

Village of Mukwonago
COMMITTEE OF THE WHOLE
OF THE VILLAGE BOARD OF TRUSTEES

Notice of Meeting and Agenda
Wednesday October 2, 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 October 3, 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. Approval of minutes from the regular Committee of the Whole Meeting September 4, 2019.
4. Presentation from the Mukwonago Outdoor Performance Stage Committee regarding the development of an outdoor performance stage.
5. Presentation from the Library Director Angela Zimmerman regarding Library Facility Study.
6. Committee Reports

Discussion and Possible Action on the Following Items

A. Finance Committee, Trustee Vermeulen

- 1) Vouchers payable AP payment batches in the amount of \$350,330.52
- 2) August 2019 Monthly Treasury Report, Revenue/Expenditure Guideline Report
(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.)
- 3) Discussion and possible recommendation to the Village Board regarding elected official compensation
- 4) Recommendation to the Village Board to approve the purchase of "Badger Books" an electronic pollbook integration package with the Wisconsin Election Commission, with 2019 unspent Village Hall Capital Improvement Funds not to exceed \$18,000.

B. Health and Recreation Committee, Trustee Decker

1. Discussion and possible recommendation regarding the drafting of a policy on future corporate donations to accommodate corporate advertising into the items donated to the Village.
2. Mukwonago Area Chamber of Commerce acknowledgement of the 2020 Farmers Market Season fee schedule.

C. Public Works Committee, Trustee Wamser

- 1) Recommend to the Village Board to approve the Storm Water Management Plan dated August 5, 2019 and approve the Storm Water Maintenance Agreement for ProHealth Care.
- 2) Recommend to the Village Board to approve the Storm Water Management Plan and approve the Storm Water Maintenance Agreement for Chapman Farms Villas.
- 3) Recommend to the Village Board to approve Task Order Amendment No. 2 for DeBack Drive Infrastructure additional design and engineering related services not to exceed \$65,825.
- 4) Recommend to the Village Board to approve Village Hall Generator Addition bid award to Hady Electric in the amount of \$86,300.
- 5) Request direction from the committee on the revisiting street lighting improvements.
- 6) Announcement of the Chapman Farms Special Assessment Public Hearing on October 16, 2019 at 6:30pm. *(this is for information only)*

D. Protective Services, Trustee Brill

1. Recommend to the Village Board to approve the restructure of the Village of Mukwonago Police Department command staff, beginning in 2020.

E. Downtown Development Committee, Trustee Walsh

1. Recommendation to the Village Board to send out a Request for Proposals for the selection of a professional firm to provide the Village of Mukwonago with a Downtown Streetscaping & Wayfinding/Signage Design Plan, utilizing 2019 unspent budgeted funds.

7. Adjournment

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420, Option 4.

Posted: 9/27/19

**REGULAR COMMITTEE OF THE WHOLE
OF THE VILLAGE BOARD OF TRUSTEES
Wednesday September 4, 2019**

MINUTES

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:

- Eric Brill
- Jim Decker
- Darlene Johnson
- Jason Wamser
- Roger Walsh
- Fred Winchowky, Village President

Excused: Jay Vermeulen

Also present:

- Ron Bittner, Public Works Director
- Dave Brown, Utilities Director
- Mark Blum, Village Attorney
- Diana Doherty, Finance Director
- Diana Dykstra, Clerk-Treasurer
- Robert Harley, Supervisor of Inspections
- Kevin Schmidt, Police Chief
- Jeff Stein, Fire Chief
- Jerad Wegner, Village Engineer
- John Weidl, Village Administrator

Committee of the Whole Business

Approval of minutes from the regular Committee of the Whole Meeting August 7, 2019.

Decker/Johnson motion to approve the regular Committee of the Whole meeting minutes of August 7, 2019. Unanimously carried.

Committee Reports

Finance Committee, Trustee Vermeulen

Vouchers payable AP payment batches in the amount of \$289,606.50

Trustee Johnson introduced the payable invoices in the absence of Trustee Vermeulen.

Decker/Wamser motion to recommend approval of the voucher payable AP batches in the amount of \$289,606.50. Unanimously carried.

July 2019 Monthly Treasury Report, Revenue/Expenditure Guideline Report

The July 2019 Monthly Treasury Report was presented and is on file.

Recommend to the Village Board approval on the Request for Exemption from the Waukesha County Library Levy 2019 Tax for 2020 Purposes.

Trustee Johnson noted this is the annual levy request for exemption.

Decker/Brill motion to recommend approval to the Village Board the request for exemption from the Waukesha County Library Levy 2019 Tax for 2020 Purposes. Unanimously carried.

Recommend to the Village Board to approve the Payment of Chapman Farms Boulevard Final Pay Request in the amount of \$28,833.66

Engineer Wegner confirmed all documents have been submitted and no outstanding punch list items exist. Decker/Brill motion to recommend approval of the Payment of Chapman Farms Boulevard Final Pay Request in the amount of \$28,833.66. Unanimously carried.

Recommend to the Village Board to approve Fairwinds LLC Letter of Credit #01-128-487-78 reduction to \$313,874.00 for completion of work in Fairwinds Phase 5, as recommended by the Village Engineer.

Decker/Walsh motion to recommend approval of Fairwinds LLC Letter of Credit #01-128-487-78 reduction to \$313,874.00 for completion of work in Fairwinds Phase 5, as recommended by the Village Engineer. Unanimously carried.

Recommend to the Village Board to approve Fairwinds LLC, Letter of Credit #01-128-487-77 elimination for completion of work in Fairwinds Phase I-IV, as recommended by the Village Engineer. Engineer Wegner noted there were some punch list items that were recently completed, and have now all been approved. President Winchowky questioned if the median plantings were to be completed. DPW Bittner noted this was not an item included in the agreement. Decker/Walsh motion to recommend approval of Fairwinds LLC, Letter of Credit #01-128-487-77 elimination for completion of work in Fairwinds Phase I-IV, as recommended by the Village Engineer. Unanimously carried.

**Health and Recreation Committee, Trustee Decker
Recommendation to the Village Board approval of Special Event Permit Application for the Mukwonago Chamber of Commerce for Mukwonago Fall Fest on September 21, 2019, which includes a Temporary Class "B" Retailer's License to sell fermented malt beverages.**

Johnson/Decker motion to recommend to the Village Board approval of a Special Event Permit Application for the Mukwonago Chamber of Commerce for Mukwonago Fall Fest on September 21, 2019, which includes a Temporary Class "B" Retailer's License to sell fermented malt beverages. Unanimously carried.

Public Works Committee, Trustee Wamser

Recommend to the Village Board to approve Ruekert Mielke, Inc. Task Order for STH 83 and Wolf Run Pavement Restriping design and bidding not to exceed \$18,460.

Decker/Johnson motion to recommend to the Village Board to approve Ruekert Mielke, Inc. Task Order for STH 83 and Wolf Run Pavement Restriping design and bidding not to exceed \$18,460.

President Winchowky questioned the red arrow necessity, and how it was changed.

Chief Schmidt noted it should be based on the number of accidents. President Winchowky questioned if a letter can be submitted to discuss this red arrow problem which is causing back up. Attorney Blum noted he could request a meeting to explain their determination.

Johnson/Decker motion to table this item until the Village can have a meeting with the Department of Transportation. Unanimously carried.

Recommend to the Village Board to award the 2019 Street Rehabilitation Contract to Parking Lot Maintenance Inc. in the amount of \$156,585

Trustee Wamser noted there were two bidders and PLM was the low bid.

Johnson/Decker motion to recommend approval the Village Board to award the 2019 Street Rehabilitation Contract to Parking Lot Maintenance Inc. in the amount of \$156,585. Unanimously carried.

Recommend to the Village Board to approve a Purchase Requisition to Mendoza Concrete to remove and replace 2,154 sq ft. of concrete sidewalk in the amount of \$23,694.

Brill/Walsh motion to recommend approval to the Village Board to approve a Purchase Requisition to Mendoza Concrete to remove and replace 2,154 sq ft. of concrete sidewalk in the amount of \$23,694. Unanimously carried.

Recommend to the Village Board to approve the DPW's request for a December 1, 2019 hiring of a crewperson to replace a retiring staff member.

DPW Director Bittner noted that Ed Zimmerman will be retiring this year and they have funds allocated for him to participate in the training of a new crewperson and learn the routes. It was noted this will open up and be advertised soon.

Decker/Johnson motion to recommend approval to the Village Board to approve the DPW's request for a December 1, 2019 hiring of a crewperson to replace a retiring staff member. Unanimously carried.

Discussion and possible recommendation regarding the drafting of a policy on future corporate donations to accommodate corporate advertising into the items donated to the Village.

DPW Bittner commented Molly Witte had presented the request to have a sport court, and she has a donor who has requested to have their logo displayed. The village currently doesn't have a policy on this for display of a logo of an organization or private company. The cost for this court was around \$25,000. He suggests a policy be presented to the Health and Recreation Committee over the next few months to establish those standards. No action was required.

Adjournment

Meeting adjourned at 6:00pm.

Respectfully Submitted,

Diana Dykstra, CMC
Village Clerk-Treasurer

MUKWONAGO OUTDOOR PERFORMANCE STAGE @ INDIANHEAD PARK

*A Community Entertainment, Literacy & Assembly Venue
A White Paper*

The Village of Mukwonago has through its long and storied history utilized the premises of Field Park for formal events and informal activities. The municipality, however, always lacked a “staged” venue where the arts and cultural programs that enhance one’s quality of life can be on display. With a Board approved funding plan and community financial support, a first class facility can be realized as envisioned by a task force that has worked behind the scenes to champion a multi-use outdoor performance stage from concept to reality.

Kenneth Werner, Jr., Task Force Chairman

1/15/2019



Mukwonago Village Trustees and Mukwonago Outdoor Performance Stage Task Force Members:

- **Please be sure to visit the last page of this document for updated information that occurred subsequent to the preparation of this paper.**

MUKWONAGO OUTDOOR PERFORMANCE STAGE @ INDIANHEAD PARK

*A Community Entertainment, Literacy & Assembly Venue
A White Paper*

BACKDROP

A few years back, as Trustee #6, my sub-committee assignment was Parks and Recreation. After visiting the various venues under the authority of the village, it occurred to me that there was nowhere, not only in the park system itself, but anywhere else in the village where “outdoor staged” activities could be performed. Many municipalities throughout the state have erected what in less-modern lexicon is often referred to as a *bandshell*. Today, the more common terminology for this type structure is *outdoor performance stage* as it now assumes and indicates more activity than just musical concerts.

Querying the Village Clerk and Administrator at the time, it was suggested that it would be best to convene a task force to consider the wide range of challenges to complete a project of this nature. The assumption here was that when, and if, the committee came to conclusion on the efficacy and viability of such a venture that the result would be made available to the Village Board for its consideration.

Subsequent to establishing a task force committee (herein, noted by acronym MOPS, i.e. Mukwonago Outdoor Performance Stage), I was made aware of a costly false start a few years prior.

To my understanding, as individuals of knowledge offer little of the details of the failure of the project, the Chamber of Commerce of the village initiated a project to build an outdoor stage. With somewhat of a scant budget and little skill set at organizing a venture of this stripe, an architectural firm was inked to a contract to advise and design a stage. The location was determined to be Indianhead Park. Not sure what exactly transpired to squash the progress toward their goal; it ended in a lawsuit by the firm, and the village stepped in to mitigate the financial damages. As best as can be determined, a fund of \$18,748 was made available to the Chamber as of 2010 and disbursements were made to the Chamber in the sum of \$8,230.73 for expenditures in the year 2012. The Chamber returned to the village a total of \$2,606.86 collected from donation for the project, but then in 2014 a settlement was made to Mills & Boehm, presumably the contracted architectural firm, related to Band Shell drawings.

To be sure then, in discussion about the potential of a stage with Village President Winchowky, he was adamant that any future project of this ilk would not include the Chamber of Commerce but would unconditionally reside under the direction and ultimate control of the village Board with respect to the funding, location, design and strategic imperatives. The Chamber has not been consulted either on the past events nor the current activity of the task force.

THE TASK FORCE

My approach strategically was to establish a committee of individuals with varying degrees of career, knowledge and skill set backgrounds. It was important to enlist the assistance of individuals who could facilitate discussion on topics of public works, design, construction, cost analysis, security, marketing, fund raising, and public opinion as well as the inclusion of a liaison to the Board. To wit, the original committee was comprised of the following members:

Ken Werner, Chairman

Jim Decker, Village Trustee – Board liaison

Ron Bittner, Village Public Works - parks

Jay Campbell, Campbell Construction Co. – design, construction, cost analysis

Tim Novotny, trades teacher Mukwonago High School – design, construction

Kevin Schmitt, Village Police Chief – security

Ray Goodden, Anderson Commercial –marketing, fund raising, public opinion

Linda Forester, teacher aid, Clarendon Elementary – fundraising, Rotary member

Joline Palatino, teacher aid, Clarendon Elementary – fundraising, Rotary member

- Ms. Forester and Ms. Palatino have served as coordinators for the Rotary Clubs's annual Jack-O'-Lantern jaunt, and it was felt that their efforts and connection to a philanthropic service club would serve the project well.

- After a few meetings, Tim Novotny resigned from the committee citing conflicts of time and was replaced by Mike Murphy of Rock Shop Band Studios. Mike ultimately provided vital information on the design of the structure, particularly as it related to size, acoustics and electronic equipment as well as potential future cost of band music events.

METHODOLOGY

The early direction given to the committee was that we should consider the project by answering the simple certain questions: why, where, what, who, when and how. It was thought that exploring the answers to those queries would enable and expedite the process to completion of the committee's mission. All topics were discussed, but conclusions were not reached on all, pending continuing dynamic forces. Please find a summary of subject matter discoursed and the conclusions reached at the time of this writing.

WHY...

Simply put: why discuss, deliberate, debate and decide to erect an outdoor performance state?

Municipal boards have long relegated premier open park space to the construction of a structure that can provide entertainment experiences in several ways to its citizens. Civic pride abounds when the setting attracts the many for performing arts and cultural programs. During the late 19th century parks commonly hosted musical events with or without a structured facility. By the beginning of the 20th century community leaders advocated, budgeted and spearheaded fund raising programs for the erection of elevated stages, some without cover and others with some form of shelter for the performers and patrons. The more elaborate edifices were popularly called "bandshells" as they were mostly used for musical performances by bands or orchestras. Today, it is the "outdoor performance stage" that allows supporters of various forms of arts and cultural activities to view and engage in an environmentally-friendly setting.

Providing performance arts in its various practices can be an important key to revitalizing an underutilized park. Despite best intentions, Indianhead Park has not captured the Mukwonago communities' active heart. Yes, there is swimming, but the well-purposed, but outdated, dilapidated bath house leaves the aquatic public wishing for a better facility. Is it there for no other reason than to provide a toilet facility for the East Troy Railroad with taxed residents of the village paying the bill to service and maintain? Yes, there is a sand pit, but volleyball is no longer played there. Yes, there is parking, but it is used little and could use a resurfacing. Yes, there is much open space, but other parks nearby have large, green lawn areas also, most nearer and more convenient to residential neighborhoods. Indianhead Park begs the question: is it really a recreational facility, or just acreage of planet Earth without much of a purpose?

Reimagine instead, if you will, the park with a new dynamic centerpiece that imparts a new vitality and serves as a magnet for the greater Mukwonago area.

Performance arts, i.e. live music, theatre, dance, comedy, magic, puppetry, ballet, opera, etc. and digital art as in movies can attract large numbers of people to a park, especially at night when the space is entirely without use. Visualize performances in genres of music from bluegrass to hip-hop, theatre from tragedy to romance or lyric to satire, comedians and magicians for adult performances. Then there can be those acts especially tailored to families with children. All will bring the community together and enhance the prestige of the community, an esoteric, albeit investment commodity, that can also serve to stabilize and/or promote the growth of homeowner values.

Sociologists have weighed in on the benefit of a wholesome, thriving park system. To quote from the THE CREATIVE COMMUNITY BUILDER'S HANDBOOK: "The links between the economic health of a community and the quality of its social bonds are becoming increasingly clear." Harvard professor of public health, Dr. Felton Earls, conducted an exhaustive, lengthy study of the differentiation of neighborhoods and concluded that the single-most important factor in differentiating levels of health and well-being between neighborhoods was what he called the "collective efficacy." Broadly defined, this term meant that the capacity of people to bond together on matters of common interest made a greater difference from one neighborhood (for purposes here, substitute village or municipality) to the next, irrespective of wealth, crime, access to healthcare or any other tangible factor. Coming together in the creation and celebration of the cultural arts developed a communities' social capital. This capital, the connections well-made and fostered, serves these entities well in other endeavors – from economic and job development to civic participation (see service clubs here) to healthy living.

Economic process drives financial growth and stifles or delays the decay besetting so many of Wisconsin's small communities. The expenses of public services exponentially grow and economic growth must be commensurate with the rate of expense increases or services will suffer or property taxes will necessarily have to be increased to pay for the services. What better way for a community government to retain, and equally important to attract, new economic growth, i.e. businesses, than to provide its employees and their leisure time with a flourishing, vibrant entertainment venue. (Attached please find the 25 reasons for supporting the venture...or ways it may be utilized!)

25 REASONS
TO SUPPORT THE MUKWONAGO (INDIANHEAD PARK)
OUTDOOR PERFORMANCE STAGE

MUSIC

1. For profit bands
2. Volunteer vocal and band groups
3. Concerts, high school and local groups
4. Choirs
5. Recitals

THEATRE

6. High School
7. Local thespian groups
8. Children's groups

THEATRICAL DANCE GROUPS

9. For profit
10. Local

LECTURES/SPEECHES

11. Debates
12. Scheduled speakers
13. Town Halls
14. Poetry in the park readings

FILM

15. Local Park and Recreation features
16. Documentaries

CORPORATE/RELIGIOUS/SERVICE ORGANIZATIONS

17. Presentations

18. Picnics

19. Services

20. Service Club events

VARIETY

21. Visual Arts fairs, Pop-UP markets

22. Pageants

23. Comedians

24. Graduations

25. Village public meetings

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If one wishes to search the internet for “why” a community builds a “bandshell” or outdoor performance stage, the reoccurring phrase in every news release is *value to the community*.

Finally, beyond the outdoor stage itself, tinkering with the surrounding land to truly make the area a mecca for entertainment and a vehicle for healthy living is the notion that much of the remaining area in the park can be used for active recreational purposes. Indeed, the Comprehensive Outdoor Recreation Plan (CORP) envisions a walking path, children’s play area and adult exercise equipment beyond the defined entertainment area.

Why we pondered: an entertainment and recreational venue promoting economic growth and healthy living, revitalizing a stagnant park in the center of the community...that’s why.

WHERE...

LOCATION: An invitation was made to a guest at the second meeting. I asked the then and veteran Village Chief Inspector Joe Hankovich to use the boundaries of the village and determine what locations would be tenable for the erection of a structure the size and weight of an outdoor performance stage and also would allow for a sizable audience to attend events. Essentially, the inspector was able to only identify two locations within the legal confines of the village: Indianhead Park and Miniwaukan Park. Neither site seemed to provide a problem with the Wisconsin Department of Natural Resources over any environmental issues, he opined.

Joe provided the committee with a map that clearly detailed the rationale for his reasoning. Ever the diligent and conservative advisor, Joe’s first inclination was to suggest Miniwaukan Park for the venue. The “pro’s” he cited were the vast open area, parking for many, an already usable toilet facility and a children’s play area. It would be an idyllic setting, he mused, a large, beautifully landscaped, tree-laden area facing away from the residential area. The “con’s” were that it was located next to the nearby sub-division, a potential noise irritant problem, and travel to the destination would have to made through the sub-division streets, particularly McKenzie Street. Moreover, there are power lines that would have to be taken into consideration and a Lions pavilion would potentially have to be deconstructed to make room for the stage. Also, some of the disc golf holes would have to be relocated.

The problems with an Indianhead Park location seemed greater: the stage was, of course, near the Mukwonago River, and therefore, possibly in a flood plain, there would be railroad and power company right-of-ways to negotiate, the land was potentially unbuildable due to loose soil compaction, and the area was potentially covering a former landfill (glass and a car discovered in a prior dig).

While the consensus of opinion of the committee was that Indianhead Park was in need of improvement, considering the pros and cons of each park, it appeared that Miniwaukan was the better option. A trip by the committee confirmed that notion even though the issues identified with that location still posed a problem. Indianhead Park was not dismissed in its entirety, and it was brought back to the fore through the advice and suggestion of the architectural firm (Bray Architects) who was brought in to size up the seeming dilemma (more on that firm later). Bray visited each identified location, laid out a visual, birds-eye view plan for future placement of the stage, and the committee was smitten later with the Indianhead Park option.

Indianhead Park, however, would only be the selected preference if a soil sampling by professionals noted that a structure of the anticipated size could handle the load. Committee member and Public Works Director Ron Bittner let out a bid for the drilling and assessment of soil samples in the area and in 2017. Giles Engineering was paid the sum of \$2,982 for their work on the sampling.

Giles Engineering noted that the soil type as sampled was clearly *not ideal* for the structure with the use of traditional pilings for support, but that it was possible to eventually build in the area with a relatively new type of conical foundational pilings. Jay Campbell, member of the committee, confirmed that he saw no reason NOT to proceed with the erection in Indianhead Park using the conical pilings. Jay noted that it was a common practice in the construction industry to proceed with these implements in this type of soil situation. The entire committee was enthused with this assessment and has never looked back at the Miniwaukan option in its selection of this Indianhead Park for the future site.

Where we pondered: Indianhead Park offered an opportunity to re-develop an underutilized municipal park setting adjacent to a picturesque river backdrop, identified in the Comprehensive Outdoor Recreation Plan for improvement, serviced by a historic railway, near to the historic center of town, provided ample parking...that's where.

NOTE: The url <http://www.villageprofile.com/wisconsin/mukwonago/> is a website with specific sections detailing the attributes of the Mukwonago area, including the town. <http://www.villageprofile.com/wisconsin/mukwonago/10/topic.html> is a subsection that focuses on the discussion of "Parks & Recreation". The several parks in the Mukwonago vicinity are highlighted detailing their amenities. It is revealing that the smallest description of all the parks is levied on Indianhead Park. For such a prized piece of verdant real estate, it is somewhat of a travesty it is relegated to such:

> **Indian Head Park:** Located near Phantom Lake, north of Village Hall. This park features a small pavilion, a beach and plenty of green open space for other activities. <

WHAT...

The mission I proposed for the assembled committee from the first moment of the first meeting was to find a location and decide on a structure design compatible with the recognized architecture of the surrounding environment: a multi-functional outdoor performance stage with a focus on the use of high quality materials. *FIRST CLASS* were the words used often therein and thereafter.

DESIGN (compatible with the recognized architecture of the surrounding environment): The committee was unequivocal regarding the design elements of the future structure: historic, railroad theme orientation consistent with the adjacent railway line and natural materials, earth toned colors symbiotic to the nature setting (and with a pitched roof and black light poles for Fred!)

Noting that the East Troy Railroad railway tracks ran through the existing park and parallel to what was determined to be the final directional orientation of the stage structure, a design resembling, but marginally updating, what was the historic Mukwonago train station was the favored design configuration.

The overriding conjecture here was that the East Troy Railroad would welcome the opportunity to bring its cars to the track on event nights and not only dispatch passengers there, but possibly also serve food and beverages from the train as it does often on its normal "special" routes. The design would include a departure platform as is consistent with old railway stations, fully incorporating the historic rail venture for the event.

MULTI-FUNCTIONAL: From the onset it was determined that the stage would be multi-functional, that is, allow for musical acts with the size necessary for a large orchestra group (high school, for example) and with equipment necessary for theatrical sets. It would house dressing rooms, a double restroom, and storage area. The structure would be of the plug-and-play model, convenient for any acts and the accompanying sound system would therefore be attuned properly for the audience benefit. An overhead door would be installed and would allow for the inner stage to be sealed off during inclement and winter weather or for security purposes.

Built into the design is a large concrete patio that would extend from the base of the stage well out into the surrounding area to eventually accommodate all-weather tables/chairs. Assuming that local restaurateurs would serve during events, a separate area and pavilion is planned for vendors to dispense their offerings.

Having served on the committee for the modernization of the high school, I became quite acquainted with the architectural firm of choice by the school administration: Bray Architects. I queried Bray to request if they would initially do some *pro bono* consulting on the project as the intention was to keep the expenses limited if the project was to prove untenable. Bray provided the committee with materials on proceedings with a like project from other communities and participated, as indicated above, in the site selection and early simple structure layout drawings.

Eventually, I proceeded to negotiate with Bray on preliminary future structure design as directed by the committee as well as any future marketing materials. This expenditure of \$3,500 was approved by the Board and Bray worked on the initial design. This design is available as attached.

Ultimately, the committee decided that the first design was too contemporary and did not fulfill the vision of incorporating traditional train station architectural details. Bray was called back and directed to incorporate into a second iteration more traditional architectural details as one might recognize on an old style railroad station. Additionally, a ticket booth was added to the rear-facing wall of the structure. Their second design was widely endorsed by all in the committee in a subsequent meeting and is the final design suggestion of the committee to the community and the Board. The final design suggestion is also attached as well as the exact location of its placement.

Quality material use was the prevailing theme for the construction, as durability for both length of time in service and maintenance was a focus. At first blush the size of the stage was premised on the identical dimensions of the new high school stage. I later reduced that footprint by one-third as a result of attending a concert at the high school and determining the outdoor stage would be overkill if it mimicked the size at the school.

Jay Campbell of Campbell Construction Co. is a familiar face in the community. His office is a mere few yards from the Village Hall, and Jay not only does work in the village but also his company performs a considerable amount of construction in several states for the Culver's restaurant chain. Inasmuch as he is able, he was asked to peruse the preliminary drawings and make a determinable, reasonable "guesstimate" of what the final construction cost might total. His work entailed several hours of detailing each feature of the design approved by the committee. Jay notes that while his assessment is as detailed as it can be, without final architectural drawings it only a "guesstimate." Only reviewing final drawings can a more narrow total cost be estimated with greater accuracy. With that said, Jay's preliminary total equals \$3,024,433 (\$2,865,503).

It is assumed that with a tacit approval from the Board for a given amount, and without any modifications to the current design, private, corporate and citizen donations would have to deliver any shortfall from what the Board would grant for this project.

It should be noted at this point that there is a net amount of \$17,405.13 in an account essentially for this purpose. Donations have been made and expressly designated by the donors for the purpose of building a performance stage. The Rotary Club has made three donations in the amounts of \$3,745, \$738, and \$500. Amato Ford chipped in with a \$5,000 gift. No additional billings are in flux at this time and no expenditures are anticipated for any Board approval.

What we pondered: a viable, visible, vital, vibrant village centerpiece, a flagship community-centric design of a quality built, multi-functional outdoor performance stage where the kinship of the public is bolstered by awe-inspiring performances they are witness to...that's what.

Who...

An initial comment here is that the first “who” in the process of completing this project has been acknowledged: the Mukwonago Outdoor Performance Stage Task Force. Members of the committee have met several times in relative anonymity. As required by law, meeting times were posted, but no member of the public ever attended a meeting. Agendas were produced prior to meetings and minutes were taken. Village Administrator John Weidl did attend at times.

At the time of this writing I believe the *new and final* “who” are those of the village staff. I contend the work of the committee is essentially completed. Issues regarding legal matters, county/state/federal regulations, zoning and municipal ordinances and potentially a host of other relative and critical topical matter may have to be resolved that clearly the members of the committee may not have anticipated and certainly do not have the knowledge and wherewithal to arrive at a definite and earnest determination. At the committee’s last meeting, as an example, Ron Bittner noted that a federal railway department would most likely have to be contacted due to the proximity to the East Troy Railroad. No member of the committee has the standing or understanding to approach this entity with any concerns. Will the likes of the Department of Natural Resources, the Department of Transportation, or the county, for instance, need to be connected?

Understandably the key “who” parties are those who serve on the village Board, the village’s administrator, finance director, attorney, engineer, utility director, chief inspector, bond servicer *et al.* It is recognized that all in some way will be consulted on the project and noticeably the Board will bear the responsibility of approving and budgeting the project. The committee needs to hand to the baton now to those who can facilitate the conclusion of the undertaking.

The final “who” can also be categorized into four gifting bodies: corporate sponsors, service clubs, high value private donors, and the community public. It is believed that the Board will ultimately not provide the totality of funds for the outdoor stage. And it is deemed important that these separate and distinct parties should and will contribute to the cost of the structure. Their contributions would patently put the entire community spirit and investment into the project and delineate and establish the stage as the “community’s own.”

Who we pondered: the adage adapted from the ancient African Igbo and Yoruba phrase “it takes a village to raise a child” comes to mind here. In this case it takes many in the village to “raise” an outdoor performance stage: a task force, village staff, officials and ancillary specialists, corporations, high value individuals, service clubs and the community’s citizens at large...that’s who.

WHEN...

The easiest response to when should this project commence is as soon as possible. The difficult part of “when” is the determination of the timing of so many moving parts that need to finally coalesce. Discussion amongst many will have to ensue to finally recognize the end product. Budgeting, marketing, fund raising will have to evolve, and the results put into context vis-à-vis the initial *grand projet*. Colloquially speaking, all the ducks must be in a row. At this time a groundbreaking in the spring of 2020 may be possible, but matters would have to move along at a fairly strong pace.

It goes without saying that the first shovel in the ground should take place without the constraint of due haste. This is a significant investment on the part of all the “who” parties and proper planning is paramount of importance no matter how long that may take to complete all the necessary arrangements and construction.

I wish to depart briefly here, but it should be stated that I, as Chairman, have purposely slow walked the project process. There were several considerations:

- Mistake avoidance; municipality did not need another, and possibly fatal conclusion
- Needed to consider the results of the pending Comprehensive Outdoor Recreation Plan and the Board’s opinion of such
- Take the temperature of community members to determine the interest in a project of this nature as well as the cost that may be associated with it
- Resisted the notion to rush because certain entities may want to push the project forward faster than is necessary
- Allow the *pro bono* firm to work at their own pacing, noting the village was saving on funds
- Availability of all committee members (Jay Campbell, a major contributor was often out of town)

I now feel comfortable that the committee’s task is completed; it is as far as their responsibility could and can carry them.

When we pondered: As soon as possible if all the interest and energy for this endeavor is present, BUT simply put, when all the people, places, and things are aligned for success...that’s when.

HOW...

To repeat prior commentary, the “how” now will fall on many individuals in or connected to the village staff.

Here, however, I offer for thoughtful consumption some strategies that may be deployed relative to marketing a capital campaign for the MOPS phenomenon.

Following the strong lead of the professional sports world, *sponsorship* could ultimately be the most effective tactic for raising funds. This has already made its mark in the community with the school board approving the naming rights of the new performing arts center (Greenwald Foundation) and the entrance to the high school football stadium (Lynch Automotive).

The funds accepted for sponsoring some aspect of the final configuration could be scheduled either as a one-time cash dole, or prospective donors could be offered the opportunity to spread payments out over a period of years, lessening the initial impact to them. This latter method I often used in the sports sphere to increase the amount of the donation.

Careful consideration, that is, some real brainstorming, should be given to sponsoring any “part” of the overall project. Obviously, the East Troy Railroad should be responsible for the off-loading platform, for example. Lynch Automotive/Amato Ford should be approached for sponsorship of the parking lot. Naming rights could be assessed on the structure itself, but the Board may not wish to apply some entities’ name on the municipal building. But, creatively The Depot Stage at Citizens Bank Park at least in some way changes that equation.

There are so many individuals, service groups, and companies that can be contacted to contribute. It could be novel way for new tenants at the industrial parks to “stake their claim” in the community outside of those who have been resident in the area for a time. An area on the approach wall to the stage edifice has been set aside for a large, probably plaqued piece to make known the community’s appreciation for those individuals and businesses that got out the checkbook in support of the development.

Residents of the area should also be tapped for contributions. This could be in the form of “Support our New Stage” buttons often used as a means of raising funds. Special parking spaces could be sold and reserved for a certain donation. Well placed seating could be reserved for those who meet a certain donation threshold. Some sort of raffle could be devised to raise funds ala the strategy St. James Catholic church employs with cars.

Merchants and service businesses in the area could offer special discounts for those with a bona fide contribution. The village free clinic contracts with the local Dairy Queen who then donates a certain percentage spent in their location on a given day. This could be another strategy for the local merchants and service businesses.

There must be created a certain energy for the community at large to provide sentimentality and vitality to the notion of giving. Lawn signs supporting the program could be used to increase and maintain exposure to the donation program. As hokey as it may seem, the municipality may authorize the use of an age-old program to demonstrate the progress in the giving: large sign thermometers at each entrance to the town and village with updates periodically to note the growth to a set dollar amount goal.

It may be at this time that the Chamber of Commerce is used as a “think tank” for novel ways to raise funds. This may not be as easy as it sounds; the Chamber and Friends of Mukwonago Athletics already run large fun raising events as well as the service clubs and organizations like the scouts. Creative ways to extract funds from any and all will be the key and the Chamber and its staff have some experience in this area.

Additionally, there may exist the opportunity to explore grants from a variety of sources. The committee members lack knowledge of sourcing from prospective agencies and donors and believe any activity in this approach is best accomplished under the umbrella of the village’s offices for not only proper procedure but also credibility.

How we pondered: well-considered, creative strategic imperatives as well as good ol’ fashioned arm twisting of companies, service clubs, high value individuals and the residents of the community at large will have to be diligently deployed to make up for any funds that fall short of the desired expenditure for the project less what the Board finds it is willing to support...that’s how.

SUMMARY

So many municipalities in southeastern Wisconsin, so many, many in all of Wisconsin, so many, many, many in the Midwest, and so many, many, many, many communities in the United States have found a way to add to the quality of life of their residents by championing the erection of an outdoor performance stage. The “why” is a given: it is good common sense for the common good of the community. The “where” can be debated, but it would appear that the best (and it’s a good best!) option is Indianhead Park. The “what” is a first class, quality built, multi-functional performance stage designed to harmonize with the surrounding environment and the tradition of the village. The “who” started with a task force; it must end with the myriad of individuals who have the expertise to conclude the project. And the “how” is just as I articulate possible strategies for a capital campaign to potentially supplement any shortfall from the village budget.

As a side note, it should be also emphasized that the improved park can provide many more events than those performed on the stage: picnics, art fairs, sidewalk sales, club events, weddings, company gatherings, a beer garden, etc. It’s kind of like the “Built it and they will come” axiom. Here it could be the village’s mantra!

Mukwonago Village Trustees and Mukwonago Outdoor Performance Stage Task Force Members:

Please find four documents as follows:

1. MOPS: POTENTIAL GRANT AGENCIES
2. TASK FORCE MEMBERS CONTACT INFORMATION
3. MOPS: TARGET DONATION, NON-BOARD
4. UNDOCUMENTED AND UNAUTHORIZED EXAMPLES OF POTENTIAL SPONSORSHIPS

#1: This list was cleaned from an internet search conducted two years ago. Any and/or all may or may not be viable at this time, or possibly were never applicable.

#2: List of Task force members and contact information

#3: A very preliminary list of service organizations, corporate sponsors, high value individuals, tangential community sponsors, general public donations and others who may be targeted for potential bequests to the facility. **In no way is this intended to be a complete list or has any entity listed here been in any way at any time approached for initial contributions or endowments. IT IS MERELY MEANT AS AN EXAMPLE OF WHO MAY BE TARGETED FOR WHAT OR WHATEVER TIME PERIOD.**

#4: The board may close to allow entities to “sponsor” certain, that is, have naming rights to facilities. These entities may be corporate or private individuals. Also, ongoing operational expenses and future maintenance may be “sponsored.” **In no way is this intended to be a complete list or has any entity listed here been in any way at any time approached for initial contributions or endowments. IT IS MERELY MEANT AS AN EXAMPLE OF WHO MAY BE TARGETED FOR WHAT OR WHATEVER TIME PERIOD.**

MOPS:

POTENTIAL GRANT AGENCIES

<http://www.wisconsinhistory.org/Content.aspx?dsNav=Ro:0,Nrc:id-4294961467-dynrank-disabled,N:4294963828-4294963805&dsNavOnly=N:1210&dsRecordDetails=R:CS3302>

<http://www.wisconsinhistory.org/Content.aspx?dsNav=Ro:0,Nrc:id-4294961467-dynrank-disabled,N:4294963828-4294963805&dsNavOnly=N:1210&dsRecordDetails=R:CS3135>

<http://www.wisconsinhistory.org/Content.aspx?dsNav=Ro:10,Nrc:id-4294961467-dynrank-disabled,N:4294963828-4294963805&dsNavOnly=N:1210&dsRecordDetails=R:CS3294>

<http://www.wisconsinhistory.org/Content.aspx?dsNav=Ro:10,Nrc:id-4294961467-dynrank-disabled,N:4294963828-4294963805&dsNavOnly=N:1210&dsRecordDetails=R:CS3120>

<http://www.wisconsinhistory.org/Content.aspx?dsNav=Ro:20,Nrc:id-4294961467-dynrank-disabled,N:4294963828-4294963805&dsNavOnly=N:1210&dsRecordDetails=R:CS3176>

<http://www.wisconsinhistory.org/Content.aspx?dsNav=Ro:20,Nrc:id-4294961467-dynrank-disabled,N:4294963828-4294963805&dsNavOnly=N:1210&dsRecordDetails=R:CS3102>

<http://www.wisconsinhistory.org/Content.aspx?dsNav=Ro:20,Nrc:id-4294961467-dynrank-disabled,N:4294963828-4294963805&dsNavOnly=N:1210&dsRecordDetails=R:CS3320>

<http://www.wisconsinhistory.org/Content.aspx?dsNav=Ro:20,Nrc:id-4294961467-dynrank-disabled,N:4294963828-4294963805&dsNavOnly=N:1210&dsRecordDetails=R:CS3166>

<http://www.wisconsinhistory.org/Content.aspx?dsNav=Ro:30,Nrc:id-4294961467-dynrank-disabled,N:4294963828-4294963805&dsNavOnly=N:1210&dsRecordDetails=R:CS3296>

MOPS TASK FORCE MEMBERS CONTACT / ACTION COMMITTEE INFORMATION			
MEMBER	PHONE #	E-MAIL	ACTION COMMITTEE
Ken Werner	363-3913	uwroses@aol.com	Chair, Marketing
Jim Decker	363-2245	trustee2@villageofmukwonago.com	Cost Analysis
Ron Bittner	414-550-7507	rbittner@villageofmukwonago.com	(Site) Cost Analysis
Kevin Schmidt	613-1026	kschmidt@mkpd.org	Marketing
Mike Murphy	414-550-3544	mike@rockshopbands.com	Marketing, Events
Jay Campbell	894-4572	jay@campbellconstructionbbg.com	Design and Construction
Ray Goodden	366-6990	rgoodden@andersoncommercialgroup.com	Marketing
Joline Palatino	363-4350	jpalatino1204@gmail.com	Fund Raising
Linda Forster	363-3391	C4ster@aol.com	Fund Raising

9/11/2019

MOPS Members Contact and Assignment (Autosaved)

MUKWONAGO OUTDOOR PERFORMANCE STAGE: TARGET DONATIONS, NON-BOARD

SERVICE ORGANIZATIONS	GOAL DOLLAR DONATIONS				
	APPT.	INITIAL	PER YEAR	# YEARS	TOTAL ALL
Rotary Club		\$ 10	\$ 5	10	\$ 25
Lions International		10	5	10	25
Kiwanis Club		10	5	10	25
Optimist Club		10	5	10	25
Elks		10	5	10	25
Knights of Columbus		10	5	10	25
American Legions Post 375		10	5	10	25
Croatian Fraternal Union		10	5	10	25
TOTAL		\$ 80	\$ 40		\$ 120
CORPORATE SPONSORS					
ProHealth		\$ 20	\$ 10		\$ 30
Lynch Auto roup		20	10		30
Amato Ford		20	10		30
Aptar		20	10		30
GS Global Services		20	10		30
Triple Crown Products		20	10		30
Banker Wire		20	10		30
Gearbox Express		20	10		30
Badger Color		20	10		30
Home Depot		20	10		30
WalMart		20	10		30
Walgreens		20	10		30
Linden Grove		20	10		30
Health Nut		20	10		30
Empire Level		20	10		30
Citizens Bank		20	10		30
Culver's		20	10		30
Generac		20	10		30
Teronomy		20	10		30
Anderson Commercial		20	10		30
Kroger/Pick 'N Save		20	10		30
Woodhouse Day Spa		20	10		30
Marten's Plumbing and Heating		20	10		30
Miller Pharmacy		20	10		30
Hanks Transportation		20	10		30
Mukwonago Dentistry		20	10		30
Aurora Health		20	10		30
TOTAL		\$ 540	\$ 270		\$ 810
HIGH VALUE DONORS					
D.N. GREENWALD FOUNDATION		\$ 30	\$ 15		\$ 45
McAdams Family		30	15		45
TOTAL		\$ 60	\$ 30		\$ 90
OTHER					
East Troy Railroad		\$ 40	\$ 20		\$ 60
Bond Company		\$ 40	\$ 20		
TOTAL		\$ 80	\$ 40		\$ 120
TANGENTIAL COMMUNITY DONATIONS					
Wisconsin Oven (East Troy)		\$ 50	\$ 25		\$ 75
TOTAL		\$ 50	\$ 25		\$ 75
GENERAL PUBLIC					
Early Marketing		\$ 60	\$ 30		\$ 90
Donations		60	30		90
TOTAL		\$ 120	\$ 60		\$ 180
CATEGORY TOTALS					
SERVICE ORGANIZATIONS		\$ 80	\$ 40		\$ 120
CORPORATE SPONSORS		540	270		810
HIGH VALUE DONORS		60	30		90
OTHER		80	40		120
TANGENTIAL COMMUNITY DONATIONS		50	25		75
GENERAL PUBLIC		120	60		180
GRAND TOTAL		\$ 930	\$ 465		\$ 1,395

UNDOCUMENTED AND UNAUTHORIZED EXAMPLES OF POTENTIAL SPONSORSHIPS

CATEGORY	WHAT	EXAMPLE	AGREEMENT	COMMENT
FACILITIES	PARK	Rotary Rec & Entertainment Park	\$100,000	Would require name change; cost could be amortized over 10 years
	STAGE	Citizens Bank Performance Stage	\$100,000	Cost amortized over 7.5 years
	DEPOT PLATFORM	East Troy Railroad Passenger Dock	50,000	Cost amortized over 10 years
	PARKING LOT	Lynch Auto Parking Facility	\$40,000	Cost amortized over 8 years
	RESTROOMS	ProHealth Care Family Station	\$40,000	Cost amortized over 8 years
	KIDS PLAYGROUND	Lions Childrens Play Area	\$40,000	Cost amortized over 8 years
	STAGE PATIO	American Legion Patio	\$25,000	Cost amortized over 5 years
	PATIO TABLES/CHAIRS	Gearbox Express Dining	\$25,000	Cost amortize over 3 years
			\$420,000	
PUBLIC DONATIONS	WHO			
	INDIVIDUAL	High asset individuals	\$75,000	Over two years
	BUSINESSES	Various medium/small	\$40,000	Over two years
	COMMUNITY	Citizens: Mukwonago and other munis	\$50,000	One time
			\$165,000	
TOTAL BUILD >			\$585,000	
EXPENSES: OPERATIONS	WHAT			
	ENTERTAINMENT	GS Global Resources	\$20,000	Annually
	ENTERTAINMENT	APTAR	\$20,000	Annually
	ENTERTAINMENT	Waukesha Freeman	\$20,000	Annually
	ENTERTAINMENT	Elegant Farmer	\$20,000	Annually
	ENTERTAINMENT	Teronomy Builders	\$20,000	Annually
			\$100,000	
MAINTENANCE	FACILITY	Bielinski Homes	\$10,000	Annually, or work off
	FACILITY	Mukwonago Remodeling	\$10,000	Annually, or work off
	FACILITY	Martens Plumbing & Heating	\$10,000	Annually, or work off
	FACILITY	Banker Wire	\$10,000	Annually, or work off
			\$40,000	

Mukwonago Village Trustees and Mukwonago Outdoor Performance Stage Task Force Members:

Please note this as an update to original White Paper:

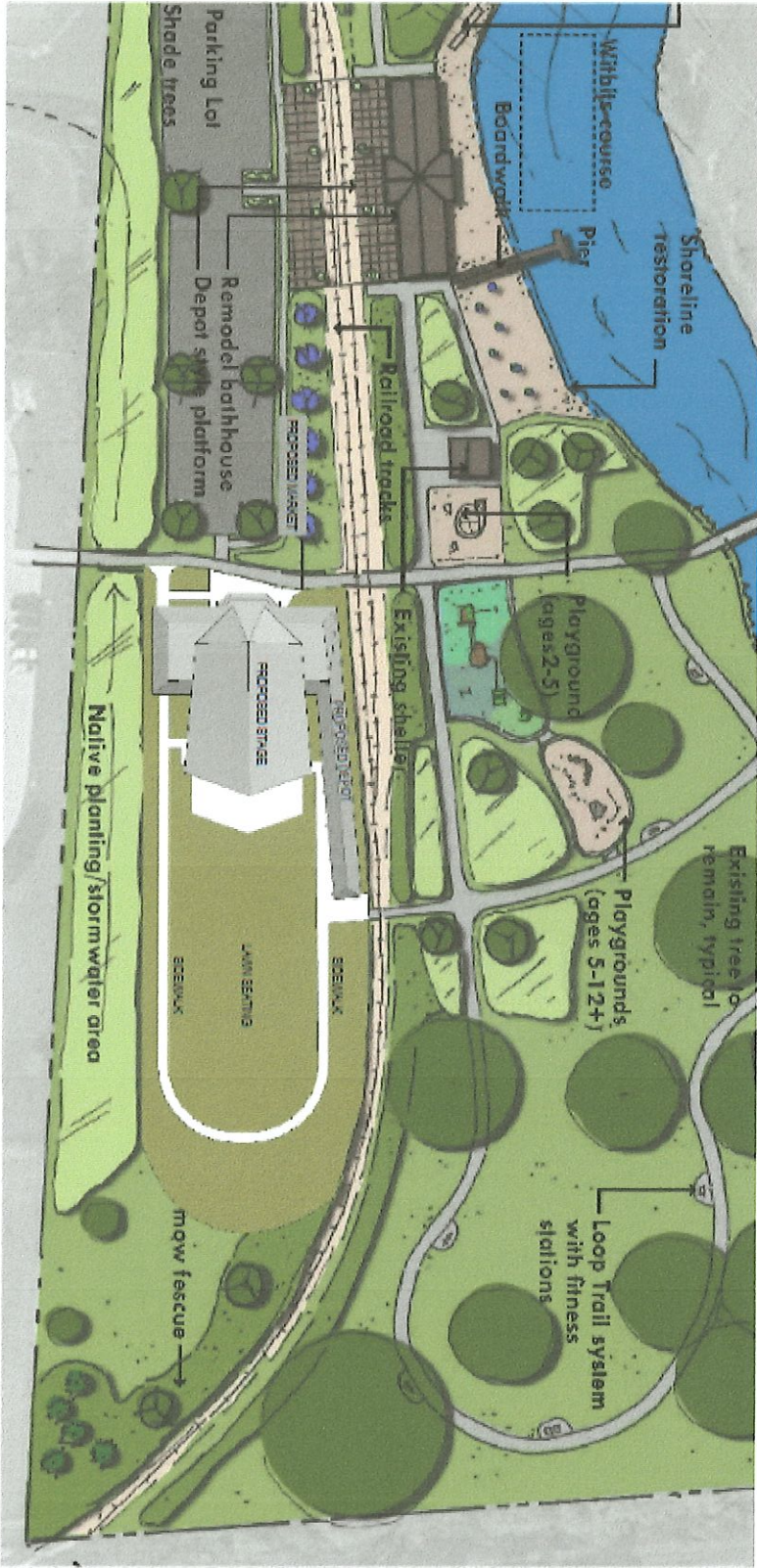
Subsequent to the estimate of the construction cost of the stage as envisioned and designed by Bray Architects that was provided by Jay Campbell of Campbell Construction I contacted John Weidl and provided him with the White Paper and expressed amazement at the projected cost. Never felt that a stage with some bathrooms and storage area could even remotely approach a cost of over \$3 million. At no time during our meetings did anyone on the committee provide any estimate, not that anyone other than Jay Campbell possibly had the knowledge to offer that up.

John asked that a meeting be convened with Jay, Ron, John and I to "whittle over" the findings and look for possible reductions in the cost. Finding that no element of the design should be eliminated it was suggested that Jay "take another look at an estimate." Jay's original estimate was provided on 9/2/2018 and the revised estimate was dated as 4/16/2019. It should be noted on page 9 that the 9/2/2018 given estimate was \$3,024,433 but was downgraded (number in parentheses) to \$2,865,503.

Shortly after that meeting John suggested Ron, John and I meet with President Matt Mehring of Anderson Ashton to give his "take" on what the task force was hoping to build. Anderson Ashton is a substantial design/build firm and has accomplished projects in the village. Over lunch Mr. Mehring also was somewhat awestruck by the roughly \$3 million dollar number. He was asked if he wished to "take a stab" at such a project and in glee he expressed that on his team were individuals who would relish the notion to take on such a project. Indeed, one member of his staff had worked previously on a stage of this nature. It was assumed that Anderson Ashton would look at the original design and decide if it could be built for much less, or design something similar for a much lower cost. That meeting took place in early summer and to date there has been no follow up I am aware of.

Finally, it was suggested that village engineers approach this project, but this time with a limited budget, somewhere between \$500,000 and \$750,000, the last amount that was apparently budgeted early on but not conveyed to the task force. Any new plans by either Anderson Ashton or the village engineers I assume will be presented at a task force meeting on 9/11/2019.

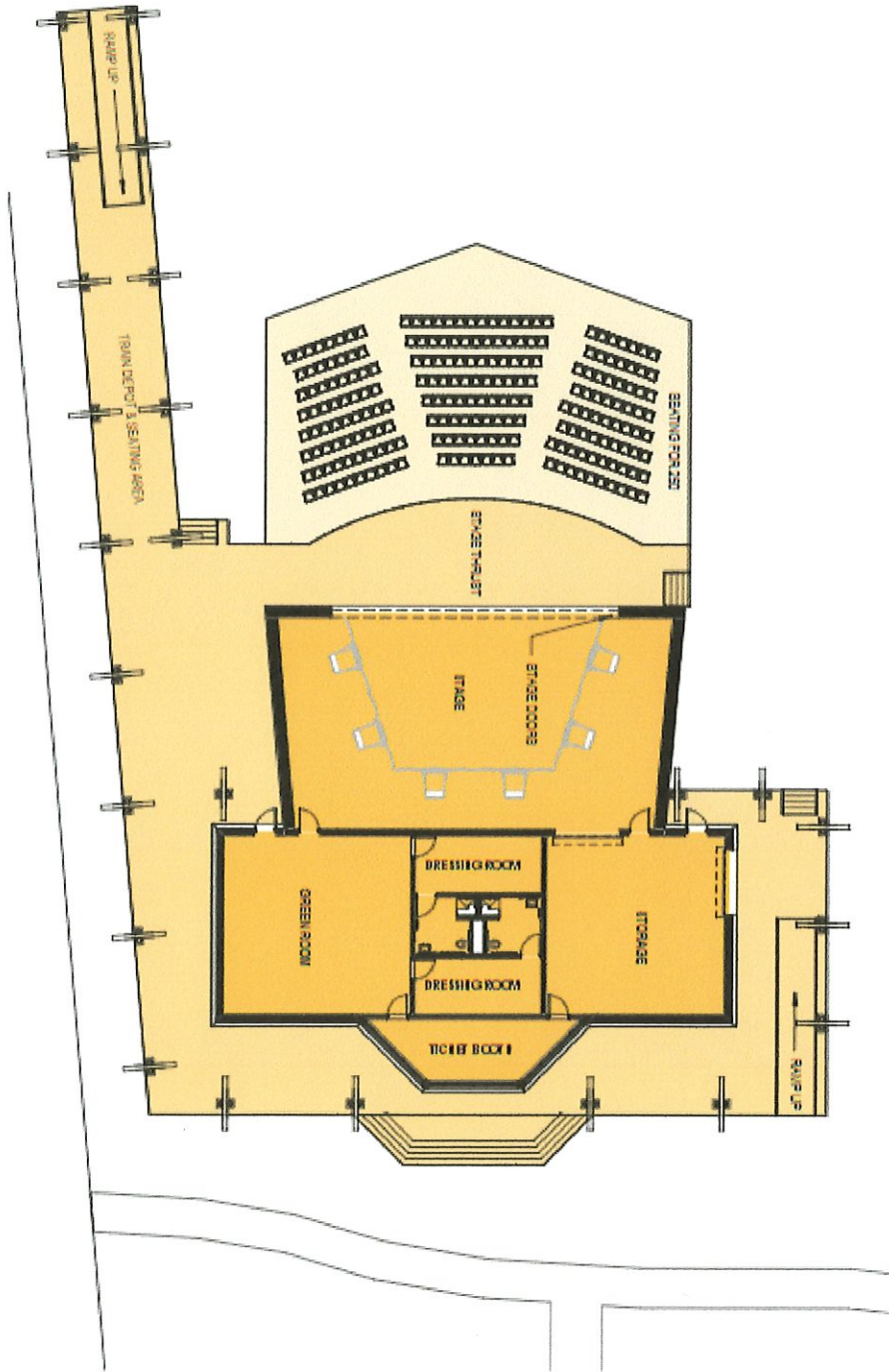
No matter the outcome of potential monies applied for an outdoor performance stage or final design I am hopeful that a structure will be built and my push for such will prevail.



bray
architects
SUE FROCHARD, PRINCIPAL ARCHITECT
Project #3302

SITE PLAN -
Scale: 1" = 60'-0"

VILLAGE OF MUKWONAGO
INDIANHEAD PARK DEPOT STAGE
11.12.18
© 2018 BRAY ARCHITECTS, INC.



FIRST FLOOR -
Scale: 1/8" = 1'-0"

VILLAGE OF MUKWONAGO
INDIANHEAD PARK DEPOT STAGE



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Download 



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<  3302_IPDS East Exterior Rendering.png

Download 



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Vouchers Payable Cover Sheet

Payments batch Library	\$ 14,323.91
Payments batch Spectrum	\$ 2,949.17
Payments batch WE Energies	\$ 37,322.73
Payments batch US Bank	\$ 13,569.40
Payments batch AP-10-2019-1	\$147,552.81
Payments batch Manuals	\$134,612.50
Total for board approval:	\$350,330.52

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CUSTOM INVOICE REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 06/01/2019 - 10/03/2019
UNJOURNALIZED
OPEN - CHECK TYPE: PAPER CHECK

Page: 1/7

INVOICE NUMBER	DESCRIPTION	AMOUNT	VENDOR NAME	APPROVAL DEPARTMENT	DISTRIBUTIONS\AMOUNTS	
VENDOR NAME: ALLIED 100						
1490151	NEW AED DIFIB FOR SQUAD	1,335.00	ALLIED 100	POLICE	430-5700-571100	1,335.00
TOTAL VENDOR ALLIED 100		1,335.00				
VENDOR NAME: AQUAFIX INC						
29188	WWTF DIGESTER FOOD/ENZYMES FOR START UP	555.52	AQUAFIX INC	UTILITIES	620-8010-827000	555.52
TOTAL VENDOR AQUAFIX INC		555.52				
VENDOR NAME: BANDT COMMUNICATIONS						
2019800393		232.50	BANDT COMMUNICATIONS	FIRE	150-5222-539500	232.50
TOTAL VENDOR BANDT COMMUNICATIONS		232.50				
VENDOR NAME: BECKNER, MICHAEL & ANNMARIE						
REFUND 0919	UB REFUND FOR ACCT: 6733 OVER PYMT	7.31	BECKNER, MICHAEL & ANN	ALLOCATE	620-0000-142000	7.31
TOTAL VENDOR BECKNER, MICHAEL & ANNMARIE		7.31				
VENDOR NAME: BOUND TREE MEDICAL						
83341454	EMS SUPPLIES	196.50	BOUND TREE MEDICAL	FIRE	150-5231-531100	196.50
83348374	EMS SUPPLIES	417.53	BOUND TREE MEDICAL	FIRE	150-5231-531100	417.53
83358466	EMS SUPPLIES	77.80	BOUND TREE MEDICAL	FIRE	150-5231-531100	77.80
TOTAL VENDOR BOUND TREE MEDICAL		691.83				
VENDOR NAME: BRAUN THYSSEN KRUPP						
150831	ELEVATOR CARD READERS	998.00	BRAUN THYSSEN KRUPP	DPW	430-5700-571000	998.00
TOTAL VENDOR BRAUN THYSSEN KRUPP		998.00				
VENDOR NAME: BROWN INDUSTRIES						
120-01451	EMPLOYEE RECOGNITION PINS	95.99	BROWN INDUSTRIES	FINANCE	100-5141-539800	95.99
TOTAL VENDOR BROWN INDUSTRIES		95.99				
VENDOR NAME: C I BANKER WIRE & IRON WORKS INC						
ESCROWREFUND	REFUND ESCROW BALANCE	6,968.40	C I BANKER WIRE & IRON	CLERK	100-0000-211425	6,968.40
TOTAL VENDOR C I BANKER WIRE & IRON WORKS INC		6,968.40				
VENDOR NAME: CERTIFIED LABORATORIES						
3686606	PENETRATING OIL FOR MAINTENANCE	189.07	CERTIFIED LABORATORIES	UTILITIES	620-8010-827000	189.07
TOTAL VENDOR CERTIFIED LABORATORIES		189.07				
VENDOR NAME: CHEMTRADE CHEMICALS US LLC						
92734762	WWTF PHOSPHORUS REMOVAL CHEMICAL	9,469.95	CHEMTRADE CHEMICALS US	UTILITIES	620-8010-824000	9,469.95
TOTAL VENDOR CHEMTRADE CHEMICALS US LLC		9,469.95				
VENDOR NAME: CINTAS						
4000656436	UNIFORM SERVICE	78.50	CINTAS	UTILITIES	610-6920-693000	39.25
					620-8010-827000	39.25
4030656466	STAFF UNIFORMS	95.41	CINTAS	DPW	100-5323-531100	95.41

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CUSTOM INVOICE REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 06/01/2019 - 10/03/2019
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Page: 2/7

INVOICE NUMBER	DESCRIPTION	AMOUNT	VENDOR NAME	APPROVAL DEPARTMENT	DISTRIBUTIONS\AMOUNTS	
VENDOR NAME: CINTAS						
4030139155	UNIFORM SERVICE	92.50	CINTAS	UTILITIES	610-6920-693000 620-8010-827000	46.25 46.25
4030139252	STAFF UNIFORMS	95.41	CINTAS	DPW	100-5323-531100	95.41
TOTAL VENDOR CINTAS		361.82				
VENDOR NAME: CIT						
33971012	COPIER LEASE	88.64	CIT	UTILITIES	610-6920-692100	88.64
TOTAL VENDOR CIT		88.64				
VENDOR NAME: CLEAN MATS						
48025	AUGUST MAT CLEANING SERVICE	89.00	CLEAN MATS	POLICE	100-5211-539400	89.00
48566	JUNE MAT CLEANING SERVICE	84.00	CLEAN MATS	POLICE	100-5211-539400	84.00
TOTAL VENDOR CLEAN MATS		173.00				
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY						
PHL1010	OFFICER KUBIAK PHL 1010 - CRITICAL THINK	690.00	COLUMBIA SOUTHERN UNIV	POLICE	100-5212-516300	690.00
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY		690.00				
VENDOR NAME: CORE & MAIN LP						
L153555	WATER MAINTENANCE OF MAIN VALVE BOXES	170.00	CORE & MAIN LP	UTILITIES	610-6451-665100	170.00
TOTAL VENDOR CORE & MAIN LP		170.00				
VENDOR NAME: DYKSTRA DIANA						
SEPT2019	MILEAGE	52.20	DIANA DYKSTRA	CLERK	100-5142-533200	52.20
TOTAL VENDOR DYKSTRA DIANA		52.20				
VENDOR NAME: EAGLE ENGRAVING						
2019-4656	ACCOUNTABILITY TAGS	64.75	EAGLE ENGRAVING	FIRE	150-5222-531100	64.75
TOTAL VENDOR EAGLE ENGRAVING		64.75				
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS						
2101809	EMS SUPPLIES	671.71	EMERGENCY MEDICAL PROD	FIRE	150-5231-531100	671.71
2100758	EMS SUPPLIES	62.25	EMERGENCY MEDICAL PROD	FIRE	150-5231-531100	62.25
2100463	EMS SUPPLIES	736.61	EMERGENCY MEDICAL PROD	FIRE	150-5231-531100	736.61
2100466	EMS SUPPLIES	185.00	EMERGENCY MEDICAL PROD	FIRE	150-5231-531100	185.00
2103263	EMS SUPPLIES	138.10	EMERGENCY MEDICAL PROD	FIRE	150-5231-531100	138.10
2103262	EMS SUPPLIES	250.04	EMERGENCY MEDICAL PROD	FIRE	150-5231-531100	250.04
2103454	EMS SUPPLIES	231.00	EMERGENCY MEDICAL PROD	FIRE	150-5231-531100	231.00
2103433	EMS SUPPLIES	150.00	EMERGENCY MEDICAL PROD	FIRE	150-5231-531100	150.00
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS		2,424.71				
VENDOR NAME: ENVIRONMENT CONTROL						
11705-613	VILLAGE HALL CLEANING	597.00	ENVIRONMENT CONTROL	DPW	100-5160-521900	597.00
TOTAL VENDOR ENVIRONMENT CONTROL		597.00				
VENDOR NAME: ENVIROTECH EQUIPMENT						
19-0011636	TOOLS FOR SEWER CLEANING	498.55	ENVIROTECH EQUIPMENT	UTILITIES	620-8030-831000	498.55

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VENDOR NAME: HOME DEPOT

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INVOICE NUMBER	DESCRIPTION	AMOUNT	VENDOR NAME	APPROVAL DEPARTMENT	DISTRIBUTIONS\AMOUNTS	
VENDOR NAME: HOME DEPOT						
AUG2019	VARIOUS SUPPLIES	293.65	HOME DEPOT	DPW	100-5521-531100	71.63
					100-5512-582100	70.84
					430-5700-571000	151.18
TOTAL VENDOR HOME DEPOT		293.65				
VENDOR NAME: HOUEISS CYNTHIA						
REFUND 0919	UB REFUND FOR ACCOUNT: 3500 OVER PYMT	130.08	HOUEISS CYNTHIA	ALLOCATE	620-0000-142000	130.08
TOTAL VENDOR HOUEISS CYNTHIA		130.08				
VENDOR NAME: JEFFERSON FIRE & SAFETY						
IN109797	FIRE SUPPLIES-FOR AIR BAG	95.77	JEFFERSON FIRE & SAFETY	FIRE	150-5222-531100	95.77
TOTAL VENDOR JEFFERSON FIRE & SAFETY		95.77				
VENDOR NAME: JOHNSON CONTROLS SECURITY						
33017850	CARD READER SECURITY SUBSCRIPTION	109.63	JOHNSON CONTROLS SECURITY	DPW	100-5160-521900	109.63
TOTAL VENDOR JOHNSON CONTROLS SECURITY		109.63				
VENDOR NAME: KARL JAMES & COMPANY LLC						
201900029	BRANDING/LOGO FOR VILLAGE	5,000.00	KARL JAMES & COMPANY LLC	ADMIN	100-5141-521900	5,000.00
TOTAL VENDOR KARL JAMES & COMPANY LLC		5,000.00				
VENDOR NAME: LANGE ENTERPRISES						
70261	CROSSWALK SIGNS AND SUPPLIES	1,696.11	LANGE ENTERPRISES	DPW	100-5348-531100	1,696.11
TOTAL VENDOR LANGE ENTERPRISES		1,696.11				
VENDOR NAME: MARSHALL-BOND PUMPS						
39342	WWTF DIGESTER PUMP MAINTENANCE	110.03	MARSHALL-BOND PUMPS	UTILITIES	620-8010-833000	110.03
TOTAL VENDOR MARSHALL-BOND PUMPS		110.03				
VENDOR NAME: MARTENS PLBG & HTG INC						
51208	FIRE STATION PLUMBING REPAIRS	156.00	MARTENS PLBG & HTG INC	DPW	100-5220-539400	156.00
TOTAL VENDOR MARTENS PLBG & HTG INC		156.00				
VENDOR NAME: MCGILVRAY MONICA						
09092019	WRS TRAINING @ WCTC	21.46	MCGILVRAY MONICA	FINANCE	100-5141-533200	21.46
TOTAL VENDOR MCGILVRAY MONICA		21.46				
VENDOR NAME: MCMASTER-CARR						
15173056	WWTF DIGESTER STAFF GAUGE REPAIRS	489.90	MCMASTER-CARR	UTILITIES	620-8010-833000	489.90
TOTAL VENDOR MCMASTER-CARR		489.90				
VENDOR NAME: MESSAGEUS.COM						
192430134	PHONE SERVICE	14.60	MESSAGEUS.COM	UTILITIES	610-6920-692100	14.60
TOTAL VENDOR MESSAGEUS.COM		14.60				
VENDOR NAME: MILLER KEN						
98638	WWTF PORTABLE GENERATOR HOOKUP ADAPTOR	52.85	MILLER KEN	UTILITIES	620-8010-827000	52.85

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INVOICE NUMBER	DESCRIPTION	AMOUNT	VENDOR NAME	APPROVAL DEPARTMENT	DISTRIBUTIONS\AMOUNTS
VENDOR NAME: MILLER KEN					
	TOTAL VENDOR MILLER KEN	52.85			
VENDOR NAME: MUKWONAGO AREA CHAMBER OF COMM					
AUG2019	DUE TO CHAMBER - ROOM TAX	3,851.72	MUKWONAGO AREA CHAMBER CLERK		100-0000-244000 3,851.72
	TOTAL VENDOR MUKWONAGO AREA CHAMBER OF COMM	3,851.72			
VENDOR NAME: NEENAH FOUNDRY COMPANY					
338409	MANHOLE FRAMES FOR DEWATERING WELLS AT	2,290.00	NEENAH FOUNDRY COMPANY UTILITIES		620-8010-834000 2,290.00
	TOTAL VENDOR NEENAH FOUNDRY COMPANY	2,290.00			
VENDOR NAME: NORTH CENTRAL LABORATORIES					
428454	WWTF LAB SUPPLIES	232.66	NORTH CENTRAL LABORATORY UTILITIES		620-8010-826000 232.66
	TOTAL VENDOR NORTH CENTRAL LABORATORIES	232.66			
VENDOR NAME: NORTHERN LAKE SERVICE					
363594	WWTF LAB TESTING	84.00	NORTHERN LAKE SERVICE UTILITIES		620-8010-826000 84.00
363595	WWTF LAB TESTING	168.00	NORTHERN LAKE SERVICE UTILITIES		620-8010-826000 168.00
363596	WWTF LAB TESTING	188.00	NORTHERN LAKE SERVICE UTILITIES		620-8010-826000 188.00
36412	WWTF LAB TESTING	188.00	NORTHERN LAKE SERVICE UTILITIES		620-8010-826000 188.00
364413	WWTF LAB TESTING	168.00	NORTHERN LAKE SERVICE UTILITIES		620-8010-826000 168.00
	TOTAL VENDOR NORTHERN LAKE SERVICE	796.00			
VENDOR NAME: PAL STEEL COMPANY					
18549	PEIR STEEL	174.20	PAL STEEL COMPANY	DPW	100-5521-531100 174.20
	TOTAL VENDOR PAL STEEL COMPANY	174.20			
VENDOR NAME: PRECISE ALIGNMENT INC					
18704	3451 ALIGNMENT	177.93	PRECISE ALIGNMENT INC FIRE		150-5231-539500 177.93
	TOTAL VENDOR PRECISE ALIGNMENT INC	177.93			
VENDOR NAME: PRINT PACK & SHIP CENTER					
JUL/AUG19	EMS BAG REPAIR	145.51	PRINT PACK & SHIP CENTER FIRE		150-5231-531500 145.51
JUL/AUG19	SHIP RADAR UNIT BACK FOR REPAIRS	37.52	PRINT PACK & SHIP CENTER POLICE		100-5211-531500 37.52
JUL/AUG19	SHIPPING FE FOR WASTEWATER SAMPLES	1,243.79	PRINT PACK & SHIP CENTER UTILITIES		620-8010-826000 1,243.79
	TOTAL VENDOR PRINT PACK & SHIP CENTER	1,426.82			
VENDOR NAME: PROPHOENIX CORPORATION					
2019315	IPAD PROPHOENIX WDA PROJECT	3,000.00	PROPHOENIX CORPORATION FIRE		150-5700-580600 3,000.00
	TOTAL VENDOR PROPHOENIX CORPORATION	3,000.00			
VENDOR NAME: QUILL CORPORATION					
1151930	RESTROOM SUPPLIES	156.96	QUILL CORPORATION	DPW	100-5160-531100 156.96
1154932	OFFICE SUPPLIES	4.99	QUILL CORPORATION	DPW	100-5323-531100 4.99
1047113	DPW OFFICE SUPPLIES	46.24	QUILL CORPORATION	DPW	100-5323-531100 46.24
	TOTAL VENDOR QUILL CORPORATION	208.19			
VENDOR NAME: RICOH USA, INC					

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INVOICE NUMBER	DESCRIPTION	AMOUNT	VENDOR NAME	APPROVAL DEPARTMENT	DISTRIBUTIONS\AMOUNTS	
VENDOR NAME: RICOH USA, INC						
32381428	COPIER LEASE PAYMENT	170.61	RICOH USA, INC	FINANCE	100-5142-531200	23.88
					150-5221-531100	22.18
					220-5140-531200	1.71
					410-5363-531200	3.41
					440-5511-531200	8.53
					500-5344-531200	1.71
					610-6920-693000	56.30
					620-8400-856000	52.89
TOTAL VENDOR RICOH USA, INC		170.61				
VENDOR NAME: SHORT POUR DELIVERY SERVICES LLC						
202632	WATER SERVICE DRIVEWAY REPAIR	365.00	SHORT POUR DELIVERY SE	UTILITIES	610-6452-665200	365.00
202653	WWTF SEPTAGE RECIEVING MODIFICATION FOR	520.00	SHORT POUR DELIVERY SE	UTILITIES	620-8010-834000	520.00
TOTAL VENDOR SHORT POUR DELIVERY SERVICES LLC		885.00				
VENDOR NAME: SHRED-IT USA						
8128156334	PROFESSIONAL SVS SHREDDING	63.52	SHRED-IT USA	CLERK	100-5144-521900	63.52
8128208114	MONTHLY SHREDDING BILL	65.25	SHRED-IT USA	POLICE	100-5211-539400	65.25
TOTAL VENDOR SHRED-IT USA		128.77				
VENDOR NAME: STIEN JEFF						
09122019	MABAS-WI CONFERENCE- STIEN	230.84	JEFF STIEN	FIRE	150-5221-533500	230.84
TOTAL VENDOR STIEN JEFF		230.84				
VENDOR NAME: STRYKER SALES CORP.						
2781085	EMS SUPPLIES	889.10	STRYKER SALES CORP.	FIRE	150-5231-531100	889.10
TOTAL VENDOR STRYKER SALES CORP.		889.10				
VENDOR NAME: THE EXPEDITERS INC						
2415	WWTF MAIN TELEVISIONING	500.00	THE EXPEDITERS INC	UTILITIES	620-8030-531000	500.00
2418	WWTF COLLECTION SYSTEM ANNUAL MAIN TELEV	7,817.00	THE EXPEDITERS INC	UTILITIES	620-8030-531000	7,817.00
TOTAL VENDOR THE EXPEDITERS INC		8,317.00				
VENDOR NAME: THEURICH, JUSTIN						
REFUND 0919	UB REFUND FOR ACCOUNT: 6710 OVER PAYMENT	11.51	THEURICH, JUSTIN	ALLOCATE	620-0000-142000	11.51
TOTAL VENDOR THEURICH, JUSTIN		11.51				
VENDOR NAME: THUNDER ROAD LLC						
2090	CRACK SEALING 2019	52,083.00	THUNDER ROAD LLC	DPW	480-5700-584000	52,083.00
TOTAL VENDOR THUNDER ROAD LLC		52,083.00				
VENDOR NAME: UNIFI EQUIPMENT FINANCE, INC.						
527968	COPIER	83.33	UNIFI EQUIPMENT FINANC	POLICE	100-5211-521900	83.33
TOTAL VENDOR UNIFI EQUIPMENT FINANCE, INC.		83.33				
VENDOR NAME: VANGUARD COMPUTERS INC						
48778	CLERK LAPTOP COMPUTER	1,012.50	VANGUARD COMPUTERS INC	CLERK	100-5142-531100	1,012.50

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INVOICE NUMBER	DESCRIPTION	AMOUNT	VENDOR NAME	APPROVAL DEPARTMENT	DISTRIBUTIONS\AMOUNTS	
VENDOR NAME: VANGUARD COMPUTERS INC						
	TOTAL VENDOR VANGUARD COMPUTERS INC	1,012.50				
VENDOR NAME: VERIZON WIRELESS						
9838018608	VERIZON	193.69	VERIZON WIRELESS	FIRE	150-5221-522500	193.69
983018606	MONTHLY BILL	877.66	VERIZON WIRELESS	MULTIPLE	100-5141-522500	135.71
					100-5241-522500	83.74
					150-5221-522500	184.59
					100-5211-522500	2.63
					100-5323-522500	125.61
					610-6920-692100	172.69
					620-8400-851000	172.69
9838018607		335.56	VERIZON WIRELESS	MULTIPLE	100-5323-522500	58.08
					150-5221-522500	118.20
					610-6920-692100	79.64
					620-8400-851000	79.64
	TOTAL VENDOR VERIZON WIRELESS	1,406.91				
VENDOR NAME: WI DEPT OF REVENUE						
2019 -64	MANUFACTURING ASSESSMENT	783.04	WI DEPT OF REVENUE	CLERK	100-5153-521900	783.04
2019-67	MANUFACTURING ASSESSMENT SVCS	3,017.44	WI DEPT OF REVENUE	CLERK	100-5153-521900	3,017.44
	TOTAL VENDOR WI DEPT OF REVENUE	3,800.48				
VENDOR NAME: WI ECONOMIC DEVELOPMENT CORP						
004687	CONNECT COMMUNITIES DUES	200.00	WI ECONOMIC DEVELOPMEN'ADMIN		100-5670-532400	200.00
	TOTAL VENDOR WI ECONOMIC DEVELOPMENT CORP	200.00				
VENDOR NAME: WISCONSIN CENTRAL						
9500203164	WATER-PIPELINE RENT TO CNN	300.00	WISCONSIN CENTRAL	UTILITIES	610-6200-662200	300.00
	TOTAL VENDOR WISCONSIN CENTRAL	300.00				
VENDOR NAME: WITTE SUPPLY COMPANY						
86273	STATION 1 LANDSCAPING	796.00	WITTE SUPPLY COMPANY	FIRE	150-5221-531100	796.00
	TOTAL VENDOR WITTE SUPPLY COMPANY	796.00				
VENDOR NAME: ZORN COMPRESSOR & EQUIPMENT						
301670	AIR FILTERS FOR DIGESTER AIR COMPRESSOR	98.43	ZORN COMPRESSOR & EQUI	UTILITIES	620-8010-833000	98.43
	TOTAL VENDOR ZORN COMPRESSOR & EQUIPMENT	98.43				
GRAND TOTAL:		147,552.81				

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INVOICE GL DISTRIBUTION REPORT FOR MUKWONAGO
POST DATES 09/10/2019 - 09/10/2019

JOURNALIZED PAID

BANK CODE: GEN VENDOR CODE: 0588 - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 440 LIBRARY FUND					
Dept 5511 LIBRARY SERVICES					
440-5511-539500	REPAIRS & MAINTENANCE	UNITED STATES FIRE PROTECT	FIRE ALARM INSPECTION	900.00	28262
		Total For Dept 5511 LIBRARY SERVICES		900.00	
		Total For Fund 440 LIBRARY FUND		900.00	

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INVOICE GL DISTRIBUTION REPORT FOR MUKWONAGO
POST DATES 09/10/2019 - 09/10/2019
JOURNALIZED PAID

BANK CODE: GEN VENDOR CODE: 0588 - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 440 LIBRARY FUND	900.00	
			Total For All Funds:	<u>900.00</u>	

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INVOICE GL DISTRIBUTION REPORT FOR MUKWONAGO

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 440 LIBRARY FUND							
Dept 5511 LIBRARY SERVICES							
440-5511-531000	OUTSIDE SERVICES	AMERICA AQUARIA	FISH TANK CLEANING & NEW FISH	23407	09/13/19	97.00	28237
440-5511-531000	OUTSIDE SERVICES	AMERICA AQUARIA	FISH TANK CLEANING	23766	09/13/19	85.00	28237
440-5511-531000	OUTSIDE SERVICES	OFFICE COPYING EQUIPME	7/12/19-8/11/19	AR92112	09/13/19	270.09	28253
440-5511-531000	OUTSIDE SERVICES	OLIVER DEAN ZIMMERMANN	GENERAL LANDSCAPING	1907	09/13/19	1,200.00	28254
440-5511-531000	OUTSIDE SERVICES	THE APPOINTED HOUSEWI	RESTROOM CLEANING	SEPT	09/13/19	600.00	28259
440-5511-531000	OUTSIDE SERVICES	UNIQUE MANAGEMENT	PLACEMENTS	558852	09/13/19	17.90	28260
440-5511-531100	SUPPLIES	CLEAN MATS	MATS & DUSTERS	48332	09/13/19	50.15	28243
440-5511-531100	SUPPLIES	DEMCO	DVD CASES	6659147	09/13/19	199.95	28244
440-5511-531100	SUPPLIES	OFFICE COPYING EQUIPME	TONER	AR92859	09/13/19	9.79	28253
440-5511-531100	SUPPLIES	QUILL CORPORATION	INK	9331855	09/13/19	78.71	28256
440-5511-531100	SUPPLIES	QUILL CORPORATION	FRAME	688633	09/13/19	(40.66)	28256
440-5511-531100	SUPPLIES	QUILL CORPORATION	STRAWS	9677859	09/13/19	5.86	28256
440-5511-531100	SUPPLIES	QUILL CORPORATION	FRAME	9661560	09/13/19	40.66	28256
440-5511-531100	SUPPLIES	QUILL CORPORATION	EASEL	9697136	09/13/19	114.51	28256
440-5511-531100	SUPPLIES	QUILL CORPORATION	CLEANING SUPPLIES	9777703	09/19/19	475.42	28256
440-5511-531400	META SPACE EQUIPMENT & SUPPLIES	DRAGONFLY EMBROIDERY	METASPACE 511 T-SHIRT	16081	09/13/19	80.00	28245
440-5511-531400	META SPACE EQUIPMENT & SUPPLIES	E&DS CREATIVE GRAIN	TABLET HOLDER	867	09/13/19	250.00	28246
440-5511-532700	NEWSPAPERS	USA TODAY	10-1-19 TO 10-31-19	OCTOBER	09/13/19	25.00	28261
440-5511-533100	PROGRAMMING	MUELLER AMY	SEPTEMBER PROGRAMS	92019	09/13/19	100.00	28252
440-5511-533200	MILEAGE	LAURA FRISCH	MISC ERRANDS	AUGUST	09/13/19	56.73	28248
440-5511-533200	MILEAGE	TAMMY PENKALSKI	MILEAGE	AUGUST 28	09/13/19	16.99	28258
440-5511-539500	REPAIRS & MAINTENANCE	SCHINDLER ELEVATOR CORP	SERVICE ELEVATOR	7152988160	09/13/19	808.26	28257
Total For Dept 5511 LIBRARY SERVICES						4,541.36	
Dept 5700 CAPITAL OUTLAY EXPENDITURES							
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034773453	09/13/19	3.14	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034773454	09/13/19	13.43	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034773455	09/13/19	15.95	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034773456	09/13/19	25.18	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034773457	09/13/19	151.05	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034773458	09/13/19	262.59	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034773459	09/13/19	382.34	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034742328	09/13/19	9.51	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034742329	09/13/19	10.07	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034742330	09/13/19	51.21	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034742331	09/13/19	15.95	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034742332	09/13/19	10.07	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034742333	09/13/19	61.27	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034742334	09/13/19	151.19	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034742335	09/13/19	177.71	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034749695	09/13/19	5.59	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034749696	09/13/19	6.29	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034749697	09/13/19	14.40	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034749698	09/13/19	18.04	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	203474684	09/13/19	3.77	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034746285	09/13/19	3.14	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034746286	09/13/19	5.03	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034746287	09/13/19	9.51	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034746288	09/13/19	3.14	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034746289	09/13/19	6.15	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034746290	09/13/19	4.38	28239
440-5700-532800	BOOKS	BRODART	BOOKS	B5736362	09/13/19	83.61	28240
440-5700-532800	BOOKS	BRODART	BOOKS	B5718421	09/13/19	35.79	28240

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Fund 440 LIBRARY FUND							
Dept 5700 CAPITAL OUTLAY EXPENDITURES							
440-5700-532800	BOOKS	BRODART	BOOKS	B5716418	09/13/19	65.87	28240
440-5700-532800	BOOKS	BRODART	BOOKS	B5730572	09/13/19	53.96	28240
440-5700-532800	BOOKS	CENGAGE LEARNING	BOOKS	67713646	09/13/19	20.79	28242
440-5700-532800	BOOKS	CENGAGE LEARNING	BOOKS	67687580	09/13/19	29.59	28242
440-5700-532800	BOOKS	CENGAGE LEARNING	BOOKS	67713365	09/13/19	28.79	28242
440-5700-532800	BOOKS	CENGAGE LEARNING	BOOKS	67576708	09/13/19	24.79	28242
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034778543	09/19/19	5.66	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034778544	09/19/19	39.98	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034778545	09/19/19	400.00	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034778546	09/19/19	162.87	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034778839	09/19/19	7.27	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034778840	09/19/19	683.18	28239
440-5700-532800	BOOKS	BAKER & TAYLOR INC.	BOOKS	2034778841	09/19/19	9.51	28239
440-5700-532800	BOOKS	BRODART	BOOKS	B5734496	09/19/19	52.05	28240
440-5700-532900	AV MATERIAL	MIDWEST TAPE	AUDIO BOOKS	97846163	09/19/19	775.77	28249
440-5700-532900	AV MATERIAL	MIDWEST TAPE	AUDIO BOOKS	97883989	09/19/19	109.97	28249
Total For Dept 5700 CAPITAL OUTLAY EXPENDITURES						4,009.55	
Dept 5890 USE OF DESIGNATED FUNDS							
440-5890-580600	DONATED FUND EXPENDITURES	AMERICANA FLOWER STATI	MEMORY CAFE FLOWER ARRANGING	8118	09/13/19	270.00	28238
440-5890-580600	DONATED FUND EXPENDITURES	BROWN, LYNETTE	ZUMBA CLASSES	91019	09/13/19	150.00	28241
440-5890-580600	DONATED FUND EXPENDITURES	ENGBERG ANDERSON INC	SPACE STUDY	19300800-02	09/13/19	3,828.00	28247
440-5890-580600	DONATED FUND EXPENDITURES	MOONWISE HERBS LLC	COOKING WITH HERBS PROGRAM	917600	09/13/19	300.00	28251
440-5890-580600	DONATED FUND EXPENDITURES	PAUL TIMM	SHIPWRECK OF LADY ELGIN PROGRAM	92319	09/13/19	75.00	28255
440-5890-580600	DONATED FUND EXPENDITURES	MIKE SCHNEIDER	PINT SIZE POLKAS	4683	09/19/19	250.00	28250
Total For Dept 5890 USE OF DESIGNATED FUNDS						4,873.00	
Total For Fund 440 LIBRARY FUND						13,423.91	

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INVOICE GL DISTRIBUTION REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 08/30/2019 - 09/20/2019
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: PAPER CHECK

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:			Fund 440 LIBRARY FUND			13,423.91	
			Total For All Funds:			13,423.91	

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MUKWONAGO BOARD FOR MUKWONAGO
POST DATES 09/13/2019 - 09/13/2019
JOURNALIZED PAID
BANK CODE: GEN - CHECK TYPE: EFT

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INVOICE NUMBER	DESCRIPTION	AMOUNT	APPROVAL DEPARTMENT	DISTRIBUTIONS\AMOUNTS
VENDOR NAME: VILLAGE OF MUKWONAGO				
AUG-PLANNER	PLANNER TIME ON PROJECT	208.68	FINANCE	100-0000-211425 208.68
JULY-PLANNER	PLANNER TIME ON PROJECT	13.04	FINANCE	100-0000-211425 13.04
AUGUST-PLANNER	PLANNER TIME ON PROJECT	130.43	FINANCE	100-0000-211425 130.43
JULY-PLANNER	PLANNER TIME ON PROJECT	182.60	FINANCE	100-0000-211425 182.60
AUGUST-PLANNER	PLANNER TIME ON PROJECT	286.94	FINANCE	100-0000-211425 286.94
JUNE-AUGUST PLANNER	PLANNER TIME ON PROJECT	182.60	FINANCE	100-0000-211425 182.60
JUN/JUL-PLANNER	PLANNER TIME ON PROJECT	182.60	FINANCE	100-0000-211425 182.60
AUGUST-PLANNER	PLANNER TIME ON PROJECT	495.62	FINANCE	100-0000-211425 495.62
JULY-PLANNER	PLANNER TIME ON PROJECT	5.22	FINANCE	100-0000-211425 5.22
AUGUST-PLANNER	PLANNER TIME ON PROJECT	78.26	FINANCE	100-0000-211425 78.26
JULY-PLANNER	PLANNER TIME ON PROJECT	39.13	FINANCE	100-0000-211425 39.13
TOTAL VENDOR VILLAGE OF MUKWONAGO		1,805.12		
GRAND TOTAL:		1,805.12		

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 09/01/2019 - 09/30/2019

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/06/2019	GEN	28236	VANTAGEPOINT TRANSFER AGENTS	DEFERRED COMPENSATION	100-0000-215250	3,046.43
		28236		DEFERRED COMPENSATION	150-0000-215250	7.75
		28236		DEFERRED COMPENSATION	440-0000-215250	443.43
		28236		DEFERRED COMPENSATION	610-0000-215250	207.73
		28236		DEFERRED COMPENSATION	620-0000-215250	259.25
						<hr/> 3,964.59
09/06/2019	GEN	41 (E)	GREAT WEST RETIREMENT SERVICES	DEFERRED COMPENSATION	100-0000-215250	521.00
		41 (E)		DEFERRED COMPENSATION	150-0000-215250	74.00
		41 (E)		DEFERRED COMPENSATION	610-0000-215250	100.00
		41 (E)		DEFERRED COMPENSATION	620-0000-215250	100.00
						<hr/> 795.00
09/06/2019	GEN	42 (E)	PAYROLLDATA.COM	OTHER	100-5142-539900	131.71
		42 (E)		PROFESSIONAL SERVICES	150-5221-521900	131.70
		42 (E)		OTHER	440-5511-539900	131.70
		42 (E)		MISC GENERAL EXPENSES	610-6920-693000	131.70
		42 (E)		MISC GENERAL EXPENSE	620-8400-856000	131.70
						<hr/> 658.51
09/10/2019	GEN	43 (E)	INVOICE CLOUD	INVOICE CLOUD CC MONTHLY FEE - MISC	100-5142-539900	2.70
		43 (E)		INVOICE CLOUD CC MONTHLY FEE -	410-5363-539900	49.10
		43 (E)		INVOICE CLOUD CC ACH RETURN FEE -	610-6920-692100	64.10
		43 (E)		INVOICE CLOUD CC MONTHLY FEE -	620-8300-840000	49.10
						<hr/> 165.00
09/19/2019	GEN	28335	VANTAGEPOINT TRANSFER AGENTS	DEFERRED COMPENSATION	100-0000-215250	2,952.02
		28335		DEFERRED COMPENSATION	150-0000-215250	1.41
		28335		DEFERRED COMPENSATION	440-0000-215250	451.21
		28335		DEFERRED COMPENSATION	610-0000-215250	231.94
		28335		DEFERRED COMPENSATION	620-0000-215250	234.01
						<hr/> 3,870.59
09/19/2019	GEN	28336	MINNESOTA LIFE INSURANCE	LIFE INSURANCE PAYABLE	100-0000-215301	1,271.10
		28336		LIFE INSURANCE PAYABLE	150-0000-215301	130.83
		28336		LIFE INSURANCE PAYABLE	440-0000-215301	181.52

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 09/01/2019 - 09/30/2019

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
		28336		LIFE INSURANCE PAYABLE	610-0000-215301	79.05
		28336		LIFE INSURANCE PAYABLE	620-0000-215301	66.46
						<hr/> 1,728.96
09/20/2019	GEN	45 (E)	GREAT WEST RETIREMENT SERVICES	DEFERRED COMPENSATION	100-0000-215250	500.00
		45 (E)		DEFERRED COMPENSATION	150-0000-215250	74.00
		45 (E)		DEFERRED COMPENSATION	610-0000-215250	100.00
		45 (E)		DEFERRED COMPENSATION	620-0000-215250	100.00
						<hr/> 774.00
09/20/2019	GEN	47 (E)	PAYROLLDATA.COM	OTHER	100-5142-539900	89.45
		47 (E)		PROFESSIONAL SERVICES	150-5221-521900	89.43
		47 (E)		OTHER	440-5511-539900	89.43
		47 (E)		MISC GENERAL EXPENSES	610-6920-693000	89.43
		47 (E)		MISC GENERAL EXPENSE	620-8400-856000	89.43
						<hr/> 447.17
09/23/2019	GEN	46 (E)	EMPLOYEE TRUST FUNDS	HEALTH INSURANCE PAYABLE	100-0000-215300	48,380.87
		46 (E)		HEALTH INSURANCE PAYABLE	150-0000-215300	8,961.50
		46 (E)		HEALTH INSURANCE PAYABLE	440-0000-215300	6,387.93
		46 (E)		HEALTH INSURANCE PAYABLE	610-0000-215300	3,443.19
		46 (E)		HEALTH INSURANCE PAYABLE	620-0000-215300	4,727.07
						<hr/> 71,900.56
09/24/2019	GEN	28337	WALWORTH CTY TREASURER	OTHER	100-5142-539900	35.29
		28337		DEPOSITORY CASH	410-0000-111300	19.35
		28337		DEPOSITORY CASH	610-0000-111300	64.70
		28337		DEPOSITORY CASH	620-0000-111300	210.05
						<hr/> 329.39
09/25/2019	GEN	28338	PIZZA HUT INC #13467	METERED SALES-RESIDENTIAL	620-4010-461100	372.30
09/26/2019	GEN	28339	AFLAC	SUPPLEMENTAL INSURANCE PAYABLE	100-0000-215302	261.85
		28339		SUPPLEMENTAL INSURANCE PAYABLE	150-0000-215302	258.21
		28339		SUPPLEMENTAL INSURANCE PAYABLE	610-0000-215302	50.74
		28339		SUPPLEMENTAL INSURANCE PAYABLE	620-0000-215302	50.76

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
						621.56
09/26/2019	GEN	28340	MUKWONAGO PROFESSIONAL POLICE	UNION DUES PAYABLE	100-0000-215500	560.00
09/26/2019	GEN	28341	MUKWONAGO PROFESSIONAL	UNION DUES PAYABLE	150-0000-215500	270.00
09/26/2019	GEN	28342	VILLAGE OF MUKWONAGO MRA	FLEXIBLE SPENDING CONTRIBUTION	100-0000-215350	1,573.04
		28342		FLEXIBLE SPENDING CONTRIBUTION	150-0000-215350	203.84
		28342		FLEXIBLE SPENDING CONTRIBUTION	440-0000-215350	70.00
						<hr/> 1,846.88
09/30/2019	GEN	51 (E)	WI RETIREMENT SYSTEM	RETIREMENT	100-0000-215200	27,996.11
		51 (E)		RETIREMENT	150-0000-215200	7,327.32
		51 (E)		RETIREMENT	440-0000-215200	4,996.08
		51 (E)		RETIREMENT	610-0000-215200	2,279.40
		51 (E)		RETIREMENT	620-0000-215200	1,903.96
						<hr/> 44,502.87
			TOTAL - ALL FUNDS	TOTAL OF 16 CHECKS		132,807.38

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BANK CODE: GEN PAY BY: EFT TRANSFER ENTRY DATES 09/16/2019 - 09/16/2019

DB: Mukwonago

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/16/2019	AP	TIME WARNER CABLE	Invoice: 09142019 Ref#: 36599 (MONTHLY BILL)		
AP Trx #: 59295					
		TELEPHONE-COURT	100-5120-522500	79.12	
		TELEPHONE-ADMIN	100-5141-522500	87.09	
		TELEPHONE-CLERK	100-5142-522500	157.15	
		PROFESSIONAL SERVICES-ELECTIONS	100-5144-521900	26.45	
		TELEPHONE-POLICE	100-5211-522500	839.07	
		TELEPHONE-BLDG INSP	100-5241-522500	44.33	
		TELEPHONE-DPW	100-5323-522500	79.88	
		TELEPHONE-MUSEUM	100-5512-522500	154.96	
		TELEPHONE-FIRE	150-5221-522500	797.85	
		TELEPHONE-TID	220-5140-522500	2.53	
		TELEPHONE-RECYCLING	410-5363-522500	5.07	
		TELEPHONE-LIBRARY	440-5511-522500	586.96	
		TELEPHONE-STORM WATER	500-5344-522500	2.53	
		OFFICE SUPPLIES & EXPENSES-WATER	610-6920-692100	43.09	
		OFFICE SUPPLIES & EXPENSES-SEWER	620-8400-851000	43.09	
		Vnd: 0591 Invoice: 09142019	100-0000-211000		1,468.05
		Vnd: 0591 Invoice: 09142019	150-0000-211000		797.85
		Vnd: 0591 Invoice: 09142019	220-0000-211000		2.53
		Vnd: 0591 Invoice: 09142019	410-0000-211000		5.07
		Vnd: 0591 Invoice: 09142019	440-0000-211000		586.96
		Vnd: 0591 Invoice: 09142019	500-0000-211000		2.53
		Vnd: 0591 Invoice: 09142019	610-0000-211000		43.09
		Vnd: 0591 Invoice: 09142019	620-0000-211000		43.09
		Expected Check Run: 09/27/2019			
				<u>2,949.17</u>	<u>2,949.17</u>
				<u>2,949.17</u>	<u>2,949.17</u>
Cash/Payable Account Totals:					
		VOUCHERS PAYABLE	100-0000-211000		1,468.05
		VOUCHERS PAYABLE	150-0000-211000		797.85
		VOUCHERS PAYABLE	220-0000-211000		2.53
		VOUCHERS PAYABLE	410-0000-211000		5.07
		VOUCHERS PAYABLE	440-0000-211000		586.96
		VOUCHERS PAYABLE	500-0000-211000		2.53
		VOUCHERS PAYABLE	610-0000-211000		43.09
		VOUCHERS PAYABLE	620-0000-211000		43.09
		GRAND TOTAL:			<u>2,949.17</u>

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INVOICE REGISTER REPORT FOR MUKWONAGO

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POST DATES 08/01/2019 - 08/31/2019

JOURNALIZED PAID

BANK CODE: GEN VENDOR CODE: MISCCC - CHECK TYPE: EFT

CREDIT CARD TRANSACTIONS FOR BOARD

SORTED BY CARDHOLDER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
Purchase Card Vendor: 0002 US BANK							
BITTNER RONALD							
36103	UWEX REGISTRATION	07/25/2019	08/30/2019	195.00	0.00	Paid	Y
	RON CONT. ED	rgallo					08/16/2019
	100-5323-533500	TRAINING & TRAVEL		195.00			
CASTLE WAYNE A							
36104	M AND M CONTROL SERVICE	07/18/2019	08/30/2019	32.64	0.00	Paid	Y
	INFLUENTIAL PRESSURE GAUGE	rgallo					08/16/2019
	620-8010-827000	OPERATION SUPPLY/EXPENSE		32.64			
DELIKAT CODY							
36105	OPC*WISCONSIN RURAL WTR	07/18/2019	08/30/2019	1,580.00	0.00	Paid	Y
	CROSS CONNECTION TRAINING	rgallo					08/16/2019
	610-6920-692300	OUTSIDE SERVICES EMPLOYED		1,580.00			
DELIKAT CODY							
36106	OPC MSC*SERVICE FEE 024	07/18/2019	08/30/2019	50.36	0.00	Paid	Y
	CROSS CONNECTION TRAINING	rgallo					08/16/2019
	610-6920-692300	OUTSIDE SERVICES EMPLOYED		50.36			
DELIKAT CODY							
36107	THE HOME DEPOT #4921	07/25/2019	08/30/2019	25.46	0.00	Paid	Y
	PRESSURE WASHER PARTS FOR HYD	rgallo					08/16/2019
	610-6454-665400	MAINTENANCE-HYDRANTS		25.46			
DELIKAT CODY							
36108	RIVER S EDGE WASH & LUBE	08/02/2019	08/30/2019	68.24	0.00	Paid	Y
	OIL CHANGE FOR SERVICE TRUCK	rgallo					08/16/2019
	610-6920-693300	TRANSPORTATION EXPENSES		68.24			
DELIKAT CODY							
36109	THE HOME DEPOT #4921	08/05/2019	08/30/2019	199.00	0.00	Paid	Y
	TOOLS FOR SERVICE TRUCK	rgallo					08/16/2019
	610-6200-662300	OPERATION SUPPLY/EXP-PUMPING		199.00			
DELIKAT CODY							
36110	USPS PO 5657100149	08/13/2019	08/30/2019	3.66	0.00	Paid	Y
	WATER SAMPLE POSTAGE	rgallo					08/16/2019
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		3.66			

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INVOICE REGISTER REPORT FOR MUKWONAGO

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POST DATES 08/01/2019 - 08/31/2019

JOURNALIZED PAID

BANK CODE: GEN VENDOR CODE: MISCCC - CHECK TYPE: EFT

CREDIT CARD TRANSACTIONS FOR BOARD

SORTED BY CARDHOLDER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
DOHERTY DIANA							
36111	RADISSON HOTEL	07/19/2019	08/30/2019	460.00	0.00	Paid	Y
	HOTEL TREASURER CONFERENCE - GREEN	rgallo					08/16/2019
	100-5141-533500	TRAINING & TRAVEL		460.00			
DOHERTY DIANA							
36112	WISCONSIN MUNICIPAL CLER	07/29/2019	08/30/2019	25.00	0.00	Paid	Y
	WMCA ASSOCIATE MEMBERSHIP	rgallo					08/16/2019
	100-5141-532400	MEMBERSHIP DUES		25.00			
DYKSTRA DIANA							
36113	AMZN MKTP US*MA2SQ91O1	07/31/2019	08/30/2019	69.93	0.00	Paid	Y
	CLERK COMPUTER UPGRADE 250 GB MEMORY	rgallo					08/16/2019
	100-5142-539500	CLERK COMPUTER UPGRADE 250GB MEMORY		69.93			
DYKSTRA DIANA							
36114	AMZN MKTP US*MA5P763H0	08/01/2019	08/30/2019	205.94	0.00	Paid	Y
	27" MONITOR AND WIRELESS KEYBOARD	rgallo					08/16/2019
	100-5142-539500	27"MONITOR AND WIRELESS KEYBOARD SET		205.94			
DYKSTRA DIANA							
36115	AMAZON.COM*MA1WJ5J10 AMZN	08/02/2019	08/30/2019	63.99	0.00	Paid	Y
	COMPUTER UPGRADE MATERIALS	rgallo					08/16/2019
	100-5142-531100	COMPUTER UPGRADE MATERIALS		63.99			
DYKSTRA DIANA							
36116	AMZN MKTP US*MA4IJ0KT2	08/07/2019	08/30/2019	139.14	0.00	Paid	Y
	OFFICE SUPPLIES	rgallo					08/16/2019
	100-5142-531100	SUPPLIES		118.56			
	100-5241-531100	SUPPLIES		20.58			
DYKSTRA DIANA							
36117	MOY'S RESTAURANT	08/07/2019	08/30/2019	22.10	0.00	Paid	Y
	WAL CO CLERK ELECTION TRAINING	rgallo					08/16/2019
	100-5144-533500	WAL CO CLERK ELECTION TRAINING MTG		22.10			
DYKSTRA DIANA							
36118	AMZN MKTP US*MA67Y67H2	08/07/2019	08/30/2019	41.96	0.00	Paid	Y
	OFFICE SUPPLIES	rgallo					08/16/2019
	100-5142-531100	GENERAL OFFICE SUPPLIES		41.96			

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INVOICE REGISTER REPORT FOR MUKWONAGO

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POST DATES 08/01/2019 - 08/31/2019

JOURNALIZED PAID

BANK CODE: GEN VENDOR CODE: MISCCC - CHECK TYPE: EFT

CREDIT CARD TRANSACTIONS FOR BOARD

SORTED BY CARDHOLDER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
DYKSTRA DIANA							
36119	VISTAPR*VISTAPRINT.COM	08/09/2019	08/30/2019	23.62	0.00	Paid	Y
	BUSINESS CARDS	rgallo					08/16/2019
	100-5142-531100	BUSINESS CARDS		23.62			
DYKSTRA DIANA							
36120	AMZN MKTP US*MA4OK7QW0	08/13/2019	08/30/2019	59.95	0.00	Paid	Y
	CASH BOX FOR FRONT DESK	rgallo					08/16/2019
	100-5141-531100	SUPPLIES		59.95			
FRISCH LAURA L							
36121	WM SUPERCENTER #1571	07/16/2019	08/30/2019	22.62	0.00	Paid	Y
	PROGRAM SUPPLIES	rgallo					08/16/2019
	440-5511-533100	PROGRAMMING		22.62			
FRISCH LAURA L							
36122	WM SUPERCENTER #1571	07/16/2019	08/30/2019	13.20	0.00	Paid	Y
	WEED KILLER	rgallo					08/16/2019
	440-5511-531100	SUPPLIES		13.20			
FRISCH LAURA L							
36123	WAL-MART #1571	07/17/2019	08/30/2019	2.46	0.00	Paid	Y
	PROGRAM SUPPLIES	rgallo					08/16/2019
	440-5511-531100	SUPPLIES		2.46			
FRISCH LAURA L							
36124	HOBBY LOBBY #560	07/18/2019	08/30/2019	33.89	0.00	Paid	Y
	PROGRAM SUPPLIES	rgallo					08/16/2019
	440-5511-531400	META SPACE EQUIPMENT & SUPPLIE		33.89			
FRISCH LAURA L							
36125	FACEBK *676JYKAY82	07/19/2019	08/30/2019	92.99	0.00	Paid	Y
	EVENT AD	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		92.99			
FRISCH LAURA L							
36126	DBC*BLICK ART MATERIAL	07/20/2019	08/30/2019	58.69	0.00	Paid	Y
	BLOCK PRINTING INK	rgallo					08/16/2019
	440-5511-531400	META SPACE EQUIPMENT & SUPPLIE		58.69			

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INVOICE REGISTER REPORT FOR MUKWONAGO

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POST DATES 08/01/2019 - 08/31/2019

JOURNALIZED PAID

BANK CODE: GEN VENDOR CODE: MISCCC - CHECK TYPE: EFT
CREDIT CARD TRANSACTIONS FOR BOARD

SORTED BY CARDHOLDER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
FRISCH LAURA L							
36127	AUDIO VISUAL OF MILWAUKEE	07/22/2019	08/30/2019	1,838.13	0.00	Paid	Y
	LASER PROJECTOR	rgallo					08/16/2019
	440-5511-539500	REPAIRS & MAINTENANCE		1,838.13			
FRISCH LAURA L							
36128	WM SUPERCENTER #1571	07/23/2019	08/30/2019	58.77	0.00	Paid	Y
	MEMORY CAFE SUPPLIES	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		58.77			
FRISCH LAURA L							
36129	AMZN MKTP US*MA56K2ZV1	07/23/2019	08/30/2019	73.98	0.00	Paid	Y
	MINI ELECTRIC MOTOR	rgallo					08/16/2019
	440-5511-531400	META SPACE EQUIPMENT & SUPPLIE		73.98			
FRISCH LAURA L							
36130	AMZN MKTP US*MA14D1322	07/23/2019	08/30/2019	35.75	0.00	Paid	Y
	CLEANING SUPPLIES	rgallo					08/16/2019
	440-5511-531100	SUPPLIES		35.75			
FRISCH LAURA L							
36131	WM SUPERCENTER #1571	07/24/2019	08/30/2019	31.07	0.00	Paid	Y
	MEMORY CAFE SUPPLIES	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		31.07			
FRISCH LAURA L							
36132	WM SUPERCENTER #1571	07/24/2019	08/30/2019	8.76	0.00	Paid	Y
	WEED KILLER	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		8.76			
FRISCH LAURA L							
36133	PICK N SAVE #384	07/25/2019	08/30/2019	24.98	0.00	Paid	Y
	MEMORY CAFE	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		24.98			
FRISCH LAURA L							
36134	AMZN MKTP US*MH00N6RG0	07/25/2019	08/30/2019	56.94	0.00	Paid	Y
	BATTERIES & SUPPLIES	rgallo					08/16/2019
	440-5511-531400	META SPACE EQUIPMENT & SUPPLIE		56.94			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
FRISCH LAURA L							
36135	THE GARDEN MART	07/25/2019	08/30/2019	272.00	0.00	Paid	Y
	MULCH	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		272.00			
FRISCH LAURA L							
36136	THE GARDEN MART	07/25/2019	08/30/2019	24.59	0.00	Paid	Y
	GARDEN GLOVES	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		24.59			
FRISCH LAURA L							
36137	WALMART.COM 8009666546	07/29/2019	08/30/2019	118.00	0.00	Paid	Y
	TENT	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		118.00			
FRISCH LAURA L							
36138	AMZN MKTP US*MA6DJ6FC0	07/29/2019	08/30/2019	39.95	0.00	Paid	Y
	MOP	rgallo					08/16/2019
	440-5511-531100	SUPPLIES		39.95			
FRISCH LAURA L							
36139	WM SUPERCENTER #1571	07/30/2019	08/30/2019	86.72	0.00	Paid	Y
	BACKYARD BASH SUPPLIES	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		86.72			
FRISCH LAURA L							
36140	WM SUPERCENTER #1571	07/30/2019	08/30/2019	8.86	0.00	Paid	Y
	CLEANING SUPPLIES	rgallo					08/16/2019
	440-5511-531100	SUPPLIES		8.86			
FRISCH LAURA L							
36141	FLEET FARM 5000	07/30/2019	08/30/2019	42.03	0.00	Paid	Y
	COOLER	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		42.03			
FRISCH LAURA L							
36142	MILLS FLEET FARM 4000	07/30/2019	08/30/2019	52.54	0.00	Paid	Y
	NESCO ROASTER	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		52.54			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
FRISCH LAURA L							
36143	THE HOME DEPOT #4921	07/31/2019	08/30/2019	19.97	0.00	Paid	Y
	BATTERIES	rgallo					08/16/2019
	440-5511-531400	META SPACE EQUIPMENT & SUPPLIE		19.97			
FRISCH LAURA L							
36144	ADOBE *ACROPRO SUBS	08/01/2019	08/30/2019	15.75	0.00	Paid	Y
	ACROBAT	rgallo					08/16/2019
	440-5511-534000	DIGITAL MATERIALS		15.75			
FRISCH LAURA L							
36145	WM SUPERCENTER #1571	08/02/2019	08/30/2019	452.82	0.00	Paid	Y
	BACK YARD BASH	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		452.82			
FRISCH LAURA L							
36146	AMZN MKTP US	08/03/2019	08/30/2019	(39.95)	0.00	Paid	Y
	MOP CREDIT	rgallo					08/16/2019
	440-5511-531100	SUPPLIES		(39.95)			
FRISCH LAURA L							
36147	WM SUPERCENTER #1571	08/06/2019	08/30/2019	81.15	0.00	Paid	Y
	METASPACE PROGRAM	rgallo					08/16/2019
	440-5511-531400	META SPACE EQUIPMENT & SUPPLIE		81.15			
FRISCH LAURA L							
36148	THE HOME DEPOT #4921	08/06/2019	08/30/2019	9.90	0.00	Paid	Y
	PROGRAM SUPPLIES	rgallo					08/16/2019
	440-5511-531400	META SPACE EQUIPMENT & SUPPLIE		9.90			
FRISCH LAURA L							
36149	MAILCHIMP *MONTHLY	08/08/2019	08/30/2019	50.00	0.00	Paid	Y
	MONTHLY NEWSLETTER	rgallo					08/16/2019
	440-5511-534000	DIGITAL MATERIALS		50.00			
FRISCH LAURA L							
36150	WM SUPERCENTER #1571	08/09/2019	08/30/2019	29.98	0.00	Paid	Y
	PROGRAM SUPPLIES	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		29.98			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
FRISCH LAURA L							
36151	WAL-MART #1571 SE2	08/09/2019	08/30/2019	(39.74)	0.00	Paid	Y
	GLUE/ CREDIT	rgallo					08/16/2019
	440-5511-531400	META SPACE EQUIPMENT & SUPPLIE		(39.74)			
FRISCH LAURA L							
36152	AMZN MKTP US*MA9KQ9K11	08/11/2019	08/30/2019	191.58	0.00	Paid	Y
	BACKYARD BASH SUPPLIES	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		191.58			
FRISCH LAURA L							
36153	WAL-MART #1571	08/12/2019	08/30/2019	35.92	0.00	Paid	Y
	CLEANING SUPPLIES	rgallo					08/16/2019
	440-5511-531100	SUPPLIES		35.92			
FRISCH LAURA L							
36154	WM SUPERCENTER #1571	08/12/2019	08/30/2019	19.39	0.00	Paid	Y
	PROGRAM SUPPLIES	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		19.39			
FRISCH LAURA L							
36155	STAPLS0176890400000001	08/13/2019	08/30/2019	14.96	0.00	Paid	Y
	CARDSTOCK	rgallo					08/16/2019
	440-5511-531100	SUPPLIES		14.96			
GOURDOUX LINDA							
36156	RADISSON HOTEL	07/19/2019	08/30/2019	460.00	0.00	Paid	Y
	CLERKS INSTITUTE HOTEL	rgallo					08/16/2019
	100-5142-533500	TRAINING & TRAVEL		460.00			
GOURDOUX LINDA							
36157	WM SUPERCENTER #1571	07/23/2019	08/30/2019	45.57	0.00	Paid	Y
	PARTY SUPPLIES JUDYS RETIREMENT	rgallo					08/16/2019
	100-5141-539800	EMPLOYEE RECOGNITION		45.57			
GOURDOUX LINDA							
36158	WAL-MART #1571	07/25/2019	08/30/2019	3.75	0.00	Paid	Y
	CARD JUDY RETIREMENT	rgallo					08/16/2019
	100-5141-539800	EMPLOYEE RECOGNITION		3.75			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
GOURDOUX LINDA							
36159	CHILI S GRILL & BAR 212	07/25/2019	08/30/2019	42.53	0.00	Paid	Y
	JUDY, DIANA, LINDA LUNCH AFTER	rgallo					08/16/2019
	100-5142-533500	TRAINING & TRAVEL		42.53			
HARLEY ROBERT J							
36160	DOA E PAY DOC SALES	08/06/2019	08/30/2019	829.41	0.00	Paid	Y
	STATE SEALS	rgallo					08/16/2019
	100-5241-531100	SUPPLIES		829.41			
HARLEY ROBERT J							
36161	DOA E PAY DOC SALES	08/07/2019	08/30/2019	21.41	0.00	Paid	Y
	STOP WOR ORDERS	rgallo					08/16/2019
	100-5241-531100	SUPPLIES		21.41			
ISELY MARY JO							
36162	AMZN MKTP US*MH2HA02Y1	07/15/2019	08/30/2019	6.37	0.00	Paid	Y
	DVD	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		6.37			
ISELY MARY JO							
36163	AMZN DIGITAL*MH1PD32S2 88	07/16/2019	08/30/2019	14.70	0.00	Paid	Y
	KINDLE	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		14.70			
ISELY MARY JO							
36164	AMZN DIGITAL*MH8MI4KK2	07/16/2019	08/30/2019	15.75	0.00	Paid	Y
	KINDLE	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		15.75			
ISELY MARY JO							
36165	AMZN MKTP US*MH6AR8B90	07/17/2019	08/30/2019	8.99	0.00	Paid	Y
	CD	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		8.99			
ISELY MARY JO							
36166	AMZN MKTP US*MH2KK1UW0	07/24/2019	08/30/2019	24.99	0.00	Paid	Y
	DVD	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		24.99			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
ISELY MARY JO							
36167	AMZN MKTP US*MA1Q80F70	07/29/2019	08/30/2019	271.30	0.00	Paid	Y
	DVDS	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		271.30			
ISELY MARY JO							
36168	AMZN MKTP US*MA9AM24K0	07/29/2019	08/30/2019	196.11	0.00	Paid	Y
	DVDS	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		196.11			
ISELY MARY JO							
36169	AMAZON.COM*MA3H66L70	07/31/2019	08/30/2019	30.96	0.00	Paid	Y
	BOOKS	rgallo					08/16/2019
	440-5700-532800	BOOKS		30.96			
ISELY MARY JO							
36170	AMZN MKTP US*MA2TR9LB0	07/31/2019	08/30/2019	27.99	0.00	Paid	Y
	DVDS	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		27.99			
ISELY MARY JO							
36171	NETFLIX.COM	08/01/2019	08/30/2019	15.99	0.00	Paid	Y
	STREAMING SERVICE AUG	rgallo					08/16/2019
	440-5511-534000	DIGITAL MATERIALS		15.99			
ISELY MARY JO							
36172	AMZN MKTP US*MA61I1Q12	08/03/2019	08/30/2019	69.98	0.00	Paid	Y
	DVDS	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		69.98			
ISELY MARY JO							
36173	AMZN MKTP US*MA8VF2VJ1	08/04/2019	08/30/2019	27.89	0.00	Paid	Y
	DVDS	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		27.89			
ISELY MARY JO							
36174	AMZN MKTP US*MA3P35G00	08/07/2019	08/30/2019	16.97	0.00	Paid	Y
	BOOK	rgallo					08/16/2019
	440-5700-532800	BOOKS		16.97			

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SORTED BY CARDHOLDER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
ISELY MARY JO							
36175	AMZN MKTP US*MAIKE88Z1 AM	08/07/2019	08/30/2019	188.61	0.00	Paid	Y
	DVDS	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		188.61			
ISELY MARY JO							
36176	AMZN MKTP US*MA7TM3PO0	08/07/2019	08/30/2019	4.75	0.00	Paid	Y
	DVD	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		4.75			
ISELY MARY JO							
36177	AMAZON.COM*MA0PP0UT2 AMZN	08/08/2019	08/30/2019	9.99	0.00	Paid	Y
	CD	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		9.99			
ISELY MARY JO							
36178	ACORN TV MONTHLY	08/08/2019	08/30/2019	6.29	0.00	Paid	Y
	MONTHLY SUBSCRIPTION	rgallo					08/16/2019
	440-5511-534000	DIGITAL MATERIALS		6.29			
ISELY MARY JO							
36179	AMAZON.COM*MA1BR88Y0 AMZN	08/12/2019	08/30/2019	83.58	0.00	Paid	Y
	DVDS	rgallo					08/16/2019
	440-5700-532900	AV MATERIAL		83.58			
KINDER MATTHEW							
36180	THE HOME DEPOT #4921	08/02/2019	08/30/2019	148.12	0.00	Paid	Y
	TOOLS FOR CRANE TRUCK	rgallo					08/16/2019
	620-8010-827000	OPERATION SUPPLY/EXPENSE		148.12			
KINDER MATTHEW							
36181	THE HOME DEPOT #4921	08/05/2019	08/30/2019	20.01	0.00	Paid	Y
	WELL HOUSE CLEANING SUPPLIES	rgallo					08/16/2019
	610-6200-662300	OPERATION SUPPLY/EXP-PUMPING		20.01			
KINDER MATTHEW							
36182	KWIK TRIP 28200002824	08/09/2019	08/30/2019	3.98	0.00	Paid	Y
	ICE FOR WASTEWATER SAMPLES	rgallo					08/16/2019
	620-8010-826000	OTHER CHEMICALS		3.98			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
MILLER KENNETH							
36183	THE HOME DEPOT #4921	08/01/2019	08/30/2019	25.77	0.00	Paid	Y
	PAINT HARDENER FOR HYDRANTS	rgallo					08/16/2019
	610-6454-665400	MAINTENANCE-HYDRANTS		25.77			
SCHMIDT KEVIN B							
36184	STAPLS0176626234000001	08/02/2019	08/30/2019	36.85	0.00	Paid	Y
	WISBUY - 3 PACKS OF AA BATTERIES, 12	rgallo					08/16/2019
	100-5211-531100	SUPPLIES		36.85			
SCHMIDT KEVIN B							
36185	EASYKEYSCOM INC	08/06/2019	08/30/2019	31.64	0.00	Paid	Y
	2 HON 129R KEYS & 2 HON 135E KEYS	rgallo					08/16/2019
	100-5211-531100	SUPPLIES		31.64			
SMITH JAMES A							
36186	THE HOME DEPOT #4921	07/22/2019	08/30/2019	28.00	0.00	Paid	Y
	WATER SERVICE REPAIR DRAKE CRT	rgallo					08/16/2019
	610-6452-665200	MAINTENANCE-SERVICES		28.00			
SMITH JAMES A							
36187	5 STAR CITGO	08/05/2019	08/30/2019	3.38	0.00	Paid	Y
	ICE FOR WASTEWATER SAMPLES	rgallo					08/16/2019
	620-8010-826000	OTHER CHEMICALS		3.38			
STIEN JEFFREY R							
36188	PAYPAL *MABASWISCON	07/15/2019	08/30/2019	125.00	0.00	Paid	Y
	MABAS CONFERENCE 2019	rgallo					08/16/2019
	150-5221-533500	TRAINING & TRAVEL		125.00			
STIEN JEFFREY R							
36189	WM SUPERCENTER #1571	07/17/2019	08/30/2019	10.82	0.00	Paid	Y
	FIRE SUPPLIES	rgallo					08/16/2019
	150-5221-531100	SUPPLIES		10.82			
STIEN JEFFREY R							
36190	KWIK TRIP 28200002824	07/17/2019	08/30/2019	100.00	0.00	Paid	Y
	COOPER REIMBURSEMENT FOR BOAT	rgallo					08/16/2019
	150-5222-539500	REPAIRS & MAINTENANCE		100.00			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
STIEN JEFFREY R							
36191	E-RIGGING.COM	07/18/2019	08/30/2019	115.74	0.00	Paid	Y
	AMBULANCE CABINET SUPPLIES	rgallo					08/16/2019
	150-5231-531100	SUPPLIES		115.74			
STIEN JEFFREY R							
36192	PAYPAL *DISCOUNTPAR	07/18/2019	08/30/2019	108.16	0.00	Paid	Y
	SAW REPAIR	rgallo					08/16/2019
	150-5222-539500	REPAIRS & MAINTENANCE		108.16			
STIEN JEFFREY R							
36193	EMBROIDME	07/22/2019	08/30/2019	460.48	0.00	Paid	Y
	HAHN CLOTHING ALLOWANCE	rgallo					08/16/2019
	150-5221-534600	CLOTHING ALLOWANCE		460.48			
STIEN JEFFREY R							
36194	AMZN MKTP US*MA6HU53L2	07/23/2019	08/30/2019	250.22	0.00	Paid	Y
	IPAD SCREEN PROTECTORS	rgallo					08/16/2019
	150-5222-531100	SUPPLIES		250.22			
STIEN JEFFREY R							
36195	WAL-MART #1571	08/05/2019	08/30/2019	1.16	0.00	Paid	Y
	STAFF PICTURES	rgallo					08/16/2019
	150-5222-531100	SUPPLIES		1.16			
STREIT DANIEL							
36196	GANSON ENGINEERING	07/22/2019	08/30/2019	144.10	0.00	Paid	Y
	36 ROLLS OF THERMAL BLANK PAPER FOR	rgallo					08/16/2019
	100-5212-521900	PROFESSIONAL SERVICES		144.10			
SURA MATTHEW J							
36197	IPOINT	07/22/2019	08/30/2019	2,495.00	0.00	Paid	Y
	IPAD MOUNTS	rgallo					08/16/2019
	430-5700-571300	FIRE DEPT CAPITAL EQUIP		2,495.00			
SURA MATTHEW J							
36198	AMZN MKTP US*MA7RH7NO2	07/23/2019	08/30/2019	139.95	0.00	Paid	Y
	STATION CAMERA	rgallo					08/16/2019
	150-5221-531100	SUPPLIES		139.95			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
SURA MATTHEW J							
36199	AMZN MKTP US*MA4IG2LB1	07/23/2019	08/30/2019	72.90	0.00	Paid	Y
	CAT6 CABLE FOR CAMERAS	rgallo					08/16/2019
	150-5221-531100	SUPPLIES		72.90			
SURA MATTHEW J							
36200	AMZN MKTP US*MH6P67WF0	07/26/2019	08/30/2019	279.90	0.00	Paid	Y
	STATION CAMERAS	rgallo					08/16/2019
	150-5221-531100	SUPPLIES		279.90			
SURA MATTHEW J							
36201	FINISH LINE	08/03/2019	08/30/2019	199.69	0.00	Paid	Y
	SURA CLOTHING ALLOWANCE	rgallo					08/16/2019
	150-5221-534600	CLOTHING ALLOWANCE		199.69			
SURA MATTHEW J							
36202	AMZN MKTP US*MA1I846R2	08/03/2019	08/30/2019	114.83	0.00	Paid	Y
	POWER SUPPLIES FOR IPADS	rgallo					08/16/2019
	150-5222-531100	SUPPLIES		114.83			
SURA MATTHEW J							
36203	AMZN MKTP US*MA1788WN2	08/11/2019	08/30/2019	63.61	0.00	Paid	Y
	IPAD SUPPLIES	rgallo					08/16/2019
	150-5222-531100	SUPPLIES		63.61			
SURA MATTHEW J							
36204	AMZN MKTP US*MA55G8Y82	08/12/2019	08/30/2019	220.00	0.00	Paid	Y
	EMS MEDICAL BAGS	rgallo					08/16/2019
	150-5231-531100	SUPPLIES		220.00			
TAUBERT JUDITH							
36205	AMAZON PRIME	08/14/2019	08/30/2019	119.67	0.00	Paid	Y
	AMAZON PRIME MEMBERSHIP	rgallo					08/16/2019
	100-5142-532400	MEMBERSHIP DUES		119.67			
WEGNER ANDREW P							
36206	ACTIVE911 INC	07/26/2019	08/30/2019	611.00	0.00	Paid	Y
	ACTIVE911 SUBSCRIPTION	rgallo					08/16/2019
	150-5221-521900	PROFESSIONAL SERVICES		611.00			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
WEGNER LEE							
36207	UWEX REGISTRATION	07/24/2019	08/30/2019	80.00	0.00	Paid	Y
	MIKE PASER TRAINING	rgallo					08/16/2019
	100-5323-533500	TRAINING & TRAVEL		80.00			
WEGNER LEE							
36208	AMERICAN PUBLIC WORKS	07/26/2019	08/30/2019	114.00	0.00	Paid	Y
	PW DUES LEE W.	rgallo					08/16/2019
	100-5300-532400	MEMBERSHIP DUES		114.00			
WEGNER LEE							
36209	AMERICAN PUBLIC WORKS	08/01/2019	08/30/2019	75.00	0.00	Paid	Y
	ONLINE COURSE LEE W.	rgallo					08/16/2019
	100-5323-533500	TRAINING & TRAVEL		75.00			
WEIDL JOHN S							
36210	SQ *ESPRESSO LOVE C	07/19/2019	08/30/2019	6.25	0.00	Paid	Y
	TRAVEL GW LAWSUIT MTG	rgallo					08/16/2019
	100-5141-533500	TRAINING & TRAVEL		6.25			
WEIDL JOHN S							
36211	UWEX REGISTRATION	07/24/2019	08/30/2019	415.00	0.00	Paid	Y
	UWEX CLASS - COMMUNICATION SKILLS	rgallo					08/16/2019
	100-5141-533500	TRAINING & TRAVEL		415.00			
WEIDL JOHN S							
36212	FRANKS PIGGLY WIGGL	07/25/2019	08/30/2019	16.32	0.00	Paid	Y
	ROTARY MEMBERSHIP - FOOD PANTRY	rgallo					08/16/2019
	100-5141-531100	SUPPLIES		16.32			
WEIDL JOHN S							
36213	WM SUPERCENTER #1571	07/26/2019	08/30/2019	196.16	0.00	Paid	Y
	JUDY'S RETIREMENT	rgallo					08/16/2019
	100-5141-539900	OTHER		196.16			
WEIDL JOHN S							
36214	TAYLOR S PEOPLES PARK	07/31/2019	08/30/2019	15.56	0.00	Paid	Y
	TRAVEL - DOT MEETING	rgallo					08/16/2019
	100-5141-533500	TRAINING & TRAVEL		15.56			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 0002 US BANK							
WEIDL JOHN S							
36215	SQ *THE STEAMING CUP	07/31/2019	08/30/2019	5.47	0.00	Paid	Y
	TRAVEL - LAWSUIT GW MTG WITH	rgallo					08/16/2019
	100-5141-533500	TRAINING & TRAVEL		5.47			
WEIDL JOHN S							
36216	THE BUSINESS JOURNALS	08/09/2019	08/30/2019	115.00	0.00	Paid	Y
	BUSINESS JOURNAL ONLINE RENEWAL	rgallo					08/16/2019
	100-5141-531100	SUPPLIES		115.00			
ZIMMERMANN ANGE							
36217	AMZN MKTP US*MA7HC64V2	07/21/2019	08/30/2019	399.00	0.00	Paid	Y
	SUMMER PROGRAM	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		399.00			
ZIMMERMANN ANGE							
36218	FARONICS TECHNOLOGIES USA	07/22/2019	08/30/2019	262.50	0.00	Paid	Y
	DEEP FREEZE YEARLY FEE	rgallo					08/16/2019
	440-5511-522000	CONTRACTUAL SERVICES		262.50			
ZIMMERMANN ANGE							
36219	AMZN MKTP US*MA8B11ZC2	07/22/2019	08/30/2019	83.39	0.00	Paid	Y
	TENT	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		83.39			
ZIMMERMANN ANGE							
36220	MOBILE BEACON	07/23/2019	08/30/2019	1,920.00	0.00	Paid	Y
	HOTSPOT RENEWAL	rgallo					08/16/2019
	440-5511-581100	EQUIPMENT (NON-CAPITALIZED)		1,920.00			
ZIMMERMANN ANGE							
36221	AMZN MKTP US*MH3VV9UE0	07/23/2019	08/30/2019	62.60	0.00	Paid	Y
	PROGRAM SUPPLIES	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		62.60			
ZIMMERMANN ANGE							
36222	SCHOOL OUTFITTERS	07/25/2019	08/30/2019	713.03	0.00	Paid	Y
	LIGHT TABLE	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		713.03			

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

Purchase Card Vendor: 0002 US BANK

ZIMMERMANN ANGE

36223	AMZN MKTP US*MA83T4PA1	08/01/2019	08/30/2019	241.37	0.00	Paid	Y
	BACK YARD BASH	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		241.37			

ZIMMERMANN ANGE

36224	AMZN MKTP US*MA03H41D0	08/05/2019	08/30/2019	80.00	0.00	Paid	Y
	TATTOOS	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		80.00			

ZIMMERMANN ANGE

36225	AMAZON.COM*MA8NS30D0 AMZN	08/06/2019	08/30/2019	59.00	0.00	Paid	Y
	GENEALOGY HANDBOOK	rgallo					08/16/2019
	440-5511-533100	PROGRAMMING		59.00			

ZIMMERMANN ANGE

36226	AMZN MKTP US*MA6ZY28Z1	08/06/2019	08/30/2019	66.10	0.00	Paid	Y
	SIDEWALK CHALK	rgallo					08/16/2019
	440-5890-580600	DONATED FUND EXPENDITURES		66.10			

ZIMMERMANN ANGE

36227	ADOBE *IL CREATIVE CLD	08/09/2019	08/30/2019	22.06	0.00	Paid	Y
	ILLUSTRATOR	rgallo					08/16/2019
	440-5511-534000	DIGITAL MATERIALS		22.06			

Total Purchase Card Vendor: 0002 US BANK

20,406.31	0.00
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of Invoices: 123 # Due: 0 Totals:

20,486.00	0.00
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of Credit Memos: 2 # Due: 0 Totals:

(79.69)	0.00
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Net of Invoices and Credit Memos:

20,406.31	0.00
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--- TOTALS BY GL DISTRIBUTION ---

100-5141-531100	SUPPLIES	191.27
100-5141-532400	MEMBERSHIP DUES	25.00
100-5141-533500	TRAINING & TRAVEL	902.28
100-5141-539800	EMPLOYEE RECOGNITION	49.32
100-5141-539900	OTHER	196.16
100-5142-531100	SUPPLIES	248.13

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CREDIT CARD TRANSACTIONS FOR BOARD

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	100-5142-532400	MEMBERSHIP DUES		119.67			
	100-5142-533500	TRAINING & TRAVEL		502.53			
	100-5142-539500	REPAIRS & MAINTENANCE		275.87			
	100-5144-533500	TRAINING & TRAVEL		22.10			
	100-5211-531100	SUPPLIES		68.49			
	100-5212-521900	PROFESSIONAL SERVICES		144.10			
	100-5241-531100	SUPPLIES		871.40			
	100-5300-532400	MEMBERSHIP DUES		114.00			
	100-5323-533500	TRAINING & TRAVEL		350.00			
	150-5221-521900	PROFESSIONAL SERVICES		611.00			
	150-5221-531100	SUPPLIES		503.57			
	150-5221-533500	TRAINING & TRAVEL		125.00			
	150-5221-534600	CLOTHING ALLOWANCE		660.17			
	150-5222-531100	SUPPLIES		429.82			
	150-5222-539500	REPAIRS & MAINTENANCE		208.16			
	150-5231-531100	SUPPLIES		335.74			
	430-5700-571300	FIRE DEPT CAPITAL EQUIP		2,495.00			
	440-5511-522000	CONTRACTUAL SERVICES		262.50			
	440-5511-531100	SUPPLIES		111.15			
	440-5511-531400	META SPACE EQUIPMENT & SUPPLIE		294.78			
	440-5511-533100	PROGRAMMING		81.62			
	440-5511-534000	DIGITAL MATERIALS		110.09			
	440-5511-539500	REPAIRS & MAINTENANCE		1,838.13			
	440-5511-581100	EQUIPMENT (NON-CAPITALIZED)		1,920.00			
	440-5700-532800	BOOKS		47.93			
	440-5700-532900	AV MATERIAL		951.00			
	440-5890-580600	DONATED FUND EXPENDITURES		3,151.71			
	610-6200-662300	OPERATION SUPPLY/EXP-PUMPING		219.01			
	610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT		3.66			
	610-6452-665200	MAINTENANCE-SERVICES		28.00			
	610-6454-665400	MAINTENANCE-HYDRANTS		51.23			
	610-6920-692300	OUTSIDE SERVICES EMPLOYED		1,630.36			
	610-6920-693300	TRANSPORTATION EXPENSES		68.24			
	620-8010-826000	OTHER CHEMICALS		7.36			
	620-8010-827000	OPERATION SUPPLY/EXPENSE		180.76			

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SORTED BY CARDHOLDER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			4,080.32	0.00		
	150 - FIRE/AMBULANCE FUND			2,873.46	0.00		
	430 - CAPITAL EQUIPMENT FUND			2,495.00	0.00		
	440 - LIBRARY FUND			8,768.91	0.00		
	610 - WATER UTILITY FUND			2,000.50	0.00		
	620 - SEWER UTILITY FUND			188.12	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5141 - VILLAGE ADMINISTRATION/FINA			1,364.03	0.00		
	5142 - CLERK-TREASURER			1,146.20	0.00		
	5144 - ELECTIONS			22.10	0.00		
	5211 - POLICE ADMINISTRATION			68.49	0.00		
	5212 - POLICE PATROL			144.10	0.00		
	5221 - FIRE ADMINISTRATION			1,899.74	0.00		
	5222 - FIRE SUPPRESSION			637.98	0.00		
	5231 - AMBULANCE			335.74	0.00		
	5241 - BUILDING INSPECTOR			871.40	0.00		
	5300 - DPW GENERAL ADMINISTRATION			114.00	0.00		
	5323 - GARAGE			350.00	0.00		
	5511 - LIBRARY SERVICES			4,618.27	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			3,493.93	0.00		
	5890 - USE OF DESIGNATED FUNDS			3,151.71	0.00		
	6200 - PUMPING OPERATIONS			219.01	0.00		
	6300 - WATER TREATMENT OPERATIONS			3.66	0.00		
	6452 - T&D-SERVICES MAINTENANCE			28.00	0.00		
	6454 - T&D-HYDRANTS MAINTENANCE			51.23	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			1,698.60	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			188.12	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0366			485.00			
	0960			3,909.05			
	1051			172.11			
	2365			1,021.21			
	2380			769.76			
	3167			611.00			
	3861			119.67			
	4325			269.00			
	4366			1,926.72			
	4746			3,585.88			

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SORTED BY CARDHOLDER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	4952			850.82			
	5538			144.10			
	6347			551.85			
	6370			1,171.58			
	6639			32.64			
	7403			31.38			
	7940			3,838.65			
	8355			626.63			
	8378			68.49			
	8389			25.77			
	9708			195.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20190916 36856	WE ENERGIES 6819-119-729 Hall 100-5160-522200	09/16/2019 rgallo 6819-119-729 Hall	10/02/2019	1,027.73 1,027.73	0.00	Paid	Y 09/30/2019
20190916 36857	WE ENERGIES 6819-119-729 Hall Gas 100-5160-522400	09/16/2019 rgallo 6819-119-729 Hall Gas	10/02/2019	10.23 10.23	0.00	Paid	Y 09/30/2019
20190916 36858	WE ENERGIES 0437-358-622 Flashers 100-5211-522200	09/16/2019 rgallo 0437-358-622 Flashers	10/02/2019	9.73 9.73	0.00	Paid	Y 09/30/2019
20190916 36859	WE ENERGIES 5000-725-767 PD Tower meter #05662 100-5211-522200	09/16/2019 rgallo 5000-725-767 PD Tower meter #05662	10/02/2019	47.01 47.01	0.00	Paid	Y 09/30/2019
20190916 36860	WE ENERGIES 8818-483-919 Tower Radio Bldg 100-5211-522200	09/16/2019 rgallo 8818-483-919 Tower Radio Bldg	10/02/2019	19.60 19.60	0.00	Paid	Y 09/30/2019
20190916 36861	WE ENERGIES 7410-051-890 Police 100-5211-522200	09/16/2019 rgallo 7410-051-890 Police	10/02/2019	1,123.94 1,123.94	0.00	Paid	Y 09/30/2019
20190916 36862	WE ENERGIES 8011-380-768 Police Garage 100-5211-522200	09/16/2019 rgallo 8011-380-768 Police Garage	10/02/2019	34.25 34.25	0.00	Paid	Y 09/30/2019
20190916 36863	WE ENERGIES 7879-450-073 Mukw Dam 100-5254-522200	09/16/2019 rgallo 7879-450-073 Mukw Dam	10/02/2019	23.39 23.39	0.00	Paid	Y 09/30/2019
20190916 36864	WE ENERGIES 3893-949-966 DPW Elec 100-5323-522200	09/16/2019 rgallo 3893-949-966 DPW Elec	10/02/2019	316.66 316.66	0.00	Paid	Y 09/30/2019

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20190916 36865	WE ENERGIES 3608-115-165 DPW Gas 100-5323-522400	09/16/2019 rgallo 3608-115-165 DPW Gas	10/02/2019	24.65 24.65	0.00	Paid	Y 09/30/2019
20190916 36866	WE ENERGIES 5001-021-384 Street Lights 100-5342-522200	09/16/2019 rgallo 5001-021-384 Street Lights	10/02/2019	10,937.11 10,937.11	0.00	Paid	Y 09/30/2019
20190916 36867	WE ENERGIES 8808-380-714 Street Lights 100-5342-522200	09/16/2019 rgallo 8808-380-714 Street Lights	10/02/2019	2,592.75 2,592.75	0.00	Paid	Y 09/30/2019
20190916 36868	WE ENERGIES 1438-746-449 Street Lights 100-5342-522200	09/16/2019 rgallo 1438-746-449 Street Lights	10/02/2019	54.41 54.41	0.00	Paid	Y 09/30/2019
20190916 36869	WE ENERGIES 0647-211-550 School Crossing Lights 100-5342-522200	09/16/2019 rgallo 0647-211-550 School Crossing Lights	10/02/2019	15.71 15.71	0.00	Paid	Y 09/30/2019
20190916 36870	WE ENERGIES 0659-874-941 Museum 100-5512-522200	09/16/2019 rgallo 0659-874-941 Museum	10/02/2019	171.59 171.59	0.00	Paid	Y 09/30/2019
20190916 36871	WE ENERGIES 2405-680-633 Andrews St. 100-5521-522200	09/16/2019 rgallo 2405-680-633 Andrews St.	10/02/2019	103.66 103.66	0.00	Paid	Y 09/30/2019
20190916 36872	WE ENERGIES 8046-699-403 Field Park 100-5521-522200	09/16/2019 rgallo 8046-699-403 Field Park	10/02/2019	119.22 119.22	0.00	Paid	Y 09/30/2019
20190916 36873	WE ENERGIES 8658-233-953 Fld Prk Baseball Lights 100-5521-522200	09/16/2019 rgallo 8658-233-953 Fld Prk Baseball Lights	10/02/2019	42.57 42.57	0.00	Paid	Y 09/30/2019

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20190916 36874	WE ENERGIES 6837-391-587 Parks 100-5521-522200	09/16/2019 rgallo	10/02/2019	26.85 26.85	0.00	Paid	Y 09/30/2019
20190916 36875	WE ENERGIES 5864-823-491 Concession Building 100-5521-522200	09/16/2019 rgallo	10/02/2019	223.95 223.95	0.00	Paid	Y 09/30/2019
20190916 36876	WE ENERGIES 2054-702-968 Parks 100-5521-522200	09/16/2019 rgallo	10/02/2019	0.00 0.00	0.00	Paid	Y 09/30/2019
20190916 36877	WE ENERGIES 3277-621-318 F. Park Sump Pump 100-5521-522200	09/16/2019 rgallo	10/02/2019	17.99 17.99	0.00	Paid	Y 09/30/2019
20190916 36878	WE ENERGIES 1610-585-380 Parks 100-5521-522200	09/16/2019 rgallo	10/02/2019	114.99 114.99	0.00	Paid	Y 09/30/2019
20190916 36879	WE ENERGIES 3051-426-864 Miniwaukan Pavilion 100-5521-522200	09/16/2019 rgallo	10/02/2019	17.74 17.74	0.00	Paid	Y 09/30/2019
20190916 36880	WE ENERGIES 6881-040-700 Miniwauken Park 100-5521-522200	09/16/2019 rgallo	10/02/2019	35.07 35.07	0.00	Paid	Y 09/30/2019
20190916 36881	WE ENERGIES 7698-426-664 Fire 150-5221-522200	09/16/2019 rgallo	10/02/2019	1,064.47 1,064.47	0.00	Paid	Y 09/30/2019
20190916 36882	WE ENERGIES 9248-740-506 Library Elec 440-5511-522200	09/16/2019 rgallo	10/02/2019	3,246.17 3,246.17	0.00	Paid	Y 09/30/2019

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20190916 36883	WE ENERGIES 4843-559-306 Library Gas 440-5511-522400	09/16/2019 rgallo 4843-559-306 Library Gas	10/02/2019	169.93 169.93	0.00	Paid	Y 09/30/2019
20190916 36884	WE ENERGIES 9069-575-087 Well #3 Elec 610-6200-662200	09/16/2019 rgallo 9069-575-087 Well #3 Elec	10/02/2019	975.55 975.55	0.00	Paid	Y 09/30/2019
20190916 36885	WE ENERGIES 4400-457-029 Well #3 Gas 610-6200-662200	09/16/2019 rgallo 4400-457-029 Well #3 Gas	10/02/2019	9.57 9.57	0.00	Paid	Y 09/30/2019
20190916 36886	WE ENERGIES 2409-366-321 Well #4 Elec 610-6200-662200	09/16/2019 rgallo 2409-366-321 Well #4 Elec	10/02/2019	916.99 916.99	0.00	Paid	Y 09/30/2019
20190916 36887	WE ENERGIES 0465-443-270 Well #4 Gas 610-6200-662200	09/16/2019 rgallo 0465-443-270 Well #4 Gas	10/02/2019	14.15 14.15	0.00	Paid	Y 09/30/2019
20190916 36888	WE ENERGIES 0801-988-732 Well #5 610-6200-662200	09/16/2019 rgallo 0801-988-732 Well #5	10/02/2019	1,244.02 1,244.02	0.00	Paid	Y 09/30/2019
20190916 36889	WE ENERGIES 4607-813-092 Well #6 610-6200-662200	09/16/2019 rgallo 4607-813-092 Well #6	10/02/2019	613.45 613.45	0.00	Paid	Y 09/30/2019
20190916 36890	WE ENERGIES 3234-559-591 Well #7 610-6200-662200	09/16/2019 rgallo 3234-559-591 Well #7	10/02/2019	1,349.37 1,349.37	0.00	Paid	Y 09/30/2019
20190916 36891	WE ENERGIES 9291-834-028 Greenwald 610-6200-662200	09/16/2019 rgallo 9291-834-028 Greenwald	10/02/2019	138.77 138.77	0.00	Paid	Y 09/30/2019

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INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/01/2019 - 09/30/2019
 JOURNALIZED PAID
 BANK CODE: GEN VENDOR CODE: 0034 - CHECK TYPE: EFT
 WE ENERGIES REPORT FOR BOARD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20190916 36892	WE ENERGIES 8016-691-668 Booster Station 610-6200-662200	09/16/2019 rgallo	10/02/2019	225.19 225.19	0.00	Paid	Y 09/30/2019
20190916 36893	WE ENERGIES 3068-463-180 Tower 610-6200-662200	09/16/2019 rgallo	10/02/2019	32.27 32.27	0.00	Paid	Y 09/30/2019
20190916 36894	WE ENERGIES 7843-678-578 Atkinson Pump 620-8020-821000	09/16/2019 rgallo	10/02/2019	392.07 392.07	0.00	Paid	Y 09/30/2019
20190916 36895	WE ENERGIES 8238-765-652 Fox River View 620-8020-821000	09/16/2019 rgallo	10/02/2019	101.17 101.17	0.00	Paid	Y 09/30/2019
20190916 36896	WE ENERGIES 6478-966-911 1224 Riverton 620-8020-821000	09/16/2019 rgallo	10/02/2019	61.30 61.30	0.00	Paid	Y 09/30/2019
20190916 36897	WE ENERGIES 8051-462-203 1240 N. Rochester 620-8020-821000	09/16/2019 rgallo	10/02/2019	79.71 79.71	0.00	Paid	Y 09/30/2019
20190916 36898	WE ENERGIES 7282-806-809 Holz Elec 620-8010-821100	09/16/2019 rgallo	10/02/2019	8,376.42 8,376.42	0.00	Paid	Y 09/30/2019
20190916 36899	WE ENERGIES 2404-776-809 Holz Gas 620-8010-821200	09/16/2019 rgallo	10/02/2019	10.23 10.23	0.00	Paid	Y 09/30/2019
20190916 36900	WE ENERGIES 9276-498-259 Digester Gas 620-8010-821200	09/16/2019 rgallo	10/02/2019	1,169.52 1,169.52	0.00	Paid	Y 09/30/2019

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INVOICE REGISTER REPORT FOR MUKWONAGO
 EXP CHECK RUN DATES 09/01/2019 - 09/30/2019
 JOURNALIZED PAID
 BANK CODE: GEN VENDOR CODE: 0034 - CHECK TYPE: EFT
 WE ENERGIES REPORT FOR BOARD

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
20190916							
36901	WE ENERGIES	09/16/2019	10/02/2019	21.61	0.00	Paid	Y
	2008-500-143 Parks-200 S Rochester	rgallo					09/30/2019
	100-5342-522200	2008-500-143 Parks-200 S Rochester		21.61			
# of Invoices:	46	# Due:	0	Totals:	37,322.73	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				37,322.73	0.00		

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	1,027.73
100-5160-522400	GAS	10.23
100-5211-522200	ELECTRIC	1,234.53
100-5254-522200	ELECTRIC	23.39
100-5323-522200	ELECTRIC	316.66
100-5323-522400	GAS	24.65
100-5342-522200	ELECTRIC	13,621.59
100-5512-522200	ELECTRIC	171.59
100-5521-522200	ELECTRIC	702.04
150-5221-522200	ELECTRIC	1,064.47
440-5511-522200	ELECTRIC	3,246.17
440-5511-522400	GAS	169.93
610-6200-662200	FUEL OR POWER PURCHASED	5,519.33
620-8010-821100	WWTP ELECTRIC POWER	8,376.42
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	1,179.75
620-8020-821000	PUMPING POWER & FUEL	634.25

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User: rgallo

DB: Mukwonago

INVOICE REGISTER REPORT FOR MUKWONAGO
EXP CHECK RUN DATES 09/01/2019 - 09/30/2019
JOURNALIZED PAID
BANK CODE: GEN VENDOR CODE: 0034 - CHECK TYPE: EFT
WE ENERGIES REPORT FOR BOARD

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			17,132.41	0.00		
	150 - FIRE/AMBULANCE FUND			1,064.47	0.00		
	440 - LIBRARY FUND			3,416.10	0.00		
	610 - WATER UTILITY FUND			5,519.33	0.00		
	620 - SEWER UTILITY FUND			10,190.42	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5160 - VILLAGE HALL			1,037.96	0.00		
	5211 - POLICE ADMINISTRATION			1,234.53	0.00		
	5221 - FIRE ADMINISTRATION			1,064.47	0.00		
	5254 - DAMS			23.39	0.00		
	5323 - GARAGE			341.31	0.00		
	5342 - STREET LIGHTING			13,621.59	0.00		
	5511 - LIBRARY SERVICES			3,416.10	0.00		
	5512 - MUSEUM			171.59	0.00		
	5521 - PARKS			702.04	0.00		
	6200 - PUMPING OPERATIONS			5,519.33	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			9,556.17	0.00		
	8020 - LIFT STATIONS/PUMPING EQUIP			634.25	0.00		

TREASURERS REPORT	Aug-19	TOTAL	Citizens	Other	LGIP	Long Term Investments - Johnson Bank & ADM
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GENERAL VILLAGE

100-111xxx	General Fund	2,544,018.44	997,529.30	300.00	510,704.27	1,035,484.87
100-111005/020/033	Checking/MRA/Accrued Sick	1,207,130.10		807,462.66	292,461.42	107,206.02
150-111000	Fire Department	195,032.33	195,032.33			
200-110xxx	Lynch & Chapman Blvd	(177,324.92)	(177,324.92)		-	
210-111xxx	Wisc Development - RLF	209,360.62				209,360.62
220-111xxx	TID#3-General	1,460,849.94	255,721.36		841,884.17	363,244.41
240-111xxx	TID#4-General	57,146.09	2,903.48		54,242.61	
250-111xxx	TID#5-General	3,543,680.71	580,972.31		2,962,708.40	
300-111xxx	Debt Service	2,307,514.72	949,196.46		1,358,318.26	
320-111000	Fire Department Designated	236,415.56	131,254.18		105,161.38	
340-111xxx	Village Designated Funds	174,054.92	127,812.22		46,242.70	
410-111000	Recycling	227,560.43	189,031.57		38,528.86	
430-111000	Capital Equipment	311,495.00	105,804.95		205,690.05	
440-111xxx	Library	290,124.84	280,066.23	-	10,058.61	
480-111xxx	Capital Improvement Funds	3,079,538.41	78,309.07		2,998,816.65	2,412.69
500-111000	Stormwater District #1	51,561.77	51,561.77		-	
600-111xxx	Impact Fees	251,139.34	112,107.71		139,031.63	-
720-111xxx	Taxroll	131,292.05	128,457.54	-	2,834.51	
810-111xxx	Parkland Site	276,003.17	42,032.70		233,970.47	
TOTAL		16,376,593.52	4,050,468.26	807,762.66	9,800,653.99	1,717,708.61

WATER UTILITY

610-111000	Cash	34,828.14	34,828.14			
610-111200	Bonds & Unrestricted Cash	1,674,104.95			1,674,104.95	
610-111400	Long Term Debt	61,969.45				61,969.45
610-111050	Current Year Debt Reserve	399,667.09	399,667.09		-	
610-111060	Required Debt Reserve	617,789.98	-		175,211.45	442,578.53
610-111080	Impact Fee	649,003.45	233,229.66		415,773.79	
610-111033	Accrued Sick Pay	4,237.79				4,237.79
TOTAL		3,441,600.85	667,724.89	-	2,265,090.19	508,785.77

SEWER UTILITY

620-111000	Cash	41,582.97	41,582.97			
620-111200	Bonds & Unrestricted Cash	343,381.18			343,381.18	
620-111030	Reserve Capacity Assessment	1,230,658.54	173,905.25		506,749.41	550,003.88
620-111060	Required Debt Reserve	725,743.66	-		-	725,743.66
620-111050	Current Year Debt Reserve	393,454.04	393,454.04		-	
620-111070	Equipment Replacement Fund	715,462.06	-		-	715,462.06
620-111080	Impact Fee	571,112.41	95,189.42		475,922.99	
620-111033	Accrued Sick Pay	4,229.22			4,229.22	-
TOTAL		4,025,624.08	704,131.68	-	1,330,282.80	1,991,209.60

GRAND TOTAL	23,843,818.45	5,422,324.83	807,762.66	13,396,026.98	4,217,703.98
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Prepared by Diana Doherty

balance check

23,843,818.45

PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 08/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND					
Revenues					
OTHERREV	OTHER REVENUES	22,685.00	16,620.08	6,064.92	73.26
PTAX	GENERAL PROPERTY TAX	2,604,077.00	2,592,221.39	11,855.61	99.54
UNCLASSIFIED	Unclassified	72,646.00	0.00	72,646.00	0.00
TAXES	OTHER TAXES	383,090.00	239,586.23	143,503.77	62.54
IGOVTVREV	INTERGOVERNMENTAL REVENUES	778,785.00	484,153.20	294,631.80	62.17
LICPER	LICENSES & PERMITS	331,257.00	384,023.62	(52,766.62)	115.93
LAWORD	FINES & FORFEITURES	156,000.00	134,750.14	21,249.86	86.38
PUBCHGS	PUBLIC CHARGES FOR SERVICES	29,810.00	24,307.09	5,502.91	81.54
LEISURE	LEISURE ACTIVITIES	94,940.00	25,112.85	69,827.15	26.45
IGOVTVCH	INTERGOVERNMENTAL CHARGES	203,526.00	106,874.52	96,651.48	52.51
INVTSTINC	INVESTMENT INCOME	48,000.00	87,844.94	(39,844.94)	183.01
TOTAL REVENUES		4,724,816.00	4,095,494.06	629,321.94	86.68
Expenditures					
5111	VILLAGE BOARD	54,829.00	47,364.95	7,464.05	86.39
5112	HISTORIC PRESERVATION	400.00	153.73	246.27	38.43
5120	MUNICIPAL COURT	43,727.00	29,940.13	13,786.87	68.47
5130	VILLAGE ATTORNEY	78,780.00	56,957.25	21,822.75	72.30
5141	VILLAGE ADMINISTRATION/FINANCE	202,999.00	73,131.47	129,867.53	36.03
5142	CLERK-TREASURER	202,128.00	128,334.50	73,793.50	63.49
5144	ELECTIONS	22,800.00	3,281.72	19,518.28	14.39
5151	INDEPENDENT AUDITING	13,000.00	11,606.17	1,393.83	89.28
5153	ASSESSMENT OF PROPERTY	19,850.00	9,784.29	10,065.71	49.29
5154	RISK & PROPERTY INSURANCE	132,800.00	56,599.12	76,200.88	42.62
5160	VILLAGE HALL	42,324.00	26,895.52	15,428.48	63.55
5191	UNCOLLECTED TAX	0.00	5,797.27	(5,797.27)	100.00
5211	POLICE ADMINISTRATION	1,024,557.00	655,253.80	369,303.20	63.95
5212	POLICE PATROL	1,067,043.00	607,622.37	459,420.63	56.94
5213	CRIME INVESTIGATION	231,577.00	143,572.81	88,004.19	62.00
5215	POLICE TRAINING	7,100.00	4,968.76	2,131.24	69.98
5220	FIRE STATION (VILLAGE)	5,803.00	5,222.73	580.27	90.00
5235	EMERGENCY GOVERNMENT	2,350.00	0.00	2,350.00	0.00
5241	BUILDING INSPECTOR	231,025.00	135,285.06	95,739.94	58.56
5247	BOARD OF APPEALS	800.00	0.00	800.00	0.00
5254	DAMS	9,942.00	4,170.54	5,771.46	41.95
5300	DPW GENERAL ADMINISTRATION	312,951.00	170,744.94	142,206.06	54.56
5323	GARAGE	51,509.00	34,521.83	16,987.17	67.02
5324	MACHINERY & EQUIPMENT	96,031.00	55,861.38	40,169.62	58.17
5335	ENGINEERING	50,000.00	30,620.62	19,379.38	61.24
5341	STREETS & ALLEYS	14,465.00	6,222.65	8,242.35	43.02
5342	STREET LIGHTING	159,800.00	108,899.94	50,900.06	68.15
5343	CURBS GUTTERS & SIDEWALKS	25,550.00	106.23	25,443.77	0.42
5344	STORM SEWER	14,257.00	7,804.14	6,452.86	54.74
5345	STREET CLEANING	16,915.00	6,354.49	10,560.51	37.57
5346	BRIDGES & CULVERTS	5,455.00	21.78	5,433.22	0.40
5347	SNOW & ICE CONTROL	117,083.00	92,543.72	24,539.28	79.04
5348	STREET SIGNS & MARKINGS	14,574.00	4,615.83	9,958.17	31.67
5362	GARBAGE COLLECTION	5,081.00	2,393.83	2,687.17	47.11
5431	ANIMAL POUND	2,800.00	2,690.00	110.00	96.07
5512	MUSEUM	10,700.00	4,394.78	6,305.22	41.07
5521	PARKS	167,790.00	94,483.62	73,306.38	56.31
5522	CELEBRATIONS	6,882.00	3,306.61	3,575.39	48.05
5611	FORESTRY	46,600.00	33,762.87	12,837.13	72.45
5613	WEED CONTROL	1,427.00	1,005.94	421.06	70.49
5632	PLANNING DEPARTMENT	138,186.00	61,198.90	76,987.10	44.29
5660	STORMWATER MASTER PLAN	13,000.00	5,208.97	7,791.03	40.07
5670	ECONOMIC DEVELOPMENT	59,926.00	28,369.33	31,556.67	47.34
5700	CAPITAL OUTLAY EXPENDITURES	0.00	3,909.82	(3,909.82)	100.00
TOTAL EXPENDITURES		4,724,816.00	2,764,984.41	1,959,831.59	58.52
Fund 100 - GENERAL FUND:					
TOTAL REVENUES		4,724,816.00	4,095,494.06	629,321.94	86.68
TOTAL EXPENDITURES		4,724,816.00	2,764,984.41	1,959,831.59	58.52
NET OF REVENUES & EXPENDITURES		0.00	1,330,509.65	(1,330,509.65)	100.00

PERIOD ENDING 08/31/2019

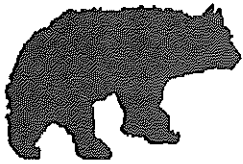
GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 08/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND					
Revenues					
OTHERREV	OTHER REVENUES	0.00	12,180.56	(12,180.56)	100.00
PTAX	GENERAL PROPERTY TAX	218,484.00	127,449.00	91,035.00	58.33
EBIX	EBIX REVENUES	982,346.00	597,546.71	384,799.29	60.83
IGOVTRV	INTERGOVERNMENTAL REVENUES	6,000.00	1,716.63	4,283.37	28.61
PUBCHGS	PUBLIC CHARGES FOR SERVICES	7,050.00	1,074.00	5,976.00	15.23
IGOVTC	INTERGOVERNMENTAL CHARGES	218,484.00	127,449.00	91,035.00	58.33
INVTINC	INVESTMENT INCOME	700.00	1,322.98	(622.98)	189.00
TOTAL REVENUES		1,433,064.00	868,738.88	564,325.12	60.62
Expenditures					
5140	ADMINISTRATIVE & GENERAL	25,827.00	17,573.27	8,253.73	68.04
5221	FIRE ADMINISTRATION	855,623.00	549,685.55	305,937.45	64.24
5222	FIRE SUPPRESSION	67,798.00	29,355.29	38,442.71	43.30
5223	FIRE TRAINING	44,631.00	19,137.32	25,493.68	42.88
5231	AMBULANCE	349,915.00	227,062.31	122,852.69	64.89
5232	AMBULANCE TRAINING	20,724.00	5,138.63	15,585.37	24.80
5700	CAPITAL OUTLAY EXPENDITURES	36,000.00	23,464.27	12,535.73	65.18
5880	USE OF GRANTS/DONATIONS	0.00	2,856.54	(2,856.54)	100.00
5900	OTHER FINANCING USES	32,546.00	0.00	32,546.00	0.00
TOTAL EXPENDITURES		1,433,064.00	874,273.18	558,790.82	61.01
Fund 150 - FIRE/AMBULANCE FUND:					
TOTAL REVENUES		1,433,064.00	868,738.88	564,325.12	60.62
TOTAL EXPENDITURES		1,433,064.00	874,273.18	558,790.82	61.01
NET OF REVENUES & EXPENDITURES		0.00	(5,534.30)	5,534.30	100.00

PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 08/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 610 - WATER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	100.00	0.00	100.00	0.00
UTILREV	UTILITY REVENUES	1,924,185.00	936,281.83	987,903.17	48.66
CONTRIB	CONTRIBUTED CAPITAL	50,000.00	231,953.18	(181,953.18)	463.91
MISCINC	MISC INCOME UTILITIES	133,000.00	160,950.85	(27,950.85)	121.02
IGOVTC	INTERGOVERNMENTAL CHARGES	1,500.00	1,357.68	142.32	90.51
INVSTINC	INVESTMENT INCOME	22,300.00	55,544.08	(33,244.08)	249.08
TOTAL REVENUES		2,131,085.00	1,386,087.62	744,997.38	65.04
Expenditures					
5140	ADMINISTRATIVE & GENERAL	200.00	145.72	54.28	72.86
5900	OTHER FINANCING USES	22,324.00	0.00	22,324.00	0.00
6200	PUMPING OPERATIONS	104,250.00	71,311.72	32,938.28	68.40
6210	PUMPING MAINTENANCE	237,604.00	41,362.80	196,241.20	17.41
6300	WATER TREATMENT OPERATIONS	68,398.00	46,173.59	22,224.41	67.51
6310	WATER TREATMENT MAINTENANCE	7,267.00	8,230.48	(963.48)	113.26
6450	T&D-DISTR RSRVR/STNDP MAINT	307,079.00	368,198.45	(61,119.45)	119.90
6451	T&D-MAINS MAINTENANCE	46,979.00	35,460.23	11,518.77	75.48
6452	T&D-SERVICES MAINTENANCE	22,165.00	26,849.44	(4,684.44)	121.13
6453	T&D-METERS MAINTENANCE	21,649.00	5,622.07	16,026.93	25.97
6454	T&D-HYDRANTS MAINTENANCE	22,110.00	18,058.67	4,051.33	81.68
6901	METER READING LABOR	1,894.00	1,969.45	(75.45)	103.98
6902	ACCOUNTING & COLLECTING LABOR	71,953.00	48,438.63	23,514.37	67.32
6920	ADMINISTRATIVE & GENERAL EXP	799,659.00	590,334.44	209,324.56	73.82
6950	YEAR END ACCOUNTING ADJUSTMENT	397,554.00	0.00	397,554.00	0.00
TOTAL EXPENDITURES		2,131,085.00	1,262,155.69	868,929.31	59.23
Fund 610 - WATER UTILITY FUND:					
TOTAL REVENUES		2,131,085.00	1,386,087.62	744,997.38	65.04
TOTAL EXPENDITURES		2,131,085.00	1,262,155.69	868,929.31	59.23
NET OF REVENUES & EXPENDITURES		0.00	123,931.93	(123,931.93)	100.00

PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 08/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 620 - SEWER UTILITY FUND					
Revenues					
OTHERREV	OTHER REVENUES	0.00	300.00	(300.00)	100.00
UNCLASSIFIED	Unclassified	10,000.00	0.00	10,000.00	0.00
UTILREV	UTILITY REVENUES	1,482,600.00	776,204.34	706,395.66	52.35
LICPER	LICENSES & PERMITS	80,700.00	172,040.88	(91,340.88)	213.19
CONTRIB	CONTRIBUTED CAPITAL	80,000.00	94,416.38	(14,416.38)	118.02
MISCINC	MISC INCOME UTILITIES	200,000.00	61,133.00	138,867.00	30.57
INVSTINC	INVESTMENT INCOME	46,025.00	63,069.80	(17,044.80)	137.03
TOTAL REVENUES		1,899,325.00	1,167,164.40	732,160.60	61.45
Expenditures					
5140	ADMINISTRATIVE & GENERAL	120.00	72.52	47.48	60.43
5900	OTHER FINANCING USES	1,684.00	0.00	1,684.00	0.00
8010	WWTP-TREATMENT/DISPOSAL/GP	431,871.00	421,887.46	9,983.54	97.69
8020	LIFT STATIONS/PUMPING EQUIP	20,662.00	26,875.25	(6,213.25)	130.07
8030	WASTEWATER COLLECTION SYSTEM	162,395.00	11,753.93	150,641.07	7.24
8100	DPW	3,167.00	0.00	3,167.00	0.00
8300	ACCOUNTING/COLLECTING	73,953.00	48,702.33	25,250.67	65.86
8400	ADMINISTRATIVE & GENERAL	494,330.00	367,593.22	126,736.78	74.36
8900	YEAR END ACCOUNTING ADJUSTMENT	711,143.00	0.00	711,143.00	0.00
TOTAL EXPENDITURES		1,899,325.00	876,884.71	1,022,440.29	46.17
Fund 620 - SEWER UTILITY FUND:					
TOTAL REVENUES		1,899,325.00	1,167,164.40	732,160.60	61.45
TOTAL EXPENDITURES		1,899,325.00	876,884.71	1,022,440.29	46.17
NET OF REVENUES & EXPENDITURES		0.00	290,279.69	(290,279.69)	100.00
TOTAL REVENUES - ALL FUNDS		10,188,290.00	7,517,484.96	2,670,805.04	73.79
TOTAL EXPENDITURES - ALL FUNDS		10,188,290.00	5,778,297.99	4,409,992.01	56.72
NET OF REVENUES & EXPENDITURES		0.00	1,739,186.97	(1,739,186.97)	100.00



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	COTW
Topic:	Elected Official Compensation
From:	JSW
Department:	Administration/Finance
Presenter:	JSW
Date of Committee Action (if required):	N/A
Date of Village Board Action (if required):	

Information

Subject: Elected Official Compensation

Background Information/Rationale: Last year during budget preparation, staff was asked about compensation for elected officials. Attached is information showing what Mukwonago currently compensates and a list of our comparable community's compensations.

Key Issues for Consideration: Do the elected officials want the staff to budget for changes in compensation for elected officials in 2023? 2023 is the first year any adjustments would be implemented as elected officials cannot vote to raise their salary for any term of office currently being served by any Village Board member.

Fiscal Impact (If any): Variable, from no change to maybe \$5,000 for all. Considering the workload, expectations, and learning curve in Mukwonago for elected officials, a compensation adjustment is probably warranted. We have looked at adjustments for all other Village staff as a matter of recruitment, retention, and internal and external equity. The last group of employees to consider is the elected officials.

Requested Action by Committee/Board: Review the compensation materials. Ask yourselves what the pay should be three years from now. Direct staff to budget for that.

Attachments

Email correspondence regarding Elected Official's Compensation

From: Makenzee Loft

Sent: Tuesday, September 17, 2019 12:09 PM

To: John Weidl <jweidl@villageofmukwonago.com>

Subject: RE: Trustee compensation question

Municipality	City or Village	Population	Chief Executive Salary	Chief Executive Per Diem	Governing Body Salary	Governing Body Per Diem
Mukwonago	Village	7,878	7,200/yr	No data	4,200/yr	No data
St. Francis	City	9,435	8,125	No data	5,129	No data
Port Washington	City	11,639	7,500/yr	0	3,750/yr	No data
Plymouth	City	8,455	7,200/yr	No data	No data	3,600/yr
Pewaukee	Village	7,970	420/month	No data	330/month	No data
Monona	City	7,827	7,800/yr	No data	4,800/yr	No data
Hales Corners	Village	7,619	5,400	No data	3,600	No data
Grafton	Village	11,745	7,500	No data	4,500	No data
Fort Atkinson	City	12,401	300/month	No data	250/month	No data
Elkhorn	City	9,914	8,260	No data	5,480	No data
Deforest	Village	9,920	8,000	50/mtg.	5,000	50/mtg.
Burlington	City	10,825	No data	No data	No data	No data
Brown Deer	Village	12,340	No data	No data	No data	No data

I believe that I found the correct presentation for the comparable communities. Attached is the report.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Finance Committee
Topic:	"Badger Books" – Electronic Poll Books
From:	Diana Dykstra
Department:	Clerk-Treasurer
Presenter:	
Date of Committee Action (if required):	10/2/19
Date of Village Board Action (if required):	10/16/19

Information

Subject: Purchase of Badger Books

Background Information/Rationale:

In 2017 the Wisconsin Elections Commission developed an electronic poll book system to be used in polling places on Election Day. The "Badger Book" is an electronic poll book software that is specific to Wisconsin elections. **The Badger Book is the only electronic poll book software created with direct WisVote integration.** Badger Books **do not** use an internet connection.

The Badger Book is primarily used to check in voters, process absentee ballots, and register a voter on Election Day. The Badger Book maintains the voter number and count independent of poll worker input.

- This system does not replace paper ballots or electronic voting. This system allows fast and accurate check in and registration of voters.
- There are no long lines waiting for poll workers to find the voter name in one of (4) poll books we may use in the Village of Mukwonago.
- There are no concerns with voter numbers matching or wrong ballots being issued to our voters in either Walworth or Waukesha Counties.
- There also are not struggles to schedule or train more poll workers.

This advancement will allow voters to enter the polling place, avoid lines, and walk up to a device which will be ready to scan their drivers' license, or enter their name into a searchable database. They will sign the screen with their finger, and a receipt will print which indicates the ballot they should be given. They will then move to the ballot table, turn in their receipt for the ballot, and proceed to the booth to mark their ballot. There is no change in how they currently insert their fully voted ballot into the machine.

After Election Day, a data file generated from the Badger Book is used to upload election participation and Election Day Registration information into WisVote by the Municipal Clerk.



The Badger Book is currently supported on the HP ElitePOS -Point of Sale retail terminal.

One Badger Book station includes:

- A main terminal computer with a touch screen for electronic signature capture
- A wireless mouse and a wireless keyboard
- A 2D barcode scanner
- A thermal printer that can either be integrated into the terminal base column or as a stand-alone printer.
- Additionally, a wireless router and an encrypted password protected USB memory stick. The router facilitates communication locally between the Badger Book machines.

Key Issues for Consideration:

1. This is not a replacement of the ballots or electronic voting.
2. No question regarding tracking of voter numbers
3. Reduced need for poll workers, scheduling, and training
4. Ease in providing the correct ballot style to voter (often a human error involved in multi-county municipalities.)
5. Area communities are moving to utilize this technology and voters will become familiar with product
6. Fast, Accurate, and Efficient processing of voters through the polling location
7. Election Commission has sent communication they will provide training, and ensure we have support for successful implementation.

Fiscal Impact (If any):

I anticipate purchasing 8 badger books. This purchase will allow for growth. The total cost of the package with integrated column printer is \$2,108 each. Anticipating possible tariffs, we could be looking up to \$18,000.

In 2019 Village Hall Improvements Capital Funding Budget, there are remaining unspent funds that I have confirmed can be reallocated to use for this one-time expense.

Requested Action by Committee/Board:

Approve the Purchase of Badger Books for use with the Village of Mukwonago Elections from Paragon Development Service (PDS) as authorized by the Wisconsin Election Commission, not to exceed \$18,000.

Attachments

Badger Book Memo from Wisconsin Elections Commission
Device Data Sheet



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: August 30, 2019

TO: Wisconsin Municipal Clerks
Wisconsin County Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Michelle R. Hawley, Training Officer
Michael Sabaka, Elections Security Trainer

SUBJECT: Badger Book Purchasing and Borrowing Processes – 2020 Elections

The Wisconsin Elections Commission (WEC) is making Badger Books available to purchase for the 2020 elections. Two configuration options are available for purchase, and both packages include HP's Elite POS G1 8GB retail unit as the main piece of hardware. The data sheet for this device is attached to this Clerk Communication.

It is important to be informed and to ensure Badger Books will be a good fit for your municipality. As a result, WEC staff compiled a list of items municipalities should know prior to considering the implementation of electronic poll books. While this is not an exhaustive list, it highlights major areas identified since the Spring 2018 roll out. Attached please find a copy of the "Badger Book Purchasing Considerations" document.

Due to the anticipated high voter turnout during the 2020 Elections, the WEC will lend additional Badger Books to purchasing municipalities, if needed.

Purchasing

The window to place a Badger Book order will be from September 16 to October 18. Municipalities that purchase will do so directly from Paragon Development Service (PDS), the provider of the Badger Book hardware. For your information, listed below are the current costs associated with purchasing as provided by PDS. Direct quotes will be provided to each interested municipality by PDS. Per PDS, this quote may increase (between 3%-8%) as a result of potential tariffs.

Package 1 – Badger Book with Integrated Column Printer (approx. \$2,108 total)

- \$1,880.00 per Badger Book Station
- \$228.00 per Polling Place (router, thermal receipt paper, and USB Device)

Package 2 – Badger Book with Stand-Alone Printer (approx. \$2,097 total)

- \$1,904.00 per Badger Book Station
- \$193.00 per Polling Place (router, thermal receipt paper, and USB Device)

Wisconsin Elections Commissioners

Dean Knudson, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Jodi Jensen | Mark L. Thomsen

Administrator
Meagan Wolfe

Please use the following steps to place your order of Badger Books through PDS.

Step 1: Set up an account with PDS (May be done immediately)

- Complete and send the “Client Registration” form and tax-exempt information to Dana Berner at TeamGovEdu@pdsit.net. The “Client Registration” form is attached to this Clerk Communication.

Step 2: Indicate your purchasing plans (May be done between September 16 and October 18, 2019).

- Email the number and type of machine(s) that will be purchased to Dana Berner at TeamGovEdu@pdsit.net.

Device Information

Each Badger Book package contains a 2-D barcode scanner, thermal receipt printing functionality, Windows 10 Pro, a wireless keyboard and mouse, and PDS configuration services. A per polling place package includes a wireless router, a secure USB, thermal receipt paper, and configuration services.

Badger Books with an integrated column printer are about two inches taller and will require more frequent printer paper replacement, however they do not need to be manually connected to the Elite POS unit (Badger Book Tower) with a cord, unlike the Badger Book stand-alone unit.

The WEC will be exploring additional hardware options for Badger Book implementation AFTER the 2020 Elections. All current Badger Book models will continue to be supported into the future, regardless of whether or not the WEC decides on a new Badger Book model.

Should municipalities choose to purchase Badger Books for use in 2020 elections, WEC staff will be in contact regarding implementation, training, etc., to ensure they have the support necessary for a successful implementation.

Borrowing

Due to the anticipated turnout for the 2020 elections, the WEC will lend out its supply of Badger Books to municipalities who may need extra devices. It is important to note that there are a limited number of Badger Books to lend per election.

If you have additional questions about the Badger Book Borrowing or Purchasing Programs, please contact the WEC Help Desk at (608) 261-2028 or elections@wi.gov. If you have technical hardware questions, please contact Dana Berner at (262) 569-5366 or TeamGovEdu@pdsit.net.

HP Engage One All-in-One System



Transform your retail space with a versatile point of sale system that elevates the customer experience and supports your critical business operations. With security, durability, and flexibility built into its gorgeous design, the HP Engage One system marks a new era in retail.

HP recommends Windows 10 Pro.



Sleek. Modern. Adaptable.

Build the ideal checkout, interactive signage or self-service solution for your retail or hospitality environment with the streamlined, versatile HP Engage One system and its accessory ecosystem¹, all available in a choice of colors.

Secure data. Protect customers.

Today's business calls for next-level security. The HP Engage One answers with a self-healing PC BIOS and firmware that shields the BIOS against attacks to help keep your data, devices, and customers safe and secure.

Durable. Powerful. Built for the day ahead.

Power through your peaks with 7th generation Intel® processors and a durable system that has a 5-year lifecycle and up to a 3-year standard limited warranty.² Get up to 5 years peace of mind with optional HP Care Pack.³

Additional Features

- Enjoy Windows management and security features that support seamless integration with your existing Windows apps and infrastructure.
- Set a new bar for sophistication with components and accessories that complement the HP Engage One aesthetic, including stands, magnetic stripe reader, barcode scanner, customer-facing displays, and an in-column or standalone receipt printer.
- Engage customers and enable associates with a modern, polished 14" diagonal touchscreen display that's intuitive and responsive for fast interaction and has an anti-glare coating to minimize light interference.
- Entrust a device that's not only beautiful but retail-hardened. It's designed to pass MIL-STD 801G with a sturdy, anodized aluminum chassis that resists spills by channeling liquids away from the screen.
- Get extra protection with automatic updates and security checks from HP BIOSphere Gen3. Control application and system access with Device Guard, Credential Guard, and an optional fingerprint reader.
- The HP Engage One is ready for duty with 7th generation Intel® processors, efficient M.2 storage, fast DDR4 memory, and optional wireless LAN with Bluetooth®. An integrated SD card reader supports easy backup, deployment, and servicing.
- HP Device as a Service delivers the HP Engage One as a complete solution of hardware, insightful analytics, and services for every phase of the device lifecycle—with one, easy, predictable price per device.

HP Engage One All-in-One System Specifications Table



Available Operating System	Windows 10 Pro 64-bit ¹ Windows 10 IoT Enterprise 2016 LTSB 64-bit ¹ FreeDOS SUSE Linux Enterprise Desktop 12 (certification only)
Processor Family³	7th Generation Intel® Core™ i5 processor 7th Generation Intel® Core™ i3 processor Intel® Celeron® processor
Available Processors^{2,3,7}	Intel® Celeron® 3965U with Intel® HD Graphics 610 (2.2 GHz, 2 MB cache, 2 cores); Intel® Core™ i3-7100U with Intel® HD Graphics 620 (2.4 GHz, 3 MB cache, 2 cores); Intel® Core™ i5-7300U with Intel® HD Graphics 620 (2.6 GHz base frequency, up to 3.5 GHz with Intel® Turbo Boost Technology 2.0, 3 MB cache, 2 cores)
Chipset	Multi-chip package
Maximum Memory	32 GB DDR4-2400 SDRAM ⁴ (Transfer rates up to 2400 MT/s.)
Memory Slots	2 SODIMM
Internal Storage	128 GB up to 512 GB SATA SSD (M.2) ⁵ 128 GB up to 1 TB PCIe® NVMe™ SSD ⁵
Display	14" diagonal FHD anti-glare touch screen (1920 x 1080) 35.56 cm (14") diagonal FHD anti-glare touch screen (1920 x 1080)
Available Graphics	Integrated: Intel® HD Graphics 610; Intel® HD Graphics 620
Audio	Integrated HD audio with Realtek ALC3228 codec with standards internal speakers and stereo headphone jack
Communications	LAN: Broadcom BCM943228Z 802.11n wireless M.2 with Bluetooth®; Realtek RTL8153 ¹⁴ WLAN: Intel® 3165 802.11ac wireless M.2 with Bluetooth®; Intel® 8265ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo, non-vPro™; Intel® 8265ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo, vPro™; Realtek 802.11b/g/n (1x1) Wi-Fi® and Bluetooth® 4.0 Combo
Expansion Slots	1 M.2 2230; SD card reader ⁶
Ports and Connectors	Back: 1 cash drawer connector; 1 power connector; 1 RJ-45; 1 USB Type-C™ (charging); 2 serial; 4 USB 3.0; 1 Powered 24 Volt USB; 2 Powered 12 Volt USB ¹³ Side: 1 headset connector ¹⁴
Internal Drive Bays	One M.2
Available Software	HP business PCs are shipped with a variety of software titles including: HP BIOSphere with Sure Start Generation 3.0, HP Support Assistant, HP Device Guard, HP Credential Guard. Please refer to this product's quick spec document for a full list of preinstalled software. ⁹
Security Management	Power-on password (via BIOS); Setup password (via BIOS); VESA mounting; HP ElitePOS Keyed Cable Lock; HP FingerPrint Sensor (optional); HP BIOSphere with SureStart Gen 3; Device guard; Credential guard and password protection; Trusted Platform Module TPM 2.0 Embedded Security Chip; USB enable/disable (via BIOS) ^{9,12}
Power	120 W, 88% efficiency, active PFC (basic base); 180 W, 89% efficiency, active PFC (advanced base); 65 W, 89% efficiency at 20 V, active PFC (display head unit)
Dimensions (W x D x H)	13.23 x 8.51 x 0.69 in (head unit); 3.77 x 3.77 x 10.2 in (stand with column printer); 11.23 x 6.37 x 1.14 in (connectivity base) 33.62 x 21.64 x 1.76 cm (head unit); 9.6 x 9.6 x 26 cm (stand with column printer); 28.4 x 16.2 x 2.92 cm (connectivity base)
Weight	2.92 lb (rotate stand); 2.39 lb (fixed stand); 3.03 lb (head unit); 1.23 lb (connectivity base); 4.26 lb (printer) 1.33 kg (rotate stand); 1.09 kg (fixed stand); 1.38 kg (head unit); 0.56 kg (connectivity base); 1.94 kg (printer)
Environmental	Low halogen ¹¹
Energy Efficiency Compliance	ENERGY STAR® certified and EPEAT® registered configurations available ¹⁰



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Health & Recreation
Topic:	Corporate Donation Naming Policy for Parks
From:	Trustee Decker
Department:	
Presenter:	
Date of Committee Action (if required):	10/02/19
Date of Village Board Action (if required):	

Information

Subject:

Drafting a policy for naming rights for private donations at Village Parks.

Background Information/Rationale:

There have been request for donations of equipment from commercial entities which are requesting the right to provide signage or naming rights. The Village doesn't currently have a policy.

Key Issues for Consideration:

Health & Recreation requested to review sample policies of other communities to provide direction to staff.

Fiscal Impact (If any):**Requested Action by Committee/Board:**

Establish a policy for both non-profit or commercial corporate donations

Attachments

City of Oconomowoc

Policy and Procedure Manual

SUBJECT: PUBLIC PROPERTY FACILITY NAMING

General: The purpose of the policy is to establish standard procedures and guidelines for the naming of public facilities owned and/or operated by the City of Oconomowoc.

This policy may not be consistent with existing names of City areas and facilities. No suggestion is made or intended that existing names be changed. This policy is a basis for future decisions.

Authorization: Any naming of sites shall require initiation by the City and approval by the Common Council.

A. Requests for the naming or the renaming of public buildings, parks, and facilities shall be submitted in writing to the City Administrator. The City Administrator may forward requests to the appropriate council committees for consideration as follows:

- Parks & park facilities: Parks and Recreation Board; Public Services Committee; Common Council
- Library building or portions thereof: Library Board; Public Services Committee; Common Council
- All other City buildings and facilities: Public Services Committee; Common Council

B. All costs associated with the naming, including the cost of any recording necessary and the cost of signage shall be paid by the person(s) submitting the request. This cost may be absorbed by the City if authorized by the Common Council.

Procedure:

A. Each proposal shall include:

1. The specific building, park, or facility being proposed for naming or renaming including its address or a sketch showing its location.
2. All names considered.
3. The full form of the name being recommended.
4. The origin or meaning of the proposed name, if applicable.
5. If the proposed name refers to an individual, a brief biography of that individual.
6. The rationale of naming or renaming the building, park, or facility and if applicable, an explanation of how the name or individual is or has been associated with the building, park, facility or the area in which the building, park, or facility is located.

B. The Common Council shall evaluate the proposal based on the recommendation

from the boards and council committee(s) and the information submitted.

- C. The naming or renaming of a public building, park, or facility shall be approved by the adoption of a council resolution.

General Criteria: In reviewing a proposed naming or renaming of a public building, park or facility, Committees, Boards and the Common Council shall consider the proposed name in relation to the following criteria:

- A. Descriptive names are required. Examples include:

1. Landmarks
2. Topographic features
3. Adjoining subdivisions
4. Streets
5. Geographic locations
6. Commonly recognized historical events
7. Schools
8. Outstanding features of the facility
9. Individuals

- B. A name shall not be considered if it duplicates or sounds similar to an existing name for the same type of public property.

- C. In and of themselves, contributions of land or money for public facilities shall not be considered ample justification for naming or renaming facilities after individuals, corporations or civic groups.

- D. Names that could be considered derogatory, obscene, blasphemous or in poor taste shall not be considered.

- E. The following guidelines shall apply to the naming or renaming of a public building, park or facility after an individual:

1. The name of an individual may only be given consideration if the individual was of exemplary moral character and was historically significant in the establishment or development of the City of Oconomowoc, State of Wisconsin, or the United States of America.
2. Full names shall not be considered unless use of an individual's last name only would render the building, park, or facility unidentifiable or create confusion with other such buildings, parks or facilities.

- F. Names of corporations or civic groups will be considered if they had a significant impact in the establishment or development of the City of Oconomowoc, State of Wisconsin, or the United States of America.

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Purpose:

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donations for Village Parks, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, public art, monuments (**by exception only***), and other types of park accessories. This policy does not apply to buildings or land. The Village desires to encourage donations while managing aesthetic impacts and mitigating on-going maintenance costs.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community. Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on Village owned property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration, and long term care of all donations made after the adoption of this policy.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated park elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall not be done around site furniture. Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclist or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather, and become unattractive and detract from the image of the community.

STANDARDS FOR DONATIONS

Definitions of New Donations: New donations are those made after the adoption of this policy.

Definitions of Park Accessory: A fundamental, and/or essential item used in a park setting. Such as but not limited to park benches, bicycle racks, picnic tables, back stops, drinking fountains, flags, and other types of park accessories.

**Monuments, due to their potential size and stature, will be approved in rare instances only and will be subject to increased scrutiny.*

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Definitions of Public Art & Monuments: Described as a painting, sculpture, photograph, etc., that is created to be beautiful or to express an important idea or feeling.

Acquisition or Purchase: The Village and the community have an interest in ensuring that park elements purchased and donated and installed be of high quality related to style, appearance, durability and ease of maintenance. The Village staff will purchase items to ensure the items meet the standards set forth and authorize the installation of all park elements.

Appearance and Aesthetics: The Village and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become Village property at the time of purchase. Accordingly, the Village has the duty to maintain the donation only for the expected life cycle of the donation.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials for donated park elements must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear.

Cost: The Village has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule will be maintained in which the Village details costs for donations, installation and maintenance. The Village also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other Village park facilities. Consequently the Village may assess, at the time of the donation, a charge sufficient to cover anticipated long-term maintenance of donated park elements during their expected life expectancy.

PROCEDURE FOR MAKING A DONATION

The Village's Parks and Recreation Department office will manage the care of all donations located on Village park property.

Park Benches and Picnic Tables: To donate a park bench or picnic table, donors can complete the Donation Program Application which outlines the fee structure. The amounts for these donations are adjusted periodically. A bench and picnic table donation will last ten (10) years.

Trees: Landscaping and plant selection for park facilities is critical to sustaining the environment in Hinsdale. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the Village's Tribute Tree program.

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Park Accessories: To make a donation of other park amenities such as a playground, pavilion, gardens or fountain, donors can directly contact the Parks and Recreation Department. If a donation is within the park plan the Director of Parks & Recreation will have authorization to approve the donation.

To accept donation of a park element for a specific park facility, Staff will evaluate the park plan showing the available locations for park elements. If no plan exists then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the Village may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the Village, a facility may be determined to be fully developed and the opportunity for donations would not be available. If a donation is found to not be included in a park plan it would be considered a non-conforming park donation. The Director of Parks and Recreation may recommend that a non-conforming donation request be reviewed by the Parks and Recreation Commission under the same criteria for artwork and monument donations.

Monetary Donations: Monetary donations can be made by donors and earmarked for a project or specific use.

Artwork & Monuments: Donations of artwork and monuments will be evaluated and considered for a recommendation to the Village Board by the Parks & Recreation Commission. Donor to pay for all costs associated with the installation of the donation.

**CRITERIA FOR ACCEPTANCE FOR
PUBLIC ART, MONUMENTS & NONCONFORMING DONATIONS**

The Parks and Recreation Commission reviews the appropriateness of the subject as it relates to the site, the compatibility of the work of art within the landscape, the impact on a park and its use, aesthetic merit, as well as safety and maintenance issues. Applicants will bear the cost of all necessary permits, approvals, project management, design, installation and maintenance. The Commission will review requests two times per year as scheduled by the Chairman of the Commission.

Process

1. Donor is required to complete the application which must include a description, photo and/or drawing of the donation, estimated value and estimated life cycle. Village staff will determine the life cycle maintenance costs.
2. Applications will be reviewed by the Director of Parks & Recreation and forwarded to the Village Manager for review.
3. The completed application will be brought as a discussion item to a meeting of the Parks & Recreation Commission. The Commission will review the request based on the criteria outlined in the policy.
4. Action by the Parks and Recreation Commission: Following their review, the Commission will vote to approve or disapprove the donation; the recommendation will be forwarded to the

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Board of Trustees for further discussion. The Commission shall specify the reason or reasons for their recommendation or decision and provide a summary to the Village Board. Approvals shall expressly set forth any limitations or conditions recommended or imposed. No member of the Commission shall participate in the vote of any matter in which that member has an interest as defined in the Hinsdale code of ethics.

5. Action by Board of Trustees: Upon receipt of the recommendation of the Parks and Recreation Commission, the next step is for the Board of Trustees to review the donation as a discussion item.

The Board of Trustees shall make a recommendation for approval of the application as submitted, or make modifications as they deem necessary, or shall disapprove the application. If the Village Board makes a recommendation for approval the donation request will be brought back to the Board of Trustees for a first reading for approval.

6. Upon final approval by the Board of Trustees, staff will collect the appropriate fees and oversee the installation of the Donation. Since this is a Village of Hinsdale Parks & Recreation policy, not a land use decision, there is no legal appeal associated with this policy. The Village Board's decision is final.

Criteria used to review Public Art Work, Monuments and Nonconforming Donations

APPROVAL CRITERIA

Approving or denying any gift, memorial or tribute is wholly within the discretion of Village of Hinsdale Board and no individual or organization has any right to make any improvement or place any items in public parks, regardless of whether they think their proposal meets the following approval criteria. Approval criteria focus on four general categories: appropriateness, aesthetics, maintenance and safety. All donations must comply with the Village code and building requirements.

Appropriateness:

Most effective outdoor public art is sited in spaces which bear a particular relevance to the subject of the piece. With commemorative monuments, historical associations between the subject or artist and a community are a traditional mechanism for the selection of an appropriate site. Consideration should also be given to the long-term impact of permanent monuments, and subjects should be of a stature able to weather time, changing attitudes etc. In no instance, should permanent monuments, which depict subjects that are trademarked or commercially licensed, be installed on public property.

Significance of event/person being memorialized or significance of a gift

- The memorial has timeless qualities and makes a statement of significance to future generations.
- The memorial represents a person or event deemed significant to Village of Hinsdale's history.

VILLAGE OF HINSDALE
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- The gift or memorial must be consistent with the mission of Village of Hinsdale Parks & Recreation.

Aesthetics

Though conditioned by a range of subjective considerations, aesthetic merit is the primary determinant in the acceptance of permanent works of art. Proposed monuments must show evidence of the artist's mastery of the medium in which he or she is working (stone carving, bronze casting, etc.). Works of inferior workmanship will not be approved. The Village Board ultimately decides upon aesthetic grounds.

Project Design

- Proposal must be in concurrence with the Park Master Plan. If a Park Master Plan does not exist, a Needs Assessment of the park's service area must be completed in order to determine the need for future park elements and circulation patterns.
- The quality, scale, and character of the memorial are at a level commensurate with the particular park setting.
- Reuse, rehabilitate or restore an existing park feature where appropriate.
- Meets the requirements of American with Disabilities Act (ADA) by providing accessibility to all park users.
- Enhances a park by adding elements that add to identity and ambiance.
- The proposal does not create any public safety or security issues.

Location/Siting

Donors may be asked to broaden their search for an appropriate location and consider other public or privately owned spaces which may provide a more suitable location.

- The proposed site offers opportunities for enhancement without diminishing a park's ability to offer undefined open space for quiet contemplation and/or spontaneous activities.
- The increased use of a park due to a gift or memorial is appropriate for the park's context and surrounding uses.
- The quality, scale, and character of the gift or memorial are at a level commensurate with the particular park setting. (Also to be considered during project design)
- There should be some specific geographic justification for the memorial being located in that spot.
- Alternative sites in rights-of-way, private property or other public property were considered and determined inappropriate.

Maintenance

Given the responsibility of preserving and maintaining donations, the Village cannot in good faith accept works of art which present an unreasonable maintenance burden. Works of art will not be accepted unless the donor or sponsor can provide a means of care which may be required through a Life Cycle Care fund.

Safety

Works of art should be safe to passersby, curious spectators (especially children), and the environment as a whole.

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CONDITIONS OF DONATIONS

Installation: Installation of donated park elements, artwork and monuments, including the donor acknowledgement/memorial plaques, will be completed or overseen by Village personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance staff so as not to unnecessarily interfere with routine park maintenance activities. Donor will pay the cost for the installation as determined by the Village.

Removal and/or Relocation: This section applies to both existing and new donations. The Village reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities or at the end of their life cycle. The long term care and maintenance of donated park elements is important to both the donor and the Village.

Plaques/Acknowledgement: Donated items will include a plaque with a maximum of three lines and 25 characters per line. No corporate logos will be permitted. Text is subject to approval by Village staff.

Life Cycle Care Fund: The Village will determine the level of maintenance required for the donated park element, art work or monument. Based upon available budget funding and the type of care needed to reasonably maintain the donated park element, donors may be required to fund the cost of long-term maintenance through a contribution to the Life Cycle Fund. The establishment of the Life Cycle Care Fund ensures that the Village will care for the donated park element for the estimated life of the donation, or until such time the Village determines that the donated park element must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy. It is in the Village's interest to exclude certain donations from this policy such as donations with short life spans. This policy shall not apply to land or building donations.

The Fund is established with the intent of providing a regular dedicated revenue source and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance sufficient based upon the expected life cycle for a donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule at the time of donation. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

VILLAGE OF HINSDALE Park and Recreation Donation Policy

[illegible]

I have read the Donation Policy

Requested by: _____ Date: _____

Reviewed by: _____ Date: _____

Donation Cost Calculations	
Element Type:	
Value of Donation	\$
Cost of Plaque	\$
Life Cycle Term	Years (x)
Annual Life Cycle Cost (determined by Village staff)	\$
Life Cycle Cost	\$
Total Cost of Donated Element	\$ (

Board of Trustees Approval: _____ Date: _____



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

POLICY NAME: Sponsorship

Policy Category: Business Development

Date Reviewed: April 23, 2007

Date Adopted: May 2, 2007

Contact Person: Bob Schulz

Position: Marketing & Business Dev. Manager

Authorized By: Zari Santner

Position: PP&R Director

Introduction

Portland Parks and Recreation (PP&R) is a bureau of the City of Portland whose services are primarily funded from the City's general fund. In recent years demands upon such funds have increased, a trend that is expected to continue.

To maintain and enhance the city's park and recreation system, Portland Parks and Recreation is actively seeking to establish alternate revenue streams that will increase its ability to deliver services to the community and/or provide enhanced levels of service beyond the core levels funded from the City's general fund. One of the alternate funding sources being pursued is sponsorship.

Policy Statement

It is the policy of Portland Parks and Recreation to actively seek sponsorships for its events, services, parks, and facilities from individuals, foundations, corporations, nonprofit organizations, service clubs, and other entities. The purpose of such sponsorships is to increase PP&R's ability to deliver services to the community and/or provide enhanced levels of service beyond the core levels funded from the City's general fund.

In appreciation of such support, it is the policy of Portland Parks and Recreation to provide sponsors with suitable acknowledgement of their contributions. However, such recognition shall adhere to the aesthetic values and purpose of the bureau's parks, facilities, and services. In addition, such recognition shall not detract from the visitor's experience or expectation, nor shall it impair the visual qualities of the site or be perceived as creating a proprietary interest.

Definitions

For the purpose of this policy the following definitions apply:

Advertising – the activity of attracting the public's attention to a particular product or service.

Community Center – a building in which structured and unstructured recreational and cultural activities are provided.

Corporate Slogan – a word or phrase that may be attached to a corporate name or logo, e.g., Healthy Parks, Healthy Portland.

Donations – the provision of in-kind goods and/or money for which no benefits are sought.

Interpretive Sign – a sign within a park that interprets natural, historic, and/or cultural features.

Facility – any building or structure that is located on property owned or managed by Portland Parks and Recreation.

Logo – a symbol or name that is used to brand an organization.

Park – open space owned or managed by Portland Parks and Recreation for recreational and/or natural resource values.

Park Resources – the natural and/or cultural landscape elements within a park.

Plaque – a flat memorial plate containing information that is either engraved or in bold relief.

Recognition Benefits – opportunities given to the sponsor to have its name/logo appear on park property or materials for a specified period of time.

Sign – a structure that is used to identify a specific park, to convey directions to park users, and/or to inform them of the relevant regulations and other pertinent information.

Sponsorship – financial or in-kind support from an individual or corporation for a specific service, program, facility, park or event in return for certain benefits.

Sponsorship Agreement – the legal instrument that sets out the terms and conditions the parties have agreed to.

Temporary Sign – a sign that is erected for a known period of time, usually not exceeding 12-18 months.

Zone Manager – the Tier 2 management positions within the City Nature and Services Departments and the Tier 2 management position within Workforce and Community Alliances Department that is responsible for facilities and services having a citywide impact.

Guiding Principles

SPONSORSHIP PROPOSALS

The following principles form the basis of the organization's consideration of sponsor proposals:

1. All sponsorships must directly relate to the intent of the community center or subject park, and its master plan.
2. Sponsorships cannot be made conditional on Portland Parks and Recreation's performance.
3. The mission of a sponsorship organization should not conflict with the mission of Portland Parks and Recreation.
4. Sponsorships provide a positive and desirable image to the community.
5. Sponsorship benefits offered should be commensurate with the relative value of the sponsorship.
6. Operating costs associated with the sponsor's proposal should not exceed 10%.
7. Individual sponsors should not limit Portland Parks and Recreation's ability to seek other sponsors.
8. Recognition benefits to be offered do not compromise the design standards and visual integrity of the park or facility.
9. An evaluation of the potential sponsor which shall not be limited to:
 - Products/services offered
 - Company's record of involvement in environmental stewardship and social responsibility
 - Principles of the company
 - Sponsor's rationale for its interest in Portland Parks and Recreation
 - Sponsor's expectations
 - Sponsor's timeliness and/or readiness to enter into an agreement

All sponsorship proposals that exceed \$500,000 will be approved by City Council.

RECOGNITION OF SPONSORS

The following principles form the basis of the organization's recognition of sponsors:

1. Portland Parks and Recreation appreciates all sponsorships that enable it to further its mission.
2. In recognition of a sponsor's contribution, preference will be given to providing a form of recognition that is not displayed within parks.
3. Recognition of a sponsorship shall not suggest in any way the endorsement of the sponsor's goods or services by Portland Parks and Recreation, or any proprietary interest of the sponsor in PP&R.
4. Any physical form of on-site recognition shall not interfere with visitor use or routine community center/park operations.
5. The form of any on-site recognition shall be of an appropriate size and color and shall not detract from the park surroundings or any interpretive message.
6. All sponsorship agreements will be for defined period of time having regard to the value of the sponsorship and the life of the asset being sponsored.
7. Naming of events and/or facilities within a park or community center in recognition of a sponsor is permitted providing such names are subordinate to the name of the park or the community center.

Where naming/renaming as a sponsorship benefit is to be offered in recognition of a sponsorship, the local neighborhood association will be notified of the proposal. The sponsorship proposal will then be considered by a standing committee that comprises the Director of Portland Parks and Recreation or his/her representative, a staff member from the office of the Parks Commissioner, a member of the Portland Parks and Recreation Board, and the Director of the Office of Neighborhood Involvement or his/her representative. This committee shall:

- Review the proposed request for its adherence to the policies of Portland Parks and Recreation.
- Ensure that supporting information has been authenticated.
- Take into consideration the comments of the relevant neighborhood association(s).

The standing committee will then present a recommendation to the Parks Commissioner who may either accept or reject any proposal. The Parks Commissioner may also seek to refer the matter to the Parks and Recreation Board for advice and/or convene a public meeting to gain additional information prior to taking the matter to City Council for a final decision.

Procedures & Guidelines

These procedures and guidelines have been established to ensure all sponsors are treated in an equitable and appropriate manner and that in recognizing a sponsor's support, the values and purpose of a particular community center and/or park is not diminished. The guidelines and procedures contained within this policy do not apply to gifts and/or grants for which there is no benefit or recognition.

SPONSORSHIP CATEGORIES

Sponsorships are appropriate for the following broad types of activities:

- Events – financial or in-kind support for an event organized by Portland Parks and Recreation on PP&R property.
- Park/Facility Development – financial or in-kind support associated with the design and construction of a particular park or recreational or cultural facility. Projects within this category will be typically be of a one-time nature.
- Program Delivery – financial or in-kind support that facilitates the ongoing delivery of a particular citywide or site-specific program.

TYPES OF RECOGNITION

Sponsors will be provided with a level of recognition that is commensurate with their contribution. In acknowledging a sponsor, preference will be given to an off-site form of recognition that may include

one or more of the following:

- A thank you letter.
- Publicity through Portland Parks and Recreation's website, newsletters, and/or media releases, and through the sponsor's corporate newsletter, annual report, and/or website.
- Events such as a press conference, photo opportunity, ground breaking or ribbon cutting ceremony.
- Mayoral and/or Commissioner acknowledgement at civic functions.
- Commemorative items such as a framed picture or plaque.
- Register of sponsors that is accessible to the public either online or at Portland Parks and Recreation administrative offices and community centers.
- Acknowledgement on printed materials such as recreational and environmental program catalogs.
- Inclusion of the individual's name or company name and logo on a sponsorship recognition wall at a community center or the administrative offices of Portland Parks and Recreation.

Where on-site recognition is to be provided, types of recognition may include:

- Temporary signs, which may include the use of logos, acknowledging a sponsor during the construction or restoration of a particular facility, park or an event.
- Interpretive sign, which may include the use of logos.
- Permanent plaque or sign (permanency is limited to the life of the asset).
- Naming of a particular facility within a community center or park where the sponsorship covers the majority (>60%) of the cost of the particular facility or structure.

DETERMINING TYPES OF RECOGNITION

Decisions as to the type of recognition to be provided to a sponsor under \$10,000 shall be made by the Sponsorship Coordinator. For sponsorships over \$10,000, decisions shall be made by the Marketing and Business Development Manager, unless it involves naming of a facility within a community center or park, in which case, the PP&R Naming Policy procedures will apply. In determining the type and extent of recognition benefits, current market research data will be used to determine the value for each tangible and intangible benefit offered to the sponsor.

DETERMINING DESIGN STANDARDS FOR VARIOUS TYPES OF RECOGNITION

Design and Location of Temporary Signs and Plaques: Recognition of a sponsor shall be permitted on either a temporary sign or a sign that is of a directional, informative or interpretive nature. In such circumstances the sponsor's name and/or logo shall be designed so that it does not dominate the sign in terms of scale or color. The Sponsorship Coordinator shall determine approval of a sponsor's name and/or logo on signs. Likewise, the Sponsorship Coordinator shall also approve the design and content of plaques.

The siting of temporary signs and plaques shall be determined between the Sponsorship Coordinator, the relevant Zone Manager, and a Park Planner. In the event of consensus not being reached, the Marketing and Business Development Manager's decision shall be final.

Design and Location of Sponsorship Boards: The Sponsorship Coordinator shall determine the design of sponsorship boards. In developing a suitable design, the Sponsorship Coordinator shall consider a format that allows for the recognition of sponsors using small name plates, plaques or tiles so sponsor details can be added or removed easily.

The Sponsorship Coordinator, in consultation with the relevant Zone Manager and an Architect, shall determine the location of sponsorship boards within facilities. In the event of consensus not being reached, the Marketing and Business Development Manager's decision shall be final.

Design and Information Requirements for Website: The Sponsorship Coordinator, in consultation with the Web Manager, shall determine the design and information to be posted on the bureau's website as it relates to sponsor recognition.

SPONSORSHIP AGREEMENT

All sponsorship offers shall be the subject of a sponsorship agreement. An example of such an agreement is attached.

THE SPONSORSHIP PROCESS

All sponsorship opportunities shall be sought out and developed under the guidance of the Marketing and Business Development Unit. In October each year, the Sponsorship Coordinator, in consultation with all managers, shall develop a sponsorship plan that includes a prioritized sponsorship opportunities list for the purpose of soliciting sponsorships for the forthcoming year.

This list shall be approved by the Senior Management Team and subsequently communicated to the Portland Parks Foundation by the Marketing and Business Development Manager to facilitate an integrated approach to the procurement and management of sponsorships by the two organizations.

All unsolicited sponsorship proposals shall be referred to the Sponsorship Coordinator, who shall be responsible for their evaluation and the provision of a recommendation to the Marketing and Business Development Manager as to whether the proposal should be accepted or rejected.

PROPOSALS UNDER \$10,000

The development of sponsorship proposals and the procurement of a sponsor for proposals identified on the prioritized sponsorship opportunities list that are less than \$10,000 shall be handled by Zone Managers in consultation with the Sponsorship Coordinator.

To ensure a consistent and coordinated approach, prior to approaching a potential sponsor Zone Managers shall:

1. Consult with the Sponsorship Coordinator as to the content and layout of the proposal document, recognition benefits to be offered, and the organizations, companies, and/or individuals to be approached.
2. Submit the sponsorship proposal to the Sponsorship Coordinator for approval.

Upon securing a sponsor, Zone Managers will liaise with the Sponsorship Coordinator to execute the necessary sponsorship agreement and benefit recognition provisions.

Ongoing administration of the sponsorship agreement and the management of the sponsor's relationship with the bureau shall be the responsibility of the relevant Zone Manager.

PROPOSALS OVER \$10,000

Proposals over \$10,000 shall be the responsibility of the Sponsorship Coordinator and the Marketing and Business Development Manager, who shall be responsible for preparing, evaluating, and managing sponsor relations for these sponsorships.

TERMINATING SPONSORSHIPS

Portland Parks and Recreation reserves the right to terminate any sponsorship should conditions arise during the life of that sponsorship that results in the sponsorship conflicting with this policy or the sponsorship is no longer in the best interests of Portland Parks and Recreation. Decisions to terminate a sponsorship shall be made by the Marketing and Business Development Manager in consultation with the Manager of Strategy, Finance and Business Development.

ETHICAL CONSIDERATIONS ASSOCIATED WITH SPONSORSHIPS

Sponsorships are an important way in which Portland Parks and Recreation can obtain additional resources to support the pursuit of its mission. However, sponsorships may come with unintended consequences and, as such, all sponsorship offers need to receive careful consideration.

On occasion Portland Parks and Recreation may need to reject a sponsorship offer. Circumstances

under which this may occur include:

- The potential sponsor seeks to secure a contract, permit or lease.
- The potential sponsor seeks to impose conditions that are inconsistent with Portland Parks and Recreation's mission, values, policies, and/or planning documents.
- Acceptance of a potential sponsorship would create a conflict of interest or policy, e.g., a sponsorship from a tobacco company.
- The potential sponsor is in litigation with the City of Portland.

MONITORING AND REPORTING SPONSORSHIP PERFORMANCE

Fundamental to improving the management and performance of Portland Parks and Recreation's sponsorship activities is the need for an effective program of review and reporting. Accordingly, the following performance indicators have been established and will be reported upon annually to the Parks and Recreation Board and to City Council:

- Number of active sponsorships
- Dollar value of active sponsorships
- Number of proposals presented to potential sponsors
- Number of sponsorship proposals declined by potential sponsors

Related Policies, Procedures & Forms

Naming Policy

Appendix

Sponsorship Agreement

Sample: Annual Sponsorship Needs List

Sample: Sponsorship Recognition Plans

Sample: Letter

Additional Comments



100 Atkinson Street
Mukwonago, WI 53149
Phone: 262.363.7758
director@mukwonagochamber.org
www.mukwonagochamber.org

September 12, 2019

Dear Village Board:

I am sending this letter to acknowledge a new fee schedule that will be implemented for the Mukwonago Farmers' Market at Field Park for the 2020 summer Farmers' Market season. The 2020 summer Farmers' Market season will run from May 13th to October 7th, totaling 22 weeks. The fee we agreed upon is \$20 per week, which equates to \$440 for the 2020 summer season. Please invoice the Mukwonago Area Chamber of Commerce for the total amount prior to the start of the season.

The Chamber is a not-for-profit organization that relies on partnerships such as this to provide community-enriching services to the greater Mukwonago area.

Thank you for your continued partnership.

Sincerely,

April D. Reszka
Executive Director

September 25, 2019

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

Re: ProHealth Care
Recommendation of Approval of Development Documents

Dear President Winchowky:

We have reviewed the Storm Water Management Plan (SWMP) and the Storm Water Maintenance Agreement (SWMA) for the ProHealth Care site that was submitted to us on September 25, 2019. The Storm Water Management Plan is dated August 5, 2019. The SWMP and SWMA were required to be amended after it was determined that a parking lot that was being added to the site, did not fit into the original SWMP. The pond was also required to be modified to handle the additional flows that will be generated as a result of this parking lot addition. We recommend the following actions of the documents to you and the Village Board:

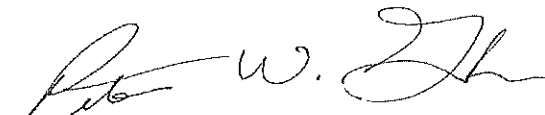
1. Approval of the Storm Water Management Plan Dated August 5, 2019.
2. Approval and execution of the Storm Water Maintenance Agreement.

The Storm Water Maintenance Agreement is being attached to the email transmittal of this recommendation letter. We request that, upon approval from the Village Board, the Storm Water Maintenance Agreement is signed and executed by the appropriate parties and recorded with the Waukesha County Register of Deeds by Attorney Mark Blum.

If you or any staff or board member should have any questions regarding this, please feel free to contact me at (262) 542-5733.

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch
Project Engineer
pgesch@ruekertmielke.com
PWG:pwg

cc: Diana Dykstra, Village of Mukwonago
John Weidl, Village of Mukwonago
Bob Harley, Village of Mukwonago
Mark G. Blum, Village of Mukwonago
Dave Brown, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Ben Kohout, Village of Mukwonago
Steve Fisco, P.E., GRAEF
Kallie Anderson, Findorff
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

ProHealth Care, Inc., as “Owner” of the property described in Exhibit A, in accordance with Chapter 34 of the Village of Mukwonago Municipal Code, agrees to install and maintain storm water *management practices* on the subject property in accordance with approved plans and Storm Water Permit conditions. The Owner further agrees to the terms stated in this document to ensure that the storm water management practices continue serving the intended functions in perpetuity. This Agreement includes the following exhibits:

Exhibit A: Legal Description of the real estate for which this Agreement applies (“Property”).

Exhibit B: Location Map - shows an accurate location of each storm water management practice affected by this Agreement.

Exhibit C: Maintenance Plan - prescribes those activities that must be carried out to maintain compliance with this Agreement.

Exhibit D: Design Summary And Approved SWMP - contains a summary of key Engineering calculations and other data used to design the storm water management practices and approved revised campus SWMP.

Exhibit E: As-built survey (to be recorded as an addendum) - shows a detailed “as-built” cross section and plan view of the storm water management practices.

Exhibit F: Engineering/Construction Verification (to be recorded as an addendum) - provides verification from a Professional Engineer that the design and construction of the storm water management practices complies with all applicable technical standards and the Village’s requirements.

NOTE: After construction verification has been accepted by the Village of Mukwonago, for all planned storm water management practices, an addendum(s) to this agreement shall be recorded by the Owner showing construction details and construction verification. The addendum(s) may contain several additional exhibits, as described below.

Through this Agreement, the Owner hereby subjects the Property to the following covenants, conditions and restrictions:

1. Upon execution of this Agreement, the Village shall record the Agreement at the Waukesha County or Walworth County Register of Deeds, as applicable. The recording of this Agreement shall be a condition for the issuance of a Storm Water Permit. An addendum to this Agreement shall be recorded upon project completion which shall include submittal of Exhibit E and Exhibit F in an acceptable form to the Village. The recording of Amendment #1 including Exhibit E and Exhibit F shall be a condition for the issuance of an occupancy permit.
2. The Owner shall construct, maintain and if necessary reconstruct the storm water management practices so as to maintain their compliance with applicable governmental, statutes, ordinances or rules. The Owner shall be responsible for the routine and extraordinary maintenance and repair of the storm water management practices identified in Exhibit B in accordance with the maintenance plan contained in Exhibit C.
3. The Owner shall, at their own cost inspect the storm water best management practices on an annual basis and maintain records of annual inspections and maintenance performed. Records

shall be made available to the Village upon request within 30 days of written notice. Annual inspections shall be performed as detailed in Exhibit C Maintenance Plan of the storm water maintenance agreement and shall be performed to determine if the facility is functioning within the design parameters. Commencing in 2025 and every five years thereafter the Owner shall, at their own cost, have a certification inspection of the storm water management practices conducted by a professional engineer, who shall then file a report with the Village of Mukwonago no later than December 31st of the same year. Upon written notification by Village of Mukwonago or its designee the Owner shall, at their own cost and within a reasonable time period determined by the Village of Mukwonago, have an inspection of the storm water management practices conducted by a professional engineer, who shall then file a report with the Village of Mukwonago. The Owner shall thereafter timely complete any maintenance or repair work recommended in any of the above reports. The Owner shall be liable for the failure to undertake any maintenance or repairs.

4. In addition, and independent of the requirements under paragraph 2 above, the Village of Mukwonago, or its designee, is authorized but not required to access the property as necessary to conduct inspections of the storm water management BMP's to ascertain compliance with the terms and intent of this Agreement and the activities prescribed in Exhibit C. The Village of Mukwonago may require work to be done which differs from the report(s) described in paragraph 3 above, if the Village of Mukwonago reasonably concludes that such work is necessary and consistent with the intent of this agreement and /or with Chapter 34 of the Village Code of Ordinances. Upon notification by the Village of Mukwonago of required maintenance or repairs, the Owner shall complete the specified maintenance or repairs within a reasonable time frame, as agreed to the Village of Mukwonago.
5. If the Owner does not complete an inspection under 3 above or complete the required maintenance or repairs under 2 above within the specified time period, the Village of Mukwonago is authorized, but not required, to perform the specified inspections, maintenance or repairs. In the case of an emergency situation, as determined by the Village of Mukwonago, no notice shall be required prior to the Village of Mukwonago performing emergency maintenance or repairs.

The cost of inspections or measures undertaken by the Village pursuant to this agreement shall be first paid from the proceeds of any surety maintained to secure the performance by the Owner/Developer of its obligations under this agreement and the conditions of the use, site and architectural approval. In the event that the costs of said measures shall exceed the value of the surety or the surety has expired or been terminated, then in that event the cost of said measures shall be assessed as a special charge for current services pursuant to Wis Stat Sec. 66.0627. Any such assessment which is not paid within 60 days after billing shall be deemed a delinquent special charge and shall become a lien upon the parcel against which such charge has been assessed. Such delinquent charges shall be extended upon the current or next tax roll as a delinquent tax against the parcels for which payment has not been received by the Village and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special charges. The Developer hereby consents to the levy of such charge and waives notice and the right to hearing.

6. This Agreement shall run with the property and be binding upon all heirs, successors and assigns. After the Village records this document, the Village of Mukwonago shall have the sole authority to modify this agreement contingent upon the Village of Mukwonago providing a 30 day written notice to the current Owner. Any modifications shall conform to the minimum requirements of Chapter 34 (or its successor) and be written so as to ensure the long-term maintenance of the storm water BMP's.

7. The Owner/Developer agrees to pledge a surety in a form acceptable to the Village of Mukwonago to secure performance of the obligations arising from the construction and maintenance of the storm water BMPs provided for under this Agreement in the amount of 120% of the actual cost of the storm water BMPs. Said surety shall remain in effect for a period of three (3) years from the date of the execution of this Agreement or until drawn upon in full by the Village or one year (1) from the date of the certification of the storm water improvements whichever occurs first. Release of the surety prior to the deadlines stated herein shall be governed by Mukwonago Village code section 34-108(c) as amended
8. The parties entered into a storm water maintenance agreement on June 9, 2004 which was recorded with the Waukesha County Register of Deeds on June 30, 2004 as Document number 3180096. At this time Waukesha Health Systems Inc. n/k/a ProHealth Care Inc., hereinafter referred to as "ProHealth" is expanding its hospital facility inclusive of the addition of significant new parking areas and thus more impervious surfaces. ProHealth has submitted an updated and revised storm water management plan, dated August 5, 2019, which will become an exhibit to this Agreement. In partial consideration for the approval of this expansion and the resulting issuance of Village of Mukwonago permits, the parties agree that effective upon the date of execution of this Agreement, this Storm Water Maintenance Agreement shall supersede the June 9, 2004 storm water maintenance agreement as to all matters related to storm water maintenance as provided for in this Agreement, from the date of execution of the Agreement and moving forward.
9. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

Dated this ____ day of _____, 201____

Owner:

Authorized Representative of

(Printed Name of Authorized Representative)

State of Wisconsin:

County of Waukesha

Personally came before me this ____ day of _____, 201____, the above named _____, as the authorized Representative of _____ for the purpose of signing this document, to me known to be the person who executed the foregoing instrument and acknowledged the same.

[Name]

Notary Public, Waukesha County, WI

My commission expires: _____

Accepted by the Village of Mukwonago this ____ day of _____, 201____.

Fred Winchowky, Village President

Judith Taubert, Village Clerk

This document was drafted by:
Attorney Mark G. Blum
Hippenmeyer, Reilly, Blum,
Schmitzer, Fabian & English, S.C.
P.O. Box 766
Waukesha, WI 53187-0766
Telephone: (262) 549-8181
Facsimile: (262) 549-8191
Email: mgbalum@hrblawfirm.com

EXHIBIT A

Legal Description

240 Maple Avenue, Village of Mukwonago, Waukesha County, Wisconsin.

Lot 1 and Outlot 1 of Certified Survey Map No. 11145 as recorded in Volume 109 on page 236 as Document No. 4064790 Waukesha County Register of Deeds, being a remapping of CSM No. 9606 and being a part of the Northwest $\frac{1}{4}$ and Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ and Southwest $\frac{1}{4}$ and Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 36, Township 5 North, Range 18 East, Village of Mukwonago, Waukesha County, Wisconsin.

EXHIBIT B

Location Map

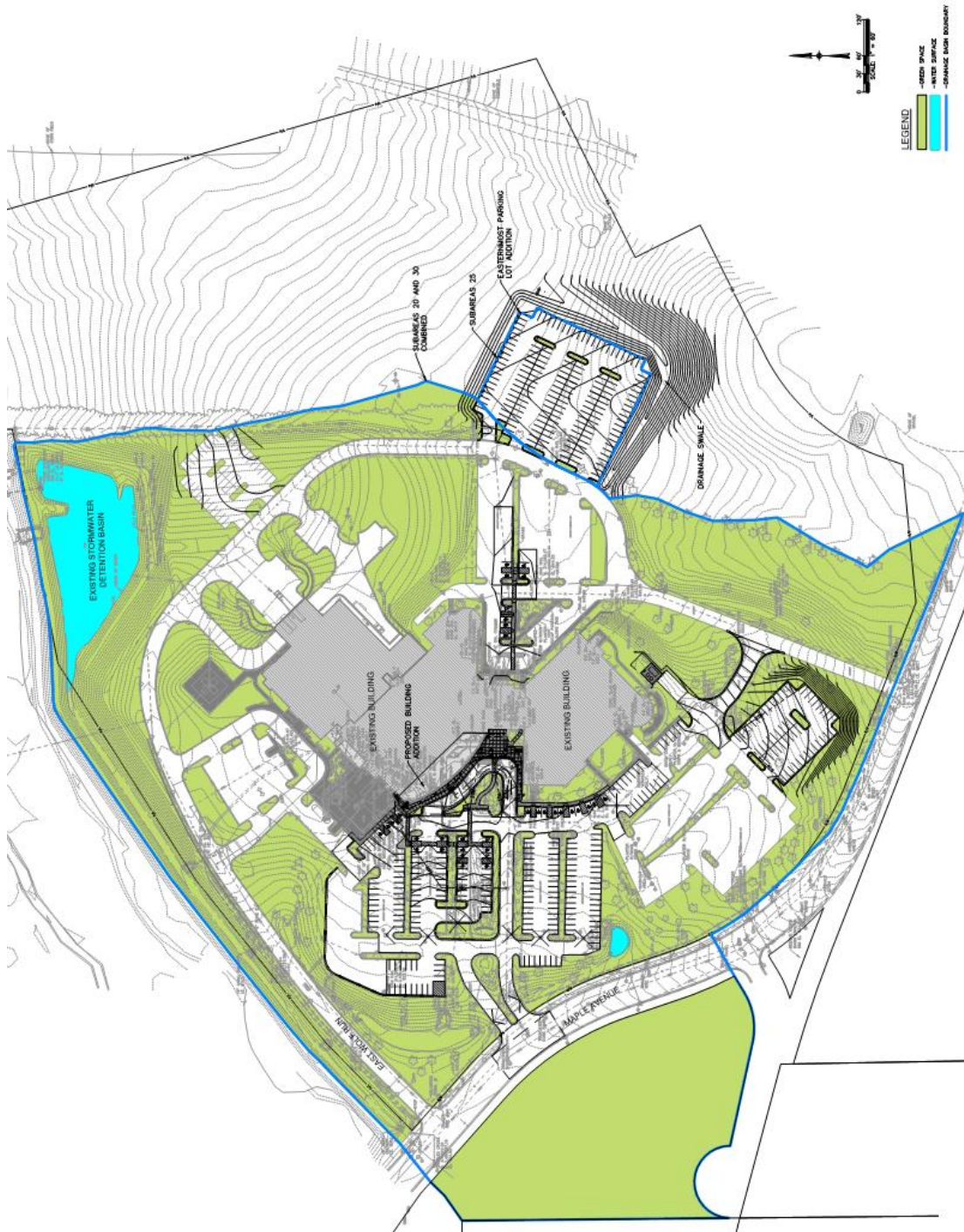


EXHIBIT C

Maintenance Plan

The Wet Detention Pond

System Description:

The storm water management facility includes one wet retention pond. The wet pond is designed to reduce peak flows and reduce runoff total suspended solids (TSS) from the site. To function correctly, the wet pond must be maintained as specified in this Agreement.

Minimum Maintenance Requirements:

To ensure the proper function of the wet pond, the following list of maintenance activities are required to be performed by the owner or authorized qualified representative:

1. Monthly to quarterly, after major storms, or as needed
 - Remove sediment and trash from the pond inlets and outlets
 - Remove trash from trash rack
 - Inspect for animal burrows, sinkholes, wet areas, etc.
 - Repair undercut, eroded, bare soil areas, and gullies in the bank
2. Semi-annually to annually, or as needed
 - The inlet and outlet structure shall be inspected and repaired if needed.
 - Repair of structural components is required immediately if they impair the functionality of the pond.
 - Repair embankment and side sloped if needed.
3. Non-routine maintenance
 - Require sediment removal once the average depth of the permanent pool is 3.5 ft. or after 50% of pool capacity has reached.

Storm Water Conveyance System maintenance requirements:

1. The Titleholder(s) is responsible for ensuring system inlets, outlets roof drains and any external runoff control structures remain clear of debris and blockage. The inlets, including parking lot trench drains, and outlets shall be inspected semi-annually and/or after major storm events (more than 3.5 inches of rainfall in 24 hours). Any debris or blockage found should be immediately removed.
2. Visual inspections from system access points of the conveyance system shall be conducted semi-annually and/or after major storm events (more than 3.5 inches of rainfall in 24 hours) and, after extended periods of rainy weather (more than 3 days) and at least semi-annually. Major items to look for are excessive debris build-up at system inlets and outlets, and proper system discharge.

3. Storm curb inlets shall be inspected semi-annually and/or after major storm events (more than 3.5 inches of rain fall in 24 hours). Any debris that is found, causing potential blockage, shall be cleaned immediately. All storm curb inlet and storm manhole sumps shall be cleaned annually, at a minimum, or when sediment in the sump has accumulated to an elevation of one foot below the outlet pipe elevation.
4. Cleanout of sediment accumulation should be based on manufacture recommendations. Cleanout shall be performed when the sediment accumulation does not allow the system to function as designed.

EXHIBIT C- Continued **Wet Pond** **Operation, Maintenance & Management Report**

Project: ProHealth Care, Inc **Location:** Village of Mukwonago, WI
Site Status: _____ **Inspector:** _____
Date: _____ **Time:** _____

Item	Satisfactory (YES/NO)	Comments
<i>Inspection - required monthly for first 12 months, annually thereafter, and after every major storm event</i>		
Permanent pool/forebay sediment buildup		
Pool free of floating debris		
Safety shelf condition		
Vegetation and ground cover adequate		
Signs of embankment erosion		
Animal burrows		
Emergency spillway stabilized		
Surrounding areas stabilized		
Basin free of trash and debris		
Signs of sediment buildup		
Inlet clean and working		
Outlet pipe and outlet control structure clean and working		
Other (describe)		
<i>Maintenance</i>		
Inlet cleaning - once per year		
Outlet pipe and outlet control structure – once per year		
Repair eroding areas and replant - as needed		
Replace plants or reseed – as needed		
Trash and debris removal - as needed		
Other (describe)		

Additional Comments - Actions to be Taken:

EXHIBIT D

Design Summary

ProHealth Care is planning to expand their facility at the address 240 Maple Avenue, in the Village of Mukwonago, Wisconsin. The proposed project will include a new building addition, reconstruction of existing parking lots and drives, and the construction of two new parking lot areas. The stormwater management facilities for the campus were originally constructed as part of the approved 2003 Stormwater Management Plan (SWMP), which accounted for future development similar to the proposed expansion plan presented in this report. However, approximately 1.15 acres of additional area will be routed through the existing stormwater detention basin which will require modifications to the existing basin to meet the Village's current Stormwater Ordinance.

Several stormwater related reports have been previously completed for the ProHealth Care campus. The following is a brief description of each previous submittal as well as a summary of recent Village correspondence.

2003 SWMP Report

Prior to the installation of the regional stormwater facility, a SWMP report for the ProHealth Care campus was prepared by Jahnke & Jahnke Associates, dated August 19, 2003. The report included plans for the current healthcare development as well as future expansions to the healthcare facility. The plan also included a stormwater detention basin designed to control and treat stormwater runoff for both current and future build out conditions of the site. The report indicated that the site was exempt from infiltration practices based on the clay content of the in situ soils; however, it appears that infiltration practices were still incorporated into the plan according to the recorded Stormwater Management Maintenance Agreement.

2004 Stormwater Management Maintenance Agreement

The Stormwater Management Maintenance Agreement prepared by Jahnke & Jahnke Associates and dated June 15, 2004, included details of the stormwater detention basin as well as level spreaders, prairie vegetation areas, and a sand seam infiltration area. Based on the agreement, the level spreaders and prairie vegetation areas located on the northeast corner of the site were planned to be removed upon future expansion of the healthcare facility. The agreement also stated that the on-site stormwater detention basin may be reduced to meet only the current water quality requirements of the Village following completion of a regional detention facility.

2013 Stormwater Management Letter

A Stormwater Management Letter prepared by GRAEF and dated December 4, 2013, included plans for an emergency department expansion, helipad, and parking lot and access drive additions. This development removed the previous level spreaders and prairie vegetation, in accordance with the anticipated future development plans identified in both the 2003 SWMP Report and the 2004 Stormwater Management Maintenance Agreement.

2019 Correspondence with the Village

Based on recent correspondence with Village stormwater staff, it is understood that the regional stormwater detention facility that was originally planned to manage stormwater quantity for the area including the ProHealth Care property was not built. As a result, ProHealth Care's existing stormwater detention basin must continue to manage stormwater runoff for both quantity and quality. In addition, the ProHealth Care's stormwater detention basin must be modeled to conform with the Village's current stormwater criteria, which includes changes to rainfall distributions and rainfall depths, as well as using current treatment modeling software (WinSLAMM).

The updated modeling provided in this report is also reflective 6.30 acres of offsite runoff. Approximately half of this area is directly connected to the existing basin. The remaining approximate 3 acres is undeveloped residential area. This area is not physically connected to the ProHealth Basin at this time. The future development and routing of runoff from this area will need to be addressed with future developments for proper documentation as it relates to the ProHealth Care Basin as only quality provisions are accounted for in the calculations as coordinated with the Village's Engineer, Ruekert and Mielke.

Stormwater Quantity

Pre-Development Conditions

The following table presents the results of the hydrological analysis for Pre-Development Conditions.

Predevelopment Conditions							
Subarea or Junction	Description	Area (ac)	Runoff Curve Number	Peak Flow Rate (cfs)			
				1-year	2-year	10-year	100-year
10	Offsite	6.30	92	10.17	11.88	18.23	31.66
20	Onsite Areas	27.54	61	1.98	3.81	15.16	53.22
99	Total	33.84	67	11.18	14.49	32.02	83.37

Post-Development Conditions

The following table presents the results of the hydrological analysis for Post-Development Conditions.

Post-Development Conditions							
Subarea or Junction	Description	Area (ac)	Runoff Curve Number	Peak Flow Rate (cfs)			
				1-year	2-year	10-year	100-year
10	Offsite	6.30	92	10.17	11.88	18.23	31.66
20 & 30	Onsite Areas	26.39	80	19.73	25.17	47.15	98.52
25	Added Area	1.15	97	2.12	2.41	3.47	5.70
35	Existing Basin	-	-	4.05	6.45	18.52	33.85
99	Total	33.84	83	4.05	6.45	18.52	33.85

Modifications to the existing stormwater detention basin will be required to meet the Village's current stormwater criteria. The existing basin is currently designed with a standpipe structure (primary outflow), a 30-inch diameter culvert (secondary outflow), and an emergency earthen weir (tertiary outflow). Proposed alterations to the basin include installing a 6-inch plate on the existing 30-inch diameter culvert, raising the emergency weir 1-foot (from elevation 809.50 to elevation 810.50), and raising the existing berm from elevation 811.00 to elevation 811.50.

Wet Pond Routing Analysis Summary						
	Water Surface Elevation	Overflow Elevation	1-Year Storm	2-Year Storm	10-Year Storm	100-Year Storm
Existing Basin (Modified)	805.20 ft	810.50 ft				
Peak Inflow	--	--	31.58 cfs	38.98 cfs	68.24 cfs	135.28 cfs
Peak Outflow	--	--	4.05 cfs	6.45 cfs	18.52 cfs	33.85 cfs
Maximum Water Surface Elevation	--	--	807.19 ft	807.46 ft	808.42 ft	810.46 ft
Maximum Storage Volume	--	6.12 ac-ft	1.70 ac-ft	1.97 ac-ft	3.04 ac-ft	6.05 ac-ft

Peak Flow Summary

The table summarizes the pre and post-development analysis results.

Peak Flow Summary				
Storm Event	Pre-Development			Post-Development Release Rate
	Offsite (pass through flow)	Onsite	Allowable Release Rate	
1-year	10.17 cfs	1.98 cfs (1-yr)	12.15 cfs	4.05 cfs
2-year	11.88 cfs	3.81 cfs (2-yr)	15.69 cfs	6.45 cfs
10-year	18.23 cfs	3.81 cfs (2-yr)	22.04 cfs	18.52 cfs
100-year	31.66 cfs	15.16 cfs (10-yr)	46.82 cfs	33.85 cfs

Stormwater quality

The WinSLAMM results with the offsite residential area included show that approximately **80.7** percent of total suspended solids (TSS) will be removed from stormwater as a result of the proposed modifications to ProHealth's existing stormwater detention basin.

Pollutant	Concentration No Control	Concentration Without Control	Conc. Units	Pollutant Yield No Control	Pollutant Yield With Control	Pol. Yield Units	Percent Reduction %
Particulate Solids	115.8	22.39	mg/L	10492	2030	lbs	80.65
Particulate Phosphorus	0.28	0.056	mg/L	26.62	5.11	lbs	80.02
Filterable Phosphorus	0.095	0.092	mg/L	8.64	8.36	lbs	3.18
Total Phosphorus	0.37	0.1487	mg/L	34.26	13.48	lbs	60.64

Approved storm water management plan for the 2019 modifications is dated August 5, 2019 and was sealed on August 6, 2019.

September 23, 2019

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

Re: Chapman Farms – Villas
Recommendation of Approval of Development Documents

Dear President Winchowky:

We have reviewed the Storm Water Management Plan, Storm Water Maintenance Agreement and Construction Drawings for the Chapman Farms Villas that were submitted to us on September 10, 2019. The Storm Water Management Plan is dated June 28, 2019 and the date of the latest draft of the Storm Water Maintenance Agreement is August 1, 2019. We believe the current submittal generally meets the intent of the Village Storm Water Ordinance, is in accordance with the Village of Mukwonago's Standard Specifications, and follows standard engineering practice.

It is important to note that the Construction Drawings for the Villas are still under review for the requirements of the Department Heads and, at the date of this letter, are not ready for approval. We do not believe that any changes to the Construction drawings will affect the Storm Water Management Plan or the Storm Water Maintenance Agreement. We, therefore, recommend the following actions of the documents to you and the Village Board:

1. Approval of the Storm Water Management Plan subject to the following conditions:
 - a. Submittal of the Storm Water Management Plan stamped by a professional engineer.
 - b. Submittal of the final construction plans, after approval by staff, in electronic and hard copy, stamped by a professional engineer.
2. Approval and execution of the Storm Water Maintenance Agreement.

If a submission has not been made yet, this letter shall also serve as the owner's approval of the sewer and water plans, such that a submission may be made by the developer and/or their engineer for approval by the Wisconsin DNR. We recommend the above actions also be made subject to the following conditions:

1. A Final Plat and Final Plat Application be resubmitted for review and approval. The final plat that was submitted in December 2018 is missing easements that were added as part of the storm water review process. The final plat shall also be revised to include language for the Public Stormwater Drainage Easement that Rain Garden #4 is located in that dedicates the easement to all Owner's within the subdivision, in addition to the Village of Mukwonago.
2. All necessary storm water and erosion control permits be obtained and copies of the approvals be sent to the Village of Mukwonago and Ruekert & Mielke.

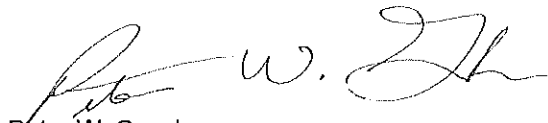
3. All necessary WDNR sewer and water extension permits be obtained and copies of the approvals be sent to the Village of Mukwonago and Ruekert & Mielke.
4. Prior to any land disturbing activity, hold a preconstruction conference with representatives of the design team, the construction team, Village and Utility Staff and Ruekert & Mielke to ensure all members of the design and construction team understand the installation of utilities and the storm water management and erosion control plan requirements.
5. During construction, the following conditions shall be followed:
 - a. Owner shall maintain approved plans on-site and readily available to the Village Erosion Control Inspector.
 - b. On-site approved plans must reflect current construction conditions and compliance with the Village ordinance.
 - c. On-site plans must reflect the current sequence of construction and all erosion and sediment control measures shall meet the Wisconsin Department of Natural Resources Technical Standards.
 - d. Village ordinance requires inspection of the erosion control measures once every 7 days and within 24 hours of a rainfall of 0.5 inches or greater. All inspection reports must be available on-site and available to the Village at any time of day. Reports must contain the information required by the WDNR.
 - e. Any construction within the public right-of-way, will conform to the Village Standard Specifications and Village standard details.
 - f. Owner will provide erosion control measures and restore any private utility company land disturbance resulting from providing utilities to this site regardless of location.

Our review did not include a detailed check of all engineering and survey data indicated on the drawings. The accuracy of this data is the responsibility of Trio Engineering.

If you or any staff or board member should have any questions regarding this, please feel free to contact me at (262) 542-5733.

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch
Project Engineer
pgesch@ruekertmielke.com



Mr. Fred Winchowky
Chapman Villas – Development Documents
September 23, 2019
Page 3

PWG:pwg

cc: Diana Dykstra, Village of Mukwonago
John Weidl, Village of Mukwonago
Bob Harley, Village of Mukwonago
Mark G. Blum, Village of Mukwonago
Dave Brown, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Ben Kohout, Village of Mukwonago
John Donovan, Bielinski Homes
Matthew Bailey, P.E., Trio Engineering
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

Bielinski Homes, Inc., as "Owner" of the property described in Exhibit A, in accordance with Chapter 34 of the Village of Mukwonago Municipal Code, agrees to install and maintain storm water management practices on the subject property in accordance with approved plans and Storm Water Permit conditions. The Owner further agrees to the terms stated in this document to ensure that the storm water management practices continue serving the intended functions in perpetuity. This Agreement includes the following exhibits:

Exhibit A: Legal Description of the real estate for which this Agreement applies ("Property").

Exhibit B: Location Map - shows an accurate location of each storm water management practice affected by this Agreement.

Exhibit C: Maintenance Plan - prescribes those activities that must be carried out to maintain compliance with this Agreement.

Exhibit D: Design Summary - contains a summary of key Engineering calculations and other data used to design the storm water management practices.

Exhibit E: As-built survey (to be recorded as an addendum) - shows a detailed "as-built" cross section and plan view of the storm water management practices.

Exhibit F: Engineering/Construction Verification (to be recorded as an addendum) - provides verification from the project engineer that the design and construction of the storm water management practices complies with all applicable technical standards and the Village's requirements.

NOTE: After construction verification has been accepted by the Village of Mukwonago, for all planned storm water management practices, an addendum(s) to this agreement shall be recorded by the Owner showing construction details and construction verification. The addendum(s) may contain several additional exhibits, as described below.

Through this Agreement, the Owner hereby subjects the Property to the following covenants, conditions and restrictions:

1. Upon execution of this Agreement, the Village shall record the Agreement at the Waukesha County or Walworth County Register of Deeds, as applicable. The recording of this Agreement shall be a condition for the issuance of a Storm Water Permit. An addendum to this Agreement shall be recorded upon project completion which shall include submittal of Exhibit E and Exhibit F in an acceptable form to the Village. The recording of Amendment #1 including Exhibit E and Exhibit F shall be a condition for the issuance of an occupancy permit.
2. The current titleholder and/or Owner's Association shall construct, maintain and if necessary reconstruct the storm water management practices so as to maintain their compliance with applicable governmental, statutes, ordinances or rules. The current titleholder and/or Owner's Association shall be responsible for the routine and extraordinary maintenance and repair of the storm water management practices identified in Exhibit B in accordance with the maintenance plan contained in Exhibit C.

3. The current titleholder and/or Owner's Association shall, at their own cost inspect the storm water best management practices on an annual basis and maintain records of annual inspections and maintenance performed. Records shall be made available to the Village upon request within 30 days of written notice. Annual inspections shall be performed as detailed in Exhibit C Maintenance Plan of the storm water maintenance agreement and shall be performed to determine if the facility is functioning within the design parameters. Commencing in October 2020 and every five years thereafter the current titleholder and/or Owner's Association shall, at their own cost, have a certification inspection of the storm water management practices conducted by a professional engineer, who shall then file a report with the Village of Mukwonago no later than December 31st of the same year. Upon written notification by Village of Mukwonago or its designee the current titleholder and/or Owner's Association shall, at their own cost and within a reasonable time period determined by the Village of Mukwonago, have an inspection of the storm water management practices conducted by a professional engineer, who shall then file a report with the Village of Mukwonago. The current titleholder and/or Owner's Association shall thereafter timely complete any maintenance or repair work recommended in any of the above reports. The current titleholder and/or Owner's Association shall be liable for the failure to undertake any maintenance or repairs.
4. In addition, and independent of the requirements under paragraph 2 above, the Village of Mukwonago, or its designee, is authorized but not required to access the property as necessary to conduct inspections of the storm water management BMP's to ascertain compliance with the terms and intent of this Agreement and the activities prescribed in Exhibit C. The Village of Mukwonago may require work to be done which differs from the report(s) described in paragraph 3 above, if the Village of Mukwonago reasonably concludes that such work is necessary and consistent with the intent of this agreement and /or with Chapter 34 of the Village Code of Ordinances. Upon notification by the Village of Mukwonago of required maintenance or repairs, the current titleholder and/or Owner's Association shall complete the specified maintenance or repairs within a reasonable time frame, as determined by the Village of Mukwonago.
5. If the current titleholder and/or Owner's Association does not complete an inspection under 3 above or complete the required maintenance or repairs under 2 above within the specified time period, the Village of Mukwonago is authorized, but not required, to perform the specified inspections, maintenance or repairs. In the case of an emergency situation, as determined by the Village of Mukwonago, no notice shall be required prior to the Village of Mukwonago performing emergency maintenance or repairs.

The cost of inspections or measures undertaken by the Village pursuant to this agreement shall be first paid from the proceeds of any surety maintained to

secure the performance by the Owner/Developer of its obligations under this agreement and the conditions of the use, site and architectural approval. In the event that the costs of said measures shall exceed the value of the surety or the surety has expired or been terminated, then in that event the cost of said measures shall be assessed as a special charge for current services pursuant to Wis Stat Sec. 66.0627. Any such assessment which is not paid within 60 days after billing shall be deemed a delinquent special charge and shall become a lien upon the parcel against which such charge has been assessed. Such delinquent charges shall be extended upon the current or next tax roll as a delinquent tax against the parcels for which payment has not been received by the Village and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special charges. The Developer hereby consents to the levy of such charge and waives notice and the right to hearing.

6. This Agreement shall run with the property and be binding upon all heirs, successors and assigns. Any modifications shall conform to the minimum requirements of Chapter 34 (or its successor) and be written so as to ensure the long-term maintenance of the storm water BMP's.
7. The Owner/Developer agrees to pledge a surety in a form acceptable to the Village of Mukwonago to secure performance of the obligations arising from the construction and maintenance of the storm water BMPs provided for under this Agreement in the amount of 120% of the actual cost of the storm water BMPs. Said surety shall remain in effect for a period of three (3) years from the date of the execution of this Agreement or until drawn upon in full by the Village or one year (1) from the date of the certification of the storm water improvements whichever occurs first. Release of the surety prior to the deadlines stated herein shall be governed by Mukwonago Village code section 34-108(c) as amended
8. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

Dated this ____ day of _____, 201 ____

Owner:

Authorized Representative of Bielinski Homes, Inc.

Frank Bielinski, V.P.
(Printed Name of Authorized Representative)

State of Wisconsin:
County of Waukesha

Personally came before me this _____ day of _____, 20____, the above named to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, WI
My commission expires: _____.

Accepted by the Village of Mukwonago this ____ day of _____, 201 ____

Fred Winchowky, Village President

Judith Taubert, Village Clerk

This document was drafted by:
Trio Engineering, LLC
4100 N. Calhoun Road, Ste 300
Brookfield, WI 53005
Telephone: (262) 790-1480
Email: mbailey@trioeng.com

Exhibit A – Legal Description

The following description and reduced copy map identify the land parcel(s) affected by this Agreement. For a larger scale view of the referenced document, contact the Waukesha County Register of Deeds office.

Legal Description:

All that part of the Northwest 1/4, Northeast 1/4, Southwest 1/4 and Southeast 1/4 of the Northeast 1/4 of Section 22, Town 5 North, Range 18 East, in the Village of Mukwonago, Waukesha County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the East 1/4 Corner of said Section 22; said point being the place of beginning of lands hereinafter described;

Thence North 01°20'25" West and along the East line of the said Northeast 1/4 Section, 1405.03 feet to a point; Thence South 89°26'00" West and along the South line of Unplatted Lands and the Corporate Limits line, 1985.16 feet to a point; Thence South 00°30'47" East, 1411.78 feet to a point on the South line of the said Northeast 1/4 Section; Thence North 89°14'12" East and along the said South line, 2005.46 feet to the point of beginning of this description.

Said Parcel contains 2,810,100 Square Feet (or 64.5110 Acres) of land, more or less.

Exhibit A – Continued


CERTIFIED SURVEY MAP NO. 11755

A DIVISION OF LANDS BEING A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 22, TOWN 5 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MUKWONAGO, WAUKESHA COUNTY, WISCONSIN.

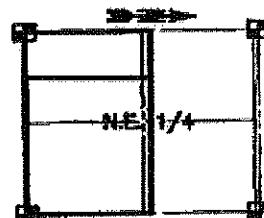
- CENTER,
SEC. 22-5-16
WIS. STATE PLANE COORD.
SYSTEM - SOUTH ZONE
FOUND CONC. MON. W/ BRASS CAP
N-324.715.47 E-2,440,844.71

PIPING LEGEND:

- - INDICATES "SET" 0.750" O.D. X 18" LONG REINFORCING BAR WEIGHING 1.502 LBS. PER LINEAL FOOT.
- - INDICATES "FOUND" 1" IRON PIPE.



SCALE: 1"=300'



LOCALITY MAP:

N.E. 1/4, SEC. 22,
T. 5 N., R. 18 E.
SAND 1'-2000'

OWNER:

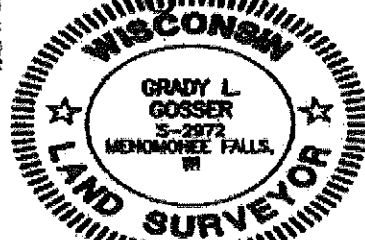
**MICHAEL A. CHAPMAN, OR HIS
SUCCESSOR(S), AS TRUSTEE
OF THE FAMILY TRUST C/U
ARTICLE VI OF THE ROGER
W. CHAPMAN AND FERN L.
CHAPMAN JOINT REVOCABLE
TRUST DATED SEPTEMBER 21,
2005.**

W209 S8815 HIGHWAY 83
MUKWONAGO, WI 53148-9567
PHONE:

PREPARED BY:

TRIO ENGINEERING, LLC
12660 W. NORTH AVENUE
BUILDING "D"
BROOKFIELD, WI 53005
PHONE: 262-790-1480

David L. Rosen



2/19/18
4/27/18

DRAFTED THIS 9th DAY OF FEBRUARY, 2018 (REVISED 4/27/18)
THIS INSTRUMENT WAS DRAFTED BY GRADY L. GOSSER, S-2972

JOB NO. 14-023-966-02
SHEET 1 OF 3

Exhibit B - Location Map
Storm Water Management Practices Covered by this Agreement

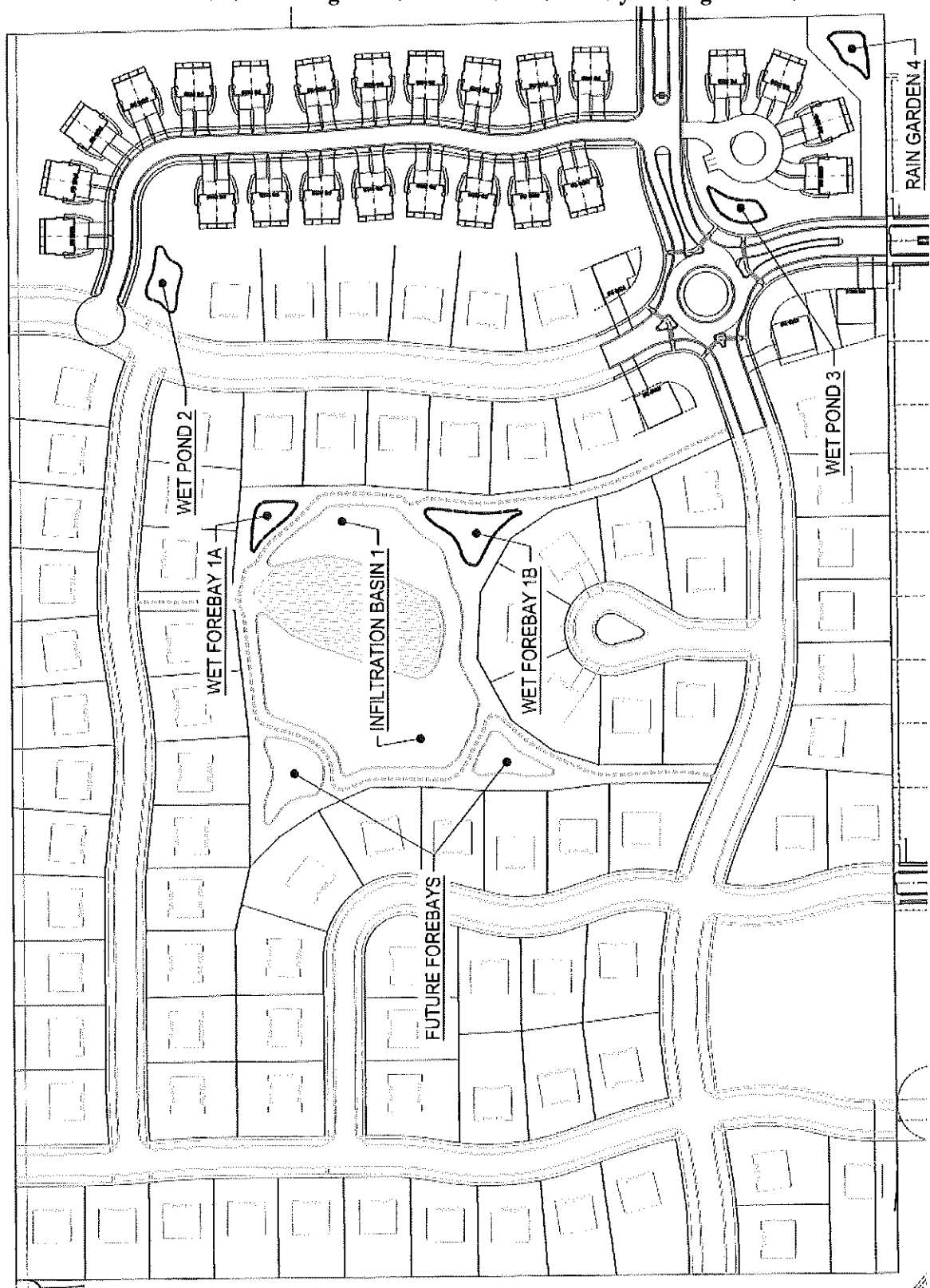


Exhibit C

Minimum Storm Water Practice Maintenance Requirements

This exhibit explains the basic function of each of the storm water practices listed in Exhibit B and prescribes the minimum maintenance requirements to remain compliant with this Plan. The maintenance activities listed below are aimed to ensure these practices continue serving their intended functions in perpetuity. The list of activities is not all-inclusive, but rather indicates the minimum type of maintenance that can be expected for this particular site.

WET DETENTION BASIN, INFILTRATION BASIN & RAIN GARDEN

System Description:

The wet detention basin and rain gardens are designed to remove at least 80% of the Total Suspended Solids (TSS) from the site runoff and to reduce the post-development downstream peak flows to meet the Village of Mukwonago Stormwater Ordinance. Swales and storm sewer function to convey runoff to the basins, as well as filter pollutants, especially from smaller storms. To function correctly, the pond size, water level, vegetation and outlet structures must be maintained as specified in this Plan.

Minimum Maintenance Requirements:

To ensure the proper long-term function of the storm water management practices described above, the following activities must be completed:

General Maintenance requirements and restrictions:

1. Grass swales shall be preserved to allow free flow of surface runoff in accordance with approved grading plans.
2. No buildings or other structures are allowed in grass swale areas.
3. No grading or filling is allowed that may interrupt flows in any way.
4. Grass swales, inlets and outlets should be checked after heavy rains (minimum of annually) for signs of erosion. Any eroding areas must be repaired immediately to prevent premature sediment build-up in the downstream forebays or basin. Erosion matting is recommended for repairing grassed areas.
5. NO trees are to be planted or allowed to grow in bottom of grass swales.
6. Periodic mowing of the grass swales for the first two years following construction will encourage vigorous grass cover and allow better inspections for erosion. Waiting until after August 1 will avoid disturbing nesting wildlife.
7. Invasive plant and animal species shall be managed in compliance with Wisconsin Administrative Code Chapter NR 40. This may require eradication of invasive species in some cases.
8. Any other repair or maintenance needed to ensure the continued function of the storm water practices or as ordered under the provisions listed on page 1 of this Agreement.

Wet Pond/Forebay Maintenance

1. The basin and all components (grass swales, forebay, inlets, outlets, etc.) should be inspected after each heavy rain, and periodically throughout the year, but at a minimum of once per year to ensure there is no blockage from floating debris or ice, especially at the low flow orifice and the trash rack on the riser in the main wet basin. Any blockage must be removed immediately.
2. If the permanent pool water level falls below the safety shelf, a review shall be performed to determine whether the cause is liner leakage or an insufficient water recharge. If the cause is leakage, the liner shall be repaired. Leakage due to muskrat burrows may require removal of the animals, repair of the liner with clay, and embedding wire mesh in the liner to deter further burrowing. If the permanent pool cannot be sustained at the design elevation, benching of the safety shelf may be necessary.
3. Nuisance (decay odors, etc.) floating algae or weed growth should be removed from the basin or the forebay and deposited where it cannot drain back into the basin. Removal of the vegetation from

Exhibit C – Continued

the water reduces regrowth the following season (by harvesting the nutrients). Wetland vegetation must be maintained along the waters edge for safety and pollutant removal purposes.

4. If mosquitoes become a nuisance, the use of mosquito larvicide containing naturally-occurring Bti soil bacteria is recommended.
5. When sediment in the forebays or the basin has accumulated to an elevation of three feet below the outlet elevation, it must be removed (see Exhibit D). All removed sediment must be placed in an appropriate upland disposal site and stabilized (grass cover) to prevent sediment from washing back into the basin. Failure to remove sediment from the wet basins will cause resuspension of previously trapped sediments and increase downstream deposition.
6. No grading or filling of the basin or berm other than for sediment removal is allowed, unless otherwise approved by the Village of Mukwonago.
7. Mowing around the basins may attract nuisance populations of geese to the property and is not necessary or recommended.
8. Aerators/Fountains – If an aerator or fountain is desired for visual and other aesthetic effects (aerators designed to mix the contents of the pond are prohibited) they must meet all of the items below:
 - Use an aerator/fountain that does not have a depth of influence that extends into the sediment storage depth (i.e. more than three feet below the normal water surface).
 - If the water surface drops due to drought or leakage, the aerator / fountain may not be operated until the water rises enough for the depth of influence to be above the sediment storage layer. Therefore, if the depth of influence of the aerator / fountain is two feet, the water surface must be within one foot or less of the lowest pond outlet.
 - Provide an automatic shut-off of the aerator/fountain as the pond starts to rise during a storm event. The aerator/fountain must remain off while the pond depth returns to the permanent pool elevation and, further, shall remain off for an additional 48 hours, as required for the design micron particle size to settle to below the draw depth of the pump.
 - Configure the pump intake to draw water primarily from a horizontal plane so as to minimize the creation of a circulatory pattern from bottom to top throughout the pond.

Infiltration Basin Maintenance

1. A minimum of 25% of the bottom of the infiltration basins consist of native plantings in irregularly shaped beds. The native plantings in (top)soil areas and granular open spaces must be maintained on the basin bottom to ensure infiltration rates. Note that infiltration rates within this development are high, in the range of 46 in/hr to >184 in/hr based on field testing, which supports and promotes the development goal of 100% stormwater infiltration. Periodic burning or mowing is recommended to enhance establishment of the prairie grasses (which may take 2-3 years) and maintain the minimum native cover. To reduce competition from cool season grasses (bluegrass, fescues, quack, etc.) and other weeds:
 - i. For the first year, cut to a 6" height three times – once each in June, July and early August. To prevent damage to the native grasses, do not mow below a 6" height. Remove excessive accumulation of clippings to avoid smothering next year's seedlings.
 - ii. After the first year, mowing may only be needed in early June each year to help control the spread of cool season plants. The mowing should also be raised to 10-12" to avoid damage to the warm season plants.
 - iii. Burning may also be used to manage weeds in 2-5 years intervals. Late spring burns (mid-late May) provide maximum stimulus to warm season grasses and work well to control cool season grasses. Burn when the cool season grasses are growing and the warm season plants are just barely starting to grow to get maximum control of cool season species.

Exhibit C – Continued

- iv. Any major bare areas or areas taken over by nonnative species must be reseeded. To clear area of weeds and cool season grasses, treat with an herbicide that contains glyphosphate in accordance with manufacturer's instructions. Ensure a firm seedbed is prepared to a depth of 3 inches (a roller is recommended). Seeding should occur in early-mid June. Seed with Big Bluestem, Indian Grass, Little Blue Stem or Switchgrass (preferably an equal mix of all four types). A companion crop of oats is recommended. Seed must be placed at a depth of 1/4 – 1/2" and a minimum rate of 1/4 pound per 100 square feet. If broadcast seeding by hand, drag leaf rake over soil surface after seeding. Then roll it again and cover with a light layer of mulch and staked erosion control netting to hold it in place until germination. For other planting details, see NRCS standard 342 (Critical Area Planting).
2. The basin and all components (grass swales, wet forebay, inlets, outlets, etc.) should be inspected after each heavy rain, but at a minimum of once per year. If the basin is not draining properly (within 72 hours), further inspection may be required by persons with expertise in storm water management and/or soils.
 - i. If soil testing shows that the soil surface has become crusted, sealed or compacted, some deep tillage should be performed. Deep tillage will cut through the underlying soils at a 2-3 foot depth, loosening the soil and improving infiltration rates, with minimal disturbance of the surface vegetation. Types of tillage equipment that can be used include a subsoiler or straight, narrow-shanked chisel plow.
 - ii. If sedimentation is determined to be causing the failure, the accumulated sediment must be removed and the area reseeded in accordance with the notes above and addendum details.
3. All emergency overflow spillways and other flow control devices must be kept free of debris. Any blockage must be removed immediately.
4. Any eroding areas must be repaired immediately to prevent premature sediment build-up in the system. Erosion matting is recommended for repairing grassed areas.
5. Heavy equipment and vehicles must be kept off of the bottom and side slopes of infiltration basins to prevent soil compaction. Soil compaction will reduce infiltration rates and may cause failure of the basin, resulting in ponding and possible growth of wetland plants.
6. No trees are to be planted or allowed to grow on the bottom of the basin unless specified on the landscape plan. On the basin bottom, trees may shade out the native grasses. The basin must be inspected annually and any woody vegetation removed.

RAIN GARDEN OPERATIONS AND MAINTENANCE

I. ROUTINE MAINTENANCE

A. Inspection

1. Performance of the rain garden should be inspected monthly and after every major storm event, following the initial construction to evaluate if the basin is draining within the design time limits.
 - a. Water plants should be watered as necessary the first year to establish plants.
2. If performance does not meet the design goals, complete repairs to the facility to meet the design requirements.
3. Following the initial growing season of monthly inspections, quarterly inspections of the facility should be made. Inspect the facility for:
 - a. Differential settlement
 - b. Cracking

Exhibit C – Continued

- c. Erosion
 - d. Leakage
 - e. Tree and woody plant growth on the embankments and plant health
 - f. Condition of the inlets and outlets
 - g. Sediment accumulation
 - h. Vigor and density of vegetation on the floor of the basin and buffer strips
 - i. pH testing of the soil (if plants growth issues exist)
 - j. Observation wells and/or under drains
 - B. Mowing – Native Vegetation
 - 1. During establishment of vegetation, the first mowing shall occur once it reaches a height of 10 to 12 inches.
 - 2. Control woody plant invasion by mowing once a year. The vegetation height shall be 5 to 6 inches after mowing.
 - 3. Mow once per year in the fall after November 1st.
 - 4. Remove trash and debris at the time of mowing.
 - C. Erosion Control
 - 1. Inspect seasonally for erosion. Inspection after major storm events for erosion problems is also recommended if practical.
 - 2. Repair all eroded areas immediately. Temporary erosion controls may be necessary to facilitate repairs.
 - D. Tilling
 - 1. If the basin is located on marginally permeable soils, annual or semi- annual tilling may be needed to maintain infiltration capacity.
 - 2. Tilled areas should be immediately re-vegetated to prevent erosion.
- II. NON-ROUTINE MAINTENANCE
- A. Structural Maintenance
 - 1. Inspect pipe systems quarterly.
 - 2. Remove and replace pipe systems that have eroded or rusted.
 - 3. Earthen structures should be inspected annually. Erosion should be repaired immediately upon discovery.
 - B. Restoration of Infiltration Capacity
 - 1. Over time the original infiltration capacity of the basin will be diminished. Diminished infiltration capacity will require maintenance once the rain garden practice fails to infiltrate a rain event within 72 hours.
 - 2. Deep tilling can be done to restore the infiltration capacity of the basin. The basin will be drained and the soils dried to a depth of 8 inches.
 - 3. The top 2 to 3 inches of topsoil, chisel plowing, and adding topsoil and compost can be done.
 - 4. The basin must be restored with native plantings.
 - C. Watering
 - 1. Water plants need to be watered as necessary during the first growing season.
 - 2. After the first growing season, water as necessary during dry periods.

STORM SEWER SYSTEM OPERATIONS AND MAINTENANCE

I. INSPECTION

A. Frequency

- a. Inspect catch basins, inlets and manholes at least once per year.
- b. Inspect storm sewer end sections at least twice per year and after major rainfall events.

B. Inspection

a. Catch Basins, Inlets and Manholes

- i. Inspect for sediment deposition in the bottom of structures.
- ii. Check frames and lids for cracks and wear such as rocking lids or lids moved by traffic and for shifted frames.
- iii. Check chimneys for cracked mortar, cracked lift rings and spalling.
- iv. Check for leaks at joints.
- v. Check surrounding areas for pollutants such as leaks from dumpsters, minor spills and oil dumping.

b. Storm Sewer End sections

- i. Observe for obstructions, accumulation of sediment and trash, undermining and joint separation.
- ii. Inspect end treatment for settlement, scour and displaced armoring.

II. STANDARD MAINTENANCE

A. Catch Basins, Inlets and Manholes

- a. Repair any deterioration threatening structural integrity immediately.
- b. Replace worn or cracked frames and lids. Frames that have shifted should be re-centered and re-set on the structure.
- c. Repair any spalled or cracked mortar. Cracked rings should be repaired or replaced.
- d. Repair leaking joints.
- e. Clean manhole and storm inlet inverts of deposited material. Catch basins should be cleaned before the sump is 40 percent full.
- f. Remove potential sources of contamination away from catch basins, inlets and manholes.

B. Storm Sewer End sections

- a. End sections should be free flowing; trash, debris and obstructions should be removed to prevent backups.
- b. End sections which have separated from the storm sewer pipe shall be reset on firm bedding and reconnected to the existing storm sewer pipe. Restrain joints if necessary.
- c. Scour areas shall be repaired immediately. Replace missing soil with clean fill and replace/install end treatment. Missing armoring will require additional stone, typically one class larger.
- d. Excessive material deposited at the storm sewer outfall is indicative of: a disturbed area upstream draining to the system or a potential failure of a system component. Disturbed areas draining to the system should be stabilized immediately or diverted to drain to a BMP. Potential system failures require non-standard maintenance.

III. NON-STANDARD MAINTENANCE

- A. Non-standard maintenance includes inspection, repair or replacement of buried structures.
 - a. Televising of buried structures (pipes) should occur when excessive material is found within the system or at an outfall with no apparent source area visible at the surface, or the system experiences frequent backups.
 - b. Follow the recommendations for the repair and/or replacement of system components televised by a firm specializing in this work.

Exhibit D

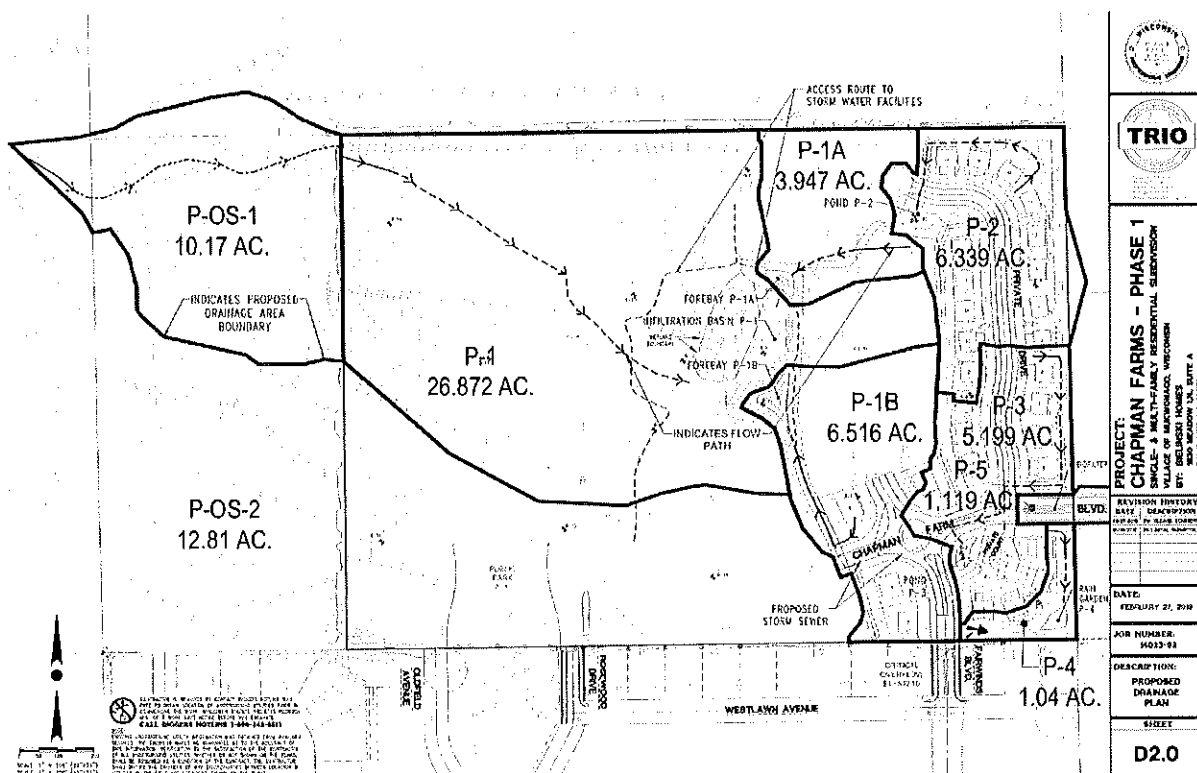
Design Summary

The proposed development will include twenty-four (24) buildings containing two (2) units each, four (4) single family lots, public road construction, sidewalk for pedestrians, and storm water management facilities.

The proposed development has been intentionally designed with sensitivity to storm water drainage, recognizing that existing drainage patterns should be maintained while measures should be taken to improve drainage and alleviate or maintain proposed discharges to pre-development levels as described by chapter 34 of the Village of Mukwonago Municipal Code. Water quality has also been addressed to meet or exceed the Village of Mukwonago requirements for Total Suspended Solid (TSS) removal.

Proposed Drainage Areas

Phase 1 of the proposed project is divided in to seven (7) drainage areas, which include detained and offsite drainage areas. The following is a description of the proposed drainage areas; please refer to the drainage map for additional information:



Drainage Summary

The following describes the peak flows associated with the proposed drainage areas.

Summary Data Elements	Subwatershed P-1		Subwatershed P-1A	
	Pre-develop	Post-develop	Pre-develop	Post-develop
Watershed areas (in acres) <i>(see attached map)</i>	26.872 acres	26.872 acres	3.947 acres	3.947 acres
Average Watershed Slopes (%)	2-20%	2-25%	1-2%	2-25%
Land Uses (% of each) <i>(see attached map)</i>	100% Crop Land	90% Crop Land 10% Open Space	100% Crop Land	100% Open Space
Runoff Curve Numbers	RCN = 71	RCN = 74	RCN = 70	RCN = 74
Conveyance Systems Types	Grass waterway	Grass waterway	Grass waterway	100% grass swale
Summary of Average Conveyance System Data	11% Grade	13% Grade	1.5% Grade	6' deep grass swale @ 0.75% grade
Time of Concentration (Tc) <i>(see attached map & worksheets)</i>	0.19 hrs.	0.19 hrs.	0.17 hrs.	0.50 hrs.
25% of 2-yr 24-hr post dev runoff volume	N/A	0.418 ac. ft.	N/A	0.060 ac. ft.
1-year/24 hour Runoff Volume	14.414 cfs	19.64 cfs.	2.117 cfs	1.778 cfs
2-yr./24 hour Peak Flow <i>(see attached hydrographs)</i>	20.741 cfs	26.68 cfs	3.050 cfs	2.445 cfs
10-yr./24 hour Peak Flow	48.119 cfs	56.30 cfs	7.090 cfs	5.305 cfs
100-yr./24 hour Peak Flow	118.686 cfs	130.52 cfs	17.527 cfs	12.430 cfs

Drainage Summary (Cont.)

The following describes the peak flows associated with the proposed drainage areas.

Summary Data Elements	Subwatershed P-1B		Subwatershed P-2	
	Pre-develop	Post-develop	Pre-develop	Post-develop
Watershed areas <i>(in acres)</i> <i>(see attached map)</i>	6.516 acres	6.516 acres	6.339 acres	6.339 acres
Average Watershed Slopes (%)	2-16%	4-25%	1-2%	4-25%
Land Uses (% of each) <i>(see attached map)</i>	100% Crop Land	33% Residential 67% Open Space	100% Crop Land	100% Residential
Runoff Curve Numbers	RCN = 69	RCN = 78	RCN = 69	RCN = 85
Conveyance Systems Types	Grass waterway	100% Storm Sewer	Grass waterway	100% Storm Sewer
Summary of Average Conveyance System Data	9% Grade	15" Storm Sewer @ 0.74%	1.5% Grade	12" Storm Sewer @ 0.75%
Time of Concentration (T_c) <i>(see attached map & worksheets)</i>	0.30 hrs.	0.36 hrs.	0.17 hrs.	0.37 hrs.
25% of 2-yr 24-hr post dev runoff volume	N/A	0.127 ac. ft.	N/A	0.180 ac. ft.
1-year/24 hour Runoff Volume	2.515 cfs	4.87 cfs	2.950 cfs	7.587 cfs
2-yr./24 hour Peak Flow <i>(see attached hydrographs)</i>	3.730 cfs	6.334 cfs	4.338 cfs	9.272 cfs
10-yr./24 hour Peak Flow	9.224 cfs	12.32 cfs	10.450 cfs	15.81 cfs
100-yr./24 hour Peak Flow	23.591 cfs	26.54 cfs	26.533 cfs	30.40 cfs

Drainage Summary (Cont.)

The following describes the peak flows associated with the proposed drainage areas.

Summary Data Elements	Subwatershed P-3		Subwatershed P-4	
	Pre-develop	Post-develop	Pre-develop	Post-develop
Watershed areas <i>(in acres)</i> <i>(see attached map)</i>	5.199 acres	5.199 acres	1.043 acres	1.043 acres
Average Watershed Slopes (%)	1-6%	4-25%	1-2%	1-25%
Land Uses (% of each) <i>(see attached map)</i>	100% Crop Land	100% Residential	100% Crop Land	33% Residential 67% Open Space
Runoff Curve Numbers	RCN = 69	RCN = 85	RCN = 69	RCN = 87
Conveyance Systems Types	Grass waterway	100% Storm Sewer	Grass waterway	Grass Channel
Summary of Average Conveyance System Data	3.5% Grade	12" & 15" Storm Sewer @ 0.5%	1.5% Grade	1' Deep Grass Channel @ 1% Grade
Time of Concentration (T_c) <i>(see attached map & worksheets)</i>	0.25 hrs.	0.39 hrs.	0.21 hrs.	0.39 hrs.
25% of 2-yr 24-hr post dev runoff volume	N/A	0.148 ac. ft.	N/A	0.033 ac. ft.
1-year/24 hour Runoff Volume	1.832 cfs	6,222 cfs	0.436 cfs	1.395 cfs
2-yr./24 hour Peak Flow <i>(see attached hydrographs)</i>	2,780 cfs	7,605 cfs	0.664 cfs	1.681 cfs
10-yr./24 hour Peak Flow	7,094 cfs	12.97 cfs	1.669 cfs	2.782 cfs
100-yr./24 hour Peak Flow	18,457 cfs	24.93 cfs	4.312 cfs	5.183 cfs

Drainage Summary (Cont.)

The following describes the peak flows associated with the proposed drainage areas.

Summary Data Elements	Subwatershed P-OS-1	
	Pre-develop	Post-develop
Watershed areas <i>(in acres)</i> <i>(see attached map)</i>	10.166 acres	10.166 acres
Average Watershed Slopes (%)	5-22%	5-22%
Land Uses (% of each) <i>(see attached map)</i>	100% Crop Land	100% Crop Land
Runoff Curve Numbers	RCN = 62	RCN = 62
Conveyance Systems Types	Grass waterway	Grass waterway
Summary of Average Conveyance System Data	13.5% Grade	13.5% Grade
Time of Concentration (T_c) <i>(see attached map & worksheets)</i>	0.38 hrs.	0.38 hrs.
25% of 2-yr 24-hr post dev runoff volume	N/A	0.062 ac. ft.
1-year/24 hour Runoff Volume	0.1034 cfs	1.034 cfs
2-yr./24 hour Peak Flow <i>(see attached hydrographs)</i>	1.888 cfs	1.888 cfs
10-yr./24 hour Peak Flow	7.052 cfs	7.052 cfs
100-yr./24 hour Peak Flow	23.96 cfs	23.96 cfs

Descriptions & Summaries of Storm Water Practices

The infiltration basins are designed in accordance with WDNR NR 151 and Technical Standards. Two infiltration tests will be provided for the infiltration basin and are expected to demonstrate minimum infiltration rate of 0.5 in/hr within the infiltration basin P-1 foot print and 1.63 in/hr within the raingarden P-4 foot print, based on the given soil types. The development utilizes swales, storm sewer and controlled overflow routes to convey runoff from the site to the stormwater management facilities. Wet ponds with 2' clay liners or synthetic liners (or other as recommended by geotechnical consultant, subject to verification and installation testing) are located prior to infiltration basin to provide 60% - 80% TSS removal pretreatment prior to discharging to the associated infiltration area. All stormwater facilities are located within Outlots, that will be fractionally owned by all lots within the development. The one exception is for Raingarden P-4, which will be located within an easement. Access to all facilities is accommodated and provided via public street, trail and/or accessible routes.

Infiltration Basin P-1

This basin is located at the center of the property collects runoff directly from drainage areas P-1 and Wet Fore Bays P-1A & P-1B. Characteristics of this basin are as follows:

Infiltration Basin P-1	Design Data
Site assessment data: (see attached maps)	
Contributing drainage area to basin (P-1, P-1A, P-1B, P-2, P-3, P-OS-1,)	59.043 acres
Distance to nearest private well (including off-site wells)	>100feet
Distance to municipal well (including off-site wells)	>1200 feet
Wellhead protection area involved?	No
Ground slope at site of proposed basin	average 4%
Any buried or overhead utilities in the area?	No
Proposed outfall conveyance system/discharge (w/ distances)	N/A
Any downstream roads or other structures? (describe)	N/A
Floodplain, shoreland or wetlands?	Yes, adjacent wetlands to the west
Soil investigation data (see attached map & soil logs):	
Number of soil investigations completed	1 (in basin area)
Do elevations of test holes extend 3 ft. below proposed bottom?	Yes (see SWMP)
Average soil texture at pond bottom elevation (USDA)	Silty Sand
Distance from pond bottom to bedrock	>8 feet
Distance from pond bottom to seasonal water table	No Water Found in soil boring B-9
General basin design data (see attached detailed drawings):	
Permanent pool surface area	N/A
Design permanent pool water surface elevation	N/A
Top of berm elevation (after settling) and width	N/A
Length/width (dimension/ratio) (Phase 1)	350 ft. (L)x 90 ft. (W.) = 4:1
Safety shelf design (length, grade, max. depth)	N/A
Ave. water depth (minus safety shelf/sediment)	0 ft. in center
Sediment forebay size & depth	See Wet Forebay P-1A & P-1B
Sediment storage depth & design maintenance	yearly maintenance schedule

Infiltration Basin P-1 Inflow, Outflow & Storage Data (see attached hydrographs and detail drawings)				
Inflow Peak/Volume	Maximum Outflow Rate	Max. Water Elevation	Storage Volume at Max. Elev. (above perm. pool)	Outflow Control Structures *
19.99 1-yr/24hr. (volume)	0.0 cfs	831.75 ft.	2.24 acre-feet	#1
27.59 cfs (Post 2-yr./24 hr. peak)	0.0 cfs	832.27 ft.	3.00 acre-feet	#1
61.39 cfs (Post 10-yr./24 hr. peak)	0.0 cfs	834.04 ft.	6.31 acre-feet	#1
149.04 cfs (Post 100-yr/24 hr. peak)	0.0 cfs	837.19 ft.	15.10 acre-feet	#1

*
#1 = infiltration, 0.5 in./hr.
#2 = Overflow route @ 842.10.

Wet Forebay P-1A

This basin is located at the center of the property, just north of Infiltration Basin P-1, and collects runoff directly from drainage areas P-1A and discharge from Wet Pond P-2. Characteristics of this basin are as follows:

Wet Forebay P-1A		Design Data
Site assessment data: (see attached maps)		
Contributing drainage area to basin (P-1)		10.286 acres
Distance to nearest private well (including off-site wells)		>100feet
Distance to municipal well (including off-site wells)		>1200 feet
Wellhead protection area involved?		No
Ground slope at site of proposed basin		average 3%
Any buried or overhead utilities in the area?		No
Proposed outfall conveyance system/discharge (w/ distances)		43 ft. to proposed Infiltration Basin P-1
Any downstream roads or other structures? (describe)		No
Floodplain, shoreland or wetlands?		No
Soil investigation data (see attached map & soil logs):		
Number of soil investigations completed		1 (in Southwest Berm)
Do elevations of test holes extend 3ft. below proposed bottom?		Yes (see SWMP)
Average soil texture at pond bottom elevation (USDA)		Fine Sandy Clay
Distance from pond bottom to bedrock		>8 feet
Distance from pond bottom to seasonal water table		6.5 foot below pond bottom
General basin design data (see attached detailed drawings):		
Permanent pool surface area		0.07 acres
Design permanent pool water surface elevation		elev. 834.00
Top of berm elevation (after settling) and width		elev. 836.50/8 feet wide
Length/width (dimension/ratio)		115 ft. (L)x 45 ft. (W.) = 5:2
Safety shelf design (length, grade, max. depth)		10 ft. @ 10% slope/1.0' deepest
Ave. water depth (minus safety shelf/sediment)		5 ft. in center
Sediment forebay size & depth		0.006 acres (8% pool size)/2 feet
Sediment storage depth & design maintenance		2 feet/yearly maintenance schedule

Wet Forebay P-1A Inflow, Outflow & Storage Data (see attached hydrographs and detail drawings)				
Inflow Peak/Volume	Maximum Outflow Rate	Max. Water Elevation	Storage Volume at Max. Elev. (above perm. pool)	Outflow Control Structures *
2.827 1-yr/24hr. (volume)	2.784 cfs	834.93 ft.	0.075 acre-feet	#1 & #2
6.620 cfs (Post 2-yr./24 hr. peak)	6.429 cfs	835.04 ft.	0.084 acre-feet	#1 & #2
19.07 cfs (Post 10-yr./24 hr. peak)	18.87 cfs	835.30 ft.	0.112 acre-feet	#1 & #2
38.52 cfs (Post 100-yr/24 hr. peak)	N/A	837.19 ft.	15.10 acre-feet	#1, #2, & #3

* #1 = 4-inch orifice in proposed outlet structure - flow line elev. @ 834.00

#2 = 5' outlet control structure - rim elev. @ 834.80

#3 = 10' earthen spillway - elev. @835.50

Note: In the 100-yr storm event the forebay combines with the area of Pond P-1 elev. @ 835.50

Wet Forebay P-1B

This basin is located at the center of the property, just south of Infiltration Basin P-1, and collects runoff directly from drainage areas P-1B and discharge from Wet Pond P-3. Characteristics of this basin are as follows:

Wet Forebay P-1B	Design Data
Site assessment data: (see attached maps)	
Contributing drainage area to basin (P-1B & P-3)	11.715 acres
Distance to nearest private well (including off-site wells)	>100feet
Distance to municipal well (including off-site wells)	>1200 feet
Wellhead protection area involved?	No
Ground slope at site of proposed basin	average 6%
Any buried or overhead utilities in the area?	No
Proposed outfall conveyance system/discharge (w/ distances)	38 ft. to proposed Infiltration Basin P-1
Any downstream roads or other structures? (describe)	No
Floodplain, shoreland or wetlands?	No
Soil investigation data (see attached map & soil logs):	
Number of soil investigations completed	1 (in basin area)
Do elevations of test holes extend 3ft. below proposed bottom?	Yes (see SWMP)
Average soil texture at pond bottom elevation (USDA)	Fine to Coarse Sand & Gravel
Distance from pond bottom to bedrock	>6 feet
Distance from pond bottom to seasonal water table	No Water Found in soil boring B-10
General basin design data (see attached detailed drawings):	
Permanent pool surface area	0.142 acres
Design permanent pool water surface elevation	elev. 833.50
Top of berm elevation (after settling) and width	elev. 840.00/8 feet wide
Length/width (dimension/ratio)	115 ft. (L)x 65 ft. (W.) = 2:1
Safety shelf design (length, grade, max. depth)	10 ft. @ 10% slope/1.0' deepest
Ave. water depth (minus safety shelf/sediment)	5 ft. in center
Sediment forebay size & depth	0.021 acres (15% pool size)/2 feet
Sediment storage depth & design maintenance	2 feet/yearly maintenance schedule

Wet Forebay P-1B Inflow, Outflow & Storage Data (see attached hydrographs and detail drawings)				
Inflow Peak/Volume	Maximum Outflow Rate	Max. Water Elevation	Storage Volume at Max. Elev. (above perm. pool)	Outflow Control Structures *
9.595 1-yr/24hr. (volume)	6.935 cfs	834.95 ft.	0.218 acre-feet	#1 & #2
12.97 cfs (Post 2-yr./24 hr. peak)	10.85 cfs	835.04 ft.	0.234 acre-feet	#1 & #2
25.12 cfs (Post 10-yr./24 hr. peak)	24.08 cfs	835.29 ft.	0.284 acre-feet	#1 & #2
47.97 cfs (Post 100-yr/24 hr. peak)	N/A	837.19 ft.	15.10 acre-feet	#1, #2, & #3

* #1 = 4-inch orifice in proposed outlet structure - flow line elev. @ 833.50

#2 = 5' outlet control structure - rim elev. @ 834.70

#3 = 25' earthen spillway - elev. @835.50

Note: In the 100-yr storm event the forebay combines with the area of Pond P-1 elev. @ 835.50

Wet Pond P-2

This basin is located at the north east corner of the property and collects runoff directly from drainage areas P-2. Characteristics of this basin are as follows:

Wet Pond P-2	Design Data
Site assessment data: (see attached maps)	
Contributing drainage area to basin (P-1)	6.339 acres
Distance to nearest private well (including off-site wells)	>100feet
Distance to municipal well (including off-site wells)	>1200 feet
Wellhead protection area involved?	No
Ground slope at site of proposed basin	average 11%
Any buried or overhead utilities in the area?	No
Proposed outfall conveyance system/discharge (w/ distances)	370 ft. to proposed wet forebay P-1A
Any downstream roads or other structures? (describe)	No
Floodplain, shoreland or wetlands?	No
Soil investigation data (see attached map & soil logs):	
Number of soil investigations completed	1 (in basin area)
Do elevations of test holes extend 3ft. below proposed bottom?	Yes (see SWMP)
Average soil texture at pond bottom elevation (USDA)	Fine to Coarse Sand & Gravel
Distance from pond bottom to bedrock	>8 feet
Distance from pond bottom to seasonal water table	No Water Found in soil boring B-6
General basin design data (see attached detailed drawings):	
Permanent pool surface area	0.08 acres
Design permanent pool water surface elevation	elev. 837.00
Top of berm elevation (after settling) and width	elev. 842.00/10 feet wide
Length/width (dimension/ratio)	70 ft. (L)x 45 ft. (W.) = 3:2
Safety shelf design (length, grade, max. depth)	10 ft. @ 10% slope/1.0' deepest
Ave. water depth (minus safety shelf/sediment)	5 ft. in center
Sediment forebay size & depth	0.0002 acres (0.3% pool size)/2 feet
Sediment storage depth & design maintenance	2 feet/yearly maintenance schedule

Wet Pond P-2 Inflow, Outflow & Storage Data (see attached hydrographs and detail drawings)				
Inflow Peak/Volume	Maximum Outflow Rate	Max. Water Elevation	Storage Volume at Max. Elev. (above perm. pool)	Outflow Control Structures *
7.587 1-yr/24hr. (volume)	1.821 cfs	839.34 ft.	0.303 acre-feet	#1 & #2
9.272 cfs (Post 2-yr./24 hr. peak)	4.544 cfs	839.46 ft.	0.323 acre-feet	#1 & #2
15.810 cfs (Post 10-yr./24 hr. peak)	13.82 cfs	839.72 ft.	0.371 acre-feet	#1 & #2
30.400 cfs (Post 100-yr/24 hr. peak)	26.10 cfs	840.30 ft.	0.484 acre-feet	#1 & #2

- *
 #1 = 4-inch orifice in proposed outlet structure - flow line elev. @ 837.00
 #2 = 48" outlet control structure - rim elev. @ 839.25
 #3 = 20' earthen spillway - elev. @841.90

Wet Pond P-3

This basin is located at the southeast corner of the property, on the southeast corner of the proposed cul-de-sac, and collects runoff directly from drainage areas P-3. Characteristics of this basin are as follows:

Wet Pond P-3	Design Data
Site assessment data: (see attached maps)	
Contributing drainage area to basin (P-1)	5.199 acres
Distance to nearest private well (including off-site wells)	>100feet
Distance to municipal well (including off-site wells)	>1200 feet
Wellhead protection area involved?	No
Ground slope at site of proposed basin	average 1.5%
Any buried or overhead utilities in the area?	No
Proposed outfall conveyance system/discharge (w/ distances)	725 ft. to proposed Wet Forebay P-1B
Any downstream roads or other structures? (describe)	Yes-intersection of Chapman Farm Blvd & Fairwinds Blvd.
Floodplain, shoreland or wetlands?	No
Soil investigation data (see attached map & soil logs):	
Number of soil investigations completed	1 (in basin area)
Do elevations of test holes extend 3ft. below proposed bottom?	Yes (see SWMP)
Average soil texture at pond bottom elevation (USDA)	Clay
Distance from pond bottom to bedrock	>13 feet
Distance from pond bottom to seasonal water table	No Water Found in soil boring B-2
General basin design data (see attached detailed drawings):	
Permanent pool surface area	0.06 acres
Design permanent pool water surface elevation	elev. 838.00
Top of berm elevation (after settling) and width	elev. 842.00/10 feet wide
Length/width (dimension/ratio)	105 ft. (L)x 35 ft. (W.) = 3:1
Safety shelf design (length, grade, max. depth)	10 ft. @ 10% slope/1.0' deepest
Ave. water depth (minus safety shelf/sediment)	4 ft. in center
Sediment forebay size & depth	0.006 acres (10% pool size)/2 feet
Sediment storage depth & design maintenance	2 feet/yearly maintenance schedule

Wet Pond P-3 Inflow, Outflow & Storage Data (see attached hydrographs and detail drawings)				
Inflow Peak/Volume	Maximum Outflow Rate	Max. Water Elevation	Storage Volume at Max. Elev. (above perm. pool)	Outflow Control Structures *
6.222 1-yr/24hr. (volume)	5.205 cfs	839.73 ft.	0.145 acre-feet	#1 & #2
7.605 cfs (Post 2-yr./24 hr. peak)	7.010 cfs	839.79 ft.	0.151 acre-feet	#1 & #2
12.970 cfs (Post 10-yr./24 hr. peak)	12.800 cfs	839.95 ft.	0.166 acre-feet	#1 & #2
24.930 cfs (Post 100-yr/24 hr. peak)	22.09 cfs	840.52 ft.	0.237 acre-feet	#1 & #2

- *
 #1 = 4-inch orifice in proposed outlet structure - flow line elev. @ 838.00
 #2 = 48" outlet control structure - rim elev. @ 839.50
 #3 = 5' earthen spillway - elev. @841.70

Rain Garden P-4

This basin is located at the north east corner of the property and collects runoff directly from drainage areas P-4. Characteristics of this basin are as follows:

Rain Garden P-4		Design Data
Site assessment data: (see attached maps)		
Contributing drainage area to basin (P-4)		1.04 acres
Distance to nearest private well (including off-site wells)		>100feet
Distance to municipal well (including off-site wells)		>1200 feet
Wellhead protection area involved?		No
Ground slope at site of proposed basin		average 5%
Any buried or overhead utilities in the area?		No
Proposed outfall conveyance system/discharge (w/ distances)		20 ft. to emergency spillway
Any downstream roads or other structures? (describe)		No
Floodplain, shoreland or wetlands?		No
Soil investigation data (see attached map & soil logs):		
Number of soil investigations completed		1 (Northwest of proposed basin)
Do elevations of test holes extend 3ft. below proposed bottom?		Yes (see SWMP)
Average soil texture at pond bottom elevation (USDA)		Clay
Distance from pond bottom to bedrock		>13 feet
Distance from pond bottom to seasonal water table		No Water Found in soil boring B-1
General basin design data (see attached detailed drawings):		
Permanent pool surface area		N/A
Design permanent pool water surface elevation		N/A
Top of berm elevation (after settling) and width		elev. 841.70/12 feet wide
Length/width (dimension/ratio)		90 ft. (L)x 50 ft. (W.) = 2:1
Safety shelf design (length, grade, max. depth)		N/A
Ave. water depth (minus safety shelf/sediment)		0 ft. in center
Sediment forebay size & depth		N/A
Sediment storage depth & design maintenance		yearly maintenance schedule

Rain Garden P-4 Inflow, Outflow & Storage Data (see attached hydrographs and detail drawings)				
Inflow Peak/Volume	Maximum Outflow Rate	Max. Water Elevation	Storage Volume at Max. Elev. (above perm. pool)	Outflow Control Structures *
1.395 1-yr/24hr. (volume)	0.0 cfs	839.81 ft.	0.065 acre-feet	N/A
1.681 cfs (Post 2-yr./24 hr. peak)	0.0 cfs	839.99 ft.	0.079 acre-feet	N/A
2.782 cfs (Post 10-yr./24 hr. peak)	0.0 cfs	840.47 ft.	0.140 acre-feet	N/A
5.183 cfs (Post 100-yr/24 hr. peak)	3.364 cfs	840.86 ft.	0.189 acre-feet	#1

* #1 = 20' earthen spill way -- elev. @ 840.70

Total Site Release Rates

The table below summarizes the storm water release rates associated with the overall development. Per the Village of Mukwonago Storm Water Ordinance, the Allowable Release Rate is defined as;

Peak Discharge.

- A. Minimum requirement. To minimize downstream bank erosion and the failure of downstream conveyance systems, the calculated post-development peak storm water discharge rates shall be reduced as depicted in the table below. Modeling requirements for this provision are further described in sec. 34-111 below.

	Post Development Peak Discharge =	Pre-Development Peak Discharge
Recurrence		
Interval storm	100	10
	10	2
	2	2
	1	1

TOTAL SITE DISCHARGE			
STORM EVENT	EXISTING	PROPOSED	ALLOWABLE
1-YR	2.060 CFS	0.000 CFS	2.060 CFS
2-YR	3.110 CFS	0.000 CFS	3.110 CFS
10-YR	7.912 CFS	0.000 CFS	3.110 CFS
100-YR	20.52 CFS	3.364 CFS	7.912 CFS

Site Water Quality Summary

Pollutant (1)	Concen- tration - No Controls	Concen- tration - With Controls	Concen- tration Units	Pollutant Yield - No Controls	Pollutant Yield - With Controls	Pollutant Yield Units	Percent Yield Reduction
Particulate Solids	152.9	0	mg/L	3543	0	lbs	100.00 %
Total Phosphorus	0.7370	0	mg/L	17.08	0	lbs	100.00 %



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Public Works/Committee of Whole/Village Board
Topic:	Amendment to Design and Engineering Services for DeBack Drive Infrastructure
From:	Michael Michalski
Department:	Public Works
Presenter:	Jerad Wegner
Date of Committee Action (if required):	September 4, 2019
Date of Village Board Action (if required):	September 4, 2019

Information

Subject: Approval of the Ruekert Mielke, Inc. amendment to design and engineering services task order for DeBack Drive Infrastructure.

Background Information/Rationale: Task Order Amendment No. 2 is set to cover additional design, engineering, and administration due to the realignment of DeBack Drive and the alterations to TID #3 regional stormwater facility.

The following items were not factored within the original construction services task order:

- Perform topographic survey of regional storm water pond - \$992
- Perform wetland delineation along southeast perimeter of regional storm water pond - \$7,048
- Prepare plan and profile drawings along the centerline realignment for proposed sanitary sewer, water main and roadway - \$10,912
- Prepare cross sections along roadway realignment - \$6,945
- Remodeling and redesign of storm sewer - \$4,960
- Design alternate pond in-fill - \$1,488
- Pond modeling and stormwater improvement sheets - \$ 11,160
- Future sanitary truck sewer analysis - \$4,960
- Prepare plan set of drawings for erosion control and stormwater pond dewatering - \$2,480
- Redesign curb ramps and intersection details - \$3,968
- Redesign pavement marking and signage - \$2,976
- Project Manual alterations - \$4,464
- WDNR Wetland Permit application modifications - \$3,472

Key Issues for Consideration: Approval of Ruekert Mielke, Inc. Task Order 2018-03A2 Amendment No. 2 for design and engineering related services.

Fiscal Impact (If any): \$65,825 for additional services.

Requested Action by Committee/Board: We are requesting a recommendation to the Village Board for the approval of Ruekert Mielke, Inc. Task Order Amendment No. 2 for DeBack Drive Infrastructure additional design and engineering related services.

Attachments

RM Task Order 2018-28A

TASK ORDER

This is Task Order No. (2018-03A2),
consisting of 3 pages
Village of Mukwonago
DeBack Drive Infrastructure

Task Order

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

1. Specific Project Data

- A. Title: DeBack Drive Infrastructure – Amendment No. 2
- B. Description: Provide additional engineering services for the Redesign and Bidding of DeBack Drive to provide infrastructure to the Maple Centre Development

2. Additional Services of Engineer

This Task Order Amendment No. 2 is set to cover additional engineering and administrative for the realignment of DeBack Drive and the alterations to TID #3 regional stormwater facility.

The following items were not factored within the original construction services task order:

- Perform topographic survey of regional storm water pond - \$992
- Perform wetland delineation along southeast perimeter of regional storm water pond - \$7,048
- Prepare plan and profile drawings along the centerline realignment for proposed sanitary sewer, water main and roadway - \$10,912
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- Redesign curb ramps and intersection details - \$3,968
- Redesign pavement marking and signage - \$2,976
- Project Manual alterations - \$4,464
- WDNR Wetland Permit application modifications - \$3,472

Work Available as additional services:

The following services are not included in this effort because of project timeline or we have assumed they are not necessary:

- Geotechnical Investigation
- Individual WDNR Chapter 30 Permit

3. Owner's Responsibilities

The Village will review materials and construction drawings to ensure the designed project is compatible with Village operations and standard materials. The Village will pay for the cost of advertisement, permit fees, Engineer's reimbursable expenses, reproduction of the bidding documents, distribution of the bidding documents, and will refer all bidders' questions to the Engineer for response.

TASK ORDER

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
Advertisement for Bid	October 9, 2019
Bid Opening	October 23, 2019
Recommendation of Award	November 6, 2019

5. Payments to Engineer

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

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Estimate of Compensation for Services</u>
200A1 Design and Bidding	Lump Sum	\$65,825

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

6. Consultants

None.

7. Other Modifications to Standard Terms and Conditions

None.

8. Attachments

None.

9. Documents Incorporated by Reference

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

TASK ORDER

Terms and Conditions: Execution of this Task Order Amendment by Owner and Engineer shall make it subject to terms and conditions, (as modified above) of Task Order No. 2018-03A-2

The Effective Date of this Task Order is _____, _____.

OWNER:

Village of Mukwonago

By: _____

Name: _____

Title: _____

Date: _____

ENGINEER:

Ruekert & Mielke, Inc.

By: Steven C. Wurster

Name: Steven C. Wurster, P.E.

Title: Senior Vice President/COO

Date: August 27, 2019

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Name: Michael E. Michalski

Title: Project Engineer

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

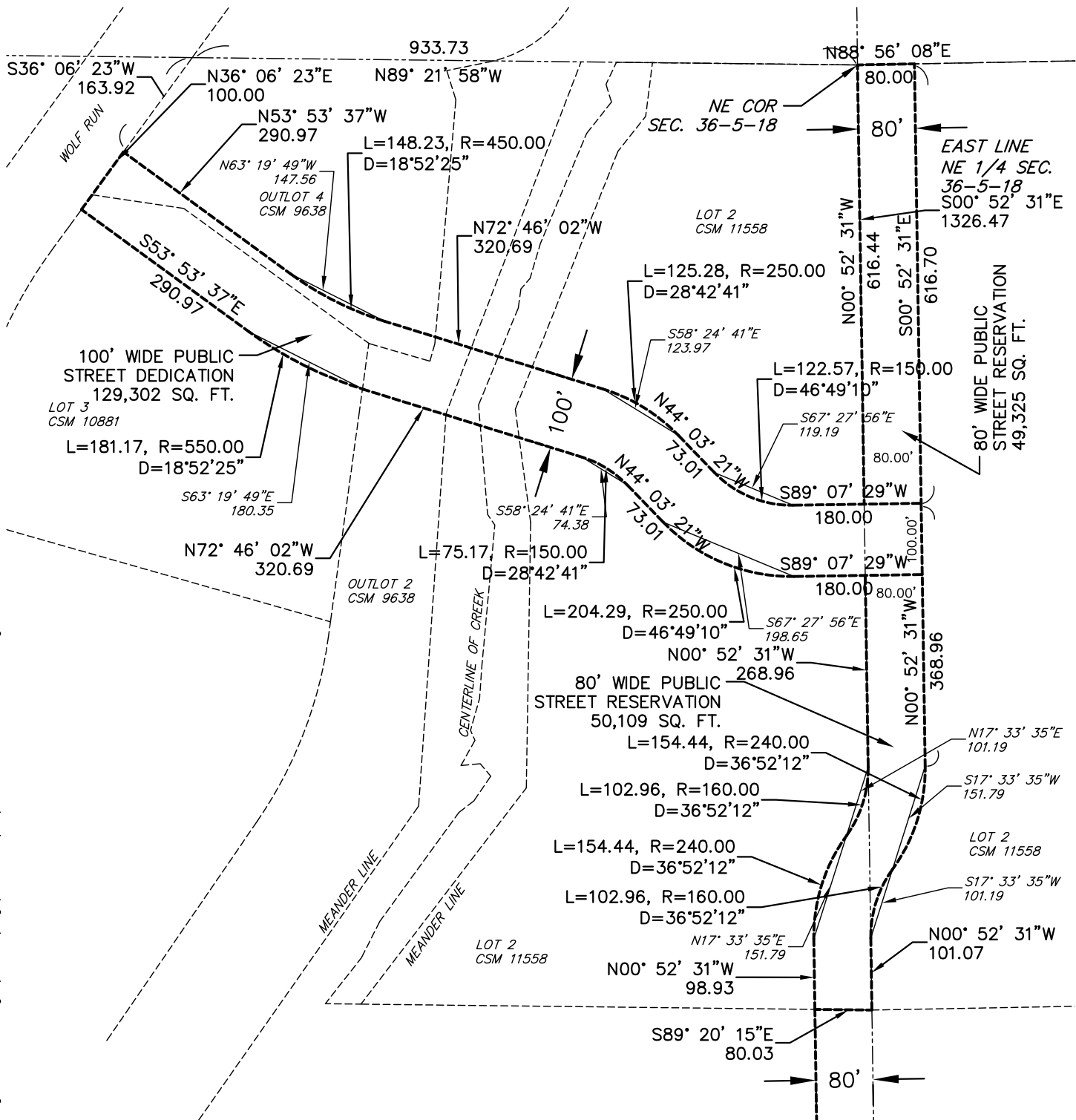
Email: mmichalski@ruekert-mielke.com

Phone: 262-953-3004

Fax: 262-542-5631

PROPOSED ROAD DIMENSIONS

Being parts of CSM 9638, and parts of CSM 10881, and parts of Lot 2 CSM 11558
Village of Mukwonago, Waukesha Co. WI



PREPARED FOR:
Village of Mukwonago
440 River Crest Ct
Mukwonago, WI 53149

PREPARED BY:
Ruekert & Mielke, Inc.
W233 N2080 Ridgeview Pkwy.
Waukesha, WI 53188

 **Ruekert • Mielke**
www.ruekertmielke.com

September 23, 2019

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

RE: Village Hall Generator Addition

Dear Ms. Dykstra:

Bids for the above project were opened on September 20, 2019 at 10:00 a.m. at the Village Hall and were as follows:

	BIDDER	BASE BID
1.	<u>Hady Electric, Inc.</u>	<u>\$86,300.00</u>
2.	<u>Hogen Electric, Inc.</u>	<u>\$91,800.00</u>
3.	<u>WIL-Surge Electric, Inc.</u>	<u>\$97,810.00</u>

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

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

On these bases, we recommend that Hady Electric be awarded the Village Hall Generator Addition contract, in the amount of \$86,300.00.

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.

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.

Ms. Diana Dykstra, CMC
Village of Mukwonago
September 23, 2019
Page 2

Bids remain subject to acceptance until November 19, 2019, unless Bidder agrees to an extension.
Please advise us of your award decision, or call if there are any questions.

Respectfully,

RUEKERT & MIELKE, INC.



Patrick T. Wohlers, P.E. (WI, IL)
Senior Project Manager
pwohlers@ruekertmielke.com

PTW:sjs

Encl: Notice of Award
Bid Summary

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

NOTICE OF AWARD

Date of Issuance: _____

Contract: Village Hall Generator Addition

Owner: Village of Mukwonago

Bidder: Hady Electric, Inc.

Engineer: Ruekert & Mielke, Inc.

Address: P. O. Box 580

Engineer's Project No.: 12-10122.200

Watertown, WI 53094

TO BIDDER:

You are notified that your Bid dated September 20, 2019 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

Village Hall Generator Addition

The Contract Price of your Contract is: \$ 86,300.00

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

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

1. Deliver to Engineer ONE (1) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Agreement the 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

BID SUMMARY

Village Hall Generator Addition

Village of Mukwonago, Waukesha County, Wisconsin

Bids Open: September 20, 2019, 10:00 a.m.

CONTRACTOR	Bid Bond	BASE BID
Hady Electric, Inc.	√	\$86,300.00
Hogen Electric, Inc.	√	\$91,800.00
WIL-Surge Electric, Inc.	√	\$97,810.00

APPARENT LOW BID:	\$86,300.00
APPARENT LOW BIDDER:	Hady Electric, Inc.

RUEKERT & MIELKE, INC.
W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Public Works Committee
Topic:	Downtown Street Lighting
From:	Ron Bittner
Department:	Public Works
Presenter:	Ron Bittner
Date of Committee Action (if required):	10/2/19
Date of Village Board Action (if required):	10/16/19

Information

Subject: Downtown Street Lights

Background Information/Rationale: An option for additional street lighting and LED conversions was brought before the committee in 2018. Increased illumination was proposed to improve pedestrian safety in the downtown corridor. The decision was deferred to the Downtown Planning Committee with no action taken. Trustee Wamser has requested the lighting proposal be revisited. The WE Energies paperwork will need to come before the board for approval and an authorization signature from the Village President.

Key Issues for Consideration: Pedestrian safety

Fiscal Impact (If any): The estimate from last year \$4,006.90 for conversions and \$130.61 added to the monthly lighting charges. A revised quote was requested from WE Energies.

Requested Action by Committee/Board: We are requesting direction from the committee on revisiting the lighting improvements.

Attachments

WE Energies quote from June 2018

Standard Lighting Record-WI

Billing Name						
Billing Address						
C/T/V			State		Zip	
Service Address, if different than Billing Address						
Name	VILLAGE OF MUKWONAGO					
Address	ROCHESTER ST (PEARL AVE TO HENRY ST)					
C/T/V			State	WI	Zip	53149

Premise Account	500-258-452	Install	Remove
New Account?	<input type="checkbox"/> Yes		
Customer / Rate Options	Governmental (MS3/GL1/ LE5)		
Work Request	4243187		
Related Work Request			
Page #/ of #	1 OF 1		

Ref #	Pole #	Rate	Qty	Style	Source	Color	Fixt Class	Watts / fixture	Fixture Install Charge	Facilities/ fixture per mo	Energy Class (kWh)	Energy fixture per mo	Total / mo w/ Source Charge *	Location Description	Install / Remove Date
100	15-14460	MS3	-1	Cobra,FCO	HPS	Gray	None	150	\$0	\$15.75	n/a	included	(\$15.75)	NW CORNER OF CTH LO AND N ROCHESTER ST INTERSECTION	
100	15-14460	LE5	1	Rectangular	LED	Gray	F	124	\$225	\$16.82	43-45	\$4.76	\$22.58	NW CORNER OF CTH LO AND N ROCHESTER ST INTERSECTION	
110	15-14464	LE5	1	Rectangular	LED	Gray	F	124	\$225	\$16.82	43-45	\$4.76	\$22.58	100' SOUTH OF SW CORNER OF CTH LO AND N ROCHESTER ST INTERSECTION	
120	16-02433	LE5	1	Rectangular	LED	Gray	F	124	\$225	\$16.82	43-45	\$4.76	\$22.58	130' NORTH OF LAKE ST - ON WEST SIDE OF N ROCHESTER ST	
130	16-02439	MS3	-1	Cobra,FCO	HPS	Gray	None	150	\$0	\$15.75	n/a	included	(\$15.75)	SW CORNER OF LAKE ST AND N ROCHESTER INTERSECTION	
130	16-02439	LE5	1	Rectangular	LED	Gray	F	124	\$225	\$16.82	43-45	\$4.76	\$22.58	SW CORNER OF LAKE ST AND N ROCHESTER INTERSECTION	
140	15-12958	MS3	-1	Cobra,FCO	HPS	Gray	None	200	\$0	\$18.35	n/a	included	(\$18.35)	170' SOUTH OF LAKE ST ON EAST SIDE OF N ROCHESTER	
140	15-12958	LE5	1	Rectangular	LED	Gray	F	124	\$225	\$16.82	43-45	\$4.76	\$22.58	170' SOUTH OF LAKE ST ON EAST SIDE OF N ROCHESTER	
150	16-02441	LE5	1	Rectangular	LED	Gray	F	124	\$225	\$16.82	43-45	\$4.76	\$22.58	280' SOUTH OF LAKE ST ON EAST SIDE OF N ROCHESTER ST	
160	97-10198	MS3	-1	Cobra,FCO	HPS	Gray	None	200	\$0	\$18.35	n/a	included	(\$18.35)	370' SOUTH OF LAKE ST ON EAST SIDE OF N ROCHESTER ST	
160	97-10198	LE5	1	Rectangular	LED	Gray	F	124	\$225	\$16.82	43-45	\$4.76	\$22.58	370' SOUTH OF LAKE ST ON EAST SIDE OF N ROCHESTER ST	
170	16-00757	LE5	1	Rectangular	LED	Gray	F	124	\$225	\$16.82	43-45	\$4.76	\$22.58	275' NORTH OF FOX ST ON WEST SIDE OF N ROCHESTER ST	
180	16-00756	MS3	-1	Cobra,FCO	HPS	Gray	None	200	\$0	\$18.35	n/a	included	(\$18.35)	165' NORTH OF FOX ST ON WEST SIDE OF ROCHESTER ST	
180	16-00756	LE5	1	Rectangular	LED	Gray	F	124	\$225	\$16.82	43-45	\$4.76	\$22.58	165' NORTH OF FOX ST ON WEST SIDE OF N ROCHESTER ST	
				Poles, GL1											
				Spans, GL1											
Additional charges for service extension, permits, etc.															

Comments: \$ 406.90 SPAN INSTALL T&M CHARGES.

Date _____

Standard Lighting Record-WI

Billing Name		Billing Address		C/T/V	
Service Address, if different than Billing Address		State		Zip	
Name		VILLAGE OF MUKWONAGO			
Address		ROCHESTER ST (PEARL AVE TO HENRY ST)			
C/T/V		VILLAGE OF MUKWONAGO		53149	
Premise Account		500-258-452		500-258-452	
New Account?		<input type="checkbox"/> Yes		Governmental (MS3/GL1/LE5)	
Customer / Rate Options		4243187		2 OF 2	
Work Request					
Related Work Request					
Page # / of #					

Fixture										Install / Remove Date
Ref #	Pole #	Rate	Qty	Style	Source	Color	Class	Watts / fixture	Fixture Install Charge	
190	72-1540	MS3	-1	Cobra,FCO	HPS	Gray	None	200	\$0	190' NE OF N ROCHESTER ST ON SOUTH SIDE OF FOX ST
190	72-1540	LE5	1	Rectangular	HPS	Gray	F	124	\$225	190' NE OF N ROCHESTER ST ON SOUTH SIDE OF FOX ST
200	16-00772	MS3	-1	Cobra,FCO	HPS	Gray	None	200	\$0	SW CORNER OF N ROCHESTER ST AND MAIN ST INTERSECTION
200	16-00772	LE5	1	Rectangular	HPS	Gray	F	124	\$225	SW CORNER OF N ROCHESTER ST AND MAIN ST INTERSECTION
210	87-01110	MS3	-1	Cobra,FCO	HPS	Gray	None	200	\$0	200' SOUTH OF MAIN ST AND N ROCHESTER INTERSECTION ON EAST SIDE OF MAIN ST
210	87-01110	LE5	1	Rectangular	HPS	Gray	F	124	\$225	200' SOUTH OF MAIN ST AND N ROCHESTER INTERSECTION ON EAST SIDE OF MAIN ST
220	16-00754	MS3	-1	Cobra,FCO	HPS	Gray	None	200	\$0	SE CORNER OF ATKINSON ST AND S ROCHESTER ST
220	16-00754	LE5	1	Rectangular	HPS	Gray	F	124	\$225	SE CORNER OF ATKINSON ST AND S ROCHESTER ST
230	76-8708	MS3	-1	Cobra,FCO	HPS	Gray	None	150	\$0	MIDWAY BETWEEN MAIN ST AND JEFFERSON ST ON SOUTH SIDE OF ATKINSON ST
230	76-8708	LE5	1	Rectangular	HPS	Gray	F	124	\$225	MIDWAY BETWEEN MAIN ST AND JEFFERSON ST ON SOUTH SIDE OF ATKINSON ST
240	08-11129	MS3	-1	Cobra,FCO	HPS	Gray	None	100	\$0	150' NORTH OF HENRY ST ON WEST SIDE OF S ROCHESTER ST
240	08-11129	LE5	1	Rectangular	HPS	Gray	F	124	\$225	150' NORTH OF HENRY ST ON WEST SIDE OF S ROCHESTER ST
250	16-06236	MS3	-1	Cobra,FCO	HPS	Gray	None	200	\$0	NW CORNER OF HENRY ST AND S ROCHESTER ST INTERSECTION
250	16-06236	LE5	1	Rectangular	HPS	Gray	F	124	\$225	NW CORNER OF HENRY ST AND S ROCHESTER ST INTERSECTION
Additional charges for service extension, permits, etc.										
Poles, GL1										
Spans, GL1										
Total Install Charges										\$13.94
Total monthly charges, or net change, before taxes										\$13.94

* Monthly total subject to future rate changes approved by Public Service Commission

Comments:

Authorization:

Property Owner / Authorized Representative Signature

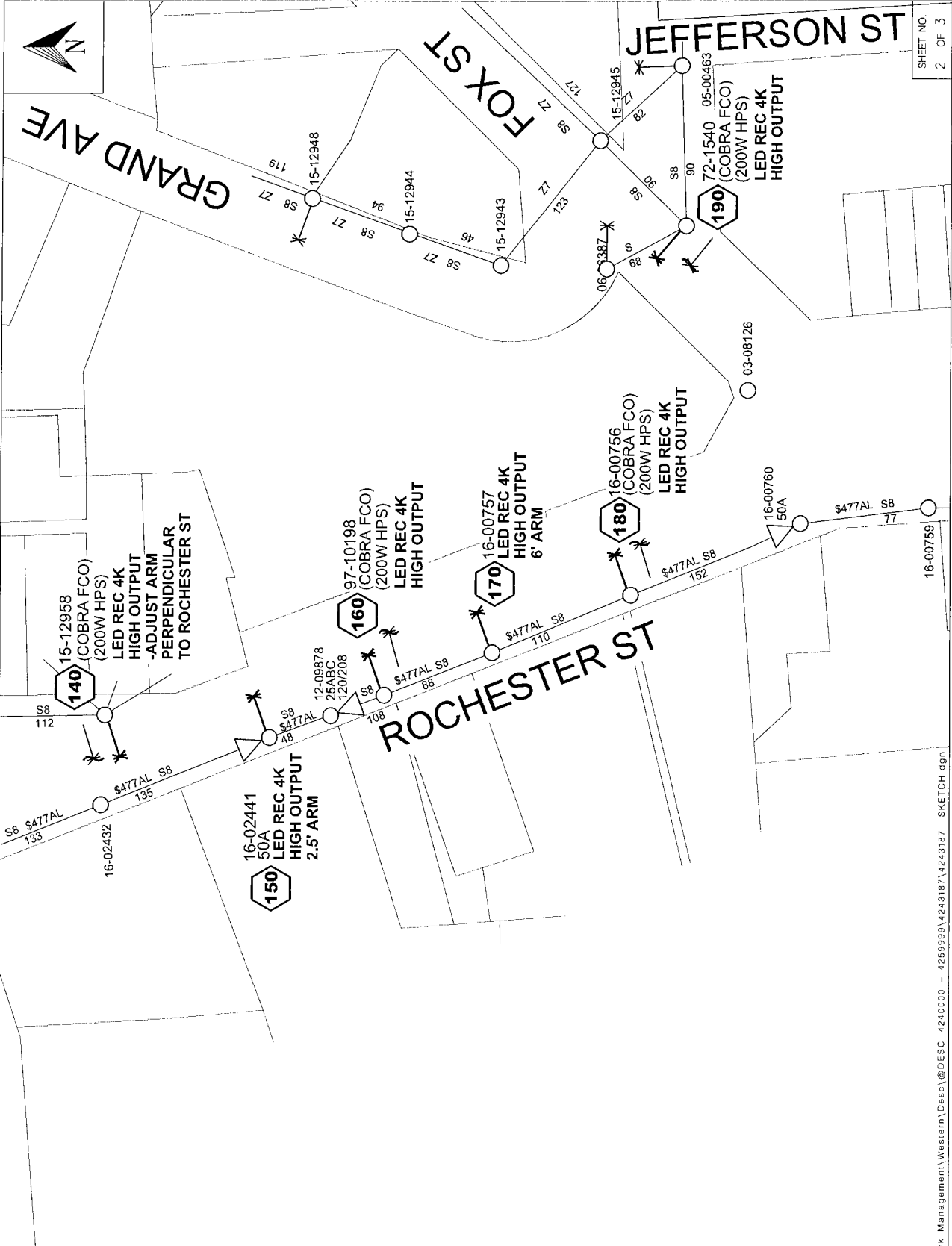
Date



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ELEC WR

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SHEET NO.
2 OF 3

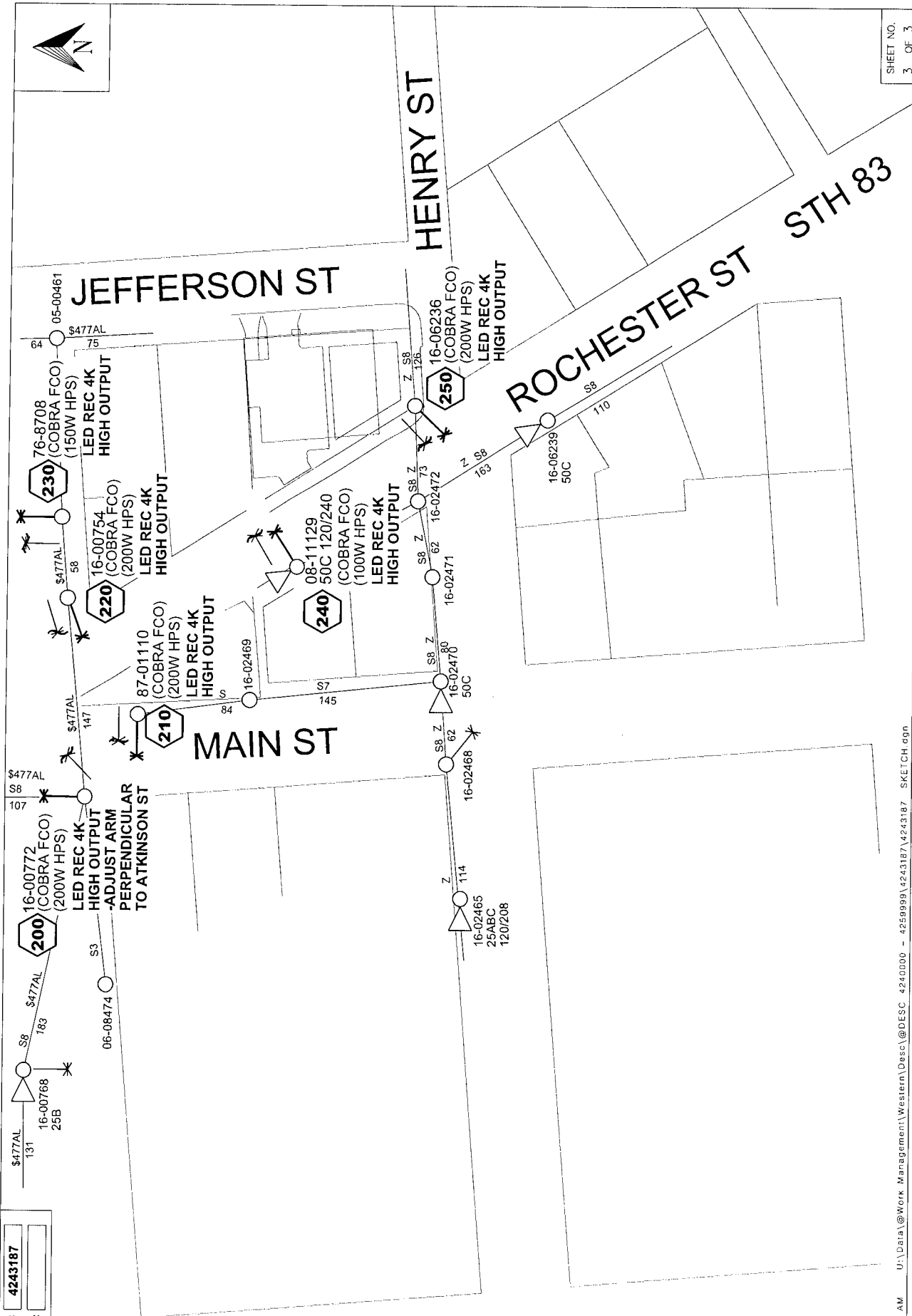


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SHEET NO.
3 OF 3



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Protective Services Committee
Topic:	Reorganization of Department Command Staff
From:	Police Chief Kevin Schmidt
Department:	Police Department
Presenter:	Chief Schmidt
Date of Committee Action (if required):	October 2, 2019
Date of Village Board Action (if required):	October 16, 2019

Information

Subject: Reorganization of the Department Command Staff

Background Information/Rationale: In the late 1970's, the department command staff consisted of a Chief and a Sergeant.

In the late 1980's, the command staff consisted of a Chief, Lieutenant & 2 Sergeants.

In 2001, the command structure consisted of a Chief, 2 Lieutenants and a Sergeant.

I am proposing changing the command structure to a Chief, an Assistant Chief and 2 Lieutenants. Two main reasons for this change is this will give the department a clear 2nd in command and this will be a solution to the Sergeant making more than the Lieutenant.

In 2001 a sergeant (still eligible for overtime), needed approximately 125 hours of overtime to make more than a lieutenant. In 2019, the sergeant needs approximately 18.5 hours of overtime to make more than a lieutenant. The above is based on the sergeant not receiving educational incentive pay for a bachelor degree. If the sergeant has a bachelor degree, they receive \$1,500 a year, meaning without any overtime, the sergeant is paid more than the lieutenant. Lieutenants and above are not eligible for the educational pay.

Key Issues for Consideration: This will take effect January of 2020. This will give the department a clear 2nd in command within the department that is running the department in my absence. It can also assist in the succession plan of the department, to take over the Chief position should a vacancy occur.

The Police Commission approved the restructure of the command staff.

Fiscal Impact (If any): Under the current pay scale program in the Village of Mukwonago, Finance Director Doherty advised the wage range for the Assistant Chief will be \$78,210 to \$105,583. The wage range for the Police Lieutenant is 71,100 to \$95,985. The 2019 wages for the lieutenants are \$81,968.22 and \$81,182.40. I am proposing the Assistant Chief's 2020 salary be \$87,500, the approximate midpoint between the Chief and Lieutenant's wages.

Requested Action by Committee/Board: Recommend to the Village Board the approval of the restructure of the Village of Mukwonago Police Department command staff, beginning in 2020.



Village of Mukwonago

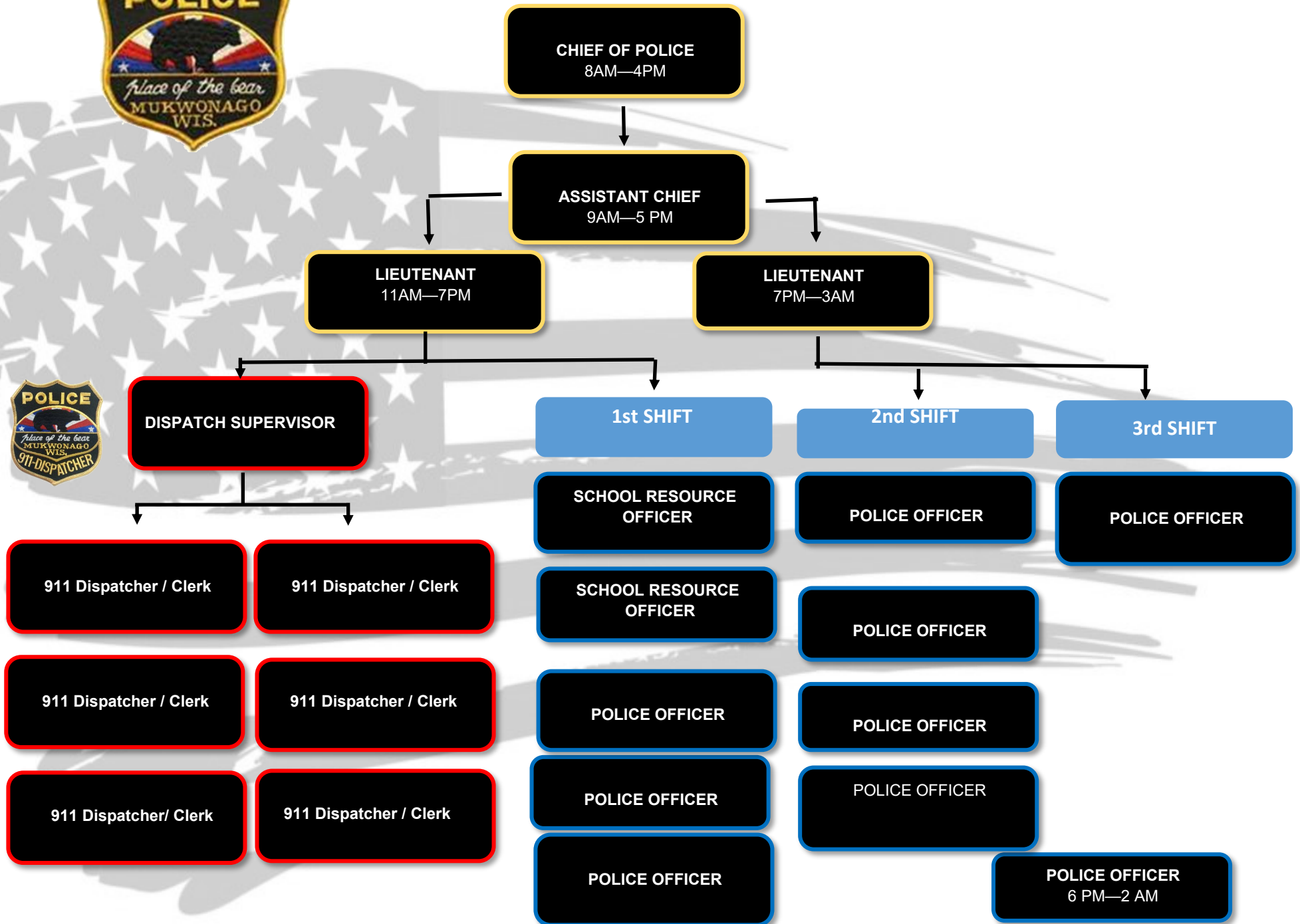
AGENDA ITEM REQUEST FORM

Attachments

Draft of Village of Mukwonago Police Department Rule #2-250 – Job Description: Assistant Chief
Draft of Village of Mukwonago Police Department Rule #2-300 – Job Description: Lieutenant
Proposed organizational chart of the Village of Mukwonago Police Department



Village of Mukwonago Police Department



Village of Mukwonago Police Department		Job Description: Assistant Chief	
Total Number of Pages: 4			
Rule Number: 2-250	Issue Date:	Effective Date:	Review Date:
Amends/Replaces:		Updated:	Issuing Authority: Chief KBS

I. PRIMARY FUNCTION. The Assistant Chief is designated as next in command after the Police Chief. The Assistant Chief assists with the oversight and management of the day-to-day operations of the Village Police Department. The Assistant Chief is responsible for following all orders, written and verbal, as given by the Chief. The Assistant Chief shall work with the Chief to learn all phases of the operation of the department. The Assistant Chief shall be held responsible for the actions of their subordinates. The Assistant Chief must keep in mind the following objectives to achieve the highest performance from the employees of the department: Enforce all ordinances and laws, insure the safety of all citizens and property, maintain the peace, prevent crime, and build confidence in the public by providing excellent service.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

A. PLANNING FOR FUTURE NEEDS

1. Assist the Chief of Police with command oversight and leadership direction to the Village of Mukwonago Police Department.
2. Assist the Chief in planning for future needs of the department.
3. Research and recommend to the Chief updates to department policies.
4. Assist in preparation of the department budget by researching cost, serviceability and other aspects of purchases.
5. Attend Village Board and committee meetings as directed, serving as the Chief's agent.
6. Continue to keep abreast of the latest advances in law enforcement and law enforcement supervision techniques and be prepared to make recommendations to the Chief.

B. ORGANIZING THE DEPARTMENT

1. Assist the Chief in developing and updating the organizational structure of span of control, chain of command and unity of command.
2. Delegate authority and responsibility with accountability to immediate subordinates.
3. Assist the Chief in developing and updating job descriptions for all department employees.
4. Assist the Chief in developing department personnel, by upgrading all facets of the person, job skills, knowledge, attitudes and ethics.
5. Establish an effective working relationship with all members of the department.
6. Resolve conflicts among the staff quickly and efficiently.

C. DIRECT THE DEPARTMENT TO ESTABLISHED GOALS

1. Assist in the implementation of new plans with a reasonable period for completion.
2. Strive to stimulate and encourage members of the department to higher planes of growth, both on a personal and professional level.

3. When issuing directives, be certain members understand them and respond to them.

D. CONTROL OVER DEPARTMENT STAFF AND EQUIPMENT

1. In the absence of the Chief, assumes command of department.
2. Assist the Chief in all duties including budgetary, administrative, and procedural
3. Recruit, interview, select and manage the hiring and evaluation of employees.
4. Procure, maintain and assign department equipment.
5. Ensure police equipment and facility is maintained, repaired and replaced as necessary.
6. Maintain knowledge of software and equipment used to perform duties, such as word processing, database, spreadsheets, E-mail and office equipment.
7. Assist all members of the department with human resource matters and work with the Village Human Resource Director on those issues as necessary.

E. SUPERVISION AND EVALUATION

1. Provide direction and guidance to members of the department under his/her command in the proper discharge of their duties.
2. Maintain an open line of communication with all members of the department to provide an ongoing flow of ideas to keep the department moving toward the future.
3. Provide an example for all members under their command with their appearance, attitude, dignity, courtesy and shall at all times appear neatly attired and clean.
4. Assist the Chief in discipline matters.
5. Complete performance evaluations of command staff under them.
6. Maintain an open mind and do not allow personal feelings to intrude when evaluating a member.

F. ADDITIONAL TASKS

1. Solicit feedback from community members and respond to requests from citizens.
2. Investigate, as directed by the Chief, any citizen's complaints on any member of the command staff under their direction and at the completion of the investigation provide a report to the Chief.
3. Work to create a positive relationship with other village departments and area police and fire departments.
4. Shall abide by and enforce all rules of the department and other village rules as applicable.
5. Represents the Police Department in a variety of local, county, state and other meetings, cooperates with the county, state and federal law enforcement officers as appropriate where activities of the Police Department are involved.

III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. Bachelor degree in Criminal Justice, Law Enforcement or related field.
- B. Must be currently Wisconsin Law Enforcement Standards Board Certified or be able to obtain LESB certification within one (1) year from date of hire due to reciprocity or license transfers as determined by the Department of Justice.
- C. Additional training for supervisors such as FBI National Academy, Northwestern School of Police Staff and Command, Wisconsin Command College, or similar; **or** a Masters Degree in Criminal Justice, Public Administration or related field.
- D. A minimum of ten (10) years of previous law enforcement experience and at least three (3) years of law enforcement supervisory experience.

IV. QUALIFICATIONS AND SKILLS. Must be able to provide evidence of extensive knowledge and experience of the following:

- A. Best practice methods and practices of police administration.
- B. Computer systems and other methods of collecting and analyzing data.
- C. Supervision of the operation and maintenance of various types of law enforcement apparatus and equipment.
- D. Best practice training methods and the ability to supervise the training and instruction of personnel.
- E. Collective bargaining, labor relations, contract administration, and the ability to establish positive relationships between management and labor representatives.
- F. Ability to delegate authority to appropriate staff subordinates as well as monitoring adherence to established Departmental policies and procedures.
- G. Ability to evaluate staff subordinates in a fair and equitable manner – recommending commendations and administering discipline as necessary.
- H. Ability to plan, recommend and support changes within the Department, Village Board and the law enforcement field to improve and enhance public safety.
- I. Ability to analyze law enforcement problems and formulate policies and procedures as appropriate.
- J. Skill in dealing with the public, other agencies, other departments and Department personnel courteously but firmly and to establish effective working relationships with the public, new media, community officials, adjacent police departments, and other agencies involved in community safety.
- K. Ability to instruct and train other staff.
- L. Ability to utilize computer programs and equipment.
- M. Ability to communicate effectively orally and in writing.
- N. Must have the ability to multi-task and problem solve.

V. WORK ENVIRONMENT. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- A. Experience transitions from hot to cold and from humid to dry atmospheres.
- B. Work in wet, icy, or muddy areas.
- C. Face exposure to infectious agents, such as hepatitis B or HIV.
- D. Spend extensive time outside exposed to the elements.
- E. A normal work schedule is five days of eight hour shifts, followed by two days off, four days of eight hour shifts, followed by two days off.
- F. On occasion may have to work a shift he or she does not normally work.
- G. Work major holidays.
- H. May have to stay beyond the normal end of shift depending upon assignments.
- I. May be subject to call up in the event of an emergency.
- J. Court testimony may require work outside the normal shift.

VI. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- A. Specific vision abilities, required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.
- B. Must be able to sit, stand, bend, walk, and climb with or without back support.
- C. Lifting of various items and various weights. This may include: combative or subdued

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- suspects, stretchers, first aid equipment (kits and oxygen bottles), bicycles, and weapons.
- D. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- E. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- F. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24"
- G. Ability to perform duty for prolonged periods in extreme weather situations.

VII. ADDITIONAL REQUIREMENTS.

- A. Comply with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Must keep current with new computer technology which would benefit the Village and its residents.
- C. Reside within a twenty-five mile radius of the Village Square (intersection of County HWY ES and State Hwy 83) within 1 year after successful completion of probation.
- D. Take an oath of office.
- E. Implement the policy directives of the Police Chief and Village Board.

The Village of Mukwonago is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Village of Mukwonago Police Department		Job Description: Lieutenant	
Total Number of Pages: 4			
Rule Number: 2-300	Issue Date: 11/30/04	Effective Date: 01/15/05	Review Date: 02/23/21
Amends/Replaces:		Updated: 02/23/18	Issuing Authority: Chief KBS

I. PRIMARY FUNCTION. The Police Lieutenant is designated as next in command after the Police Chief **and Assistant Chief**. The Lieutenant is responsible for following all orders, written and verbal, as given by the Chief. The Lieutenant shall work with the Chief **and Assistant Chief** to learn all phases of the operation of the department. The Lieutenant shall be held responsible for the actions of their subordinates. The Lieutenant must keep in mind the following objectives to achieve the highest performance from the employees of the department: Enforce all ordinances and laws, insure the safety of all citizens and property, maintain the peace, prevent crime, and build confidence in the public by providing excellent service.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

A. PLANNING FOR FUTURE NEEDS

1. Assist ~~the Chief~~ in planning for future needs of the department.
- ~~2. Research and recommend to the Chief updates to department policies.~~
- ~~3~~ 2. Assist in preparation of the department budget by researching cost, serviceability and other aspects of purchases.
- ~~4~~ 3. Attend village board and committee meeting as directed, serving as the Chief's agent.
- ~~5~~ 4. Continue to keep abreast of the latest advances in law enforcement and law enforcement supervision techniques and be prepared to make recommendations to the Chief.

B. ORGANIZING THE DEPARTMENT

- ~~1. Assist the Chief in developing and updating the organizational structure of span of control, chain of command and unity of command.~~
- ~~2~~ 1. Delegate authority and responsibility with accountability to immediate subordinates.
- ~~3~~ 2. Assist the Chief in developing and updating job descriptions for all department employees.
- ~~4~~ 3. Assist the Chief in developing department personnel, by upgrading all facets of the person, job skills, knowledge, attitudes and ethics.
- ~~5~~ 4. Establish an effective working relationship with all members of the department.
- ~~6~~ 5. Resolve conflicts among the staff quickly and efficiently.

C. DIRECT THE DEPARTMENT TO ESTABLISHED GOALS

1. Assist in the implementation of new plans with a reasonable period for completion.
2. Strive to stimulate and encourage members of the department to higher planes of growth, both on a personal and professional level.
3. Make sure that all members understand what is expected of them, by providing effective communications, both verbal and follow up written guidelines.
4. When issuing **new** directives **are issued**, be certain that members understand them

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and respond to them.

D. CONTROL OVER DEPARTMENT STAFF AND EQUIPMENT

1. Assist the Chief in establishing realistic goals and performance levels for employees, and then follow up with monitoring of employees and providing feedback to the employee.
2. Be responsible for the good working condition of all equipment under his/her command.

E. SUPERVISION AND EVALUATION

1. Direct and supervise subordinate's activity
2. Will provide direction and guidance to all members of the department under his/her command in the proper discharge of their duties.
3. When possible meet one to one with members to maintain uniform application of policies and rules.
4. Maintain an open line of communication with all members of the department to provide an ongoing flow of ideas to keep the department moving toward the future.
5. Shall provide an example for all members under his/her command with his/her appearance, attitude, dignity, courtesy and shall at all times appear neatly attired and clean.
6. Ensure that all members under his/her command are properly uniformed, equipped and fitted for duty.
7. Assist the Chief in discipline matters.
8. Assign personnel as necessary to special enforcement and special assignments.
9. Provide for adequate staffing levels in order to maintain the safety and public order in the Village of Mukwonago.
10. Support the sergeant in personnel or other issues he/she may bring to you. On a regular basis reviews accident reports, Phoenix reports, and TraCS documents for accuracy and proper enforcement action and provides feedback to the authors of reports. Assign officers to special or selective enforcement when necessary to achieve safety.
11. Consider each member's strengths and weaknesses on an individual level when evaluating members.
12. Maintain an open mind and do not allow personal feelings to intrude when evaluating a member.
13. The Lieutenant shall report in writing to the Chief, information on any member who is unfit for service because of either mental or physical incompetence or any other condition causing the member to be unfit for duty.
14. Assist in the recruitment, interviews, hiring and training of new personnel.
15. Assign officers to special or selective enforcement when necessary to achieve safety.
16. Insure officers are maintaining a sufficient number of citizen contacts.

F. ADDITIONAL TASKS

1. Although the Lieutenant is generally an administrative position, he/she shall still assume all other duties and tasks of a sworn police officer as necessary.
2. Undertake any jobs or assignments, including acting as a department investigator, as directed by the Chief.
3. The Lieutenant shall at the direction of the Chief, investigate any citizen's complaints on any member and at the completion of the investigation provide a report to the Chief.
4. Work to create a positive relationship with other village departments and area police and fire departments.
5. Shall abide by and enforce all rules of the department and other village rules as applicable.

III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. A Bachelor degree in Criminal Justice, Law Enforcement or related field.
- B. Must be currently Wisconsin Law Enforcement Standards Board Certified or be able to obtain LESB certification within one (1) year from date of hire due to reciprocity or license transfers as determined by the Department of Justice.
- C. A minimum of eight (8) years of previous law enforcement experience.
- D. The Lieutenant shall have additional training as recommended or required by the Chief.

IV. QUALIFICATIONS AND SKILLS. Must be able to provide evidence of extensive knowledge and experience of the following:

- A. Best practice methods and practices of police administration.
- B. Computer systems and other methods of collecting and analyzing data.
- C. Supervision of the operation and maintenance of various types of law enforcement apparatus and equipment.
- D. Best practice training methods and the ability to supervise the training and instruction of personnel.
- E. Collective bargaining, labor relations, contract administration, and the ability to establish positive relationships between management and labor representatives.
- F. Ability to delegate authority to appropriate staff subordinates as well as monitoring adherence to established Departmental policies and procedures.
- G. Ability to evaluate staff subordinates in a fair and equitable manner – recommending commendations and administering discipline as necessary.
- H. Ability to plan, recommend and support changes within the Department, Village Board and the law enforcement field to improve Departmental practices and enhance public safety.
- I. Ability to analyze law enforcement problems and formulate policies and procedures as appropriate.
- J. Skill in dealing with the public, other agencies, other departments and Department personnel courteously but firmly and to establish effective working relationships with the public, new media, community officials, adjacent police departments, and other agencies involved in community safety.
- K. Ability to instruct and train other staff.
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- D. Spend extensive time outside exposed to the elements.
- E. A normal work schedule is five days of eight hour shifts, followed by two days off, four days of eight hour shifts, followed by two days off.
- F. On occasion may have to work a shift he or she does not normally work.
- G. Work major holidays.

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- H. May have to stay beyond the normal end of shift depending upon assignments.
- I. May be subject to call up in the event of an emergency.
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- A. Specific vision abilities, required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.
- B. Must be able to sit, stand, bend, walk, and climb with or without back support.
- C. Lifting of various items and various weights. This may include: combative or subdued suspects, stretchers, first aid equipment (kits and oxygen bottles), bicycles, and weapons.
- D. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- E. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- F. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24"
- G. Ability to perform duty for prolonged periods in extreme weather situations.

VII. ADDITIONAL REQUIREMENTS.

- A. Comply with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Must keep current with new computer technology which would benefit the Village and its residents.
- C. Reside within a twenty-five mile radius of the Village Square (intersection of County HWY ES and State Hwy 83) within 1 year after successful completion of probation.
- D. Take an oath of office.
- E. Implement the policy directives of the Police Chief and Village Board.

The Village of Mukwonago is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	COTW
Topic:	Downtown Development Committee, (DDC) Update
From:	Roger Walsh/DDC Chair
Department:	
Presenter:	Roger Walsh
Date of Committee Action (if required):	10-02-2019 (COTW)
Date of Village Board Action (if required):	10-16-2019-Next Scheduled Board Meeting

Information

Subject: Streetscaping-Wayfinding Request for Proposal (RFP). Request and Approval to proceed with RFP process to select a Professional Design Firm to create a Downtown Streetscaping and Wayfinding Plan.

DDC Informational Update

Background Information/Rationale: Downtown Strategic Plan Implementation of Tier 1 and Tier 2 Recommendations regarding Streetscaping & Wayfinding/Signage.

Key Issues for Consideration: Design Plan and DDC operation funds were approved in 2019 budget. There may be some minimal operational 2019 expenses against the approved \$3,500. A portion or all of the Design Plan allocation is not anticipated to be spent until 2020.

After an initial vetting process, the selection of a Design Firm would be subject to DDC members review of finalists' qualifications and competitive bids. DDC members would vote on best candidate and provide recommendation to Village Board.

Fiscal Impact (If any): To be determined, (TBD). None at this time.

Requested Action by Committee/Board: Commitment to extend 2019 budget funds to 2020 Budget. Approval to send out RFP for selection of a Professional Firm to provide the Village of Mukwonago with a Downtown Streetscaping & Wayfinding/Signage Design Plan.

Attachments

None at this time. Copy of RFP available prior to Oct 16 Board Meeting