ Lodge/Society ☐ Veteran's Organization ☐ Fair Association

(a) Name KNIGHTS OF COLUMBUS

(b) Address VETERAN WAY  
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized 1978

(d) If corporation, give date of incorporation 1980

(e) Names and addresses of all officers:

President BOB LAPCZYNSKI MUKWONAGO,

Vice President DON BRAUN "

Secretary WARD BOLDEN "

Treasurer DAVE JUNGLEN NORTH PRAIRIE

(f) Name and address of manager or person in charge of affair: WARD BOLDEN MUKWONAGO

## 2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number ST. JAMES Activity Center

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

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

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

## 3. NAME OF EVENT

(a) List name of the event ST. JAMES THEATER PLAY

(b) Dates of event MAY 10-12 2019

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]  
(Signature/date)

KC INC  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk 4-12-2019

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

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

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

4-12-19 31359.1557 CK# 6743  
\$10.00



# APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

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

FEE \$ 10.00

Application Date: 4/12/19

☐ Town ☒ Village ☐ City of MUKWONAGO County of WAUKESHA

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

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

at the premises described below during a special event beginning MAY 17, 2019 and ending MAY 19, 2019 and agrees to comply with all law, resolution, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

**1. ORGANIZATION** (check appropriate box) ☐ Bona fide Club ☐ Church ☒ Lodge/Society ☐ Veteran's Organization ☐ Fair Association

(a) Name KNIGHTS OF COLUMBUS

(b) Address 822 Veterans Way  
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized 1978

(d) If corporation, give date of incorporation 1980

(e) Names and addresses of all officers:

President BOB LAPCZYNSKI

Vice President DON BRAUN

Secretary WARD BOLDIN

Treasurer DAVE JUNG

(f) Name and address of manager or person in charge of affair: WARD BOLDIN MUKWONAGO

**2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:**

(a) Street number ST. JAMES ACTIVITY Center

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

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

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

**3. NAME OF EVENT**

(a) List name of the event ST. JAMES THEATRE PLAY

(b) Dates of event MAY 17-19 2019

**DECLARATION**

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]  
(Signature/date)

KC INC  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk 4-12-2019

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

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

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

4-12-19 31359.1557 CK# 6743 \$10.00

Village of Mukwonago  
440 River Crest Court, P.O. Box 206  
Mukwonago, WI 53149  
Phone: (262) 363-6434  
Fax: (262) 363-6438  
www.villageofmukwonago.com

**VILLAGE OF MUKWONAGO**  
**SPECIAL EVENT PERMIT APPLICATION**  
**Application Fee: See fee sheet**

230-230  
\$290.00

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

**ORGANIZATION INFORMATION**

Name of Organization: Mukwonago Lions Foundation, Inc.

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

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

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

Event Contact Person: Rich Schrank

Mailing Address: W315 S7447 Lakecrest Court City: Mukwonago State: WI Zip: 53149

Home Phone: 262-363-8839 Work Phone: \_\_\_\_\_ Cell Phone: 262-721-7763

Email Address: gschrank@wi.rr.com

**EVENT INFORMATION**

Name of the Event: Mukwonago Lions Summerfeste Date(s) of the Event: June 13, 14, 15, 16 2019

Event Start Time: Thursday 6:00 -10:30 PM; Friday 6:00 - 11:30 PM; Saturday 8:00 AM - 11:30 PM; Sunday 8:00 AM - 6:30 PM

Event End Time: \_\_\_\_\_

Location of the Event: Field Park, Mukwonago

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

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

- E. Based on the class definitions found in the manual, what class is your event? ☒ CLASS I ☐ CLASS II
- F. Estimated # of participants: 200 Spectators: 500 - 2000 daily Vendors: 2 food stands

## OTHER INFORMATION

- A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.* ☒ YES ☐ NO
- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: 3
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☐ YES ☒ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☐ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☐ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☒ YES ☐ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☒ YES ☐ NO
- H. Does your event involve amplified music? ☒ YES ☐ NO  
If yes, will the amplified music be a: ☒ Band ☒ DJ ☐ Other  
Hours of amplified music: Thursday DJ 6:00 - 10:30 PM; Friday and Saturday bands 8:00 - 11:30 PM; Sunday band 2:00 - 6:30 PM
- I. Please list the number of security staff you will be providing for the event: To be determined with MPD
- J. Will you need barricades provided by the Village for your event? ☒ YES ☐ NO  
If yes, how many? To be determined
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☒ YES ☐ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☒ YES ☐ NO  
21 porta-johns, 1 handicap porta-john, and 4 washing stations - pumped daily
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☒ YES ☐ NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☒ YES ☐ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?  
See attached documents  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- P. Have you reviewed and do you have a copy of the **Village of Mukwonago Special Events Manual** and the **Village of Mukwonago Ordinance**? ☒ YES ☐ NO

## INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for an event that includes alcohol, has more than 150 people per day or involves a road closure. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees, and contractors as an additional insured party is due no later than 20 days before the event.

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

## PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

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

### Application:

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

### Other Documents:

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

## DEPOSIT REQUIREMENTS

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

## TERMINATION OF AN EVENT

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

## CERTIFICATION

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

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

\_\_\_\_\_  
Signature - Applicant

  
Signature - Applicant

\_\_\_\_\_  
Name & Title (PRINT)

Albert Frankenstein, Treasurer  
Name & Title (PRINT)

\_\_\_\_\_  
Date

January 9 2019  
Date

FOR OFFICE USE ONLY			
Date Fees Paid 2/5/19	Receipt #	Date Deposit Paid —	Deposit Returned? —
Police Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Fire Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Public Works Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Village Clerk:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Village Board Approval Date	Village President Signature	Permit #	Issue Date



## SPECIAL EVENT PERMIT APPLICATION

### CONTACT INFORMATION AND FEES SHEET

#### DEPARTMENT CONTACTS:

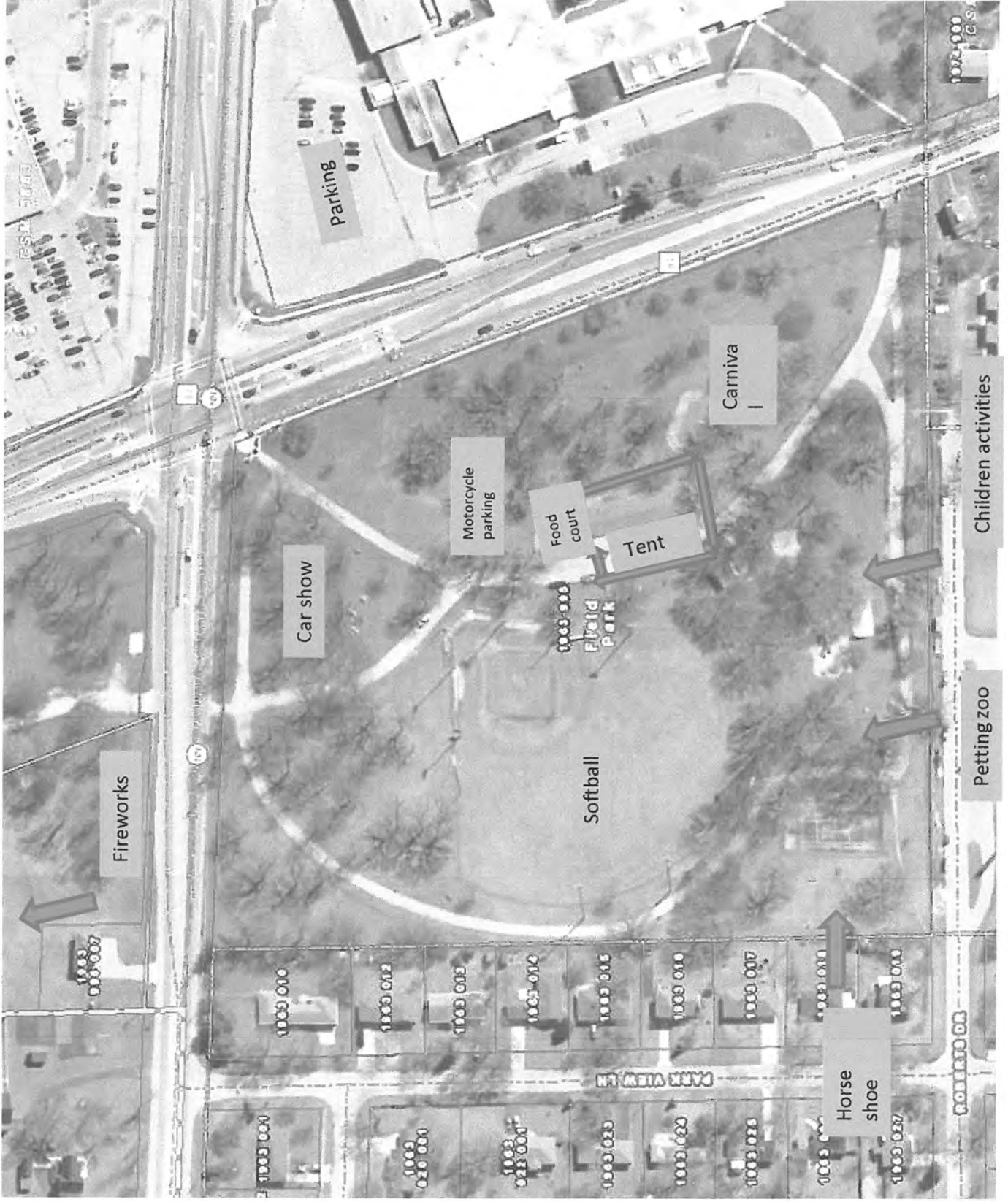
Clerk/Treasurer (262) 363-6421  
Building Inspection (262) 363-6419  
Fire (262) 363-6426

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

#### VILLAGE PERMIT AND OTHER FEES:

Class I Event (Includes alcohol and/or amplified music)	\$20 per day of event
Class II Event	\$10 per day of event
Electrical Inspection	\$75 per hour
Fireworks Permit	No charge; State and local permit required
Parade Permit	\$25
Park Rental Permit	To be determined at the Clerk/Treasurer's Office
Pre-event Safety Inspection	\$75 per hour
Security Deposit	\$200 per event; May encounter additional deposit if using a park facility
Temporary Operator (Bartender) License	\$20 + \$7 background check fee each
Temporary Class B (Picnic) Beer and/or Wine License	\$10 per event
Tent Inspection (<2,500 sq. ft.)	\$35
Tent Inspection (>2,500 sq. ft.)	\$50

An aerial photograph of a park area with various activity zones labeled. The labels include: Fireworks, Car show, Motorcycle parking, Food court, Tent, Softball, Carniva, Children activities, Petting zoo, and Horse shoe. The map shows a large open field, a parking lot, and a road. The labels are placed over the corresponding areas on the map.





## MUKWONAGO FATHER'S DAY PARADE

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

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

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

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





Village of Mukwonago  
440 River Crest Court, P.O. Box 206  
Mukwonago, WI 53149  
Phone: (262) 363-6434  
Fax: (262) 363-6438  
www.villageofmukwonago.com

## VILLAGE OF MUKWONAGO

### SPECIAL EVENT PERMIT APPLICATION

Application Fee: See fee sheet

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

#### ORGANIZATION INFORMATION

Name of Organization: AMERICAN LEGION POST 375  
Mailing Address: 427 E VETERANS WAY City: MUKWONAGO State: WI Zip: 53149  
Phone Number: 262-363-3580 Is the organization a 501(c)3 organization?: ☒ YES ☐ NO  
Website Address: WWW.POST375.ORG  
Event Contact Person: WAYNE BLAWAT  
Mailing Address: 585 W 2302 VILLA DR City: BIG BEND State: WI Zip: 53103  
Home Phone: 262-662-5556 Work Phone: N/A Cell Phone: 262-505-0600  
Email Address: BLAWAT@ATT.NET

#### EVENT INFORMATION

Name of the Event: MAXWELL STREET DAYS Date(s) of the Event: JUNE 8-9, JULY 20-21, AUG 17-18  
Event Start Time: 6 AM (0600) Event End Time: 5 PM (1700) SEP 14-15  
Location of the Event: FIELD PARK

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

FLEA MARKET & COMMUNITY EVENT

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

## OTHER INFORMATION

- A. Is there an outdoor bar that will serve alcohol? *If yes, temporary Class B beer and/or wine (picnic) and operator (bartender) licenses are necessary under separate application.* ☐ YES ☒ NO
- B. Please list the number of Village of Mukwonago licensed bartenders that will be on site: 2
- C. Will you be selling/serving food? *If yes, you will need to contact Waukesha County Health Department (262-896-8300) for proper permits.* ☒ YES ☐ NO
- D. Will your event need electricity? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☒ YES ☐ NO
- E. Will you be setting up any lighting? *If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized.* ☐ YES ☒ NO
- F. Will your event require any fencing? *If yes, please provide plans for the fencing location and the gates.* ☐ YES ☒ NO
- G. Does your event involve fireworks? *If yes, you will need to contact the Fire Department (262-363-6426) for proper permits.* ☐ YES ☒ NO
- H. Does your event involve amplified music? POSSIBLY ☐ YES ☒ NO  
 If yes, will the amplified music be a: ☒ Band ☐ DJ ☐ Other  
 Hours of amplified music: 12-4
- I. Please list the number of security staff you will be providing for the event: VILLAGE POLICE
- J. Will you need barricades provided by the Village for your event? ☐ YES ☒ NO  
 If yes, how many? \_\_\_\_\_
- K. Will you be erecting any tents, canopies, or other temporary structure(s)? *If yes, please provide a plan for their proposed locations. The Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event.* ☐ YES ☒ NO
- L. Will you be providing portable restrooms and wash stations? *If yes, please provide a description of how many restrooms/wash stations will be provided, their locations, and the plan for how solid waste will be disposed of.* ☒ YES ☐ NO
- M. Will you provide parking for your participants? *If yes, please provide a plan describing where parking will be available.* ☐ YES ☒ NO
- N. Will you provide dumpster/clean-up services? *If yes, please provide a clean-up and refuse collection plan.* ☒ YES ☐ NO
- O. What other assistance do you foresee needing from the Village (personnel, materials, equipment, etc.)?  
PICNIC TABLES  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- P. Have you reviewed and do you have a copy of the Village of Mukwonago Special Events Manual and the Village of Mukwonago Ordinance? ☒ YES ☐ NO

## INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for an event that includes alcohol, has more than 150 people per day or involves a road closure. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees, and contractors as an additional insured party is due no later than 20 days before the event.

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



## PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

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

### Application:

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

### Other Documents:

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

## DEPOSIT REQUIREMENTS

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

## TERMINATION OF AN EVENT

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

## CERTIFICATION

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

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

Wayne W. Blawie  
Signature - Applicant

WAYNE BLAWIE - 2ND VICE CMDR  
Name & Title (PRINT)

FEB 11, 2019  
Date

Michelle Adams  
Signature - Applicant

Michelle Adams, Commander  
Name & Title (PRINT)

FEB 11, 2019  
Date

FOR OFFICE USE ONLY			
Date Fees Paid <u>2/15/19</u>	Receipt # <u>30598.515</u>	Date Deposit Paid	Deposit Returned?
Police Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Fire Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Public Works Department:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Village Clerk:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: _____	
Village Board Approval Date	Village President Signature	Permit #	Issue Date



## SPECIAL EVENT PERMIT APPLICATION

### CONTACT INFORMATION AND FEES SHEET

#### DEPARTMENT CONTACTS:

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

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

#### VILLAGE PERMIT AND OTHER FEES:

Class I Event (Includes alcohol and/or amplified music)	\$20 per day of event
Class II Event	\$10 per day of event
Electrical Inspection	\$75 per hour
Fireworks Permit	No charge; State and local permit required
Parade Permit	\$25
Park Rental Permit	To be determined at the Clerk/Treasurer's Office
Pre-event Safety Inspection	\$75 per hour
Security Deposit	\$200 per event; May encounter additional deposit if using a park facility
Temporary Operator (Bartender) License	\$20 + \$7 background check fee each
Temporary Class B (Picnic) Beer and/or Wine License	\$10 per event
Tent Inspection (<2,500 sq. ft.)	\$35
Tent Inspection (>2,500 sq. ft.)	\$50



## Village of Mukwonago

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### AGENDA ITEM REQUEST FORM

Committee/Board: Public Works/Committee of Whole/Village Board  
Topic: Pick 'n Save Pond Retrofit – Recommendation of Award  
From: Michael Michalski  
Department: Public Works  
Presenter: Jerad Wegner  
Date of Committee Action (if required): May 1, 2019  
Date of Village Board Action (if required): May 15, 2019

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### Information

**Subject:** We reviewed the documentation submitted by the apparent low bidder and recommend the Village to reject the bid due to the substantially excessive amount of cost to complete the proposed improvements which exceeds the budgeted amount for the work.

**Background Information/Rationale:** There was only one Bid on the Pick 'n Save Pond Retrofit project. A second Bid was determined non-responsive due to the Bidder arriving 15 minutes late to the Bid opening.

**Key Issues for Consideration:** Should the Village decide to accept our recommendation; our intent is to immediately rebid this project.

**Fiscal Impact (If any):** Estimated construction cost for the Base Bid was \$312,290, wherein the only responsive Bid equated to \$558,704.00.

An amendment to Task Order 2019-04 to provide additional services to administer and re-bid the Pick 'n Save Pond Retrofit project of \$1,640.00.

**Requested Action by Committee/Board:** Recommendation to reject the sole Bidder's bid for the Pick 'n Save Pond Retrofit and rebid this project.

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### Attachments

Recommendation of Award Letter and Cost Comparison

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April 23, 2019

Ms. Judy Taubert  
Clerk/Treasurer  
Village of Mukwonago  
440 River Crest Court  
Mukwonago, WI 53149

RE: Pick 'n Save Pond Retrofit

Dear Ms. Taubert:

Bids for the above project were opened on April 18, 2019 at 10:00 a.m. at the Village Hall, and were as follows:

	<u>Bidder</u>	<u>Base Bid</u>	<u>Mandatory Alternate</u>
1.	<u>Super Western, Inc.</u>	<u>\$558,704.00</u>	<u>\$42,170.00</u>

We reviewed the documentation submitted by the apparent low bidder and recommend the Village to reject the bid on the above referenced project due to the substantially excessive amount of cost to complete the proposed improvements which exceeds the budgeted amount for the work.

Should you decide to accept our recommendation, our intent is to immediately rebid this project. Bids remain subject to acceptance until June 17, 2019, unless Bidder agrees to an extension. Please advise us of your award decision, or call if there are any questions.

Very truly yours,

RUEKERT &amp; MIELKE, INC.



Michael E. Michalski  
Project Engineer  
[mmichalski@ruekert-mielke.com](mailto:mmichalski@ruekert-mielke.com)

MEM:sjs  
Encl: Bid Tabulation

cc: Mark G. Blum, Village of Mukwonago  
Ron Bittner, Village of Mukwonago  
File

~12-10086 Pick 'n Save Pond Repairs &gt; 200 - Pond Improvements Design &gt; Bidding &gt; Taubert-20190423-Recommendation of Award.docx~



**COST COMPARISON OF BIDDERS**

OWNER: Village of Mukwonago  
PROJECT: Pick'n Save Pon Retrofit  
BID OPENING DATE: April 18, 2019 at 10:00 A.M.

BASE BID				Super Western, Inc.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL
1	Mobilization (limited to maximum of 5% of Total Bid)	L.S.	1	\$25,000.00	\$25,000.00
2	Traffic control	L.S.	1	\$30,000.00	\$30,000.00
3	Tracking pad	S.F.	2,400	\$4.00	\$9,600.00
4	Project identification signs	L.S.	1	\$300.00	\$300.00
5	Barrier fence	L.F.	245	\$11.00	\$2,695.00
6	Manufactured slope interruption device	L.F.	850	\$7.00	\$5,950.00
7	Inlet sediment guards, Type C	EA.	4	\$56.00	\$224.00
8	Clearing and grubbing	L.S.	1	\$14,000.00	\$14,000.00
9	Storm water detention facility improvements	L.S.	1	\$275,000.00	\$275,000.00
10	Storm water facility dewatering	L.S.	1	\$50,000.00	\$50,000.00
11	Field stone level spreader	TON	25	\$170.00	\$4,250.00
12	Heavy riprap	TON	18	\$113.00	\$2,034.00
13	Dust control using calcium chloride (if necessary)	100 LBS.	10	\$332.00	\$3,320.00
14	Dust control using water (if necessary)	1000 GAL.	10	\$116.00	\$1,160.00
15	Storm sewer main, 48-inch RCP, w/ spoil backfill	L.F.	96	\$326.00	\$31,296.00
16	Concrete storm sewer end sections, 48-inch, w/end grate	EA.	1	\$12,000.00	\$12,000.00
17	Concrete storm sewer end sections, 72-inch, w/end grate	EA.	1	\$20,000.00	\$20,000.00
18	Topsoil, native seeding and Class II, Type B erosion mat	S.Y.	5,000	\$9.50	\$47,500.00
19	Topsoil, turf grass seeding, fertilizer and Class I, Urban, Type A erosion mat	S.Y.	2,800	\$8.25	\$23,100.00
20	Class III, Type B or C turf reinforcement mat	S.Y.	100	\$12.75	\$1,275.00
<b>TOTAL OF ALL ESTIMATED PRICES (ITEMS 1 - 20)</b>					<b>\$558,704.00</b>
<b>MANDATORY ALTERNATE BID ITEMS</b>					
MA-1	Grading maintenance drive	L.S.	1	\$15,000.00	\$15,000.00
MA-2	Manufactured slope interruption device	L.F.	310	\$7.00	\$2,170.00
MA-3	Topsoil, native seeding and Class II, Type B erosion mat	S.Y.	2,500	\$10.00	\$25,000.00



# Village of Mukwonago

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## AGENDA ITEM REQUEST FORM

Committee/Board:	Public Works
Topic:	Rerouting of River Park Sanitary Sewer to Holz Pkwy
From:	Dave Brown
Department:	Sewer Utility
Presenter:	Dave Brown
Date of Committee Action (if required):	5/1/2019
Date of Village Board Action (if required):	5/15/2019

---

### Information

**Subject:**

Reroute Sanitary sewer from River Parks subdivision down Holz Pkwy.

**Background Information/Rationale:**

10" sanitary sewer from Veterans Way down through Industrial park on McKenzie Drive needs flow removed from it to allow capacity for future growth of area between Veterans Way and Plank Road, East of RR.

**Key Issues for Consideration:**

The sewer main is currently at or above max. capacity and without this project all growth in this area is restricted.

**Fiscal Impact (If any):**

Approximately \$900,000 Using Impact Fees current and future and borrowed funds.

**Requested Action by Committee/Board:**

Requesting the Committee of the Whole to approve and make recommendation to the Village Board for it's approval and of the Rerouting of the River Parks Subdivision Sanitary Sewer down Holz Pkwy.

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### Attachments

Cost for options and map.

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## McKenzie Drive 10" Sanitary Sewer Capacity Options

**Option # 1** – Increase 925' Sanitary sewer to 15" for Village cost of \$414,696.88.

Benefit would be to allow capacity for CHR Hansen only discharge the allowable rate of 210 gallons per acre with very little other capacity for any future growth for CHR Hansen or others

**Option #2** – Increase 925' Sanitary sewer to 18" for Village cost of \$414,696.88 and CHR Hansen cost of \$24,050 for a total of \$438,746.88.

Benefit would allow same benefits as option 1 but would need future expansion of downstream McKenzie Drive Sewer. Just wouldn't have to go back and redo this portion of McKenzie when CHR Hansen future needs happen.

**Option #3** – Increase 2,480' Sanitary sewer to 18" for Village cost of \$414,696.88 and CHR Hansen cost \$1,008,913.62 for a total cost of \$1,423,610.50.

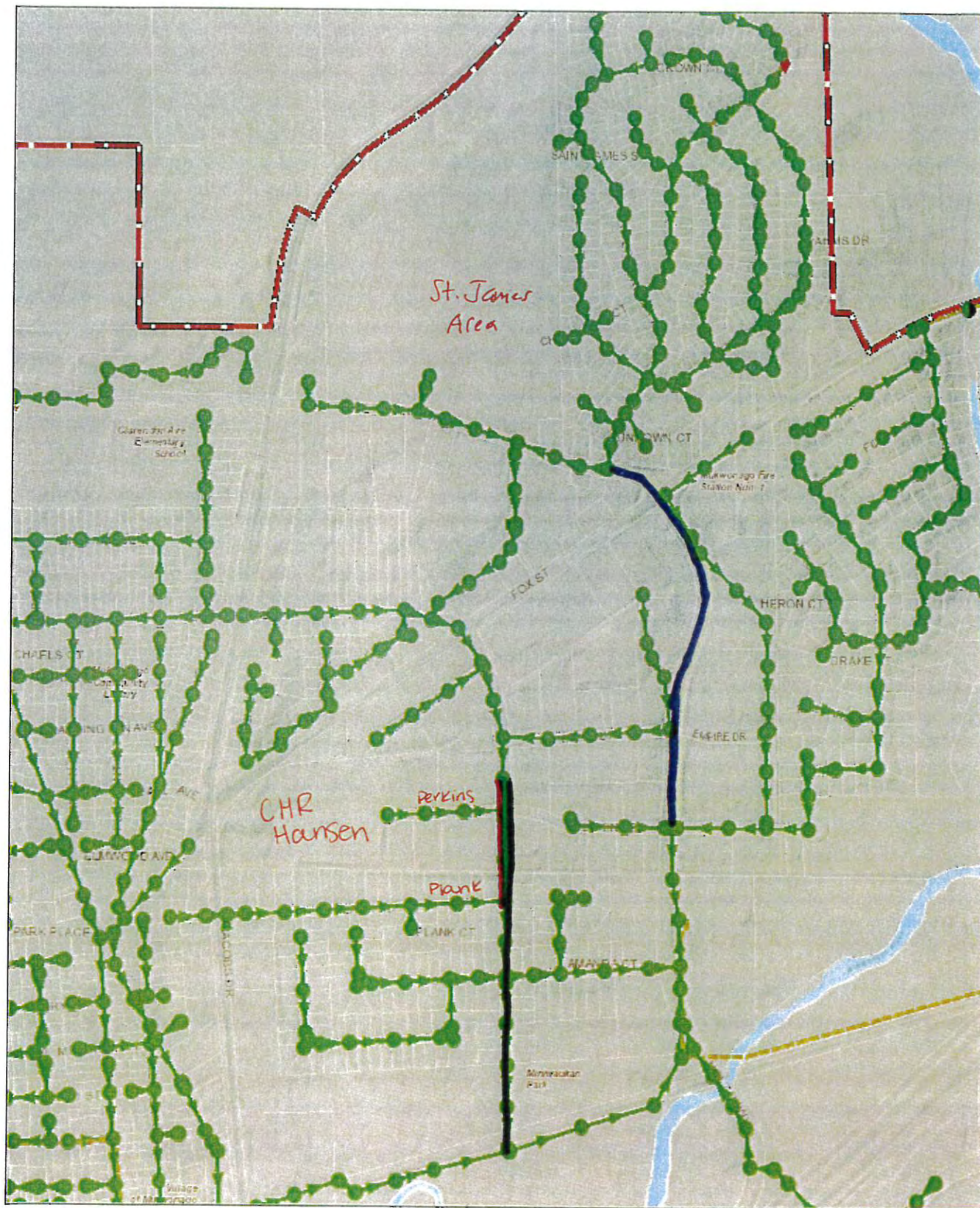
Benefit would be to allow for CHR Hansen current plans and future growth but very little capacity for another future growth.

**Option #4** – Install 2700' of 12" Sanitary sewer from River Park Circle West to Perkins Drive on Veterans Way and Holz Pkwy and reroute all of River Parks subdivision off of McKenzie Blvd. for a village cost of \$897,780.

Benefit is huge long term savings for the Village by eliminating the need for option #1 and the future need of rerouting the River Parks Lift Station to allow for the future development of the St. James property. Both of these costs combined would total \$894,696.88 Village cost. This option would also open up room in the McKenzie Drive sewers for future industrial and commercial growth from Veterans Way east of the Railroad all the way south through the current industrial park for probably at least the next 15 – 20 years plus.



① - ② - ③ - ④ -



# Village of Mukwonago GIS

## VILLAGE OF MUKWONAGO

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

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



SCALE: 1" = 1000'

Print Date: 4/15/2019



**ESTIMATED CONSTRUCTION COST**

*Project Name: McKenzie Drive ( MH 5-47 - 5-54)*

*Client Name: Village of Mukwonago*

*Project #*

	Description	Unit	Quantity	Unit Price	Total
1	15 Inch PVC Sanitary Sewer W/ Granular Backfill	L.F.	925	\$190.00	\$175,750.00
2	Remove and Replace Sanitary Sewer Manhole	V.F.	48	\$560.00	\$26,997.60
3	6-Inch Sanitary Sewer Lateral	L.F.	100	\$165.00	\$16,500.00
4	Dewatering	L.S.	1	\$50,000.00	\$50,000.00
5	Traffic Control	L.S.	1	\$10,000.00	\$10,000.00
6	6 Inch Asphaltic Pavement Restoration	TON	300	\$100.00	\$30,000.00
7	Crushed Aggregate Base Course	TON	500	\$13.00	\$6,500.00
8	Curb and Gutter	L.F.	30	\$46.00	\$1,380.00
9	Concrete Sidewalk	S.F.	100	\$5.50	\$550.00
10	Topsoil, Fertilizer, Seed and Mulch Restoration	S.Y.	20	\$6.00	\$120.00
11	Inlet Protection	E.A.	12	\$100.00	\$1,200.00
Sub Total					\$318,997.60
Contingencies 30%					\$95,699.28
Estimated Total Project Cost					<b>\$414,696.88</b>



## ESTIMATED CONSTRUCTION COST

*Project Name: McKenzie Drive Sewer Up-sizing( MH 5-47 - 5-54)*

*Client Name: Village of Mukwonago*

*Project #*

	Description	Unit	Quantity	Unit Price	Total
1	18 Inch PVC Sanitary Sewer W/ Granular Backfill	L.F.	925	\$210.00	\$194,250.00
2	Remove and Replace Sanitary Sewer Manhole	V.F.	48	\$560.00	\$26,997.60
3	6-Inch Sanitary Sewer Lateral	L.F.	100	\$165.00	\$16,500.00
4	Dewatering	L.S.	1	\$50,000.00	\$50,000.00
5	Traffic Control	L.S.	1	\$10,000.00	\$10,000.00
6	6 Inch Asphaltic Pavement Restoration	TON	300	\$100.00	\$30,000.00
7	Crushed Aggregate Base Course	TON	500	\$13.00	\$6,500.00
8	Curb and Gutter	L.F.	30	\$46.00	\$1,380.00
9	Concrete Sidewalk	S.F.	100	\$5.50	\$550.00
10	Topsoil, Fertilizer, Seed and Mulch Restoration	S.Y.	20	\$6.00	\$120.00
11	Inlet Protection	E.A.	12	\$100.00	\$1,200.00
Sub Total					\$337,497.60
Contingencies					30% \$101,249.28
Estimated Total Project Cost					<b>\$438,746.88</b>



4/15/2019

 **Ruekert • Mielke**

## ESTIMATED CONSTRUCTION COST

*Project Name: McKenzie Drive (MH 5-47 - 5-107)*

*Client Name: Village of Mukwonago*

*Project #*

	Description	Unit	Quantity	Unit Price	Total
1	18 Inch PVC Sanitary Sewer W/ Granular Backfill	L.F.	2,480	\$275.00	\$682,000.00
2	Remove and Replace Sanitary Sewer Manhole	V.F.	132	\$560.00	\$73,920.00
3	6-Inch Sanitary Sewer Lateral	L.F.	720	\$165.00	\$118,800.00
4	Dewatering	L.S.	1	\$100,000.00	\$100,000.00
5	Traffic Control	L.S.	1	\$15,000.00	\$15,000.00
6	6 Inch Asphaltic Pavement Restoration	TON	758	\$100.00	\$75,800.00
7	Crushed Aggregate Base Course	TON	1,225	\$13.00	\$15,925.00
8	Curb and Gutter	L.F.	160	\$46.00	\$7,360.00
9	Concrete Sidewalk	S.F.	800	\$5.50	\$4,400.00
10	Topsoil, Fertilizer, Seed and Mulch Restoration	S.Y.	80	\$6.00	\$480.00
11	Inlet Protection	E.A.	14	\$100.00	\$1,400.00
Sub Total					\$1,095,085.00
Contingencies				30%	\$328,525.50
Estimated Total Project Cost					<b>\$1,423,610.50</b>



**ESTIMATED CONSTRUCTION COST***Project Name: McKenzie Drive (MH 5-47 - 5-54)**Client Name: Village of Mukwonago**Project #*

	Description	Unit	Quantity	Unit Price	Total
1	12 Inch PVC Sanitary Sewer W/ Granular Backfill	L.F.	2,700	\$135.00	\$364,500.00
2	12 Inch PVC Sanitary Sewer W/ Slurry Backfill	L.F.	300	\$210.00	\$63,000.00
3	Sanitary Sewer Manhole	V.F.	90	\$600.00	\$54,000.00
4	Dewatering	L.S.	1	\$100,000.00	\$100,000.00
5	Traffic Control	L.S.	1	\$15,000.00	\$15,000.00
6	6 Inch Asphaltic Pavement Restoration	TON	920	\$100.00	\$92,000.00
7	Crushed Aggregate Base Course	TON	1,500	\$13.00	\$19,500.00
8	Erosion control	L.S.	1	\$5,000.00	\$5,000.00
Sub Total					\$713,000.00
Contingencies					30% \$213,900.00
Estimated Total Project Cost					<b>\$926,900.00</b>

	Description	Unit	Quantity	Unit Price	Total
1	12 Inch HDPE Sanitary Sewer Directionally Drilled	L.F.	3,000	\$180.00	\$540,000.00
2	Sanitary Sewer Manhole	V.F.	90	\$560.00	\$50,400.00
3	Dewatering	L.S.	1	\$50,000.00	\$50,000.00
4	Traffic Control	L.S.	1	\$15,000.00	\$15,000.00
5	6 Inch Asphaltic Pavement Restoration	TON	250	\$100.00	\$25,000.00
6	Crushed Aggregate Base Course	TON	400	\$13.00	\$5,200.00
7	Erosion control	L.S.	1	\$5,000.00	\$5,000.00
Sub Total					\$690,600.00
Contingencies					30% \$207,180.00
Estimated Total Project Cost					<b>\$897,780.00</b>



# Village of Mukwonago

## AGENDA ITEM REQUEST FORM

Committee/Board:	Public Works
Topic:	Well 5 Iron Filtration Plant, Well 4 roof replacement, Well 3 roof replacement, facade and siding repairs
From:	Dave Brown
Department:	Water Utility
Presenter:	Dave Brown
Date of Committee Action (if required):	5/1/2019
Date of Village Board Action (if required):	5/15/2019

### Information

**Subject:**

Well 5 Iron Filtration Plant, Well 4 roof replacement, Well 3 roof replacement, façade and siding repairs Notice of Award.

**Background Information/Rationale:**

Iron Filter plant will remove iron issue at Well 5 and be a big gain in our water capacity problem. Well 4 and 3 roofs are failing and put several temporary patches on well 4 roof last year, well 3 façade and siding is in poor and deteriorated condition.

**Key Issues for Consideration:**

Bids came in over estimated budget.

**Fiscal Impact (If any):**

Well 5 Iron Filter Plant, Estimated projects cost \$1,330,000 Well 4 \$50,000, Well 3 \$30,000.

Actual Bid 1,517,000 (including Well 3 and Well 4), Transformer relocation \$15,000, SCADA \$15,000, \$315,000 Legal, Engineering, 10% Contingency Total projects cost \$1,862,000

**Requested Action by Committee/Board:**

Request the Committee of the Whole to approve and make recommendation to the Village Board to award for Well 5 Iron Filter Addition project to Staab Construction Corporation for the sum of \$1,517,000.

### Attachments

Letter of Notice of Award and cost breakdown of award.

April 23, 2019

Mr. Dave Brown  
Utilities Director  
Village of Mukwonago  
440 River Crest Court  
Mukwonago, WI 53149

RE: Well 5 Iron Filter Addition

Dear Dave:

Bids for the above project were opened on April 10, 2019, at 10:00 a.m. at Village Hall and were as listed on the attached bid summary.

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

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder, nor to the proposed major subcontractors.
3. Low bidder has successfully completed similar projects according to the list of projects included with the Statement of Qualifications and current project experience with Ruekert & Mielke, Inc.

On these bases, we recommend that Staab Construction Corporation be awarded the Well 5 Iron Filter Addition contract, contingent on WDNR approval of project, in the amount of \$1,517,000. On all construction projects, unpredictable factors may increase the final contract amount. For this reason we recommend that the Village of Mukwonago include a 10 percent contingency when preparing the financial plan for this work.

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

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

~Mukwonago Village 12-10081 Well 5 Iron Filter > Design > Bidding > Brown-20190423-Recommendation of Award.docx~



## NOTICE OF AWARD

	Date of Issuance:	_____
	Owner:	Village of Mukwonago
Contract:	Well 5 Iron Filter Addition	
Bidder:	Staab Construction Corporation	Engineer: Ruekert & Mielke, Inc.
Address:	1800 Laemle Avenue Marshfield, WI 54449	Engineer's Project No.: 12-10081.200

### TO BIDDER:

You are notified that your Bid dated April 10, 2019 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

Well 5 Iron Filter Addition, Base Bid

The Contract Price of your Contract is: \$ 1,517,000

Three (3) copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award, or have been transmitted or made available to Bidder electronically.

Three (3) sets of the Drawings will be delivered separately, or otherwise made available to Bidder electronically.

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

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

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

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

Owner: Village of Mukwonago

By: \_\_\_\_\_  
Authorized Signature

Title: \_\_\_\_\_

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

Copy: Engineer  
Dave Brown, Village of Mukwonago

Alternate	Pay Item Number	Description	Pay Quantity	Unit of Measure	Total Price (current)
BASE (BASE)					\$1,517,000
BASE	01	New Iron Filter Addition - A	1.00	LS	\$1,368,000
BASE	03	Well #3 - C	1.00	LS	\$38,000
BASE	04	Well #4 - B	1.00	LS	\$65,000
BASE	05	Well #5 - A	1.00	LS	\$46,000
ALT (ALT01)					<del>\$6,000</del>
ALT	ALT	Quartz Flooring	1.00	LS	<del>\$6,000</del>
					\$1,523,000

Base  
1,517,000

A.) Well 5 Iron Filter Addition Total = \$1,414,000

B.) Well 4 Work = \$65,000

C.) Well 3 Work = \$38,000

Total Base = \$1,517,000



## Village of Mukwonago

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### AGENDA ITEM REQUEST FORM

Committee/Board: Health and Recreation Committee  
Topic: Phase I Environmental Study for the M.O.P.S. Site.  
From: Ron Bittner  
Department: Public Works  
Presenter: Ron Bittner  
Date of Committee Action (if required): 5/1/19  
Date of Village Board Action (if required): 5/15/19

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### Information

**Subject:** A phase I environmental study will need to be completed as the next step in process for planning the Mukwonago Outdoor Performance Stage.

**Background Information/Rationale:** The proposed location for the M.O.P.S is on a closed landfill site and a phase one should be completed as due diligence.

**Key Issues for Consideration:** The expenditure is not a budgeted item and would require a budget amendment.

**Fiscal Impact (If any):** \$2,200 from the special services account.

**Requested Action by Committee/Board:** We are requesting a recommendation to the Village Board to approve the M.OP.S. site Phase I ESA agreement from TERRACON for \$2,200.00.

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### Attachments

TERRACON Estimate

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March 25, 2019



Village of Mukwonago  
P.O. Box 206  
440 River Crest Court  
Mukwonago, Wisconsin 53149

Attention: Ron Bittner  
Phone: 262-363-6447  
Email: [rbittner@villageofmukwonago.com](mailto:rbittner@villageofmukwonago.com)

RE: Proposal for a Phase I Environmental Site Assessment  
Proposed Bandstand  
Vacant land near 440 Rivercrest Court  
Mukwonago, Wisconsin  
Terracon Proposal No. P58197053

Dear Mr. Bittner:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to Village of Mukwonago (client) to conduct a Phase I Environmental Site Assessment (ESA) of the above-referenced site. We understand the site is of an approximately 24,600-square-foot area of currently vacant land planned for development as a Village of Mukwonago bandstand. The area of land is part of a larger 7.28-acre parcel (Parcel # MUKV2009959) owned by the Village of Mukwonago (general site layout is included as an attachment).

Scope of Services (see Section 2.0 of attached proposal detail)	Phase I ESA consistent with ASTM E1527-13 <ul style="list-style-type: none"><li>■ Chain of Title/Environmental Lien Search is not included in this fee.</li><li>■ Additional non-scope items: <i>None</i></li></ul>
Schedule (see Section 2.4 of attached proposal detail)	15 business days
Compensation (see Section 3.0 of attached proposal detail)	Lump sum of \$2,200

If this proposal meets with your approval, work may be initiated by returning a fully executed copy of the attached Agreement for Services and User Questionnaire attached to this proposal.

Terracon Consultants, Inc. 9856 South 57<sup>th</sup> Street Franklin, Wisconsin 53132-8680  
P 414-423-0255 F 414-423-0566 [terracon.com](http://terracon.com)

Environmental

Facilities

Geotechnical

Materials

Proposal for Phase I Environmental Site Assessment  
Proposed Bandstand ■ Mukwonago, Wisconsin  
March 25, 2019 ■ Terracon Proposal No. P58197053



to our Milwaukee office. **Please provide site contact information with the signed agreement.** The terms, conditions, and limitations stated in the Agreement for Services and sections of this proposal incorporated therein, shall constitute the exclusive terms and conditions and services to be performed for this project.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please give me a call.

Sincerely,

**Terracon Consultants, Inc.**

A handwritten signature in cursive script, appearing to read "EM Newbold".

Elizabeth M. Newbold  
Environmental Specialist

A handwritten signature in cursive script, appearing to read "Blaine R. Schroyer".

Blaine R. Schroyer, P.E.  
Principal/Office Manager

Attachments: ASTM E1527-13 User Questionnaire  
Detailed Scope of Services  
General Site Layout  
Agreement for Services

## Client/User Required Questionnaire



<b>Person Completing Questionnaire</b>	Name: Company:	Phone: Email:
<b>Site Name</b>		
<b>Site Address</b>		
<b>Point of Contact for Access</b>	Name: Company:	Phone: Email:
<b>Access Restrictions or Special Site Requirements?</b>	___ No ___ Yes (If yes, please explain)	
<b>Confidentiality Requirements?</b>	___ No ___ Yes (If yes, please explain)	
<b>Current Site Owner</b>	Name: Company:	Phone: Email:
<b>Current Site Operator</b>	Name: Company:	Phone: Email:
<b>Reasons for ESA</b> (e.g., financing, acquisition, lease, etc.)		
<b>Anticipated Future Site Use</b>		
<b>Relevant Documents?</b>	Please provide Terracon copies of prior Phase I or II ESAs, Asbestos Surveys, Environmental Permits or Audit documents, Underground Storage Tank documents, Geotechnical Investigations, Site Surveys, Diagrams or Maps, or other relevant reports or documents.	

**ASTM User Questionnaire**

In order to qualify for one of the Landowner Liability Protections (LLPs) offered by the Small Business Relief and Brownfields Revitalization Act of 2001 (the "Brownfields Amendments"), the user must respond to the following questions. Failure to provide this information to the environmental professional may result in significant data gaps, which may limit our ability to identify recognized environmental conditions resulting in a determination that "all appropriate inquiry" is not complete. This form represents a type of interview and as such, the user has an obligation to answer all questions in good faith, to the extent of their actual knowledge.

1) Did a search of recorded land title records (or judicial records where appropriate) identify any environmental liens filed or recorded against the property under federal, tribal, state, or local law (40 CFR 312.25)?  
\_\_\_ No \_\_\_ Yes (If yes, explain below and send Terracon a copy of the title records or judicial records reviewed.)

2) Did a search of recorded land title records (or judicial records where appropriate) identify any activity and use limitations (AULs), such as engineering controls, land use restrictions, or institutional controls that are in place at the property and/or have been filed or recorded against the property under federal, tribal, state, or local law (40 CFR 312.26)?  
\_\_\_ No \_\_\_ Yes (If yes, explain below and send Terracon a copy of the title records or judicial records reviewed.)

3) Do you have any specialized knowledge or experience related to the site or nearby properties? For example, are you involved in the same line of business as the current or former occupants of the site or an adjoining property so that you would have specialized knowledge of the chemicals and processes used by this type of business (40 CFR 312-28)?  
\_\_\_ No \_\_\_ Yes (If yes, explain below)

4) Do you have actual knowledge of a lower purchase price because contamination is known or believed to be present at the site (40 CFR 312.29)?  
\_\_\_ No \_\_\_ Yes \_\_\_ Not applicable (If yes or Not applicable, explain below)

5) Are you aware of commonly known or reasonably ascertainable information about the site that would help the environmental professional to identify conditions indicative of releases or threatened releases (40 CFR 312.30)?  
\_\_\_ No \_\_\_ Yes (If yes, explain below)

6) Based on your knowledge and experience related to the site, are there any obvious indicators that point to the presence or likely presence of contamination at the site (40 CFR 312.31)?  
\_\_\_ No \_\_\_ Yes (If yes, explain below)

Comments or explanations:

Please return this form with the signed authorization to proceed.

Proposal No. P58197053

## DETAILED SCOPE OF SERVICES

### 1.0 PROJECT INFORMATION

We understand the site is of an approximately 24,600-square-foot area of currently vacant land planned for development as a Village of Mukwonago bandstand. The area of land is part of a larger 7.28-acre parcel (Parcel # MUKV2009959) owned by the Village of Mukwonago. We further understand that the anticipated future use of the site is development as Village of Mukwonago public bandstand and the purpose of the ESA is to assist the client with due diligence. If this is not accurate, or if you have additional useful information, please inform us as soon as possible.

### 2.0 SCOPE OF SERVICES

#### 2.1 Base Phase I ESA Services

The ESA will be performed consistent with the procedures included in ASTM E1527-13, *Standard Practice for Environmental Site Assessments: Phase I Environmental Assessment Process*. The purpose of this ESA is to assist the client in developing information to identify recognized environmental conditions (RECs - as defined below) in connection with the site as reflected by the scope of this proposal.

ASTM E1527-13 contains a new definition of "migrate/migration," which refers to "the movement of hazardous substances or petroleum products in any form, including, for example, solid and liquid at the surface or subsurface, and vapor in the subsurface." By including this explicit reference to migration in ASTM E1527-13, the standard clarifies that the potential for vapor migration should be addressed as part of a Phase I ESA and will be considered by Terracon in evaluation of RECs associated with the site. If modifications to the scope of services are required, please contact us to discuss proposal revisions.

#### REC Definition

Recognized environmental conditions are defined by ASTM E1527-13 as "the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: 1) due to any release to the environment, 2) under conditions indicative of a release to the environment, or 3) under conditions that pose a material threat of a future release to the environment. *De minimis* conditions are not recognized environmental conditions."

## Physical Setting

The physical setting for the site will be described based on a review of the applicable USGS topographic quadrangle map, USDA soil survey, and selected geologic reference information.

## Historical Use Information

A review of selected historical sources, where reasonably ascertainable and readily available, will be conducted in an attempt to document obvious past land use of the site and adjoining properties back to 1940 or when the site was initially developed, whichever is earlier. The following selected references, depending on applicability and likely usefulness, will be reviewed for the site.

- Historical topographic maps
- Aerial photographs (approximate 10- to 15-year intervals)
- City directories (approximate 5-year intervals)
- Fire (Sanborn) insurance maps
- Property tax file information
- Site title search information, if provided by client
- Environmental liens, if provided by client
- Building department records
- Zoning records
- Prior environmental reports, permits and registrations; or geotechnical reports, if provided by the client

Pursuant to ASTM E1527-13, the client should engage a title company or title professional to undertake a review of reasonably ascertainable recorded land title records (or judicial records where appropriate) for environmental liens and activity and use limitations currently recorded against or relating to the site. If the client is unable to provide land title records (or judicial records where appropriate), an abstract firm may be contracted by Terracon to perform a review of land title records (or judicial records where appropriate) for an additional fee. Documentation of environmental liens and activity and use limitations, if recorded, will be provided in the land title records (or judicial records where appropriate). Note, however, unless specifically requested within three days of project commencement, Terracon will rely on the client to provide land title records (or judicial records where appropriate). **If land title records (or judicial records where appropriate) are not provided for review in a timely manner, Terracon may conclude that the absence of records represents a data gap, which must be evaluated and documented in the final report.**



The client and the current owner or their representative will be interviewed to provide information regarding past uses of the site and information pertaining to the use of hazardous substances and petroleum products on the site. Additionally, a reasonable attempt will be made to interview past owners, operators, and occupants of the site to the extent that they are identified within the scope of the ESA and are likely to have material information that is not duplicative of information already obtained through the assessment process.

### Regulatory Records Review

Consistent with ASTM E1527-13, outlined below are the following federal, state, and tribal databases, where applicable are typically reviewed for indications of RECs, and the approximate minimum search distance of the review from the nearest property boundary. A database firm will be subcontracted to access governmental records used in this portion of the assessment. Additional federal, state, and local databases may be reviewed if provided by the database firm. Determining the location of unmapped facilities is beyond the scope of this assessment.

Governmental Records	Search Distance
Federal NPL Site List	1.0 mile
Federal NPL (Delisted) Site List	0.5 mile
Federal CERCLIS Site List	0.5 mile
Federal CERCLIS NFRAP Site List	0.5 mile
Federal RCRA Corrective Actions (CORRACTS) TSD Facilities List	1.0 mile
Federal RCRA Non-CORRACTS TSD Facilities List	0.5 mile
Federal RCRA Generators List	Site and Adjoining
Federal Institutional Control/Engineering Control Registries	Site Only
Federal ERNS List	Site Only
State and Tribal-Equivalent NPL Site Lists	1.0 mile
State and Tribal-Equivalent CERCLIS Lists	0.5 mile
State and Tribal Landfill and/or Solid Waste Disposal Site Lists	0.5 mile
State and Tribal Leaking UST Lists	0.5 mile
State and Tribal Registered UST Lists	Site and Adjoining
State and Tribal Institutional Control/Engineering Control Registries	Site Only
State and Tribal VCP Site Lists	0.5 mile
State and Tribal Brownfield Site Lists	0.5 mile

Tribal databases will only be evaluated if the site is located in an area where a recognized tribe has jurisdiction for environmental affairs.

In addition to the database review and if customary practice for the site location, an attempt will be made to review reasonably ascertainable and useful local lists or records such as Brownfield sites, landfill/solid waste disposal sites, registered storage tanks, land records, emergency release reports, and contaminated public wells. A reasonable attempt will also be made to interview at least one staff member of any one of the following types of local government agencies: fire department, health agency, planning department, building department, or

environmental department. As an alternative, a written request for information may be submitted to the local agencies.

The scope of work proposed herein includes **up to two hours of regulatory agency file and/or records review, including client-provided reports and files**. If the results of this initial review appear to warrant a more extensive review of applicable regulatory agency files and/or records, a cost estimate will be provided to the client for pre-approval. Review of regulatory files and/or records, when authorized, will be for the purpose of identifying RECs. Please note that all requested files may not be available from regulatory agencies within the client's requested project schedule.

### **Site and Adjoining/Surrounding Property Reconnaissance**

A site reconnaissance will be conducted to identify RECs. The reconnaissance will consist of visual observations of the site from the site boundaries and selected interior portions of the site. The site reconnaissance will include, where applicable, an interview with site personnel who the client has identified as having knowledge of the uses and physical characteristics of the site. Pertinent observations from the site reconnaissance will be documented including:

- Site description
- General site operations
- Aboveground chemical or waste storage
- Visible underground chemical or waste storage, drainage, or collection systems
- Electrical transformers
- Obvious releases of hazardous substances or petroleum products

The adjoining property reconnaissance will consist of visual observations of the adjoining/surrounding properties from the site boundaries and accessible public rights-of-way.

### **Report Preparation**

A PDF-formatted copy of the final report will be submitted that presents the results of this assessment, based upon the scope of services and limitations described herein. The final report will be signed by an environmental professional responsible for the Phase I ESA, and the report will contain an environmental professional statement as required by 40 CFR 312.21(d).

## **2.2 Additional Services Beyond Base ESA**

At the direction of the client, additional services beyond the scope of the base Phase I ESA have not been included.



### **2.3 Additional Services Not Included**

The following services, although not specifically required by ASTM E1527-13, may also be performed concurrently with ESAs and may be beneficial for the evaluation of environmental conditions and/or an evaluation of specific business environmental risks at the site. At your direction, these services have not been included as part of the scope of services for this ESA. Please note that this list is not all-inclusive. If you seek additional services, please contact us for a supplemental proposal and cost estimate.

- Visual Observations for Suspect Asbestos
- Limited Asbestos Sampling
- Asbestos Survey (prior to renovation/demolition)
- Visual Observations for Mold
- Radon Records Review
- Short-Term Radon Testing
- Visual Observations for Suspect Lead-Based Paint
- Limited Lead-Based Paint Sampling
- Lead in Drinking Water Records Review
- Limited Lead in Drinking Water Sampling
- Wetland Records Review
- Threatened/Endangered Species Records Review
- Historic Properties/Archaeological Resources Review
- ASTM E 2600-15 Vapor Encroachment Screen

If the site is intended for future development, Terracon can also provide proposals for geotechnical investigations, geologic hazards (like growth faulting), construction materials testing, construction draw reviews and scope and budget review services.

### **2.4 Schedule**

Services will be initiated upon receipt of the written notice to proceed. The final report will be submitted within 15 business days after receipt of your written notice to proceed, assuming site access can be obtained within three days after the notice to proceed.

In order to comply with the proposed schedule, please provide the following items at the time of notification to proceed.

- A signed Agreement for Services evidencing acceptance of this scope of services.
- The completed ASTM E1527-13 User Questionnaire, supplied as an attachment to this proposal.
- Right of entry to conduct the assessment, including access to building interiors.
- Notification of any restrictions or special requirements (such as confidentiality, scheduling, or on-site safety requirements) regarding accessing the site.
- An accurate legal description and/or a diagram of the site such as a surveyor's plat map or scaled architect's drawing (if such diagrams exist).
- Current site owner, property manager, occupant information (including tenant list), and contact information for persons knowledgeable about the site history including current and historical use of hazardous substances and petroleum products on site (e.g., names, phone numbers, etc.).
- Copies of environmental reports, permits and registrations, and geotechnical reports that were previously prepared for the site.
- Information relating to known or suspect environmental conditions at the site, including commonly known or reasonable ascertainable information within the local community about the site that is material to RECs in connection with the site.
- Information about environmental liens and activity and use limitations for the site, if any.
- Specialized knowledge or experience that is material to RECs in connection with the site, if any.
- Knowledge that the purchase price of the site is significantly less than the purchase price of comparable properties.
- Land title records.

Please note that requested regulatory files or other information may not be provided to Terracon by the issuance date of the report. Consideration of information not received by the issuance date of the report is beyond the scope of this ESA.

## **2.5 Reliance**

The ESA report will be prepared for the exclusive use and reliance of Village of Mukwonago. Reliance by any other party is prohibited without the written authorization of the client and Terracon.

If the client is aware of additional parties that will require reliance on the ESA report, the names, addresses, and relationship of these parties should be provided for Terracon approval prior to the time of authorization to proceed. Terracon may grant reliance on the ESA report to those approved parties upon receipt of a fully executed Reliance Agreement (available upon request)

and receipt of information requested in the Reliance Agreement. If, in the future, the client and Terracon consent to reliance on the ESA by a third party, Terracon may grant reliance upon receipt of a fully executed Reliance Agreement, requested information and receipt of an additional minimum fee of \$450 per relying party.

Reliance on the ESA by the client and all authorized parties will be subject to the terms, conditions, and limitations stated in the Agreement for Services, sections of this proposal incorporated therein, the Reliance Agreement, and ESA report. The limitation of liability defined in the Agreement for Services is the aggregate limit of Terracon's liability to the client and all relying parties.

Continued viability of the report is subject to ASTM E1527-13 Sections 4.6 and 4.8. If the ESA will be used by a different user (third party) than the user for whom the ESA was originally prepared, the third party must also satisfy the user's responsibilities in Section 6 of ASTM E1527-13.

## **2.6 Scope and Report Limitations**

The findings and conclusions presented in the final report will be based on the site's current utilization, the anticipated future use of the site, if provided to Terracon, and the information collected as discussed in this proposal. Please note that we do not warrant database or third-party information (such as from interviewees) or regulatory agency information used in the compilation of reports.

Phase I ESAs, such as the one proposed for this site, are of limited scope, are noninvasive, and cannot eliminate the potential that hazardous, toxic, or petroleum substances are present or have been released at the site beyond what is identified by the limited scope of this ESA. In conducting the limited scope of services described herein, certain sources of information and public records will not be reviewed. It should be recognized that environmental concerns may be documented in public records that are not reviewed. This ESA does not include subsurface or other invasive assessments, vapor intrusion assessments or indoor air quality assessments (i.e. evaluation of the presence of vapors within a building structure), business environmental risk evaluations, or other services not particularly identified and discussed herein. No ESA can wholly eliminate uncertainty regarding the potential for RECs. The limitations herein must be considered when the user of this report formulates opinions as to risks associated with the site. No warranties, express or implied, are intended or made.

An evaluation of significant data gaps will be based on the information available at the time of report issuance, and an evaluation of information received after the report issuance date may result in an alteration of our opinions and conclusions. We have no obligation to provide information obtained or discovered by us after the date of the report, or to perform any additional services, regardless of whether the information would affect any conclusions,

recommendations, or opinions in the report. This disclaimer specifically applies to any information that has not been provided by the client.

### 3.0 COMPENSATION

Base Phase I ESA Services	Fee
<b>Base Phase I ESA Services - Lump Sum</b> (Includes items outlined in Section 2.1. Cost to contract an abstract firm to develop a chain of title or environmental lien search is not included in this fee.)	<b>\$2,200</b>
Additional Services	Fee
Visual Observations for Suspect Asbestos	*
Limited Asbestos Sampling	*
Asbestos Survey (prior to renovation/demolition)	*
Visual Observations for Mold	*
Radon Records Review	*
Short-Term Radon Testing	*
Visual Observations for Suspect Lead-Based Paint	*
Limited Lead-Based Paint Sampling	*
ASTM E 2600-15 Vapor Encroachment Screening	*
Regulatory Agency File Review	*
Lead in Drinking Water Records Review	*
Limited Lead in Drinking Water Sampling	*
Wetland Records Review	*
Threatened/Endangered Species Records Review	*
Historic Properties/Archaeological Resources Review	*
<b>Additional Services - Subtotal</b>	<b>\$0</b>
<b>Lump Sum Total</b>	<b>\$2,200</b>

\* Not included in the scope of services per the client's direction.

The fee is valid for 90 days from the date of this proposal and is based on the assumption that all field services will be performed under safety Level D personal protective procedures and that only one site visit will be made by Terracon personnel. The lump sum fee is based on the assumptions and conditions provided at the time of this proposal.



## AGREEMENT FOR SERVICES

This **AGREEMENT** is between Village of Mukwonago ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Proposed Bandstand project ("Project"), as described in Consultant's Proposal dated 03/12/2019 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

1. **Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
2. **Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
3. **Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
4. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
6. **LIMITATION OF LIABILITY.** CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.
7. **Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
8. **Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
9. **Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii)

- commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.
10. **CONSEQUENTIAL DAMAGES.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.
  11. **Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
  12. **Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
  13. **Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
  14. **Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
  15. **Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
  16. **Utilities.** Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
  17. **Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Consultant: **Terracon Consultants, Inc.**  
 By: Beth Newbold Date: **3/25/2019**  
 Name/Title: **Elizabeth M. Newbold / Environmental Specialist**  
 Address: **9856 S 57th St**  
**Franklin, WI 53132-8680**  
 Phone: **(414) 423-0255** Fax: **(414) 423-0566**  
 Email: **Beth.Newbold@terracon.com**

Client: **Village of Mukwonago**  
 By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name/Title: \_\_\_\_\_  
 Address: **P.O. Box 206 440 River Crest Court**  
**Mukwonago, WI 53149**  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

# National Public Works Week Proclamation

May 19 – 25, 2019

## “It Starts Here”

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Village of Mukwonago; and,

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders and children in the Village of Mukwonago to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

**WHEREAS**, the year 2019 marks the 59<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

**RESOLVED**, I, Fred H. Winchowky, do hereby designate the week May 19 – 25, 2019 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Village of Mukwonago,

Dated this 15<sup>th</sup> day of May 2019.



ATTEST:

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Fred H. Winchowky, Village President

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Judith A Taubert, Village Clerk-Treasurer





## Village of Mukwonago

### AGENDA ITEM REQUEST FORM

Committee/Board: Village President  
Topic: National Police Week & Peace Officer Memorial Day  
From: Chief Kevin Schmidt  
Department: Police Department  
Presenter:  
Date of Committee Action  
(if required): May 1, 2019  
Date of Village Board  
Action (if required):

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### Information

**Subject:** Proclamation by Village President Winchowky

**Background Information/Rationale:** National Police Week - May 12<sup>th</sup> – 18<sup>th</sup>, 2019 and  
National Peace Officers Memorial Day – May 15, 2019

**Key Issues for Consideration:**

**Fiscal Impact (If any):** None

**Requested Action by Committee/Board:**

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### Attachments

2019 Proclamation

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# Proclamation

Village of Mukwonago, Wisconsin

## 2019 POLICE WEEK

**WHEREAS**, The Congress and President of the United States have designated the week of May 12 - 18, 2019 as National Police week; and

**WHEREAS**, May 15, 2019 has been designated as National Peace Officer Memorial Day; and

**WHEREAS**, the members of the law enforcement agency of the Village of Mukwonago play an essential role in safeguarding the rights and freedoms of the Village of Mukwonago; and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**WHEREAS**, the men and women of the law enforcement agency of the Village of Mukwonago unceasingly provide a vital public service;

**NOW, THEREFORE**, I, Fred Winchowky, President of the Village of Mukwonago, call upon all citizens of Mukwonago and upon all patriotic, civic and educational organizations to observe the week of May 12 - 18, 2019, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of Mukwonago to remember all law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

Dated this 1<sup>st</sup> day of May, 2019.



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

ATTEST: \_\_\_\_\_

Judith A. Taubert, Village Clerk-Treasurer



# Village of Mukwonago

## AGENDA ITEM REQUEST FORM

Committee/Board:	Downtown Committee
Topic:	Downtown Committee on CoTW Agendas - Liaison
From:	John S. Weidl
Department:	Village Administration
Presenter:	JSW
Date of Committee Action (if required):	N/A
Date of Village Board Action (if required):	N/A

### Information

**Subject:** Downtown Committee on CoTW Agendas - Liaison

**Background Information/Rationale:** Now that the Village has a standing Downtown Committee, I have asked Judy to put the Committee on the agenda simply to make the world aware that this can now be done. Whether as needed, or monthly, this committee is now a part of the Committee/Village Board process.

**Key Issues for Consideration:** At a minimum, the Downtown Committee should meet and then make the CoTW/Village Board/Staff aware of its planned meeting schedule so we can maintain our reporting and posting responsibilities. After that, it's mostly going to be up to the committee to recommend going forward and decide as far as budgeted items.

The Downtown Committee elects its own chair, so we are in a strange spot without a chair to call a meeting. However accomplished, the downtown committee needs to call its first meeting and the committee itself needs to be an item for the governing body to discuss and take possible action from time to time. I suggest the Village Trustee appointed to the Downtown Committee handle these duties until a Chair is chosen and that the Village Trustee also serve as a liaison to the governing body for reporting purposes to the governing body, similar to the Library board appointee.

**Fiscal Impact (If any):** Of the downtown committee itself this year? I will prepare a memo for some time in June/July that outlines the funding allocations from the Village Board. Bottom line, there is funding allocations for streetscape design (around \$20-30K) and pedestrian improvements (\$75K?) for FY2019. Budgeted items will come through the same request procedure as required for similar Village project type or expenditure amount as outlined in our purchasing policy.

For the future: Diana and I are also working toward another one-time funding mechanism (maybe \$200K) from a now defunct loan program that the Village has maintained for about 20 years with no users other than Buell. We will have more on that in June or July. I am also hoping that the downtown committee makes it far enough this year to make a budget requisition for ongoing professional services or other items as requested in time for the annual budget process. I anticipate working to carve out some ongoing support of the Downtown Committee

**Requested Action by Committee/Board:** Possible discussion on reporting expectations, if any. Otherwise, the Downtown Committee needs to meet and organize itself however it decides to do that.